

Statute of the Faculty of Medicine of Charles University in Pilsen

The Academic Senate of the Faculty of Medicine in Pilsen has resolved as follows pursuant to Section 27(1)(b) and Section 33(2)(a) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (the Higher Education Act)

Statute of the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "Statute") as its internal regulation:

Part I.

Introductory provisions

Article 1

Basic provisions

1. The Faculty of Medicine in Pilsen (hereinafter referred to as the "Faculty") is a basic part of Charles University (hereinafter referred to as the „University“) ¹ Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts, as amended (hereinafter referred to as the „Higher Education Act“) ² and the Statutes of Charles University, as amended (hereinafter referred to as the „Statute of the University“).
2. The name of the faculty is "Faculty of Medicine in Pilsen". In legal relations the faculty uses the name "Charles University, Faculty of Medicine in Pilsen". The Latin name is 'Universitas Carolina, Facultas Medica Pilsnensis'. The English name is 'Charles University, Faculty of Medicine in Pilsen'. ³ The abbreviated name of the Faculty is 'Faculty of Medicine of Charles University in Pilsen', abbreviated as 'LFP UK'.
3. The seat of the faculty is alej Svobody 1655/76, 323 00 Pilsen.
4. The faculty was founded on 27 October 1945.

Article 2

The Aim and activities of the Faculty

1. The Faculty freely carries out educational and scientific, research, development, innovation (hereinafter referred to as "creative activity") and specific therapeutic and preventive activities, the prerequisites of which are academic freedoms and academic rights. ⁴ Teaching activity at the Faculty is based on the knowledge of science, including the results of its own scientific research.
2. The faculty implements master's degree programmes and doctoral degree programmes, as well

¹ Article 3 of the Statutes of the University.

² Sections 22 and 23 and Part Two of Act No. 111/1998 Coll. on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act).

³ Annex No. 1 to the Statutes of the University.

⁴ Section 4 of the Higher Education Act.

as lifelong learning programmes.⁵

3. The faculty develops complementary activities in accordance with the legal regulations and internal regulations of the University and the faculty so as to assist in the fulfilment of the faculty's mission.
4. The faculty provides library and other information services.
5. The Faculty cooperates with domestic and foreign universities, faculties, academic and research institutions and other legal entities and creates conditions for the participation of members of the academic community of the Faculty in this cooperation.
6. The faculty supports and requires professional growth of academic staff in accordance with scientific knowledge.

Part II.

Faculty Organisations and Bodies of the Faculty, Academic Environment

Article 3

Faculty division

1. The faculty is divided into basic and other departments for teaching and scientific research activities, special-purpose facilities and the Dean's office.
2. The basic workplaces for teaching and scientific research activities include institutes as exclusive workplaces of the Faculty and joint workplaces with the University Hospital Pilsen (hereinafter referred to as "FN Pilsen") and clinics as joint workplaces with FN Pilsen.
3. The establishment, merger, amalgamation, division or abolition of exclusive faculty departments is decided by the Academic Senate of the Faculty on the proposal of the Dean.
4. Joint workplaces with the Pilsen University Hospital are established, changed and cancelled by the Director of the Pilsen University Hospital in agreement with the Dean. The Dean shall request the prior approval of the Academic Senate of the Faculty to conclude such an agreement.
5. The head of the institute as an exclusive department of the faculty is the head of the institute, who is appointed and dismissed by the dean from among professors and associate professors on the basis of a selection procedure; exceptionally, an assistant professor may be appointed to head the institute. The head of the institute as a joint department of the faculty is the head, who is appointed and dismissed by the director of the Pilsen University Hospital in agreement with the dean. The head expresses his/her opinion on the decision-making in labour law matters of the university employees assigned to the institute and submits relevant proposals to the dean.
6. The head of the clinic is the head of the clinic, who is appointed and dismissed by the director of the Pilsen University Hospital in agreement with the dean. The selection procedures for the positions of the heads of clinics are announced by the Director of the FN Pilsen together with the Dean. The Head of the Clinic is responsible to the Dean for teaching, scientific and research activities. The Head of the Clinic expresses his/her opinion on decisions concerning labour law matters of the University employees assigned to the clinic and submits relevant proposals to the Dean.
7. Heads of other teaching and research departments and special-purpose facilities are appointed

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

and dismissed by the Dean on the basis of a selection procedure.

Article 4

Self-governance and Bodies of the Faculty

1. Self-government of the Faculty is exercised by members of the academic community of the Faculty⁶ directly or through self-governing academic bodies⁷.
2. The self-governing academic bodies of the Faculty are the Academic Senate, the Dean, the Scientific Council and the Disciplinary Committee.
3. Another body of the Faculty is the Secretary of the Faculty.
4. The bodies of the Faculty are bound in their activities by the Higher Education Act, other legal regulations, the Statutes of the University and other internal regulations of the University, these Statutes and other internal regulations of the Faculty.
5. If it becomes apparent that an action, resolution or decision of a faculty body is in violation of the law or internal regulations of the University or the Faculty, that body shall take all available remedial action, including modification or reversal of the decision. Appropriate action shall be taken if that body is inactive in violation of those regulations. This provision shall not apply to decisions and other actions taken pursuant to Act No. 500/2004 Coll., the Administrative Code, as amended (hereinafter referred to as the "Administrative Code").
6. In exercising their competences, especially in decision-making, the faculty bodies shall observe the meaning of academic freedoms and academic rights, the principles of the Statute of the University as expressed in its preamble and the mission of the University (Article 2, paragraph 1 of the Statute of the University).
7. Self-governing academic bodies shall ensure that members of the academic community are informed of their activities and have the opportunity to comment in a timely manner on documents and measures of major importance which are dealt with by these bodies. They shall also ensure that members of the academic community are able to comment on the work of these bodies.

