

The third consolidated text of the Constitution of the Faculty of Law of Charles University  
As approved at the meeting of the Academic Senate of Charles University on 24 June 2022 and  
applicable as of 1 October 2022.

## **CONSTITUTION OF THE FACULTY OF LAW OF CHARLES UNIVERSITY\***

*Under section 27 (1) (b) and section 33 (2) (a) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act) as amended, (“the Higher Education Act”) the Academic Senate of the Faculty of Law has adopted this Constitution of the Faculty of Law as its internal regulation:*

### **PART I**

#### **Introductory Provisions**

##### **Article 1**

#### **Fundamental Provisions**

(1) The Faculty of Law (“the Faculty”) forms a basic unit of Charles University (“the University”).

(2) In legal relations in which the Faculty acts on behalf of the University, the Faculty uses the name “Univerzita Karlova, Právnická fakulta” in Czech or “Universitas Carolina, Facultas iuridica” in Latin. In other relations it is possible to use the name “Právnická fakulta Univerzity Karlovy” in Czech or “Facultas iuridica Universitatis Carolinae” in Latin.

(3) The registered office of the Faculty is in Prague 1, nám. Curieových 7/901.

##### **Article 2**

#### **The Relation of the Faculty to the University**

(1) The relations of the Faculty to the University are governed by the Higher Education Act, the internal regulations of the University, and the internal regulations of the Faculty.

(2) Within the scope stipulated by the Higher Education Act, the bodies of the Faculty act and decide on behalf of the University in the following matters relating to the Faculty:

- a) The constitution of self-governing academic bodies of the Faculty;
- b) The internal organisation of the Faculty;
- c) The procedure for granting associate professorship and full professorship;
- d) The disposition of funds allocated to the Faculty;
- e) Employment relations.

(3) Within the scope stipulated by and under the conditions set by the Constitution of Charles University (“the University Constitution”) and under other internal regulations of the University, the Faculty bodies act and decide on behalf of the University in the following matters relating to the Faculty:

- a) The creation and offering of programmes of study;
- b) The strategic focus of creative activities which are scientific, research, development and innovation, artistic, and other creative activities;
- c) International relations and activities;
- d) Supplementary activities and the disposition of funds gained from such activities.

\* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

(4) The acting or decision-making of the Faculty bodies on behalf of the University when disposing of the property of the University is governed by the University Constitution and other internal regulations of the University.<sup>1</sup>

### Article 3

#### **The Activities of the Faculty**

(1) The Faculty carries out its educational activities in the law area of study and creative activities in the academic fields of law. The Faculty may carry out other educational and creative activities in relation to these activities.

(2) The educational and creative activities of the Faculty are carried out by the members of the academic staff of the Faculty (Art. 29) and by the researchers of the Faculty (Art. 34). Visiting professors as well as other experts in the fields of theory and practice may be involved in the educational and creative activities of the Faculty.

(3) The Faculty carries out publishing activities under the conditions stipulated by the Editorial Rules of Charles University and by the Editorial Rules of the Faculty of Law of Charles University, which form an internal regulation of the Faculty. The Faculty provides library and other information services.

(4) The development of supplementary activities<sup>2</sup> must support the performance of tasks and the aim of the Faculty and the University.

(5) The Faculty cooperates in its activities in particular with other units of the University, higher education institutions, scholarly and research institutions, and other institutions, in the Czech Republic and abroad, and creates the conditions for members of the academic community to participate in such cooperation.

### Article 4

#### **Educational Activities**

(1) Within the framework of educational activities, the Faculty offers:

- a) A master's programme of study and holds state final examinations;
- b) A doctoral programme of study and holds state doctoral examinations and defences of dissertations;
- c) Lifelong learning programmes within an accredited master's programme of study;
- d) Programmes focused on occupational education or extracurricular programmes and lifelong learning courses;
- e) Internationally recognized courses focused on increasing the expertise of students or graduates of higher education institutions.

(2) Lifelong learning courses may be organised as study of individual courses offered by the Faculty.

(3) The Faculty organises study for:

- a) Students of the University who are not enrolled in the Faculty;
- b) Students of other domestic or foreign higher education institutions based on agreements with such higher education institutions.

