

**University of Pardubice**

**STATUTE  
OF THE FACULTY OF ARTS AND PHILOSOPHY  
OF 6 JUNE 2017**

Pursuant to § 27 section 1 letter b) and § 33 section 2 letter a) of the Act no. 111/1998 Coll., on Higher Education Institutions and on amendments and supplements to some other acts (Higher Education Act), amended and consolidated, the Academic Senate of the Faculty of Arts and Philosophy of the University of Pardubice hereby declares the following Statute of the Faculty of Arts and Philosophy of the University of Pardubice:

**PART ONE  
Preliminary**

**Article 1  
Basic Provisions**

(1) Pursuant to Act no. 111/1998 Coll., on Higher Education Institutions and on amendments and supplements to some other acts (Higher Education Act), amended and consolidated, (hereinafter referred to as “the Act”), the Statute of the Faculty of Arts and Philosophy (hereinafter referred to as “Statute of the Faculty”) is a basic internal document defining the Faculty’s decision-making and other self-governing activities as well as its relationship to the University of Pardubice.

(2) The Faculty of Arts and Philosophy of the University of Pardubice (hereinafter referred to as “the Faculty”) represents a part of the University of Pardubice as a faculty of a public higher education institution.

(3) The Faculty is instituted by the following elementary terms:

Full name: *Faculty of Arts and Philosophy* (abbreviated as “FAP”)

Domicile: Studentská 84, 532 10 Pardubice

Instituted: by the decision of the Academic Senate of the University of Pardubice on the change of the full name of 8 November 2005, of effect on 1 December 2005.

Legal predecessors: Institute of Foreign Languages of the University of Pardubice, Institute of Languages and Humanities of the University of Pardubice founded pursuant to § 34 of the Act, Faculty of Humanities, founded by the decision of the Accreditation Committee of the Ministry of Education, Youth and Sports of 6 December 2000.

English translation of the Faculty name is “Faculty of Arts and Philosophy”.

(4) Using the name of the Faculty by parts or bodies not listed in the Statute of the Faculty, including words and titles derived from the Faculty’s name, in the titles of these parts or bodies, or in the titles of events organised by these parts or bodies, is possible only upon a written consent of the Dean of the Faculty.

(5) The Faculty uses the official round stamp with the lesser version of the coat of arms of the Czech Republic and the text: University of Pardubice, Faculty of Arts and Philosophy.

## **Article 2 Position of the Faculty**

(1) The Faculty constitutes a part of the University of Pardubice (hereinafter referred to as “the University”) providing teaching activities within the accredited degree programmes and carrying out academic, research and other creative activities.

(2) The Faculty has its autonomous representative academic bodies and academic officers pursuant to § 25 of the Act. The Faculty carries out its activities in compliance with the Act, valid legislation, internal regulations and norms of the University and internal regulations of the Faculty.

(3) Official bodies and officers of the faculty have the right to make decisions or act on behalf of the University with respect to the issues pertaining to the Faculty pursuant to § 24 of the Act and Article 23 of the Statutes of the University of Pardubice (hereinafter referred to as “the Statutes of the University”).

## **Article 3 Activities and their Support**

(1) Academic and teaching activities are carried out  
a) within accredited degree programmes (hereinafter referred to as “degree programmes”),  
b) within programmes of life-long education.

(2) Teaching and creative activities within humanities, especially history, philosophy, sociology, philology and educational sciences, are carried out in relation to practice.

Their long-term orientation is expressed in:

- long-term strategic development plans and framework agreements,
- external and internal, national and international projects.

(3) The Faculty is entitled to hold Advanced Master State Examinations in a number of fields of humanities and educational sciences. The list of degree programmes in which Advanced Master State Examinations can be taken is published pursuant to Article 4, section 1.

(4) The Faculty creates conditions for international cooperation with higher education institutions, participation in multinational higher education organisations and student mobility programmes, and provides support for these.

(5) The Faculty organises further activities developing and securing relationships with other higher education and other scientific institutions, alumni, bodies of state administration and self-administration as well as activities complying with the University’s mission pursuant to § 1 of the Act as well as the University’s and Faculty’s tradition.

(6) The Faculty creates conditions for concluding contractual relations on cooperation between the University or the Faculty with other higher education institutions or legal entities thereby defining their share in the teaching, scientific, research, development and other creative activities of the Faculty.

