

## **Constitution of the Faculty of Medicine in Pilsen of Charles University**

*In accordance with Section 27(1b) and Section 33(2a) of Act no. 111/1998 Sb., on institutions of higher education, and amendments to other acts, as amended (the Higher Education Act), the Academic Senate of the Faculty of Medicine in Pilsen of Charles University has adopted this Constitution of the Faculty of Medicine in Pilsen of Charles University as its internal regulation:*

### **Part I.**

#### **Introductory Provisions**

##### **Article 1**

##### **Fundamental Provisions**

1. The Faculty of Medicine in Pilsen (hereinafter referred to as the "Faculty") is a basic unit of Charles University (hereinafter referred to as the "University").<sup>1</sup> Act No. 111/1998 Coll. on institutions of higher education, and amendments to other acts, as amended (hereinafter referred to as the "Higher Education Act")<sup>2</sup> and the Constitution of Charles University (hereinafter referred to as the "Constitution of the University") define the relationship of the Faculty to the University.
2. The name of the faculty is "Lékařská fakulta v Plzni". In its legal relations, the Faculty uses the name "Univerzita Karlova, Lékařská fakulta v Plzni". The Latin name is "Universitas Carolina, Facultas Medica Pilsnensis". The English name is "Charles University, Faculty of Medicine in Pilsen".<sup>3</sup> The abbreviated name of the Faculty is "Lékařská fakulta UK v Plzni", abbreviated as "LF UK v Plzni".
3. The registered office 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 activities and scientific, research, development, innovation and other creative activities (hereinafter referred to as "creative activities") and specific therapeutic and preventive activities, the prerequisites of which are academic freedoms and academic rights.<sup>4</sup> 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 and doctoral study programmes as well as lifelong learning programmes.<sup>5</sup> Master's and doctoral study programmes are usually conducted in parallel in

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<sup>1</sup> Article 3 of the Constitution of the University

<sup>2</sup> Section 2(4), Sections 22 and 23 and Part Two of Act No. 111/1998 Coll. on institutions of higher education, and amendments to other acts, as amended (the Higher Education Act).

<sup>3</sup> Appendix No 1 to the Constitution of the University

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

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

Czech and English.

3. The Faculty engages in supplementary activities in accordance with Legal Regulations and the 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 national and foreign universities and their faculties, academic and research institutions, and other legal entities and creates conditions for the members of the Faculty's academic community to participate in this cooperation.
6. The Faculty encourages and requires professional growth of academic staff in accordance with scientific knowledge.

## **Part II.**

### **Faculty Organisation and Bodies of the Faculty, the Academic Environment**

#### **Article 3**

#### **Bodies of the Faculty**

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 departments as exclusive workplaces of the Faculty and joint workplaces with the University Hospital Pilsen (hereinafter referred to as "UH Pilsen") and clinics as joint workplaces with UH Pilsen.
3. The establishing, merging, consolidating, subdividing or dissolving of exclusive departments of the Faculty is decided by the Academic Senate of the Faculty on the proposal of the Dean of the Faculty.
4. Joint workplaces with the University Hospital Pilsen are established, changed and cancelled by the Director of the University Hospital Pilsen in agreement with the Dean of the Faculty. The Dean shall request the prior approval of the Academic Senate of the Faculty to conclude such an agreement.
5. The Head of the Department, 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 entrusted with the management of the department. The Head of the Department as a joint department of the faculty is appointed and dismissed by the Director of the University Hospital in Pilsen in agreement with the Dean of the Faculty. The Head of Department expresses his opinion on the decision-making in labour law matters of the university employees assigned to the department and submits relevant proposals to the Dean of the Faculty.
6. The Head of the Clinic is the Head of the Clinic, who is appointed and dismissed by the Director of the University Hospital in Pilsen in agreement with the Dean of the Faculty. The selection procedures for the positions of the heads of departments are announced by the Director of the UH Pilsen together with the Dean. The Head of the Department is responsible to the Dean for pedagogical, scientific and research activities. The Head of the Clinic expresses his opinion on decisions concerning labour law matters of the University employees assigned to the department and submits relevant proposals to the Dean of the Faculty.
7. Heads of other departments for teaching and scientific research activities and special-purpose

facilities are appointed and dismissed by the Dean of the Faculty on the basis of a selection procedure.