Article 5

Academic Community of the Faculty

1. The academic community of the faculty consists of the academic staff of the University assigned to the faculty and students enrolled at the faculty.
2. Academic staff are those professors, associate professors, associate professors, assistant professors, assistant lecturers, lecturers and scientific, research and development staff who are employees of the University assigned to the faculty performing both teaching and creative activities in an employment relationship according to the agreed type of work.
3. Members of the academic community of the faculty have the right to:
 - a) nominate candidates and elect members of the Academic Senates (universities and faculties) and be elected as members of the Academic Senates (universities and faculties),
 - b) to propose a candidate for Rector in the manner prescribed by the Statutes of the University,

⁶ Section 3 of the Higher Education Act.

⁷ Sections 7(1) and 25(1) of the Higher Education Act

- c) to propose a candidate for dean in the manner prescribed by the internal regulations of the faculty,
 - d) attend meetings of the Faculty Academic Senate and the Faculty Scientific Council, unless the Scientific Council meetings are declared closed,
 - e) be familiar with the minutes of the meetings of the Academic Senate and the Scientific Council, including the content of the resolutions,
 - f) to be given the floor at a meeting of members of the academic community,
 - g) address suggestions, comments and complaints to the self-governing academic bodies; these bodies are obliged to consider them, deal with them without undue delay and respond to them.
4. The Faculty supports the activities of scientific, professional, professional, student, trade union and other interest associations bringing together members of the academic community whose activities help to fulfil the mission of the University; the conditions for supporting the interest activities of students who are members of the academic community are set out in the rules for supporting the interest activities of students of the University.
 5. The faculty takes care of the social needs of the members of the academic community of the faculty. The Faculty shall take into account the needs of members of the academic community with specific needs and shall take available measures in its activities and in the activities of self-governing academic bodies to balance their opportunities for employment at the Faculty.
 6. The faculty also creates conditions for the cultivation of physical education and sport and for cultural life at the faculty.
 7. Members of the academic community of the faculty are obliged to comply with the internal regulations⁸ of the university and the faculty and to respect the good name of the university and the faculty
 8. A member of the academic community may simultaneously hold only one of the following positions: rector, vice-rector, dean, vice-dean, bursar, faculty secretary or director of another unit of the university.
 9. The provisions of paragraphs 2 to 6 and 7 shall apply *mutatis mutandis* to university employees employed at the faculty who are not academic staff.

Article 6

Academic Senate of the Faculty

1. The Academic Senate⁹ of the Faculty (hereinafter referred to as the "Senate") is responsible for its activities to the academic community. In the performance of their duties, members of the Senate are not bound by orders or resolutions of the bodies of the academic self-government of the Faculty, but only by their conscience and are obliged to look after the interests of the Faculty and the University as a whole.
2. Senate:
 - a) on the proposal of the dean, decides on the establishment, merger, amalgamation, division or dissolution of exclusive faculty departments and on the proposal of the dean, co-decides on the establishment, merger, amalgamation, division of joint faculty departments, where

⁸ Sections 17 and 33 of the Higher Education Act; for other components cf. § Section 9(1)(b) of the Higher Education Act.

⁹ Sections 26 and 27 of the Higher Education Act.

the approval of the Senate is followed by an agreement between the dean and the director of the Faculty of Medicine Pilsen,

- b) approve draft internal regulations of the Faculty, on the proposal of the Dean or, in the case of the Rules of Procedure of the Academic Senate of the Faculty, on the proposal of a member of the Academic Senate of the Faculty, on which the Academic Senate of the Faculty has requested the opinion of the Dean, and forward them through the President of the Academic Senate of the University for approval by the Academic Senate of the University,
 - c) approves the distribution of the faculty's financial resources submitted by the Dean and controls their use,
 - d) approves the annual activity report and the annual report on the Faculty's management submitted by the Dean,
 - e) approves the conditions for admission to study in study programmes implemented at the faculty,
 - f) gives prior approval to the dean for the appointment and removal of members of the scientific council and members of the faculty disciplinary committee,
 - g) decides on the proposal for the appointment of the Dean or proposes his/her removal from office,
 - h) on the proposal of the dean, approves the strategic plan of the educational and scientific, research, development, innovation, artistic or other creative activities of the faculty (hereinafter referred to as the "strategic plan of the faculty") after discussion in the scientific council.
3. In particular, the Senate expresses its views on:
 - a) on proposals for study programmes implemented at the Faculty,
 - b) on the dean's intention to appoint or dismiss vice-deans.
 4. The Senate is composed of students and academic staff. Representatives to the Senate are elected separately by the academic staff and the student part of the academic community. There shall be 16 academic staff members and 8 student members.
 5. The term of office of the members of the Senate shall be three years.
 6. The bodies of the Senate are the Bureau, consisting of the Chairperson, 2 Vice-Chairpersons from among academic staff and 1 Vice-Chairperson from among students, and the Commissions.
 7. The Senate may request the opinion of the faculty bodies and has the right to become familiar with the conclusions of the deliberations of the Dean's College and the Faculty's Scientific Council.
 8. Elections to the Senate are regulated by the "Election Rules of the Academic Senate of the Faculty of Medicine of Charles University in Pilsen", which is an internal regulation of the Faculty.
 9. The activities of the Senate and its bodies are regulated by the "Rules of Procedure of the Academic Senate of the Faculty of Medicine of Charles University in Pilsen", which is an internal regulation of the Faculty.