#### **Article 4**

### **Degree Programmes and the Procedures for Conferring “Venium Docendi” (Habilitation) and for the Appointment of Professors**

- (1) The Faculty organises bachelor, master and doctoral degree programmes. The list of accredited degree programmes including information about the type, standard length of study and form of teaching is posted on the public part of the University and Faculty website.
- (2) The Faculty is entitled to carry out the procedures for conferring “venium docendi” (habilitation) and for the appointment of professors. The list of accredited fields in which the Faculty is entitled to carry out these procedures is posted on the public part of the University and Faculty website. The rules of habilitation and the appointment of professors are stipulated by an internal regulation of the University.
- (3) Graduates of a bachelor degree programme are awarded the academic title “Bachelor” – abbreviated “Bc.” and written before the name. Graduates of a master degree programme are awarded the academic title “Master” – abbreviated “Mgr.” and written before the name. Graduates of a doctoral degree programme are awarded the academic title “doctor” – abbreviated “Ph.D.” and written after the name.
- (4) Graduates of a master degree programme in humanities and educational sciences may take an Advanced Master State Examination upon the passing of which they are awarded the academic title “doktor filozofie” (doctor of philosophy) – abbreviated as “PhDr.” and written before the name.

#### **Article 5**

### **Internal Rules and Regulations**

- (1) Self-administrative practice of the Faculty complies with the internal rules and regulations issued by the Faculty.
- (2) The Faculty has the following internal rules and regulations, which must be approved by the Academic Senate of the Faculty and the Academic Senate of the University:
  - a) Statute of the Faculty,
  - b) Election Code 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) Student Disciplinary Code for the students of the Faculty of Arts and Philosophy,
  - f) Rules of the Advanced Master State Examination of the Faculty of Arts and Philosophy.
- (3) Other internal regulations of the Faculty are the following internal regulations of the University:
  - a) Internal Wage Regulation of the University of Pardubice;
  - b) Rules of Competitive Selection Procedures of the University of Pardubice;
  - c) Study and Examination Code of the University of Pardubice;
  - d) Scholarship and Bursary Regulation of the University of Pardubice;
  - e) Rules of the system ensuring the quality of educational, creative, and other related activities and the internal evaluation of the quality of the educational, creative, and other related activities;
  - f) Rules of Economic Management of the University of Pardubice;
  - g) Code of Lifelong Education of the University of Pardubice;
  - h) Rules of Procedure for conferring “veniam docendi” (habilitation) and for the appointment of professors at the University of Pardubice.

(4) Internal norms of the Faculty, which do not require the approval of the Senate of the Faculty, include norms, decrees, orders, notifications and provisions. Internal norms of the Faculty (hereinafter referred to as “internal norms of the Faculty”) are issued by the Dean.

## **PART TWO**

### **Study at the Faculty**

#### **Article 6**

##### **Admission to Studies**

(1) Admission to studies within the degree programmes provided by the Faculty is carried out in compliance with § 48 to § 50 of the Act and Articles 6 and 7 of the Statutes of the University. Admission to studies within particular degree programme is based upon a selection procedure carried out by the Faculty.

(2) The rules of selection procedures and the conditions for admission to studies are stipulated by an internal regulation of the Faculty on approval of the Academic Senate of the Faculty pursuant to Article 6 of the Statutes of the University.

#### **Article 7**

##### **Enrolment in Studies**

(1) Applicants are entitled to enrol in studies upon receiving confirmation that they have been admitted to studies. Applicants must enrol during the period of time specified by the Dean.

(2) The conditions of enrolment in studies are stipulated by Article 8 of the Statutes of the University.

#### **Article 8**

##### **Conditions for Foreign Applicants**

The conditions for the admission of foreigners to study in the degree programmes provided by the Faculty are stipulated by Article 9 of the Statutes of the University.

#### **Article 9**

##### **Study-related Fees**

(1) Fees related to the admission procedure to study within the degree programmes provided by the Faculty are stipulated by Article 10 of the Statutes of the University.

(2) Study-related fees are stipulated by Articles 11 and 12 of the Statutes of the University.

(3) Fees related to the procedure for conferring “veniam docendi” (habilitation) and for the appointment of professors are stipulated by Article 34 of the Statutes of the University.

**PART THREE**  
**Officers and Official Bodies of the Faculty**

**Article 10**  
**Official Bodies of the Faculty**

(1) The Faculty has the following autonomous academic officers and official bodies pursuant to § 25 of the Act:

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

(2) The Faculty also has the Faculty Bursar .

**Article 11**  
**The Academic Senate of the Faculty**

(1) Pursuant to § 27 of the Act, the Academic Senate of the Faculty (hereinafter referred to as “the Senate of the Faculty”) is the Faculty’s autonomous representative academic body authorised to act and make decisions in matters pertaining to the Faculty.