#### **Article 4**

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

1. The self-government of the Faculty is exercised by the members of the Academic Community of the Faculty<sup>6</sup> directly or through self-governing academic bodies.<sup>7</sup>
2. The self-governing academic bodies of the Faculty are the Academic Senate of the Faculty, the Dean of the Faculty, the Research Board and the Disciplinary Board.
3. Another body 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 Constitution of the University and other Internal Regulations of the University, this Constitution 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 the internal regulations of the University or the Faculty, that body shall take all available measures to remedy the situation, including amending or rescinding 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 Code of Administrative Procedure, as amended (hereinafter referred to as the "Code of Administrative Procedure").
6. In exercising their powers, especially in making decisions, the faculty bodies shall observe the meaning of academic freedoms and academic rights, the principles of the Constitution of the University as expressed in its preamble and the mission of the University (Article 2, paragraph 1 of the Constitution of the University).
7. The autonomous 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 employed at the faculty and students enrolled at the faculty.
2. Academic staff are those professors, associate professors, extraordinary professors, professional assistants, assistants, lecturers and scientific, research and development workers, who are employees of the University assigned to the faculty performing both teaching and creative activities in the 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 ( of the University and

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<sup>6</sup> Section 3 of the Higher Education Act..

<sup>7</sup> Sections 7(1) and 25(1) of the Higher Education Act.

- the Faculty) and be elected as members of the Academic Senates ( of the University and the Faculty),
- b) to propose a candidate for Rector in the manner prescribed by the Constitution of the University,
  - c) to propose a candidate for Dean of the Faculty in the manner prescribed by the Internal Regulations of the Faculty,
  - d) attend meetings of the Academic Senate of the Faculty and the Research Board of the Faculty, unless the meetings of the Research Board are declared closed,
  - e) familiarise themselves with the minutes of the meetings of the Academic Senate and the Research Board, 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, expert, professional, student, labour 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 laid down 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 of the Faculty with special needs and shall take available measures in its activities, as well as 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 Regulations<sup>8</sup> of the University and the Faculty and to uphold the good name of the University and the Faculty.
  8. A member of the academic community may hold only one of the following positions at a time: Rector, Vice-Rector, Dean, Vice-Dean, Bursar, Secretary of the Faculty or Director of another unit of the University.
  9. The provisions of paragraphs 2 to 6 and 7 shall apply mutatis mutandis to employees of the University employed at the Faculty who are not academic staff.

## **Article 6**

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

1. Academic senate<sup>9</sup> of the Faculty (hereinafter referred to as "the Academic Senate") is accountable for its activities to the academic community. In the performance of their duties, members of the Academic Senate shall not be bound by orders or resolutions of the bodies of the academic self-government of the Faculty, but only by their conscience and shall be obliged to look after the interests of the Faculty and the University as a whole.

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

<sup>9</sup> Sections 26 and 27 of the Higher Education Act.

