

# **The University of Pardubice**

## **1st AMENDMENT**

### **TO THE STATUTES**

#### **OF THE FACULTY OF ARTS AND PHILOSOPHY**

Under the provisions of Section 27, Subsection 1, Clause b) and Section 33, Subsection 2, Clause a) of Act No. 111/1998 Sb., the Higher Education Act, as amended, the Academic Senate of the Faculty of Arts and Philosophy of the University of Pardubice has adopted these Statutes of the Faculty of Arts and Philosophy:

#### **PART ONE**

##### **Introductory Provisions**

##### **Article 1**

##### **Basic Provisions**

(1) In accordance with Act No. 111/1998 Sb., the Higher Education Act, as amended, (the "Act"), the Statutes of the Faculty of Arts and Philosophy of the University of Pardubice (the "Statutes") is a basic internal regulation providing for matters falling within its decision-making and approval self-governing competence and the relationship with the University of Pardubice.

(2) The Faculty of Arts and Philosophy of the University of Pardubice (the "Faculty") is a part of the University of Pardubice as a faculty of a public university-type higher education institution.

(3) The Faculty is defined by the following terms:

Name: *Faculty of Arts and Philosophy* (abbreviated as "FAP")

Registered seat: Studentská 84, 532 10 Pardubice

Establishment: By decision of the Academic Senate of the University of Pardubice on the change of the name of November 8, 2005, with effect from December 1, 2005.

Legal predecessor: Institute of Foreign Languages of the University of Pardubice, Institute of Languages and Humanities of the University of Pardubice, established under Section 34 of the Act, Faculty of Humanities, established by the Accreditation Commission of the Ministry of Education, Youth and Sports of the Czech Republic of December 6, 2000.

The translation of the name of the faculty into English is "Faculty of Arts and Philosophy".

(4) The name of the Faculty of Arts and Philosophy of the University of Pardubice, or word forms derived from it, may be used by components not listed in the Statutes, both in the name of these components and in the name of events, only with the written permission of the Dean of the Faculty.

(5) The Faculty uses a round stamp with a small national emblem of the Czech Republic and the text "University of Pardubice, Faculty of Arts and Philosophy."

## **Article 2**

### **Status of the Faculty**

- (1) The Faculty is a part of the University of Pardubice (the "University"). It carries out accredited study programmes and performs other educational and creative activities.
- (2) Self-governing academic bodies of the Faculty are stipulated in Section 25 of the Act. In its activities, the Faculty is governed by the law, general legal regulations, internal regulations and standards of the University and internal regulations of the Faculty.
- (3) The rights of the Faculty bodies to independently decide or act on behalf of the University in matters concerning the Faculty are stipulated in Section 24 of the Act and Article 23 of the Statutes of the University of Pardubice.

## **Article 3**

### **Activities and Support of Activities**

- (1) Education takes place
  - a) in accredited study programmes ("study programme"),
  - b) in lifelong learning programmes.
- (2) Educational and creative activities in the humanities and social sciences, especially historical, philosophical, sociological, philological and pedagogical branches of study, are carried out in connection with the needs of practice.

These are expressed, especially in the areas of basic long-term orientation, by:

  - long-term strategic plans and framework agreements,
  - external and internal, national and international projects, especially within the announced programmes for the specific objectives.
- (3) The Faculty is entitled to hold state rigorous examinations in humanities and social sciences. The list of study programmes and their branches of study in which it is possible to take the state rigorous examination is published following Article 4, Paragraph 1.
- (4) The Faculty also creates conditions for cooperation at the international higher education level and supports it, and participates in transnational higher education institutions, including student mobility.
- (5) The Faculty organizes other activities for the development and strengthening of relations, especially between similarly oriented faculties of universities and other educational and scientific institutions, faculty graduates, national and regional government authorities. It also organizes activities fulfilling the mission, which follows from Section 1 of the Act and the traditions of the University and the Faculty.
- (6) The Faculty creates conditions for concluding contractual relations on cooperation between the University or the Faculty with other universities and legal entities in defining their share in the educational and scientific, research, development or other creative activities of the Faculty.