Article 7

Scientific Council of the Faculty

1. When submitting a proposal for the appointment of members of the Faculty's Scientific Council (hereinafter referred to as the "Scientific Council"), the Dean shall ensure that the main fields of science cultivated at the Faculty are represented on the Scientific Council.
2. Within two months after the beginning of his/her term of office, the Dean shall submit to the Senate a proposal for the appointment of the members of the Scientific Council. The dean shall be the chairman of the Scientific Council. The composition of the Scientific Council is regulated by Section 29(2) of the Higher Education Act.
3. The term of office of the members of the Scientific Council appointed by the Dean ends on the last day of the calendar month following the day on which the term of office of the next Dean began.
4. Membership of the Scientific Council shall¹⁰ cease:
 - a) on the date of delivery of a written declaration by which the member renounces membership of the Scientific Council to the Dean,
 - b) the date on which the dean, with the prior approval of the Senate, removed the member of the Research Council.
5. The Scientific Council in particular:
 - a) discusses the draft strategic plan for the Faculty's educational and creative activities drawn up in accordance with the University's strategic plan and the draft annual plan for the implementation of the Faculty's strategic plan,
 - b) approves proposals for study programmes to be implemented at the faculty,
 - c) proposes to the Rector the intention to submit an application for accreditation, extension of accreditation or extension of the period of validity of the accreditation of study programmes implemented at the faculty,
 - d) proposes to the Rector the intention to submit an application for accreditation of the habilitation procedure and the procedure for appointment as professor, in the case of procedures carried out at the Faculty,
 - e) performs its activities in the habilitation procedure and in the procedure for appointment as professor to the extent provided for by the Higher Education Act.
6. The dean may appoint an eminent scientist who has made a significant contribution to the faculty as an honorary member of the Scientific Council; the honorary member has the right to attend the Scientific Council meetings without the right to vote. Before appointing an honorary member of the Scientific Council, the Dean shall seek the opinion of the Senate.
7. The Scientific Council may request the opinion of a faculty body; it may invite other persons to participate in the meeting.
8. The Research Council has the right to become familiar with the conclusions of the deliberations of other faculty bodies and the Dean's College.
9. The activities of the Scientific Council are regulated by the Rules of Procedure of the Faculty Scientific Council, which is an internal regulation of the Faculty.

¹⁰ Section 29(1) of the Higher Education Act.

Article 8
Dean of Faculty

1. The Rector appoints and dismisses the Dean on the proposal of the Senate.
2. The dean is the head of the faculty. He acts and decides on the affairs of the faculty, unless the law or an internal regulation of the University provides otherwise.
3. For the management of the faculty, the Dean may issue measures, orders and circulars of the Dean within his/her competence and within the limits of the legal regulations and internal regulations of the University and the faculty, according to which the faculty shall proceed. If the internal regulations of the University or the Faculty so provide, the prior opinion of the Senate shall be required for the issuance of a measure by the Dean.
4. The Dean shall attend a meeting of the Senate at the invitation of the Senate or its Chairperson. The Dean shall answer a question concerning the performance of his or her duties put to him or her by the Senate or a member of the Senate at a meeting of the Senate.
5. The term of office of the Dean is four years. The same person may hold the office of dean for a maximum of two consecutive terms.
6. The election of a candidate for the office of Dean shall be announced by the Senate so that it takes place at least 90 days before the expiry of the Dean's term of office.
7. A candidate for the office of dean may be proposed to the Senate by a group of at least 30 members of the academic community of the faculty.
8. Before the expiry of the term of office, the office of dean ceases to exist:
 - a) by appeal, on the proposal of the Senate or on the Rector's own initiative,
 - b) on the date of delivery to the Rector of the written declaration by which the Dean resigns his/her office.
9. A motion to remove the dean from office may be initiated by at least ten members of the Senate or by a group of at least fifty members of the academic community of the faculty. The motion must contain specific reasons for removing the dean from office.

Article 9
Vice-Deans

1. The dean is represented by vice-deans to the extent determined by the dean. Vice-deans are appointed and dismissed by the dean after the opinion of the senate.
2. The number of vice-deans and their areas of competence are determined by the dean after consultation with the senate.
3. The Vice-Dean shall appear at the invitation of the Senate or its President at a meeting of the Senate. The Vice-Dean shall answer a question concerning the performance of his/her duties put to him/her by the Senate or a member of the Senate at a meeting of the Senate.
4. The dean determines which vice-dean will represent him/her in his/her absence. The dean shall determine the mutual substitution of vice-deans.

Article 10

Advisory Bodies of the Faculty

1. Faculty bodies may establish their own advisory bodies and may also establish joint advisory bodies.
2. The Dean's College is a permanent advisory body to the Dean. The dean may invite other members of the academic community of the faculty and staff members assigned to the faculty to attend the meetings.
3. The members of the Dean's College are mainly the Vice-Deans, the Secretary, the Director of the Faculty of Medicine Pilsen, the President of the Senate and a representative of the students of the Faculty.
4. The minutes of the Dean's College meetings are published in the public section of the website.
5. The dean also establishes a scholarship committee and a committee for special issues in accordance with the needs of the faculty.

Article 11

Disciplinary Committee of the Faculty

1. The Disciplinary Committee of the Faculty discusses disciplinary offences of students enrolled at the Faculty and submits a proposal for a decision to the Dean.
2. The composition, term of office of the members and activities of the Disciplinary Committee of the Faculty are regulated by the Disciplinary Regulations for Students of the Faculty of Medicine at Charles University in Pilsen, which is an internal regulation of the Faculty.

Article 12

Secretary of the Faculty

1. The Secretary is appointed and dismissed by the Dean on the basis of a selection procedure.
2. The intention of the Dean to appoint or dismiss the Secretary shall be subject to the opinion of the Senate.
3. The dean may delegate to the secretary, within the scope set by the dean's measure, in particular:
 - a) under the control of the Dean's Office,
 - b) making decisions in matters of the faculty's management and administrative operations,
 - c) handling of the property of the faculty, if its administration is entrusted to the faculty,
 - d) acting in employment matters of employees of the Dean's Office, or other departments if they are not academic staff.
 - e) other matters entrusted to him by the dean.
4. The Secretary is responsible for his/her activities to the Dean and is obliged to follow his/her instructions.
5. The Secretary shall attend a meeting of the Senate at the invitation of the Senate or its President. The Secretary shall answer any question concerning the performance of his or her duties put to him or her by the Board or a member of the Board at a meeting of the Board.