2. Academic Senate:
  - a) on the proposal of the Dean, decides on the establishment, merger, consolidation, demerger or dissolution of exclusive departments of the Faculty and on the proposal of the Dean, co-decides on the establishment, merger, consolidation, demerger or demerger of joint departments of the Faculty, where the approval of the Senate is followed by an agreement between the Dean and the Director of the UH Pilsen,
  - b) approve draft Internal Regulations of the Faculty, on the proposal of the Dean of the Faculty or, in the case of the Code of Procedure for 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 of the Faculty, and forward them through the President of the Academic Senate of the University to the Academic Senate of the University for approval,
  - c) approve the allocation of the faculty's financial resources submitted by the Dean of the Faculty and control their use, approve the annual activity report and the annual report on the faculty's management submitted by the Dean,
  - d) approve the conditions for admission to study in study programmes implemented at the Faculty,
  - e) gives prior approval to the Dean for the appointment and removal of members of the Research Board and members of the of the Disciplinary Board of the Faculty,
  - f) decides on a proposal for the appointment of a Dean of the Faculty, or proposes his or her removal from office,
  - g) on the proposal of the dean, approves the Strategic Plan of Educational Activities and Scientific, Research, Development, Innovative, Artistic or Other Creative Activities of the Faculty (hereinafter referred to as the "Strategic Plan of the Faculty") after discussion in the Research Board.
3. The Academic Senate shall express itself in particular:
  - a) on proposals for study programmes implemented at the Faculty,
  - b) on the Dean's intention to appoint or dismiss Vice-Deans.
4. The Academic Senate is composed of students and academic staff. The academic staff and the student part of the academic community shall elect their representatives to the Academic Senate separately. There shall be 16 academic staff members and 8 student members.
5. The term of office of the members of the Academic Senate shall be three years.
6. The bodies of the Academic Senate are the Board, consisting of the President, 2 Vice-Presidents from among the academic staff and 1 Vice-President from among the students, and the Commissions.
7. The Academic Senate may request the opinion of the faculty bodies and has the right to learn about the conclusions of the deliberations of the Dean's College and the Research Board of the Faculty.
8. Elections to the Academic Senate are regulated by the "Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University", which is an Internal Regulation of the Faculty.
9. The activities of the Academic Senate and its bodies are regulated by the " Code of Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University", which is an Internal Regulation of the Faculty.

## **Article 7**

### **Research Board of the Faculty**

1. When submitting a proposal for the appointment of members of the Research Board of the Faculty (hereinafter referred to as the "Research Board"), the Dean of the Faculty shall ensure that the main fields of science cultivated at the Faculty are represented on the Research Board.
2. Within two months after the beginning of his term of office, the Dean shall submit to the Academic Senate a proposal for the appointment of the members of the Research Board. The dean shall be the President of the Research Board. Section 29(2) of the Higher Education Act regulates the composition of the Research Board.
3. The term of office of members of the Research Board appointed by the Dean shall expire on the last day of the calendar month following the day on which the term of office of the following Dean began.
4. Membership of the Research Board<sup>10</sup> shall cease:
  - a) on the date of delivery to the Dean of a written statement by which the member resigns from the Research Board,
  - b) the date on which the dean, with the prior approval of the Academic Senate, removed the member of the Research Board.
5. The Research Board shall 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) approve 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 accreditation of study programmes carried out at the Faculty,
  - d) proposes to the Rector the intention to submit an application for accreditation of the procedure for the granting associate professorship and the procedure for the granting full professorship, in the case of procedures carried out at the Faculty,
  - e) exercise competence in the procedure for the granting associate professorship and the procedure for the granting full professorships to the extent provided for in 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 Research Board; the honorary member has the right to participate in the meetings of the Research Board without the right to vote. Before appointing an honorary member of the Research Board, the Dean shall seek the opinion of the Academic Senate.
7. The Research Board may request the opinion of a faculty body; it may invite other persons to participate in the meeting.
8. The Research Board has the right to become familiar with the conclusions of the deliberations of other faculty bodies and the Dean's College.
9. The Code of Procedure of the Research Board regulates the activities of the Research Board, which is an Internal Regulation of the Faculty.

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<sup>10</sup> Section 29(1) of the Higher Education Act.

**Article 8**  
**Dean of the Faculty**

1. The Dean of the Faculty is appointed and dismissed by the Rector on the proposal of the Academic Senate.
2. The Dean is the head of the faculty. He acts and makes decisions in the affairs of the faculty, unless otherwise provided by law or Internal Regulations of the University.
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 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 Academic Senate shall be required for the issuance of a measure by the Dean of the Faculty.
4. The Dean shall attend a meeting of the Senate at the invitation of the Senate or its President. 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 Academic 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 Academic Senate shall announce the election of a candidate for the office of Dean so that it takes place at least 90 days before the expiry of the Dean's term of office.
7. A candidate for the post of Dean may be proposed to the Academic Senate by a group of at least 30 members of the academic community of the Faculty.
8. Before the expiration of the term of office, the office of the dean shall cease:
  - a) by dismissal, on the proposal of the Academic Senate or on its own initiative, by the Rector,
  - b) on the date of delivery to the Rector of a written statement by which the Dean resigns his office.
9. At least ten members of the Academic Senate or a group of at least fifty members of the academic community of the Faculty may initiate a motion to remove the Dean from office. The motion must contain specific reasons for the removal of the Dean from office.

