

Charles University
Faculty of Law

Prague, 21 September 2017
UKPF/3468 /2017

Dean's Directive N. 13/2017

**The Rules for Internal Governance of the Faculty of
Law of Charles University**

The following rules apply to implement Article 6 (3) of the Constitution of the Faculty of Law of Charles University:

Article 1

Bodies of the Faculty

(1) Self-governing bodies of the Faculty are as follows:

- a) The Academic Senate;
- b) The Dean;
- c) The Research Council;
- d) The Disciplinary Committee.

(2) The Secretary is a body of the Faculty.

Article 2

Units of the Faculty

The Faculty units are as follows:

- a) Academic Departments;
- b) Institutes;
- c) Centres;
- d) Library;
- e) Dean's Office.

Article 3

Academic Departments

(1) The academic departments are as follows:

- a) Department of Administrative Law and Administrative Science;
- b) Department of Business Law;
- c) Department of Civil Law;
- d) Department of Constitutional Law;
- e) Department of Criminal Law;
- f) Department of Environmental Law;
- g) Department of European Law;
- h) Department of Financial Law and Financial Science;
- i) Department of International Law;

- j) Department of Labour Law and Social Security Law;
- k) Department of Languages;
- l) Department of Legal History;
- m) Department of Legal Theory and Legal Doctrines; Department of National Economy;
- n) Department of Physical Education;
- o) Department of Political Science and Sociology.

(2) Each department is chaired by a Head appointed by the Dean after consideration by the Academic Senate. The Head of the department appoints an Academic Secretary.

(3) There is an Administrative Assistant at every department who is a non-academic employee of the Faculty. The Assistant fulfils tasks assigned by the Head and the Academic Secretary and is subject to the Secretary of the Faculty in employment relations.

Article 4

Institutes

(1) The Institute of Copyright, Industrial Rights and Competition Law is a unit of the Faculty.

(2) The Institute is managed by a Director appointed by the Dean after consideration by the Academic Senate. The Director appoints an Academic Secretary of the Institute.

(3) There is an Administrative Assistant in the Institute who is a non-academic employee of the Faculty. The Assistant fulfils tasks assigned by the Director and the Academic Secretary and is subject to the Secretary of the Faculty in employment relations.

Article 5

Centres

(1) The following centres are units of the Faculty:

- 1. Centre for Comparative Legal Studies;
- 2. Centre for Legal History Studies of the History Institute of the Czech Academy of Sciences and the Law Faculty;
- 3. Centre for Legislation;
- 4. Centre of Medical Law;
- 5. Centre for Legal Skills;
- 6. Centre for Alternative Dispute Resolution.

(2) The centre is chaired by a Head appointed by the Dean after consideration by the Academic Senate. The Head appoints an Academic Secretary of the centre.

(3) There is an Administrative Assistant in the centre who is a non-academic employee of the Faculty. The Assistant fulfils tasks assigned by the respective Head and the Academic Secretary and is subject to the Secretary of the Faculty in employment relations.

Article 6

Library

(1) The Library is a unit of the Faculty to provide academic and scientific information funds and to provide access to electronic information resources. The Library provides librarian and information services also for the public.

(2) The Library may be divided into departments.

(3) The Library is managed by a Director appointed by the Dean. The Director is answerable to the Dean for the activities and management of the Library.

(4) Employees of the Library are non-academic employees of the Faculty and are subject to the Secretary of the Faculty in employment relations.

Article 7

Dean's Office

(1) The Dean's Office is divided into non-academic departments.

(2) The departments are as follows:

1. Finance Department;
2. Information Technology Department;
3. Science, Research and Publication Department;
4. Faculty Secretariat;
5. Foreign Affairs Department;
6. Facility Management Department;
7. Student Registry;
8. Human Resources Department;
9. Communication and Public Relations Department;
10. Strategic Development Department.

(3) Each department is managed by a Head appointed by the Dean after consideration with the Faculty Secretary and the respective Vice-Dean. Departments fulfil tasks assigned by the Dean, the respective Vice-Dean and the Faculty Secretary. The head is answerable to the Faculty Secretary for the activities and management of the department.