## **Article 4**

### **Study Programmes and Fields of Habilitation Procedure and Procedure for Appointment of Professors**

- (1) The Faculty implements Bachelor, Master and doctoral study programmes. Their list is published, including their type, standard period of study and form of study, on the publicly

accessible website of the University and the Faculty.

(2) The Faculty is entitled to conduct habilitation proceedings and proceedings for appointment as a professor. The list of the fields is published on the publicly accessible websites of the University and the Faculty. The rules for the habilitation procedure and the procedure for appointment of a professor are set out in the internal regulation of the University.

(3) Graduates of undergraduate study programmes are awarded the academic degree "Bachelor" (abbreviated to "Bc." to be used before the name). Graduates of postgraduate study programmes are awarded the academic degree "Master" (abbreviated to "Mgr." to be used before the name). Graduates of doctoral study programmes are awarded the academic degree "Doctor" (abbreviated to "Ph.D." to be used after the name).

(4) Graduates of the Master's study programme in the field of humanities and social sciences may take a state rigorous examination. After its completion, the academic degree "Doctor of Philosophy" (abbreviated to "PhDr." to be used before the name) is awarded.

## **Article 5**

### **Internal Regulations of the Faculty**

(1) Matters of the Faculty falling within the scope of its self-governing authority are regulated by internal regulations and internal standards issued by the Faculty.

(2) Internal regulations issued by the Faculty ("internal regulations") subject to approval by the Academic Senate of the University are:

- a) Statutes of the Faculty of Arts and Philosophy,
- b) Electoral Rules of the Academic Senate of the Faculty of Arts and Philosophy,
- c) Rules of Procedure of the Academic Senate of the Faculty of Arts and Philosophy,
- d) Rules of Procedure of the Scientific Board of the Faculty of Arts and Philosophy,
- e) Disciplinary Rules for Students of the Faculty of Arts and Philosophy,
- f) Rules of the Rigorous Procedure of the Faculty of Arts and Philosophy.

(3) Internal regulations of the University followed by the Faculty are the following:

- a) Internal Wage Regulation of the University of Pardubice;
- b) Rules of the Selection Procedure of the University of Pardubice;
- c) Study and Examination Regulations of the University of Pardubice;
- d) Scholarship Regulations of the University of Pardubice;
- e) Rules of the Quality Assurance and Assessment System of Educational, Creative and Related Activities of the University of Pardubice ("Rules of the Quality Assurance and Assessment");
- f) Economic Management Rules of the University of Pardubice;
- g) Rules of Lifelong Learning of the University of Pardubice;
- h) Rules for the Habilitation Procedure and the Procedure for Appointment of Professor at the University of Pardubice;
- i) Rules for Making Monetary and Non-Monetary Deposits.

(4) Internal standards that are not subject to approval by the Academic Senate of the University are directives, notices and instructions issued by the Faculty. Directives issued by the Faculty ("faculty directives") are issued by the Dean.

**PART TWO**  
**Study at the Faculty**

**Article 6**  
**Admission to Study**

(1) Admission to study in study programmes implemented by the Faculty is stipulated in Sections 48 to Section 50 of the Act and Articles 6 and 7 of the Statutes of the University of Pardubice. Applicants are admitted to study in a certain study programme on the basis of the admission procedure carried out by the Faculty.

(2) The rules for the admission procedure and the conditions for admission to study shall be stipulated, after approval by the Academic Senate of the Faculty, by the guidelines of the Faculty following Article 6 of the Statutes of the University of Pardubice.

**Article 7**  
**Enrolment in the Study**

(1) Notification of the decision on admission to the study entitles the applicant to enrol in the study. The date and place of registration are set by the Dean.

(2) The conditions for enrolment in the study are set out in Article 8 of the Statutes of the University of Pardubice.