**Article 9**  
**Vice-deans**

1. The Dean is represented by Vice-Deans to the extent determined by him. Vice-Deans are appointed and dismissed by the Dean after the opinion of the Academic Senate.
2. The number of Vice-Deans and their scopes of competence shall be determined by the Dean after consultation with the Academic Senate.
3. The Vice-Dean shall appear at the invitation of the Academic Senate or its President at a meeting of the Academic Senate. The Vice-Dean shall answer a question concerning the performance of his duties put to him by the Academic Senate or a member of the Academic Senate at a meeting of the Academic Senate.
4. The Dean of the Faculty shall determine which Vice-Dean shall represent him in his absence. The Dean shall determine the mutual substitution of Vice-Deans.

**Article 10**  
**Advisory Bodies of the Faculty**

1. The 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 of the Faculty. The Dean may invite other members of the academic community of the faculty and staff members assigned to the Faculty.
3. The members of the Dean's College are in particular the Vice-Deans, the Secretary of the Faculty, the Director of the University Hospital in Pilsen, the President of the Academic Senate and a representative of the students of the Faculty.
4. The minutes of the Meeting of the Dean's College are published in the public part of the website of the Faculty.
5. The Dean of the Faculty also establishes a Scholarship Commission and other Commissions for special issues in accordance with the needs of the Faculty.

**Article 11**  
**Disciplinary Board of the Faculty**

1. The Disciplinary Board of the Faculty shall consider disciplinary offences of students enrolled at the Faculty and submit a proposal for a decision to the Dean of the Faculty.
2. The composition, term of office of the members and activities of the Disciplinary Board of the Faculty are regulated by the Disciplinary Code for Students of the Faculty of Medicine in Pilsen of Charles University, which is an Internal Regulation of the Faculty.

**Article 12**  
**Secretary of the Faculty**

1. The Secretary of the Faculty 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 expressed by the Academic Senate.
3. The Dean may delegate to the Secretary, within the scope set out in the Dean's measure, in particular:
  - a) the management of the Dean's Office,
  - b) deciding on matters concerning the management of the Faculty and the administrative running of the Faculty,
  - c) handling 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 of the Faculty is responsible to the Dean for his activities and is obliged to follow his 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 duties put to him by the Senate or a member of the Senate at a meeting of the Senate.



**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 field of scientific, study, economic, personnel, legal, internal administration and external relations, including foreign relations. It provides the basis for activities and decision-making and performs 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 of the Faculty by measure after the Senate has given its opinion.

**Article 14**  
**Use of the Faculty's Premises**

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

**Part III.**  
**Studies and Students**

**Article 15**  
**Admissions**

1. The Faculty determines other conditions of admission to study based 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 laid down in the Code of Admissions Procedure for University 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, in view of the number of admitted applicants, 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 Code of Admissions Procedure for University Applicants. The Dean shall be responsible for the review of the processing.
6. Other conditions are set out in the Code of Admissions Procedures for Applicants of the University.

**Article 16**  
**Method of Submitting Applications**

1. The deadline for the submission of applications for study is set by the faculty in the conditions of the admission procedure in accordance with the Admission Procedure Schedule for the relevant academic year, which is set by the Rector in the form of a measure. The deadline for applications in paper form shall be maintained if, on the last day of the deadline, the application is submitted to a postal service provider.
2. The application for study is submitted in paper form on the 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 by resolution discontinue the admission procedure.

**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 Code of Study and Examination of Charles University (hereinafter referred to as the "Code of Study and Examination"). Further details on study at the Faculty are set out in the Internal Regulation Rules of Study 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. The study programme guarantor is responsible for coordinating the content preparation of the study programme, supervising the quality of its implementation, evaluation and development of the study programme.<sup>11</sup>
3. Only an associate professor, professor or extraordinary professor pursuant to Section 70, subsection 2, sentence 1 of the Higher Education Act, who is an academic staff member of the University assigned to the faculty, may be a guarantor of a master's degree programme and a doctoral degree programme.
4. The programme guarantor 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 Research Board(s), the Dean of the faculty concerned or each of the Deans of the participating faculties shall issue the curriculum.
5. The study programme guarantor 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:
  - a) deficiencies in the delivery of the programme of study which cause the programme of study to fail to meet, or may in the near future fail to meet, the standards on the basis of which it

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<sup>11</sup> Section 44 (6) and (7) of the Higher Education Act.

was accredited,

- b) significant changes to the curriculum or state final examinations affecting the graduate profile 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 Constitution of the University.