(4) The content, focus, and organisation of educational activities is based on the Higher Education Act, the University Constitution, the Code of Study and Examination of Charles University, and Rector's Directives. Educational activities are further specified in the Rules of Study at the Faculty of Law of Charles University, which form an internal regulation of the Faculty, Dean's Directives, accredited programmes of study, as well as in other documents issued on their basis.

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<sup>1</sup> Articles 15 (2) and 50 (1) of the University Constitution, Financial Management Rules of Charles University, and Property Management Rules of Charles University.

<sup>2</sup> Section 20 (2) of the Higher Education Act.

(5) The Faculty holds state rigorosum examinations. The details are provided in the Rigorosum Examination Code of Charles University and Rules for the State Rigorosum Examination at the Faculty of Law of Charles University, which form an internal regulation of the Faculty.

(6) Graduates of the master's programme of study and graduates of the doctoral programme of study are granted academic degrees in accordance with the Higher Education Act. The graduates of programmes and courses under paragraph 1 (c) to (e) and paragraph (2) and the graduates of study under paragraph 3 (b) are issued a certificate or a diploma in accordance with the agreements or academic practices abroad. Graduates of master's programme of study who passed a state rigorosum examination and defended a rigorosum thesis are granted an academic degree in accordance with the Higher Education Act.

## Article 5

### **Academic Community of the Faculty**

(1) The academic community of the Faculty consists of members of the academic staff of the Faculty and the University students enrolled in the Faculty ("Faculty students").

(2) The status of visiting professors is governed by the University Constitution.<sup>3</sup>

(3) A meeting of the members of the academic community of the Faculty may be convened to discuss current matters. The meeting is convened by:

- a) The Dean together with the President of the Academic Senate of the Faculty;
- b) The Dean after discussion with the President of the Academic Senate of the Faculty; or
- c) The President of the Academic Senate of the Faculty, upon a resolution of the Academic Senate of the Faculty and after discussion with the Dean.

## PART II

### **Organisation of the Faculty and its Bodies**

## Article 6

### **Faculty Units**

(1) Faculty workplaces form units of the Faculty. The units include departments, the library, institutes, and the Dean's Office.

(2) Faculty units are established so that their activities enable the efficient completion of Faculty tasks.

(3) The list of Faculty units is provided in the Rules for the Internal Governance of the Faculty of Law of Charles University which is issued as a Dean's directive.

(4) The details of the organisation of individual Faculty units may be provided by their rules for internal governance, which are issued as Dean's directives.

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

## Article 7

(1) The Academic Senate of the Faculty ("the Senate") is composed of 21 members, of which 10 represent the students of the Faculty and 11 represent the members of academic staff of the Faculty.

(2) The term of office of Senate members is three years.

(3) The Senate bodies are the President, two Vice-Presidents, of which one is a student of the Faculty and one is a member of the academic staff of the Faculty, and commissions.

(4) The rules for holding an election of Senate members are determined by the Code of

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<sup>3</sup> Article 40 of the University Constitution.

Electoral Procedure for the Academic Senate of the Faculty of Law of Charles University. The activities of the Senate and its bodies are governed by the Code of Procedure for the Academic Senate of the Faculty of Law of Charles University.

#### Article 8

(1) The Senate:

- a) Upon a proposal of a member of the Senate and after receiving an opinion of the Dean, approves the draft Code of Procedure for the Academic Senate of the Faculty of Law;
- b) Upon a proposal of the Dean, approves the drafts of other internal regulations of the Faculty.

(2) The Senate, upon a proposal of the Dean, decides on the establishment, merger, consolidation, division, or closure of Faculty units.

(3) The Senate gives the Dean prior consent to appoint and remove from office:

- a) Members of the Research Board of the Faculty;
- b) Members and substitutes of the Disciplinary Commission of the Faculty.

(4) The Senate approves:

- a) Upon a proposal of the Dean, the strategic plan for the educational and creative activities of the Faculty and an annual plan of its implementation;
- b) The balance sheet of the Faculty submitted by the Dean, and checks the use of funds of the Faculty;
- c) The annual report on the activities of the Faculty and the annual report on the financial management of the Faculty submitted by the Dean,
- d) The admission requirements for programmes of study offered by the Faculty.

(5) The Senate decides by resolution on the proposal for the election of the candidate for the office of the Dean and may propose that the Dean be removed from office.

(6) The Senate may propose a candidate for the office of the Rector of the University.