Article 13
Dean's Office

1. The Dean's Office is the executive unit of the Faculty, which takes care of its needs in the areas of scientific, study, economic, personnel, legal, internal administration and external relations, including foreign relations. It provides the basis for activities and decision-making and carries out economic, administrative and other tasks to ensure the mission of the Faculty.
2. Details of the organisation of the Dean's Office and its scope of activity are set out in its organisational regulations, which are issued by the Dean by measure after the Senate has given its opinion.

Article 14
Use of Faculty Premises

1. When using the faculty premises, everyone is obliged to behave in such a way as to avoid endangering life, health, or property, to ensure that no member of the academic community is restricted in his or her academic rights and academic freedoms, and to ensure that collegial relations in the academic environment are not disrupted.
2. More detailed rules for the use of faculty premises may be laid down by the Dean.

Part III.
Study and Students

Article 15
Conditions for admission to study

1. The Faculty bases its determination of other conditions of admission to study on the provisions of Sections 48 and 49 of the Higher Education Act.
2. The faculty may waive the entrance examination or part of it if the conditions set out in the University's Admissions Procedure Regulations for Applicants are met.
3. In the event that some applicants admitted to study in a given study programme do not enrol, the dean may supplement the number of admitted applicants with applicants who were not admitted by the original decision, in the order in which they were ranked in the admission procedure.
4. In the event that a sufficient number of applicants do not apply to the faculty after the deadline for the submission of applications to study master's degree programmes, the dean of the faculty may decide to announce an additional admission procedure.
5. The Vice-Dean is responsible for dealing with the applicant's submissions in matters referred to in Article 14(1) of the University's Admissions Regulations for Applicants. The Dean is responsible for reviewing the processing of the submission.
6. Other conditions are set out in the University's Admissions Regulations for Applicants.

Article 16

Method of Applications

1. The deadline for the submission of applications for study is set by the faculty in the admissions procedure conditions in accordance with the Admissions Schedule for the relevant academic year, which is set by the Rector in the form of a measure. The deadline for paper applications shall be maintained if the application is submitted to the postal service on the last day of the deadline.
2. The application for study is submitted in paper form on a prescribed form or in electronic form via the University's web application; the method of application is determined by the faculty in the conditions of the admission procedure.
3. In the event that an application for study is submitted late, the faculty shall terminate the admission procedure by resolution.

Article 17

Studies

Details on the implementation of the study programme, the forms and course of study and participation in teaching, including the rights and obligations of students, are set out in the Higher Education Act and the Study and Examination Regulations of Charles University (hereinafter referred to as the Study and Examination Regulations). Further details on study at the Faculty are set out in the internal regulation Rules for the Organisation of Studies at the Faculty of Medicine in Pilsen of Charles University.

Article 18

Study Programme

1. The faculty provides higher education by studying in accredited study programmes.
2. Coordination of the content preparation of the study programme, supervision over the quality of its implementation, evaluation and development of the study programme is entrusted to the study programme guarantor¹¹.
3. Only an associate professor, professor or extraordinary professor pursuant to Section 70(2), first sentence, of the Higher Education Act who is an academic employee of the University assigned to a faculty may be a guarantor of a master's degree programme and a doctoral degree programme.
4. The study programme sponsor coordinates the preparation of study plans that specify the study programme. On the basis of such a proposal and after the opinion of the relevant scientific board(s), the dean of the faculty concerned or each of the deans of the faculties involved shall issue the curriculum.
5. The study programme sponsor shall ensure that the study programme is implemented and is obliged to inform the deans of the relevant faculties without delay if the study programme is implemented at more than one faculty:

¹¹ Section 44 (6) and (7) of the Higher Education Act.

- a) about deficiencies in the implementation of the study programme that cause the study programme to fail to meet or may soon fail to meet the standards on the basis of which it was accredited,
- b) major changes to the curriculum or state final examinations affecting the profile of the graduate of the study programme.

Article 19

Study Conditions for Foreign Nationals

The conditions for the study of foreigners are laid down in Article 23 of the Statutes of the University.

Article 20

Study-related fees

Fees associated with studies, including the rules for determining their amount, form of payment and due date, are regulated in Article 24 of the University Statutes and Annex 2 of the University Statutes - Fees Associated with Studies.

Article 21

Scholarships

1. The rules for providing scholarships are set out in the Scholarship Regulations of Charles University.
2. Details for awarding scholarships at the Faculty are set out in the Rules for Awarding Scholarships at the Faculty of Medicine in Pilsen of Charles University, which are internal regulations of the Faculty.

Article 22

Valuation of Student and Graduates

1. The Dean may award a student or graduate of a study programme with a prize in the form of a commendation, a financial reward or a gift in kind. The prize may be awarded for outstanding academic achievement, for exceptional results in scientific, research, sporting or cultural activities achieved during studies, or for a meritorious act or activity performed during studies and demonstrating exceptional civic bravery or dedication.
2. The basic conditions of awarding the prizes are regulated by the Rules for Awarding Scholarships at the Faculty of Medicine in Pilsen of Charles University and the statutes of the prizes in the form of measures of the Dean.

Article 23

Student Disciplinary Offences

1. Details on the hearing of disciplinary offences committed by students, on the imposition of sanctions for such offences and on disciplinary proceedings are regulated by the Disciplinary

Regulations for Students of Charles University.