### **Article 20**

#### **Fees for Study**

Fees for study, including the rules for determining their amount, form of payment and due date, are regulated in Article 24 of the Constitution of the University and Appendix 2 to the Constitution of the University – Fees for Study.

### **Article 21**

#### **Scholarships and Bursaries**

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

### **Article 22**

#### **Valuation of Students 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 the course of studies, or for a meritorious act or activity performed during the course of studies and demonstrating exceptional civic bravery or dedication.
2. The basic conditions of awarding the prizes are regulated by the Rules for Awarding Scholarships and Bursaries at the Faculty of Medicine in Pilsen of Charles University and the statutes of the prizes in the form of measures of the Dean of the Faculty.

### **Article 23**

#### **Breach of Discipline by Students**

1. Details of the hearing of disciplinary offences committed by students, the imposition of sanctions for such offences and disciplinary proceedings are regulated by the Disciplinary Code for Students of Faculty of Medicine in Pilsen of Charles University.
2. Further details in accordance with these Code are set out in the Disciplinary Code for Students

of the Faculty of Medicine in Pilsen of Charles University, which is an Internal Regulation of the Faculty.

#### **Article 24**

##### **Powers of the Rector and Dean in Matters Relating to the Rights and Duties of Students**

1. In proceedings concerning the rights and obligations of students, the Dean shall decide in the first instance, unless the case is referred to in paragraph 2.
2. In proceedings for the assessment of a fee pursuant to Section 58(3) of the Higher Education Act and in proceedings for the award of a scholarship, as provided for in the Scholarship and Bursary Rule of the University, the Rector decides in the first instance.
3. The Rector of the University is the appellate authority.

#### **Article 25**

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

1. In admission procedures and procedures concerning the rights and obligations of students, service shall be made in accordance with the Higher Education Act and the Code of Administrative Procedure.
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 shall be 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 in matters referred to in Section 68(1)(a), (b) and (d) of the Higher Education Act granting a student's application and decisions in matters referred to in Section 68(1)(e) of the Higher Education Act shall be delivered to students via the University's electronic information system.

#### **Article 26**

##### **Accommodation and Catering 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 competence 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 Code of Rules for Accommodation and Catering Services of Charles University.

#### **Article 27**

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

1. Students may be charged a fee corresponding to the costs incurred in connection with the acts specified in 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. The rules for the preparation, approval and implementation of lifelong learning programmes, the conditions for the admission of applicants and for the completion of lifelong learning programmes, and the rules for determining the amount of fees are laid down in the Rules for Lifelong Learning of Charles University. In accordance with this Rules, 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**  
**Labour Relations of Academic Staff**

1. Academic staff of the faculty are those professors, associate professors, extraordinary professors, professional assistants, assistants, lecturers and scientific, research and development workers who are employees of the University and are assigned to the faculty, and who perform both teaching and creative activities in the employment relationship according to the agreed type of work.
2. The employment relationship of professors and associate professors is normally agreed for an indefinite period of time.
3. Work orders issued to academic staff shall not interfere with academic freedoms and academic rights.

**Article 30**  
**Competitive Hiring Process**

1. In addition to filling academic staff posts, a selection procedure may also be held for the recruitment of other staff, in particular scientific and professional staff.
2. The rules of the competitive hiring process for filling academic staff positions and, where applicable, other staff positions are set out in The Competitive Hiring Process Code of Charles University.

**Article 31**  
**Salaries**

The rules for determining the salaries of academic staff and the salaries of other employees are set out in the Internal Salary Regulation of Charles University.