(7) The Senate gives an opinion on the following:

- a) The plan to appoint and remove from office Vice-Deans;
- b) The plan to appoint and remove from office the Secretary to the Faculty;
- c) The plan to appoint and remove the head of a department and head of a centre;
- d) The appointment of honorary members to the Research Board;
- e) The proposal of an area of study for the purpose of institutional accreditation and a proposal to waive institutional accreditation;
- f) Proposals of programmes of study which are planned to be offered at the Faculty, and considers proposals for the cancellation of programmes of study;
- g) The proposal to establish, merge, amalgamate, divide, or abolish centres;
- h) Other matters if so required by an internal regulation of the University or an internal regulation of the Faculty if the Senate resolves to do so or if the Dean requests an opinion of the Senate.

#### Article 9

(1) The Senate may request the opinion of another body of the Faculty or of a head of a Faculty unit.

(2) A member of the Senate is entitled to ask the Dean to provide information related to the exercise of the office of a Senate member.

(3) The Senate has the right to familiarize itself with the conclusions of meetings of other bodies of the Faculty, the Dean's Board, and other advisory bodies of the Dean.

#### **The Dean**

- (1) The Faculty is headed by the Dean; the Dean manages its activities.
- (2) The Dean acts and decides on all affairs of the Faculty which are not reserved to other bodies of the Faculty or of the University.
- (3) Vice-Deans act as deputies for the Dean within the scope determined by the Dean. Unless the Dean decides otherwise, the eldest of the Vice-Deans acts as the Dean's deputy in the period of his short-term absence; this applies also if the office of the Dean falls vacant or if the Dean is unable to exercise his office for an extended period.

Article 11

- (1) The Dean in particular:
  - a) Appoints and removes from office Vice-Deans after obtaining an opinion from the Senate;
  - b) Appoints and removes from office members of the Research Board of the Faculty upon prior consent of the Senate;
  - c) Appoints and removes from office members and substitutes of the Disciplinary Commission of the Faculty upon prior consent of the Senate;
  - d) Appoints and removes from office the Secretary to the Faculty after obtaining an opinion from the Senate;
  - e) Appoints and removes
    1. heads of departments after obtaining an opinion from the Senate;
    2. heads of institutes;
    3. heads of centres after obtaining the Senate's opinion and upon the proposal, or consent of the head of a respective department.
  - f) Appoints and removes from office the director of the library and heads of special-purpose facilities;
  - g) Issues the Rules for the Internal Governance of the Faculty of Law of Charles University and may issue rules for the internal governance of Faculty units;
  - h) Decides on admission to study and on the rights and obligations of students, unless stipulated otherwise by the Higher Education Act;
  - i) Decides on the matters of the organisation of the admissions procedure, unless this Constitution stipulates otherwise;
  - j) Handles the submissions of students concerning the organisation of study unless stipulated otherwise by this Constitution or by another internal regulation of the Faculty;
  - k) Appoints and removes from office the chairs and members of the state final examination boards and determines the composition of the boards;
  - l) Designates the guarantors of programmes of study and guarantors of subjects of study, unless an internal regulation of the University stipulates otherwise;
  - m) Appoints and dismisses the supervisors of dissertations and advisors, if any;
  - n) Grants consent to the members of academic staff of the Faculty who do not have a scientific degree to give lectures, assess course tests, and examine students;
  - o) Acts in employment matters of the members of academic staff of the Faculty and grants a sabbatical to them upon their request.<sup>4</sup>
- (2) In managing the Faculty the Dean may, within the powers granted to him and within the scope of legal regulations, the internal regulations of the University, and the Faculty and Rector's directives, adopt Dean's directives, and the Faculty acts in accordance with these directives. If required by an internal regulation of the University or the Faculty, the Senate must give an opinion on a Dean's directive before it is adopted.
- (3) The Dean provides information or makes sure that information is provided to the members of the Senate under Article 9 (2).

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<sup>4</sup> Section 76 of the Higher Education Act.

## The Research Board of the Faculty

### Article 12

(1) The Research Board of the Faculty (“the Research Board”) consists of no more than 57 members.

(2) The Research Board is chaired by the Dean, who appoints and removes from office other members of the Research Board with the prior consent of the Senate. No fewer than one third of the members of the Research Board are renowned representatives of the field who are not members of the academic community of the University. When appointing members to the Research Board the Dean ensures that the main legal branches of science are represented.