2. Further details in accordance with these regulations are set out in the "Disciplinary Regulations for Students of the Faculty of Medicine of Charles University in Pilsen", which is an internal regulation of the Faculty.

Article 24

Jurisdiction of the Rector and the Dean in matters concerning decisions on students' rights and obligations

1. In proceedings concerning the rights and obligations of students, the dean decides in the first instance, unless it is a case under paragraph 2.
2. The Rector decides in the first instance in proceedings for the assessment of a fee pursuant to the provisions of Section 58(3) of the Higher Education Act and in proceedings for the award of a scholarship, as provided for in the University Scholarship Regulations.
3. The rector is the appellate authority.

Article 25

Delivery of Documents to Applicants and Students

1. In the admissions procedure and the procedure on the rights and obligations of students, service of process is carried out in accordance with the Higher Education Act and the Administrative Code.
2. The decision issued in the proceedings pursuant to Section 50 of the Higher Education Act granting the applicant's application for admission to study is delivered via the University's electronic information system if the applicant has agreed to this method of delivery in advance on the application form.
3. Decisions on matters referred to in Section 68(1)(a), (b) and (d) of the Higher Education Act granting a student's application and decisions on matters referred to in Section 68(1)(e) of the Higher Education Act are delivered to students via the University's electronic information system.

Article 26

Accommodation and Boarding of students

The rules for the provision of accommodation services in the University halls of residence and for the provision of catering services in the University canteens, as well as the powers of the University unit bodies for the provision of these services, the relations between these bodies and the self-governing bodies of the University and the self-government of the residents are laid down in the Regulations for the Provision of Accommodation and Catering Services of Charles University.

Article 27

Fees charged to Students for Certain Services

1. Students may be charged a fee corresponding to the costs incurred in connection with the actions specified by the Rector's measure. The amount of the reimbursement shall be

determined by the dean of the faculty in accordance with what is specified in the measure referred to in the first sentence.

2. The act referred to in paragraph 1 shall not be performed without payment of the consideration.

Article 28

Lifelong Learning

1. Rules for the preparation, approval and implementation of lifelong learning programmes The conditions for accepting applicants and for completing lifelong learning programmes and the rules for determining the amount of the fee are set out in the Regulations of Lifelong Learning of Charles University. In accordance with this Regulation, further details are set out in the Dean's measures.
2. Relationships in the provision of lifelong learning are based on a contract.

Part IV.

Academic Staff and Other Employees

Article 29

Employment relations of Academic Staff

1. Academic staff of the Faculty are those professors, associate professors, associate professors, assistant professors, assistant lecturers, lecturers and scientific, research and development workers who are employees of the University and are employed at the Faculty and perform both teaching and creative activities according to the agreed type of work.
2. The employment relationship of professors and associate professors is usually for an indefinite period.
3. Work orders issued to academic staff cannot interfere with academic freedoms and academic rights.

Article 30

Selection procedure

1. In addition to filling academic staff positions, a selection procedure may also be held for the recruitment of other staff, in particular scientific and professional staff.
2. The rules of the selection procedure for filling the posts of academic staff and, where appropriate, other employees are laid down in the University's Selection Procedure Regulations.

Article 31

Payroll

The rules for determining the salaries of academic staff and the salaries of other employees are laid down in the University's Internal Salary Regulations.

Article 32

Habilitation and Appointment as Professor

1. Details on the submission of proposals in connection with the accreditation of habilitation and professorship procedures are set out in the University's Accreditation Regulations.
2. Details of the habilitation procedure and the procedure for the appointment to professor, the fees associated with the acts in these procedures and the procedure for invalidating the appointment to associate professor are laid down in the Regulations of the Habilitation Procedure and the Procedure for the Appointment to Professor of the University.

Article 33

Extraordinary and Visiting Professors

1. The post of Extraordinary Professor¹² may be established by the Rector on the proposal of the Faculty's Scientific Council.
2. A proposal to fill the post of an associate professor is submitted to the University's Scientific Council for consideration by the Rector on the proposal of the Dean.
3. Teachers of foreign universities who have a status comparable to that of professors or associate professors may, on the basis of a decision of the Rector issued on the proposal of the Faculty's Research Board, use the job title "Visiting Professor of Charles University" for the duration of their stay at the University.
4. Visiting professors shall have the rights and obligations of members of the academic community except the right to vote and to be elected to the academic senates.

Article 34

Doctorates Honoris Causa

1. The title of Doctor honoris causa (abbreviated as "Dr. h. c.") may be awarded by the University to personalities who have made a significant international contribution to the development of science or culture or o t h e r w i s e to the benefit of mankind.
2. The award of the title of Doctor honoris causa is decided by the Rector after the opinion of the Scientific Council. The proposal for the award of this title is submitted to the Rector by the Dean together with the opinion of the Faculty's Scientific Council. The Rector may also submit the intention to confer the title of Doctor honoris causa to the Scientific Council for an opinion on his/her own initiative.

Article 35

Professors Emeritus and Professors in Memoriam

1. "Professor Emeritus of Charles University" and "Professor in memoriam of Charles University" are honorary titles that do not give rise to any property rights.

¹² Section 70(2) of the Higher Education Act.

2. The details of the award of these honorary degrees are regulated in Articles 41 and 43 of the Statutes of the University.

Part V.

Faculty strategic plan, Annual Reports, Activity Evaluation and Quality Assurance

Article 36

Development of a Strategic Plan and its Use

1. The strategic plan of the Faculty is the basic programme document.
2. The Faculty participates in the preparation of the strategic plan of the educational and scientific, research, development, innovation and other creative activities of the University (hereinafter referred to as the "University's strategic plan") and expresses its opinion on the draft before its discussion in the University's Scientific Council or before its approval by the University Senate.
3. The strategic plan of the faculty is based mainly on the strategic plan of the university, the concept of the university and faculty development.
4. The Faculty's strategic plan is refined annually in its implementation plan.¹³

Article 37

Annual Reports and their Use

1. The Faculty prepares an annual report on activities and an annual report on management.
2. The conclusions of the annual reports are used in management activities and for the purposes of specifying the strategic plan and internal evaluation of the quality of the educational, creative and related activities of the Faculty.