**Article 32**  
**Granting of Associate Professorship and Full Professorship**

1. Details on the submission of proposals in connection with the accreditation of procedure of

granting Associate Professorship and Full Professorship are set out in the The Accreditation Code of Charles University.

2. Details of the procedures for granting of Associate Professorship and Full Professorship, the fees associated with actions in these procedures and the procedure for invalidating the appointment as Associate Professor are set out in the Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University.

### **Article 33**

#### **Extraordinary and Visiting Professors**

1. Post of Extraordinary Professor<sup>12</sup> may be established by the Rector on the proposal of the Research Board of the Faculty.
2. A proposal to fill the post of Extraordinary Professor is submitted to the Research Board of the University 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 Research Board, use the job title "Visiting Professor of Charles University" for the duration of their stay at the University.
4. Visiting professors have the rights and obligations of members of the academic community, except for the right to vote and to be elected to 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 an outstanding international contribution to the development of science or culture or otherwise to the benefit of mankind.
2. The Rector decides on the award of the title of Doctor honoris causa after the opinion of the Research Board. The proposal for the award of this title is submitted to the Rector by the Dean together with the opinion of the Research Board of the Faculty. The rector may also submit the intention to confer the title of doctor honoris causa to the Research Board for an opinion on his 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 which do not confer any property rights.
2. The details of the award of these honorary titles are regulated in Articles 41 and 43 of the Constitution of the University.

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<sup>12</sup> Section 70(2) of the Higher Education Act.

## **Part V.**

### **Faculty Strategic Plan, Annual Reports, Activity Evaluation and Quality Assurance**

#### **Article 36**

##### **Preparing the 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 for educational activities 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 its draft before its discussion in the Research Board of the University or before its approval in the Academic Senate of the University.
3. The Strategic Plan of the Faculty is based mainly on the strategic plan of the university, the concept of development of the university and the faculty.
4. The Strategic Plan of the Faculty is refined annually in its implementation plan.<sup>13</sup>

#### **Article 37**

##### **Annual Reports and their Use**

1. The Faculty prepares an annual activity report and an annual management report.
2. The conclusions of the annual reports are used in management activities and for the purpose of concretization of the strategic plan and internal evaluation of the quality of 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 for the System of Internal Evaluation and Quality Assurance of Charles University.
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 shall be provided to the guarantor by the Rector's Office of the University in cooperation with the faculty.
4. It is the faculty's obligation to provide timely, complete and truthful information on all data required by the Rules for the System of Internal Evaluation and Quality Assurance of Charles University or other Internal Regulations of the University.

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<sup>13</sup> 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 shall draw up a balance sheet of income, which shall include the funds allocated in the schedule of institutional contributions and grants and anticipated additional income, and expenditure and shall manage the expenditure accordingly. This balance sheet shall not be drawn up as a deficit.
2. After 1 January, until the approval of the University budget, 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. Budget revenue and expenditure incurred during the budget provisioning period shall be charged to the revenue and expenditure balance sheet after its approval.

**Article 40**  
**Management of Assets**

1. The management of the assets of the University entrusted to the Faculty shall be decided and acted upon on its behalf by the Dean or, to the extent provided for by a measure of the Dean, by the Secretary of the Faculty, in accordance with Article 50 of the Constitution of the University.
2. Management of assets must comply with directly applicable European Union rules governing public aid.<sup>14</sup>

**Article 41**  
**Contracts on the Use of Non-residential Premises or Real Estate**

1. The conclusion of contracts for the lease of non-residential premises or immovable property not referred to in Article 40 shall be subject to the prior approval of the Academic Senate and the Academic Senate of the University; this shall also apply to other contracts giving rise to the right to use non-residential premises or immovable property.
2. The provisions of paragraph 1 shall not apply to rentals 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**  
**Financial Management and Administration of Property**

1. The Faculty shall manage the property necessary for the activities referred to in Article 2.

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



2. Financial Management Rules at the faculty are regulated by the Constitution of the University, the regulations referred to in Article 33 of the Financial Management Rules, which are internal regulations of the University, or the measures of the Dean within the limits of these regulations.
3. Property Management Rules 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 Academic Senate expresses its opinion.