**Article 8**  
**Study Conditions for Foreigners**

The conditions for the admission of applicants for study with citizenship other than the Czech Republic in study programmes carried out by the Faculty are set out in Article 9 of the Statutes of the University of Pardubice.

**Article 9**  
**Fees Associated with Study, Habilitation Procedure and Procedure for Appointment of Professors**

(1) The fee for acts related to the admission procedure to study programmes carried out by the Faculty is set out in Article 10 of the Statutes of the University of Pardubice. The fee for acts connected with the assessment of the fulfilment of the condition for admission to study (the "fee for verification of foreign education") is set out in Article 10a of the Statutes of the University.

(2) Tuition fees are set out in Articles 11 and 12 of the Statutes of the University of Pardubice.

(3) Fees for acts related to the habilitation procedure or with the procedure for appointment of a professor are set out in Article 34 of the Statutes of the University of Pardubice.

**PART THREE**  
**Faculty Bodies**

**Article 10**  
**Faculty Bodies**

(1) The self-governing academic bodies of the Faculty are under Section 25 of the Act:

- a) the Academic Senate,
- b) the Dean,
- c) the Scientific Board,
- d) the Disciplinary Committee.

(2) Another body of the Faculty is the Faculty Secretary.

### **Article 11** **Academic Senate**

(1) The Academic Senate of the Faculty (the "Senate") is a self-governing representative academic body authorised to act and decide in matters of the Faculty stipulated in Section 27 of the Act.

(2) The number of members of the Senate, the manner of their election, the reasons and date of termination of membership in the Senate and the length of the Senate's term of office shall be determined by the Electoral Rules of the Academic Senate of the Faculty of Arts and Philosophy.

(3) The manner of election of the chair of the Senate, the bodies of the Senate and their establishment shall be determined by the Rules of Procedure of the Academic Senate of the Faculty of Arts and Philosophy.

(4) Membership in the Senate is honorary and the member may not be substituted. It is the duty of its members to participate, to the best of their ability, in all activities of the Senate. In the performance of their duties, members of the Senate are not bound by the opinion of other self-governing academic bodies of the Faculty or other managers of the Faculty. The members of the Senate act in the interest of the Faculty as a whole and follow their conscience when making decisions.

(5) The Senate has the right to all information necessary for its activities. The requirements of the Senate in this sense are applied by the Chair of the Senate to the Dean. The activities of the Senate are materially and administratively ensured by the Dean's office of the Faculty.

(6) The Chair of the Senate convenes the assembly of the academic community of the Faculty based on:

- a) a decision of the Senate,
- b) requests from more than 15% of the members of the academic community of the Faculty,
- c) requests from the Dean or Rector.

(7) The academic community of the Faculty must be convened at least once a year to submit a report on the activities of the Senate, an annual report on the activities of the Faculty and an annual report on the economic management of the Faculty.

### **Article 12** **Dean**

(1) The Dean of the Faculty is a self-governing academic body, which is the head of the Faculty and its representative, especially concerning the University and its other parts, other universities in the Czech Republic and abroad, national and regional government authorities, public institutions and the business community and citizens.

(2) The status of the Dean, his/her appointment, removal from office and the length of the term of office is determined by Section 28 of the Act. The election of a candidate for the Dean, or a proposal for his/her removal from office, is determined by the Rules of Procedure of the Academic Senate of the Faculty of Arts and Philosophy. The Dean is responsible to the Rector for the condition and activities of the Faculty.

(3) The authority of the Dean to decide and act on behalf of the University in matters concerning the Faculty is stipulated in Section 24 and Section 28 of the Act and Article 23 of the Statutes of the University of Pardubice, in other matters, the Dean acts based on the Rector's authorisation.

(4) The Dean appoints and removes vice-deans and determines their number and competencies. He/she decides which of the vice-deans is entitled to represent him/her in full. He/she issues instructions on his/her representation in individual cases.