(4) Departments can be subdivided into sections. The internal structure of each department is determined by the Faculty Secretary upon a proposal of the respective Head.

Article 8

Transitional provisions

Should there be a change in the name of a Faculty unit as a result of the Directive herein such change will be reflected in all identification and communication tools (e.g. letterhead paper, stamps, business cards, designation of units, etc.) in both printed and electronic formats without undue delay, but no later than by 31 December 2017.

Article 9

Effect

The Directive herein becomes effective on 1 October 2017.

Prof. JUDr. Jan Kuklík, DrSc.,
Dean

Transitional provisions to amend the Dean's Directive

Dean's Directive N. 2/2018, to amend the Rules for Internal Governance of the Faculty of Law of Charles University.

Article II

Transitional provision

The establishment of new centres is to be shown on identification and communication tools (letterhead paper, stamps, business cards, designation of units, etc.) in both printed and electronic formats without undue delay, but no later than by 30 April 2018.

Dean's Directive N. 6/2018, to amend the Rules for Internal Governance of the Faculty of Law of Charles University.

Article II

Transitional provision

Changes introduced in the Directive herein are to be shown on identification and communication tools (letterhead paper, stamps, business cards, designation of units, etc.) in both printed and electronic formats without undue delay, but no later than by 30 September 2018.

Dean's Directive N. 18/2018, to amend the Rules for Internal Governance of the Faculty of Law of Charles University.

Article II

Transitional provision

Changes introduced in the Directive herein are to be shown on identification and communication tools (letterhead paper, stamps, business cards, designation of units, etc.) in both printed and electronic formats without undue delay, but no later than by 31 March 2019.

Dean's Directive N. 4/2020, to amend Dean's Directive N. 13/2017, the Rules for Internal Governance of the Faculty of Law of Charles University

Article II

Transitional provisions

1. Powers and activities of the section for associate professorship and full professorship appointments are to be transferred to the Faculty Secretariat as of the date of effect of the Directive herein.
2. Changes introduced in the Directive herein are to be shown on identification and communication tools (letterhead paper, stamps, business cards, designation of units, etc.) in both printed and electronic formats without undue delay, but no later than by 29 February 2020.

Dean's Directive N. 7/2020, to amend Dean's Directive N. 13/2017, the Rules for Internal Governance of the Faculty of Law of Charles University

Article II

Transitional provisions

1. The autonomous section for investments and the autonomous section for European and institutional projects become sections within the Strategic Development Department as of 1 May 2020.
2. Powers and activities originally assigned to the section for further education of lawyers – JURIDIKUM – are transferred to the Department of Communication and Public Relations as of 1 July 2020.
3. Powers and activities with respect to life-long education under section 60 (2) of the Higher Education Institution Act originally assigned to the section for life-long education (CŽV), student research activities (SVOČ), third-age university (U3V) and awards, are transferred to the Student Registry as of 1 July 2020.
4. Powers and activities with respect to administrative support for student research (SVOČ) originally assigned to the section for life-long education (CŽV), student research activities (SVOČ), third-age university (U3V) and awards, are transferred to the Science, Research and Publication Department as of 1 July 2020.
5. Powers and activities with respect to third-age university (U3V) originally assigned to the section for life-long education (CŽV), student research activities (SVOČ), third-age university (U3V) and awards, are transferred to the Communication and Public Relations Department as of 1 July 2020.
6. Changes introduced in the Directive herein are to be shown on identification and communication tools (letterhead paper, stamps, business cards, designation of units, etc.) in both printed and electronic formats without undue delay, but no later than
 - a) by 31 May 2020, as for the establishment of the Strategic Development Department and inclusion of the autonomous section for investments and the autonomous section for European and institutional projects therein;
 - b) by 31 July 2020, as for changing the name from the Department of Communication to the Department of Communication and Public Relations;
 - c) by 31 October 2020, as for changing the name from the Foreign Department to the Foreign Affairs Department, and from the Employment Department to the Human Resources Department.