**Article 43**  
**Audit of Financial Management**

1. The audit of management is carried out by the Dean, periodically or exceptionally, by persons authorised by him/her, on the basis of a decision of the Dean or a resolution of the Academic 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 Academic Senate.
3. All departments of the Faculty must provide all 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 the 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 Insignias**

The use of academic insignia, gowns and robes of pedlars is regulated by Articles 55 and 58 of the Constitution of the University and Appendix No. 3 to the Constitution of Charles University - Insignia.

**Article 45**  
**Coat of Arms of the Faculty**

1. The emblem of the Faculty expresses the identity of the Faculty as a fundamental part of the University and is included in this Constitution as Appendix 1.
2. The depiction of the faculty emblem and its use must be in accordance with the regulations set out in Article 56(4) of the Constitution of the University. The emblem of the faculty must be chosen in such a way that it can be graphically used simultaneously with the emblem of the University in accordance with these regulations.
3. The emblem of the faculty has the shape of a circle. In the centre is a representation of Hygieia holding a staff in her left hand, encircled by a serpent, 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 set out in the Matriculation and Graduation Code of Charles University, which is an Internal Regulation of the University.
2. The texts of the Master's and Doctoral promises, including the formula of the Promoters, are set out in Appendix 2 to this Constitution.

**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, scholarship or academic freedom.
2. The documentation of the medals is stored in the archives of the University.
3. Details are regulated by the Rules for Awarding Medals of Charles University.

**Part VIII.**  
**Common Provisions**

**Article 48**  
**Official Notice Board**

1. The Faculty has its own Official Notice Board.
2. The Official Notice Board must be clearly marked and placed in an accessible location at the Faculty.
3. Documents shall be posted on the Official Notice Board in accordance with the Code of Administrative Procedure, 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**  
**Information Disclosure**

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 permanent advisory bodies of the dean and the timetable of the meetings of these bodies, including information on the date and place of the next meetings (except for the minutes of the meetings of the Disciplinary Board of the Faculty),
  - b) measures of the Dean,
  - c) the Internal Regulations of the Faculty, including full texts and a reference to the Internal Regulations of the University published in accordance with Article 63(1)(b) of the Constitution of the University,
  - d) annual activity reports, annual management reports, strategic plans of the Faculty and their concretisation and similar documents of other units,

- e) other information as provided for in the Higher Education Act, other legislation, an internal regulation of the University, a Faculty or another unit, or information 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 law.<sup>15</sup>
2. The form and rules for the use of other stamps shall be determined by the Rector by measure and within the framework of the Rector by measure of the Dean.

### **Article 51 Internal Regulations of the Faculty**

The Internal Regulations of the Faculty are its:

- a) Constitution of the Faculty of Medicine in Pilsen of Charles University,
- b) Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University,
- c) Code of Procedure for the Academic Senate of the Faculty of Medicine in Pilsen of Charles University,
- d) Rules of Study at the Faculty of Medicine in Pilsen of Charles University,
- e) Rules for Awarding Scholarships and Bursaries at the Faculty of Medicine in Pilsen of Charles University,
- f) Disciplinary Code for Students of the Faculty of Medicine in Pilsen of Charles University,
- g) Code of Procedure for the Research Board of the Faculty of Medicine in Pilsen of 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 on the Bodies under this Regulation**

Persons elected or appointed under the existing regulations shall be deemed to be elected or 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 Research Board whose term of office expires under this

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<sup>15</sup> Act No. 352/2001 Coll., on the Use of the State Symbols of the Czech Republic and on Amendments to Certain Acts, as amended.

Regulation.

**Article 54**  
**Final Provisions**

1. The Constitution of the Faculty of Medicine in Pilsen of Charles University of 30 September 2009 is repealed.
2. This Constitution was approved by the Academic Senate of the Faculty of Medicine in Pilsen of Charles University on 29 May 2017.
3. This Regulation comes into force on the date of approval by the Academic Senate of Charles University.<sup>16</sup>
4. This Constitution becomes effective on the first day of the calendar month following the date on which it came into force.

.....  
doc. MUDr. Tomáš Skalický, Ph.D.  
President of 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

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<sup>16</sup> Section 9(1)(b)(2) of the Higher Education Act. This Regulation was approved by the Academic Senate of the University on 2 June 2017..