(5) The Dean appoints and removes the Faculty Secretary. He/she decides on filling vacancies at the Faculty and on labour-law relations of the faculty employees.

(6) The Dean proposes and, after approval by the Academic Senate of the University, issues the internal regulations referred to in Article 5, Paragraph 2, with the exception of Clause c). Within the scope of his/her management and decision-making powers, the Dean issues the internal standards referred to in Article 5, Paragraph 4, governing the activities of the Faculty.

(7) The Dean appoints the Dean's Advisory Board, which is his/her advisory body. The members of the Dean's Advisory Board are the Dean, Vice-Deans, heads of departments and institutes, Faculty Secretary, head of the department of studies, Chair of the Senate and representative of students of the Faculty's academic community, delegated by the University Student Board. The Dean may invite other persons to the discussion on the meeting. The Dean's Advisory Board is convened at least three times per semester.

(8) The Dean regularly convenes the Faculty Executive Board composed of Vice-Deans, which is his/her operational advisory body. As needed, guests may also attend meetings of the Faculty Executive Board.

### **Article 13 Vice-Deans**

(1) The scope of authority, powers and responsibilities of each vice-dean are determined by the Dean, specifying the competencies of the vice-deans for defined sections of the Faculty's activities, including the designation of faculty workplaces managed by them.

(2) The Vice-Deans are entitled to act on behalf of the Faculty in matters concerning the competencies determined by the Dean and in the management of the activities of their sections. Within the set competencies or instructions of the Dean, the Vice-Deans may assign tasks to all faculty employees. The Vice-Deans are responsible to the Dean for the performance of their duties.

### **Article 14 Scientific Board**

(1) The Scientific Board is a self-governing academic body authorised to act and decide in matters of the Faculty stipulated in Section 30 of the Act. The meetings of the Scientific Board

are set out in the Rules of Procedure of the Scientific Board of the Faculty of Arts and Philosophy.

(2) The composition of the Scientific Board shall be determined by Section 29 of the Act. When appointing the members of the Scientific Board, the Dean ensures that important representatives of the main areas of science, research and educational activities carried out at the Faculty are represented in it.

(3) Membership in the Scientific Board shall terminate upon:

- a) removal of a member of the Scientific Board from office with the prior consent of the Senate,
- b) death of a member of the Scientific Board or on the date on which a court decision declaring him/her dead or missing takes legal effect.

#### **Article 15** **Disciplinary Committee**

(1) The Disciplinary Committee is a self-governing academic body of the Faculty authorised to discuss disciplinary offenses of students enrolled at the Faculty. The composition of the Disciplinary Committee and the term of office are set out in Section 31 of the Act.

(2) The proceedings of the Disciplinary Committee are determined by the Disciplinary Rules of the Faculty of Arts and Philosophy.

#### **Article 16** **Faculty Secretary**

(1) The Faculty Secretary (the "Secretary") is appointed and removed by the Dean. The scope of authority, powers and responsibility of the Secretary for the management and internal administration of the Faculty are determined by the Dean's measures.

(2) In order to ensure a coordinated approach of the faculty in the field of management, the secretary cooperates with the heads of departments and technical and economic staff, which he methodically manages.

(3) The Secretary manages the financial activities of the Faculty, organizes the activities of the Dean's office connected with the internal administration of the Faculty and is responsible to the Dean for his/her activities; in the area of the Faculty's financial management, he/she is responds to the Bursar.

(4) The Secretary is entitled to suspend decisions concerning the financial management of Faculty workplaces that are in conflict with the interests of the faculty until the final decision of the Dean.

### **PART FOUR** **Organizational Structure of the Faculty**

#### **Article 17** **Division of the Faculty**

(1) Faculty workplaces are:

- a) the Dean's office,
- b) departments,
- c) institutes.

- (2) The organizational structure of the Faculty is set out in Annex 1 to these Statutes.
- (3) The Senate decides on the establishment, merger, amalgamation, division or abolition of Faculty workplaces and on the organizational structure of the Faculty on the proposal of the Dean.