Article 38

Rules of the System of Quality Assurance and Internal Evaluation of the Faculty

1. The system of quality assurance and internal evaluation takes into account the focus of the faculty's activities.
2. Details of the quality assurance system and internal evaluation are set out in the Rules of the University's Internal Quality Assurance System.
3. The basis for the evaluation of study programmes is the self-evaluation report on the study programme submitted by its guarantor. The data for the preparation of the self-evaluation report will be provided to the guarantor by the Rector's Office of the University in cooperation with the faculty.
4. It is the duty of the faculty to provide timely, complete and truthful information on all data that is required by the Rules of the University's Quality Assurance and Internal Evaluation System or other internal regulations of the University.

¹³ Section 30(1)(a) of the Higher Education Act.

Part VI.
Economic Affairs

Article 39
Revenue and Expenditure Balance Sheet and Provisional Budget

1. The Faculty prepares a balance sheet of income, which includes the funds allocated in the schedule of institutional contributions and grants and expected additional income, and expenditure and manages it accordingly. This balance sheet shall not be drawn up as a deficit.
2. After 1 January, until the University budget is approved, budgetary management is governed by a budget provision, within the framework of which monthly expenditure may be made up to one-twelfth of the income in the previous calendar year. The Dean is authorised to take the necessary measures to ensure budgetary management. Budgeted income and expenditure made during the period of provisional budgeting shall be charged to the balance sheet of income and expenditure after its approval.

Article 40
Disposal of Assets

1. The Dean decides on the disposal of the property of the University entrusted to the Faculty and acts on its behalf in this connection, or, to the extent provided for by a measure of the Dean, the Secretary of the Faculty, in accordance with Article 50 of the Statutes of the University.
2. Disposal of assets must comply with directly applicable European Union rules governing public aid.¹⁴

Article 41
Conclusion of Contracts for the Use of Non-residential Premises or Real Estate

1. The conclusion of contracts for the lease of non-residential premises or immovable property other than those referred to in Article 40 shall require the prior consent of the Senate and the University Senate; this shall also apply to other contracts from which the right to use non-residential premises or immovable property arises.
2. The provisions of paragraph 1 shall not apply to rentals of a duration not exceeding 48 hours.
3. The dean shall inform the Senate in writing at least once a year about the contracts concluded without the consent of the Senate in accordance with Article 40.

Article 42
Management and Asset management

1. The Faculty shall manage the property necessary for the activities referred to in Article 2.
2. The rules of management at the faculty are regulated by the Statutes of the University, the regulations referred to in Article 33 of the University Management Rules, which are internal

¹⁴ European Union legislation on state aid, in particular Article 107 et seq. of the Treaty on the Functioning of the European Union.

regulations of the University, or the measures of the Dean within the limits of these regulations.

3. The rules for the management of the University's property entrusted to the faculty bodies are determined by the rules for the management of the University's property, which are internal regulations of the University, or by a measure of the Dean issued within the framework of these rules, on which the Senate expresses its opinion.

Article 43

Management control

1. The audit of the management is carried out by the dean, periodically or exceptionally, by persons authorised by the dean, on the basis of a decision of the dean or a resolution of the Senate. The Dean may establish a specialised unit of the Dean's Office to carry out audits.
2. The management is also subject to the control of the Senate.
3. All faculty departments must provide all the necessary documents for auditing the management at any time. Individual employees are obliged to provide true and complete information. They must provide written comments on audit findings on request.
4. The results of the audits are used in management activities and in the preparation of the strategic plan.

Part VII.

Academic Insignia, Ceremonies and Honours

Article 44

Academic Insignia

The use of academic insignia, gowns and robes of the pedlars is regulated by Articles 55 and 58 of the Statutes of the University and Annex 3 of the Statutes of Charles University - Insignia.

Article 45

Faculty Emblem

1. The emblem of the Faculty expresses the identity of the Faculty as a basic unit of the University and is included in this Statute as Annex 1.
2. The depiction of the Faculty emblem and its use shall be in accordance with the regulations set out in Article 56(4) of the Statutes of the University. The emblem of the faculty must be chosen in such a way that it can be used simultaneously with the emblem of the University in accordance with these regulations.
3. The emblem of the faculty is in the shape of a circle. In the centre is a representation of Hygie holding a staff in her left hand, encircled by a snake, and a branch in her right hand. Around the circumference of the circle is the inscription 'Facultas Medica Pilsnensis with the year MCMXLV'.

Article 46
The Ceremonies

1. The procedure for matriculations and graduations is laid down in the Regulations for Matriculations and Graduations, which is an internal regulation of the University.
2. The wording of the Master's and Doctoral Oaths, including the formula of the promoters, are set out in Annex 2 to these Statutes.

Article 47
Faculty Commemorative Medal

1. The faculty awards commemorative medals to academic staff, students, and other persons who have contributed to the development of the faculty, to the advancement of science, education, or academic freedom.
2. The documentation of the medals is stored in the University archives.
3. The details are regulated by the Regulations for the Awarding of University and Faculty Medals.

Part VIII.
Common Provisions

Article 48
Official Notice Board

1. The faculty has its own Official Notice Board.
2. The official board must be clearly marked and placed in an accessible place of the faculty.
3. Documents are posted on the official notice board in accordance with the Administrative Code, the Higher Education Act and other legal regulations.
4. Documents posted on the official notice board are also published in the public section of the Faculty's website.