(2) The Election Code of the Academic Senate of the Faculty specifies the number of members of the Senate of the Faculty, the manner in which they are to be elected and the length of their term of office.

(3) The manner in which the Chair and other official bodies of the Senate of the Faculty are to be elected is stipulated by the Rules of Procedure of the Academic Senate of the Faculty of Arts and Philosophy.

(4) Membership in the Senate of the Faculty is honorary and non-transferable. It is the duty of the members to participate the best that they can in all activities of the Senate of the Faculty. When executing their membership in the Senate of the Faculty, the members are not bound either by the opinion of other officers or official bodies of the Faculty or by the management of the Faculty. Members of the Senate of the Faculty act in the interest of the Faculty as a whole and follow their conscience.

(5) The Senate of the Faculty has the right to an adequate material and administrative provision of its activities as well as the right to information needed for the execution of its powers. Requirements of the Senate of the Faculty are presented to the Dean of the Faculty by the Chair of the Senate of the Faculty. Material and administrative provision for the activities of the Senate of the Faculty are in the jurisdiction of the Dean’s Office of the Faculty.

(6) The Chair of the Senate calls a meeting of the academic community of the Faculty when:

- a) decided by the Senate of the Faculty,
- b) required by more than 15 % of the members of the academic community of the Faculty,
- c) required by the Dean or the Rector.

(7) A meeting of the academic community of the Faculty must take place at least once a year to allow for the report on the activity of the Senate of the Faculty and annual reports on the activities and financial management of the Faculty.

## **Article 12** **The Dean of the Faculty**

- (1) The Dean of the Faculty is the highest representative of the Faculty representing it in relation to other Faculties and parts of the University as well as other higher education institutions in the Czech Republic and abroad, public institutions and bodies of state administration, entrepreneurship and the public.
- (2) The position of the Dean, his/her appointment, dismissal and length of his/her term of office are stipulated by § 28 of the Act. The procedure of the vote on a proposal to nominate or dismiss the Dean is stipulated by the Rules of Procedure of the Academic Senate of the Faculty. The Dean is responsible for the exercise of his/her function to the Rector.
- (3) The Dean's right to make decisions and act on behalf of the University with respect to the issues pertaining to the Faculty is stipulated by § 24 and § 28 of the Act and Article 23 of the Statutes of the University. The Dean may be authorised to act and make decisions in other matters by the Rector.
- (4) The Dean appoints and dismisses his/her Vice-Deans, stipulates their number and competences. The Dean decides which of the Vice-Deans is authorised to act as his/her deputy in full. The Dean authorises his/her deputies in individual matters.
- (5) The Dean appoints and dismisses the Faculty Bursar. He/she makes decisions about appointing positions at the Faculty and about employment matters concerning the staff of the Faculty.
- (6) The Dean proposes and on approval of the Senate of the Faculty issues internal regulations listed in Article 5 section 2 with the exception of letter c). Within the exercise of his/her function, the Dean issues internal norms pursuant to Article 5 section 4.
- (7) The Dean appoints the Dean's Committee as his/her standing advisory body. The Dean's Committee includes the Dean, Vice-Deans, Heads of Departments and Institutes at the Faculty, the Faculty Bursar, Head of the Study Department, Chair of the Senate of the Faculty and a student representative of the Faculty's academic community nominated by the Student Council of the University. Meetings of the Dean's Committee may be attended by other persons invited by the Dean.
- (8) The Dean regularly calls meetings of the Faculty Management consisting of the Faculty's Vice-Deans, as his/her operational advisory body. Meetings of the Faculty Management may be attended by guests, if needed.

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

- (1) The scope of activity, competences and responsibilities of individual Vice-Deans are stipulated by the Dean. He/she also stipulates the Vice-Deans' competences within the designated activities of the Faculty as well as allocates parts of the Faculty under their methodical management.
- (2) Vice-Deans are authorised to act on behalf of the Faculty in matters pertaining to the competences stipulated by the Dean and pertaining to the management of the allocated part of the Faculty. Within the scope of their competences or when prompted by the Dean, Vice-Deans may set tasks to all employees of the Faculty. Vice-Deans are responsible for the exercise of their functions to the Dean.

#### **Article 14**

### **The Scientific Board of the Faculty**

(1) The Scientific Board is an autonomous representative academic body of the Faculty authorised to act and make decisions in matters pertaining to the Faculty pursuant to § 30 of the Act. Activity of the Scientific Board is stipulated by the Rules of Procedure of the Scientific Board of the Faculty of Arts and Philosophy.