### **Article 18 Dean's Office**

(1) The Dean's Office is a workplace of the Faculty providing administrative, economic and administrative activities of the Faculty. It prepares documents for the meetings and decisions of the Dean and Vice-Deans and fulfils their instructions and decisions. The Dean's Office is managed by the Dean, who may entrust the management of certain activities to a vice-dean or the Faculty Secretary. In accordance with general legal regulations, internal regulations and standards of the University and internal regulations and standards of the Faculty, the Dean's Office controls the heads of workplaces of the Faculty in administrative, financial, supplementary and administrative activities.

(2) The Dean's Office is divided into:

- a) Secretariat of the Dean and Vice-Deans,
- b) Secretary's Office,
- c) Promotion Centre,
- d) Study Office,
- e) Department for Education
- f) Department for Scientific and Project Activities,
- g) Department for Doctoral Studies and Foreign Affairs

(3) The Dean 's Office ensures and is responsible in particular for:

- a) study, pedagogical and scientific research agenda of the Faculty,
- b) the agenda of the Faculty's development,
- c) the agenda of foreign relations,
- d) financial and accounting agenda of the Faculty as a whole,
- e) the agenda of the Scientific Board, the Faculty Executive Board and the Dean's advisory bodies,
- f) graduation and sponsorship of graduates and organization of ceremonial events of the Faculty,
- g) selection procedures for the filling of academic and scientific research positions at the Faculty,
- h) providing properly structured information to members of the academic community,
- i) other tasks assigned by the Dean, Vice-Deans or Secretary.

### **Article 19 Departments and Institutes**

(1) Departments and institutes are the basic workplaces of the Faculty that participate in the implementation of study programmes or their parts and perform scientific, research, development or other creative activities in accordance with the focus and long-term orientation of the strategic goals of the Faculty. Departments and institutes can be internally divided into units, centres or divisions.

(2) The departments are managed by the heads of the departments, who are appointed by the



Dean. The institutes are managed by the heads of the institutes, who are appointed by the Dean. The head of a department (or the head of an institute) is responsible to the Dean for the activities of the managed workplace.

- (3) Staff of departments and institutes are employees of the University:
  - a) academic staff - university teachers,
  - b) researchers,
  - c) economic and other staff.
  
- (4) They may further participate in the provision of educational and creative activities:
  - a) other experts on the basis of agreements on work performed outside the employment relationship,
  - b) interns,
  - c) foreign guests,
  - d) students of doctoral study programmes.

## **PART FIVE**

### **Financial Management Rules**

#### **Article 20**

#### **Financial Management of the Faculty**

- (1) The Faculty manages the allocated funds independently in accordance with the law, other special legal regulations and the internal regulations and standards of the University according to its own budget approved by the Senate. The principles of the Faculty's financial management are set out in Article 28 of the Statutes of the University of Pardubice.
  
- (2) The Faculty handles the allocated financial resources, including salary funds, separately within the limits of financial resources for the given calendar year according to the approved budgets of the University and the Faculty. It also handles separately the funds obtained from additional activities, from donations, or from other sources.
  
- (3) The budget of the Faculty must not be compiled as a deficit budget. The rules of the budget construction, including the determination of which faculty workplaces are authorised to handle the allocated funds independently, are submitted by the Dean to the Senate for discussion before the actual discussion of the budget. If the budget submitted by the Dean is not approved by the Senate, the Dean is obliged to submit a new draft budget within one month. Pending the approval of the budget by the Senate, the Faculty manages under the original draft budget reduced by 10%. The approved budget and the resulting distribution of funds for individual faculty workplaces are published and binding.
  
- (4) The Dean is responsible to the Rector for the economical and efficient use of funds allocated from the university budget. In additional activities of the Faculty pursuant to Section 20, Subsection 2 of the Act, the quality, scope and availability of activities for the implementation of which the Faculty was established must not be endangered. The annual report on the economic management of the Faculty is submitted by the Dean to the Senate and the Rector.