Article 49
Disclosure of Information

1. In the public part of the faculty's website are published
 - a) minutes of the meetings of the self-governing academic bodies of the Faculty and the Dean's permanent advisory bodies and the timetable of meetings of these bodies, including information on the date and place of the next meetings (except for minutes of the meetings of the Faculty Disciplinary Committee),
 - b) Dean's action,
 - c) the internal regulations of the Faculty, including the full text and the reference to the internal regulations of the University published in accordance with Article 63, paragraph 1, letter b) of the Statutes of the University,
 - d) annual activity reports, annual management reports, strategic plans of the Faculty and their concretization and similar documents of other units,
 - e) other information so provided for by the Higher Education Act, other legal regulation,

internal regulation of the university, faculty or other unit, or information so decided by the dean.

Article 50

Faculty Stamps

1. The Faculty uses an official round stamp with the state emblem of the Czech Republic and the text "Charles University, Faculty of Medicine in Pilsen" in cases provided for by law¹⁵.
2. The form and rules for the use of the other seals shall be determined by the Rector by measure and by the Dean by measure.

Article 51

Internal Regulations of the Faculty

The internal regulations of the Faculty are its

- a) Statute of the Faculty of Medicine in Pilsen of Charles University,
- b) Election Rules of the Academic Senate of the Faculty of Medicine of Charles University in Pilsen,
- c) Rules of Procedure of the Academic Senate of the Faculty of Medicine of Charles University in Pilsen,
- d) Rules for the organization of studies at the Faculty of Medicine in Pilsen, Charles University,
- e) Rules for awarding scholarships of the Faculty of Medicine of Charles University in Pilsen,
- f) Disciplinary Regulations for Students of the Faculty of Medicine, Charles University in Pilsen,
- g) Rules of Procedure of the Scientific Council of the Faculty of Medicine in Pilsen, Charles University.

Part IX.

Transitional and final provisions

Article 52

Transitional Provisions on Internal Regulations of the Faculty

Until the effective date of the new internal regulations of the faculty, the existing internal regulations of the faculty are followed, unless they contradict the Higher Education Act or the internal regulations of the University.

Article 53

Transitional Provisions concerning the Authorities under this Regulation

Persons elected or appointed under the existing regulations shall be deemed to be elected or

¹⁵ Act No. 352/2001 Coll., on the use of the state symbols of the Czech Republic and on the amendment of certain acts, as amended.

appointed under this regulation. Their term of office shall not be affected by this Regulation, except for the term of office of members of the Scientific Council whose term of office ends under this Regulation.

Article 54
Final Provisions

1. The Statute of the Faculty of Medicine of Charles University in Pilsen of 30 September 2009 is hereby repealed.
2. This Statute was approved by the Academic Senate of the Faculty of Medicine of Charles University in Pilsen on 29 May 2017.
3. These regulations shall enter into force on the date of approval by the Academic Senate of Charles University.¹⁶
4. This Statute shall take effect on the first day of the calendar month following the date on which it becomes effective.¹⁷
- 5.

.....
doc. MUDr. Tomáš Skalický, Ph.D.
chairman of the Academic Senate of the Faculty

.....
prof. MUDr. Boris Kreuzberg, CSc.
Dean of the Faculty

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

¹⁶ Section 9(1)(b)(2) of the Higher Education Act. This regulation was approved by the Academic Senate of Charles University on 2 June 2017.

¹⁷ The only legally binding regulations are those in the Czech language and the translations above are for informative purpose only

Annex No. 1
Faculty emblem



Annex 2

Wording of Master's and Doctoral vows including the promoters' formula

**Master's Degree
(for the study programmes General Medicine and Dentistry)**

(PROMOTOR:)

DOCTORANDI CLARISSIMI. EXAMINIBUS, QUAE AD EORUM, QUI IN ARTE MEDICA
DOCTORIS NOMEN AC HONORES CONSEQUI STUDENT, DOCTRINAM
ET FACULTATEM EXPLORANDAM LEGE CONSTITUTA SUNT, CUM LAUDE
SUPERATIS, NOS ADIISTIS DESIDERANTES, UT VOS EO HONORE IN HOC SOLEMNI
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 IN ARTE MEDICA 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, DOCTRINAM, QUA VOS NUNC POLLETIS, CUM INDUSTRIA VESTRA
CULTUROS ET CUM OMNIBUS INCREMENTIS, QUAE PROGREDIENTE TEMPORE HAEC
ARS CEPERIT, AUCTUROS ET IN PROSPERITATEM HOMINUM STUDIOSE
CONVERSUROS, DENIQUE CUNCTIS OFFICIIS, QUAE PROBUM MEDICUM SPONSIONI
HIPPOCRATICAE OBTEMPERANTEM DECENT, EA QUAE PAR EST
HUMANITATE ERGA QUEMCUNQUE FUNCTUROS ESSE;
HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

(Doctoral students individually swear on the

scepter:) 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
MEDICINAE UNIVERSAE (MEDICINAE DENTIUM) DOCTORES CREO, CREATOS
RENUNTIO OMNIAQUE MEDICINAE UNIVERSAE (MEDICINAE DENTIUM) DOCTORIS
IURA AC PRIVILEGIA POTESTATEMQUE UNIVERSAM ARTEM MEDICAM EXERCENDI
IN VOS CONFERO.
IN CUIUS REI FIDEM HAEC DIPLOMATA UNIVERSITATIS CAROLINAE
SIGILLO FIRMATA VOBIS IN MANUS TRADO.