(2) Members of the Scientific Board are nominated pursuant to § 29 of the Act. The Dean appoints the members of the Scientific Board, who are distinguished representatives in fields in which the Faculty carries out teaching, scientific, research and other creative activities.

(3) Membership in the Scientific Board terminates:

- a) upon a dismissal of the member on approval of the Senate of the Faculty,
- b) upon the death of the member or on the date of effect of a proclamation of the death of the member or proclamation of the member a missing person.

#### **Article 15**

### **The Disciplinary Committee of the Faculty**

(1) The Disciplinary Committee is an autonomous academic body of the Faculty dealing with the disciplinary infractions of students who are enrolled at the Faculty. Its establishment and term of office is stipulated by § 31 of the Act.

(2) Activity of the Disciplinary Committee is stipulated by the Student Disciplinary Code for the students of the Arts and Philosophy.

#### **Article 16**

### **The Faculty Bursar**

(1) The Faculty Bursar is appointed and dismissed by the Dean. Power and responsibilities of the Faculty Bursar are stipulated by the Dean's provision.

(2) To ensure coordinated financial management and internal administration of the Faculty, the Bursar acts in cooperation with the bursars of individual Department of the Faculty (if nominated), and provides their methodological management. The Bursar provides methodological management for other technical and economic staff members.

(3) The Faculty Bursar manages the Faculty's financial matters and organises the Dean's Office activities related to the Faculty's internal administration. The Faculty Bursar is responsible for the exercise of his/her function to the Dean; methodology on the matters of financial management of the Faculty is provided by the University Bursar.

(4) The Faculty Bursar has the right to suspend the decisions concerning the financial management of the Faculty, which would contradict the interests of the Faculty until the final decision of the Dean.

**PART FOUR**  
**Parts of the Faculty**

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

(1) The Faculty consists of the following parts:

- a) the Dean's Office,
- b) Departments,
- c) Institutes.

(2) Organisation structure of the Faculty is presented in an attachment to this Statute.

(3) Decisions on establishing, merging, amalgamating, splitting or dissolving individual units at the Faculty and on the organisation structure of the Faculty are taken by the Senate of the Faculty upon a proposal from the Dean.

**Article 18**  
**The Dean's Office**

(1) The Dean's Office provides administrative, economic and control activities at the Faculty. It prepares materials for the activities and decision-making of the Dean and the Vice-Deans and acts upon their decisions. The Dean's Office is controlled by the Dean, who can delegate control of some activities onto Vice-Deans or the Faculty Bursar. Pursuant to general legislation, internal regulations of the University and internal regulations of the Faculty, the Dean's Office provides methodological management for the heads of the Faculty's parts in administrative, economic and supplementary activities.

(2) The Dean's Office consists of the following parts:

- a) Secretariat of the Dean, Vice-Deans and the Faculty Bursar,
- b) Information and Counselling Centre,
- c) Study Department
- d) Department of Scientific and Creative Activities.

(3) The Dean's Office provides the following:

- a) study and research agenda of the Faculty,
- b) development agenda of the Faculty,
- c) international agenda,
- d) financial agenda of the Faculty,
- e) agenda of the Scientific Board, Faculty Management and other advisory assemblies of the Dean,
- f) Bachelor and Master graduation ceremonies and organisation of festivities and special events of the Faculty ,
- g) competitive selection procedures for academic or research positions at the Faculty,
- h) structured information for the members of the academic community,
- i) other tasks set by the Dean, Vice-Deans or the Faculty Bursar.



## **Article 19 Departments and Institutes**

(1) Departments and institutes represent the elementary organisation units of the Faculty providing the degree programmes or their parts and providing scientific, research, development or other creative activities in compliance with the long-term strategic development plan of the Faculty. Departments and institutes may be further divided into sections or divisions.

(2) A department is led by the Head of the Department nominated by the Dean. An institute is led by the Director of the Institute nominated by the Dean. Heads of Departments and Directors of Institutes are responsible for managing the respective parts of the Faculty to the Dean.

(3) The Dean may nominate a member of the academic staff for the position of the Deputy Head of a Department and the Department Bursar. The Deputy Head of the Department and the Department Bursar are responsible for the exercise of their functions to the respective Head of Department.

(4) The staff of departments and institutes consist of the University's employees:

- a) academic staff – university teachers,
- b) scientific staff,
- c) economic and other staff.

(5) Education and other creative activities may be also provided by:

- a) other specialists hired under job contracts or contracts for work done ,
- b) interneers,
- c) visiting scholars,
- d) students of doctoral degree programmes.