#### **Article 21**

## **Audit of Financial Management**

(1) The financial management of the Faculty is audited at least once a year in accordance with Article 28, Paragraph 5 of the Statutes of the University of Pardubice. For the financial management to be audited, all workplaces of the Faculty are obliged to provide the necessary documents and information to the Faculty Secretary and the auditing body.

### **PART SIX**

#### **Ensuring and Evaluating the Faculty Activities Quality**

##### **Article 22**

- (1) The Faculty regularly evaluates the quality of educational, creative and related activities.
- (2) The educational, creative and related activities of the Faculty are carried out in accordance with the Rules of Quality Assurance and Evaluation (see Article 5, Paragraph 3, Clause e).

### **PART SEVEN**

#### **Academic Symbols and Awards**

##### **Article 23**

##### **Academic Staff**

- (1) The status of an academic staff member is determined by Article 31 of the Statutes of the University of Pardubice.
- (2) The procedure and form of the application for sabbatical leave are set out in Article 32 of the Statutes of the University of Pardubice and the directive issued by the University.
- (3) The membership of academic staff and students of the Faculty in bodies and committees related to the mission of the Faculty and the University is stipulated in Article 33 of the Statutes of the University of Pardubice.
- (4) The academic officials of the Faculty are the Dean and Vice-deans and, for the duration of an academic ceremony, the Master of Ceremonies.

##### **Article 24**

##### **Insignia and Ceremonies**

- (1) The academic insignia of the Faculty are the ceremonial mace, chains and gowns. The symbols of the Faculty and the manner of their use are determined by Articles 38 and 39 of the Statutes of the University of Pardubice.
- (2) Academic ceremonies organized by the Faculty are:
  - a) installation of the Dean,
  - b) matriculation,
  - c) Bachelor's graduation,
  - d) Master's and Doctoral graduations,
  - e) ceremonial meetings of the Scientific Board,
  - f) ceremonial meetings of the academic community of the Faculty,
  - g) graduation ceremony within the Lifelong Learning Programme.

(3) The content and course of the academic ceremonies of the Faculty is proposed in the spirit of university traditions by the authorised vice-dean and approved by the Dean.

### **Article 25** **Transitional and Final Provisions**

(1) The Statutes of the Faculty of Arts and Philosophy of the University of Pardubice of June 6, 2017 is hereby repealed.

(2) This draft of the Statutes of the Faculty of Arts and Philosophy was approved in accordance with Section 27, Subsection 1, Clause b) of the Act by the Academic Senate of the Faculty on June 1, 2020.

(3) These Statutes of the Faculty of Arts and Philosophy were approved under Section 9, Subsection 1, Clause b), Subclause 2 of the Act by the Academic Senate of the University on June 16, 2020.

4) These Statutes of the Faculty of Arts and Philosophy shall take effect on the day of its approval by the Academic Senate of the University of Pardubice.

(5) These Statutes of the Faculty of Arts and Philosophy shall enter into force on June 16, 2020.



doc. Mgr. Jiří Kubeš, Ph.D.  
Dean of FAP UPCE

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The amendments to the Statutes were approved under Section 27, Subsection 1, Clause b) of Act No.111/1998 Sb., on Universities, as amended (the Act on Universities), by the Academic Senate of the Faculty of Arts and Philosophy of the University of Pardubice on 18 November 2024.

Amendments to the Statutes were approved under Section 9, Subsection 1, Clause b, Subclause 2 of Act No. 111/1998 Sb., on Universities, as amended (the Act on Universities), by the Academic Senate of the Faculty of Arts and Philosophy of the University of Pardubice on 21 January 2025.

Amendments to the Statutes shall enter into force on the date of their approval by the Academic Senate of the University of Pardubice.

Amendments to the Statutes shall come into force on 1 February 2025.

**Annex 1: Organisational Structure of FAP UPCE**