**Appendix No 1**  
**Emblem of the Faculty**



## **Appendix No 2**

### **The Wording of the Master's and Doctoral Promises, including the Promoters' Formula**

#### **Master's Degree Sponse**

*(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 up)*

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?

*(Doktorandi jednotlivě přísahají na žezlo:)*

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**

*(PROMOTOR:)*

VÁŽENÍ DOKTORANDI, VYKONALI JSTE S ÚSPĚCHEM ZKOUŠKY, KTERÉ JSOU ZÁKONEM PŘEDEPSÁNY K PROVĚŘENÍ VĚDOMOSTÍ TĚCH, KDOŽ CHTĚJÍ DOSÁHNOUT TITULU A HODNOSTI DOKTORA MEDICÍNY. PŘEDSTUPUJETE NYNÍ PŘED NÁS SE ŽADOSTÍ, ABYCHOM VÁM V TOMTO SLAVNOSTNÍM SHROMÁŽDĚNÍ UDĚLILI HODNOST, O NÍŽ SE UCHÁZÍTE.

DŘÍVE VŠAK MUSÍTE SLOŽIT SLIB, ŽE SE VŽDY BUDETE CHOVAT TAK, JAK TO OD VÁS VYŽADUJE VZNEŠENÁ HODNOST, JÍŽ NABUDETE, A JAK TO I MY OD VÁS OČEKÁVÁME.

SLÍBÍTE TEDY:

PŘEDEVŠÍM, ŽE TRVALE UCHOVÁTE VE VDĚČNÉ PAMĚTI TUTO UNIVERZITU, NA NÍŽ DOSÁHNETE HODNOSTI DOKTORA MEDICÍNY, A ŽE VŽDY BUDETE PODLE SVÝCH SIL PODPOROVAT JEJÍ ČINNOST A ZÁJMY;  
DÁLE, ŽE HODNOST, KTEROU VÁM UDĚLÍM, UCHOVÁTE BEZ POSKVRNY A BEZ ÚHONY;  
KONEČNĚ, ŽE BUDETE S PÍLÍ PĚSTOVAT NAUKU, KTEROU JSTE SI NYNÍ OSVOJILI, BUDETE SVÉ VĚDOMOSTI ROZŠÍŘOVAT O NOVÉ POZNATKY, KTERÉ LÉKAŘSKÁ VĚDA BĚHEM ČASU ZÍSKÁ, A OBRACET JE USILOVNĚ VE PROSPĚCH LIDSTVA, A ŽE BUDETE PLNIT VŠECHNY POVINNOSTI, JAK PŘÍSLUŠÍ PODLE HIPPOKRATOVY PŘÍSAHY ŘÁDNÉMU LÉKAŘI, A POSTUPOVAT S NÁLEŽITOU LIDSKOSTÍ VŮČI KOMUKOLI.  
SLIBUJETE TO NA SVÉ SVĚDOMÍ?

*(Doktorandi)*

SLIBUJI A PŘÍSAHÁM!

*(PROMOTOR:)*

NIC JIŽ TEDY NEBRÁNÍ TOMU, ABYCHOM VÁM UDĚLILI HODNOSTI, KTERÝCH SI PŘEJETE DOSÁHNOUT.  
PROČEŽ JÁ, ŘÁDEM USTANOVENÝ PROMOTOR, VÁS Z MOCI ÚŘADU USTANOVUJI DOKTORY VEŠKERÉHO (ZUBNÍHO) LÉKAŘSTVÍ, VAŠE JMENOVÁNÍ VEŘEJNĚ VYHLAŠUJI A UDĚLUJI VÁM VŠECHNA PRÁVA A VÝSADY DOKTORŮ VEŠKERÉHO (ZUBNÍHO) LÉKAŘSTVÍ A MOŽNOST VYKONÁVAT LÉKAŘSKÉ POVOLÁNÍ.  
NA DOKLAD TOHO VÁM DÁVÁM DO RUKOU TYTO DIPLOMY S PEČETÍ UNIVERZITY KARLOVY.

**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  
SERVATUROS:  
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.