## **PART FIVE Rules of Economic Management**

### **Article 20 Economic Management of the Faculty**

(1) The Faculty manages independently its allocated financial budget in compliance with the Act, relevant legislation, internal regulations of the University and internal regulations of the Faculty pursuant to its budget proposal approved by the Senate of the Faculty. The Faculty follows the rules of management pursuant to Article 28 of the Statutes of the University.

(2) The Faculty manages independently the allocated financial budget, including wages, within the limits given for the calendar year according to the approved budgets of the University and the Faculty as well as the financial resources gained through the Faculty's supplementary activities, donations or other sources.

(3) The annual budget of the Faculty must not be drawn up such that it foresees a deficit. The rules of budget construction stipulating the Faculty's parts authorised to manage independently the allocated budget are presented by the Dean to the Senate of the Faculty for negotiation prior to negotiating the budget. Should the Dean's budget proposal not be approved by the Senate of the Faculty, the Dean is obliged to submit a new budget proposal within one month. Until the budget proposal is approved by the Senate of the Faculty, the Faculty manages its financial activities in compliance with the original budget

proposal lowered by 10 %. The approved budget and the consequent distribution of financial resources to the individual parts of the Faculty are made public and are binding.

(4) The Dean is responsible to the Rector for the economical and effective management of financial resources allocated from the University budget. The paid supplementary activities of the Faculty are carried out pursuant to § 20, section 2 of the Act. These supplementary activities must not jeopardise the quality, extent or availability of the activities for the realization of which the Faculty was established. On approval of the Senate of the Faculty, the Dean presents the annual report on the economic management of the Faculty to the Rector.

### **Article 21**

#### **Economic Management Control**

(1) The economic management control of the Faculty is carried out at least once a year pursuant to article 28 section 5 of the Statutes of the University. All parts of the Faculty must provide all data and documentation necessary for the economic management control.

## **PART SIX**

### **Quality Assurance and Evaluation of the Activities of the Faculty**

#### **Article 22**

(1) The Faculty carries out regular quality evaluation of teaching, creative and related activities.

(2) The quality of teaching, creative and related activities is assured in compliance with the Rules of Quality Assurance of Teaching, Creative, and Related Activities and Internal Evaluations of Teaching, Creative, and Related Activities of the University of Pardubice (hereinafter referred to as “the Rules of Quality Assurance and Evaluation”).

## **PART SEVEN**

### **Academic Insignia and Ceremonies**

#### **Article 23**

#### **Academic Staff**

(1) Position of the academic staff is defined by § 70 of the Act and Article 31 of the Statutes of the University.

(2) The conditions of providing a sabbatical leave are stipulated by Article 32 of the Statutes of the University and by an internal regulation of the University.

(3) Activities of the members of the academic community of the Faculty in academic senates, scientific boards and other bodies are defined by Article 33 of the Statutes of the University.

(4) The academic officers of the Faculty include the Dean, Vice-Deans and, during academic ceremonies, the Promotor.

#### **Article 24 Insignia and Ceremonies**

(1) The academic insignia of the Faculty consist of the chains, the sceptre and the gowns. The symbols of the Faculty and their use are defined by Articles 38 and 39 of the Statutes of the University.

(2) The Faculty organises the following academic ceremonies:

- a) installation of the Dean,
- b) matriculation,
- c) Bachelor graduation ceremony,
- d) Master and Doctoral graduation ceremonies,
- e) ceremonial meeting of the Scientific Board,
- f) ceremonial meeting of the academic community of the Faculty,
- g) ceremonial completion of study within the programmes of life-long education.

(3) The form and content of the academic ceremonies of the Faculty are proposed in the spirit of academic traditions by the respective Vice-Dean and approved by the Dean.

#### **Article 25 Temporary and Final Provisions**

(1) The Statute of the Faculty of Arts and Philosophy of 13 March 2007 is hereby cancelled.

(2) This proposal of the Statute of the Faculty of Arts and Philosophy was approved pursuant to § 27 section 1 letter b) of the Act by the Senate of the Faculty on 13 March 2017.

(3) This Statute of the Faculty of Arts and Philosophy was approved pursuant to § 9 section 1 letter b) point 2 of the Act by the Academic Senate of the University on 6 June 2017.

(4) This Statute of the Faculty of Arts and Philosophy becomes valid on the date of its approval by the Academic Senate of the University.

(5) This Statute of the Faculty of Arts and Philosophy takes effect on that date of its approval by the Academic Senate of the University.

prof. PhDr. Karel Rýdl, CSc., m. p.  
the Dean

*Attachment no. 1  
to the Statute of the Faculty of  
Arts and Philosophy*