Master's Promise
(for the study programmes General Medicine and Dentistry)

(PROMOTOR:)

DEAR DOCTORAL STUDENTS, YOU HAVE PASSED YOUR EXAMS WITH FLYING COLOURS,

WHICH ARE PRESCRIBED BY LAW TO TEST THE KNOWLEDGE OF THOSE WHO WISH TO ATTAIN THE DEGREE AND RANK OF DOCTOR OF MEDICINE. YOU NOW COME BEFORE US WITH THE REQUEST THAT WE CONFER UPON YOU IN THIS SOLEMN ASSEMBLY THE RANK OF YOU'RE APPLYING FOR.

BUT BEFORE THAT, YOU MUST TAKE AN OATH THAT YOU WILL ALWAYS BEHAVE IN THE MANNER REQUIRED OF YOU BY THE EXALTED RANK YOU WILL ATTAIN, AND AS WE EXPECT YOU TO DO.

YOU'RE WATCHING THIS:

ABOVE ALL, THAT YOU WILL KEEP PERMANENTLY IN GRATEFUL MEMORY THIS UNIVERSITY, WHERE YOU WILL ATTAIN THE DEGREE OF DOCTOR OF MEDICINE, AND THAT YOU WILL ALWAYS SUPPORT ITS ACTIVITIES AND INTERESTS TO THE BEST OF YOUR ABILITY;

...AND THAT THE RANK I SHALL CONFER UPON YOU SHALL BE PRESERVED WITHOUT SPOT OR BLEMISH;

FINALLY, BY DILIGENTLY CULTIVATING THE TEACHINGS YOU HAVE NOW ACQUIRED, YOU WILL EXPAND YOUR KNOWLEDGE WITH NEW INSIGHTS, WHICH MEDICAL SCIENCE WILL ACQUIRE IN THE COURSE OF TIME, AND TO TURN THEM DILIGENTLY TO THE BENEFIT OF MANKIND, AND THAT YOU WILL PERFORM ALL THE DUTIES WHICH THE HIPPOCRATIC OATH REQUIRES OF A PROPER PHYSICIAN, AND TO ACT WITH APPROPRIATE HUMANITY TOWARDS ANYONE.

DO YOU PROMISE THAT ON YOUR CONSCIENCE?

(PhD students)

I PROMISE AND I SWEAR!

(PROMOTOR:)

SO THERE IS NOTHING TO PREVENT US FROM CONFERRING ON YOU THE RANKS YOU WISH TO ATTAIN.

WHEREFORE I, THE PROMOTER APPOINTED BY ORDER, DO BY AUTHORITY OF THE OFFICE APPOINT YOU DOCTORS OF ALL (DENTAL) MEDICINE, PUBLICLY PROCLAIM YOUR APPOINTMENT, AND GRANT YOU ALL THE RIGHTS AND

**PRIVILEGES OF DOCTORS OF ALL (DENTAL) MEDICINE AND THE OPPORTUNITY
TO PRACTISE THE MEDICAL PROFESSION.**

**IN PROOF OF THIS, I GIVE YOU THESE DIPLOMAS WITH THE
SEAL OF CHARLES UNIVERSITY.**

**Master's Sponse
(for the study programme Imaging and Radiation Technologies in Radiodiagnostics, Nuclear
Medicine and Radiotherapy)**

(PROMOTOR:)

SCHOLARES CLARISSIMI EXAMINIBUS GVAE 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:

PRIMUS VOS HUIUS UNIVERSITATIS, IN QUA MAGISTRI GRADUM ASCENDERITIS,
PIAM PERPETUO MEMORIAM HABITUROS EIUSQUE RES AC RATIONES, QUOAD
POTERITIS, ADIUTUROS, DEN HONOREM EUM QUEM IN VOS COLLATURUS SUM,
INTERGRUM INCOLUMEMQUE SERVATUROS,
POSTREMO STUDIANATURAE IMPIGRO LABORE CULTUROS ET PROVECTUROS NON
SORDIDI LUCRI CAUSA NEC AD VANAM CAPTANDAM GLORIAM, SED UT VERITAS
PROPAGETUR ET LUX EUIS, QUA SALUS GENERIS HUMANI CONTINETUR, CLARIUS
EFFULGEAT.

HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

(SCOLARES:)

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.

Doctoral Sponse

(PROMOTOR:)

EXAMINIBUS, DOCTORANDI CLARISSIMI, QUAE AD EORUM, QUI DOCTORIS NOMEN
ET HONORES
CONSEQUI STUDENT, DOCTRINAM EXPLORANDAM LEGE CONSTITUTA SUNT, CUM
LAUDE
SUPERATIS, NOS ADIISTIS DESIDERANTES, UT VOS EO HONORE IN HOC SOLEMNI
CONSESSU
ORNAREMUS.
PRIUS AUTEM FIDES EST DANDA, VOS TALES SEMPER FUTUROS, QUALES VOS ESSE
IUBEBIT
DIGNITAS, QUAM OPTINUERITIS, ET NOS VOS FORE SPERAMUS.

SPONDEBITIS IGITUR:

PRIMUM VOS HUIUS UNIVERSITATIS, IN QUA DOCTORIS GRADUM ASCENDERITIS,
PIAM PERPETUO
MEMORIAM HABITUROS, EIUSQUE RES AC RATIONES, QUOAD POTERITIS,
ADIUTUROS:
DEIN HONOREM EUM, QUEM IN VOS COLLATURUS SUM, INTEGRUM
INCOLUMEMQUE
SERVATURES:
POSTREMO STUDIA MEDICINAE UNIVERSAE IMPIGRO LABORE CULTUROS ET
PROVECTUROS
ATQUE IN PROSPERITATEM HOMINUM STUDIOSE CONVERSUROS, NON AD VANAM
CAPTANDAM
GLORIAM, SED UT VERITAS PROPAGETUR ET LUX EIUS, QUA SALUS HUMANI
GENERIS
CONTINETUR, CLARIUS EFFULGEAT:
HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

(DOCTORANDI:)

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.