(3) Within two months after the beginning of his term of office, the Dean submits to the Senate a motion to appoint the members of the Research Board.

(4) The term of office of the members of the Research Board appointed by the Dean terminates on the last day of the calendar month following the date when the term of office of the next Dean starts. The duration of the term of office under the previous sentence does not apply to Honorary Members of the Research Board.

Membership in the Research Board further terminates:

- a) on the date of delivery of a written statement to the Dean in which the member resigns his membership in the Research Board;
- b) on the date when the Dean removes a member from the Research Board with the prior consent of the Senate.

(5) The Dean may appoint a distinguished scholar who has provided outstanding service to the Faculty as an Honorary Member of the Research Board without the right to vote. The Dean obtains an opinion of the Senate before appointing an Honorary Member to the Research Board.

(6) The activities of the Research Board are regulated by the Code of Procedure for the Research Board of the Faculty of Law of Charles University which forms its internal regulation.

### Article 13

The Research Board:

- a) Considers the strategic plan for the educational and creative activities of the Faculty and the plans for its implementation;
- b) Approves the proposal of an area of study for the purpose of institutional accreditation and gives an opinion on a proposal to waive institutional accreditation;
- c) Approves the proposals of programmes of study and considers proposals to cancel a programme of study;
- d) Gives an opinion on a proposal to submit an application for accreditation of the procedures to attain associate and full professorship;
- e) Acts and decides in the procedures to grant associate and full professorship;<sup>5</sup>
- f) Considers the involvement of the Faculty in University programmes for the support of science and research;
- g) Approves the experts proposed by the Dean for members of the state final examination boards;<sup>6</sup>
- h) Considers the filling of the position of extraordinary professor if such position is established for the Faculty by the University;
- i) Considers the subject-area focus of the Faculty library;
- j) Proposes the appointment of a Professor Emeritus;
- k) Proposes the appointment of a teacher of a foreign higher education institution as a visiting professor;
- l) Proposes the appointment of a member of academic staff of the Faculty as a professor in

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<sup>5</sup> Sections 72 and 74 of the Higher Education Act.

<sup>6</sup> Section 53 (2) of the Higher Education Act.

- memoriam;
- m) Gives an opinion on the Dean's plan to propose the awarding of the degree of doctor honoris causa;
  - n) Approves the supervisors of doctoral programme of study in cases provided in this Constitution;
  - o) Expresses its opinion on other matters if:
    - 1. It is required to do so by an internal regulation of the University or an internal regulation of the Faculty;
    - 2. It decides to do so; or
    - 3. The Dean requests its opinion.

#### Article 14

(1) The Research Board may request the opinion of another body of the Faculty or the head of a Faculty unit.

(2) The Research Board has the right to familiarize itself with the conclusions of meetings of other bodies of the Faculty, the Dean's Board, and other advisory bodies to the Dean.

#### Article 15

##### **The Disciplinary Commission of the Faculty**

(1) The Disciplinary Commission of the Faculty considers infringements of disciplinary rules by students of the Faculty and submits a proposal for decision to the Dean.<sup>7</sup>

(2) The number and term of office of the members of the Disciplinary Commission of the Faculty, the rules of procedure and of ensuring professional assistance to this body, and other details are provided in the Disciplinary Code for Students of the Faculty of Law of Charles University which forms its internal regulation.

#### Article 16

##### **The Secretary to the Faculty**

(1) The Senate expresses its opinion on the Dean's intention to appoint a Secretary.

(2) Within the scope stipulated by the Dean's directive, the Secretary to the Faculty.

- a) Acts and decides on:
  - 1. The management of the finances and internal administration of the Faculty;
  - 2. The management of University property if entrusted to the Faculty;<sup>8</sup>
  - 3. Employment matters of the University employees assigned to the Faculty ("the Faculty employees") unless they are members of the academic staff of the Faculty;
  - 4. Other matters entrusted to the Secretary by the Dean;
- b) Manages the Dean's Office and may manage other Faculty units.

(3) The Secretary to the Faculty is accountable for his activities to the Dean and to the Bursar in matters stipulated by the University Constitution.

#### Article 17

##### **The Dean's Board**

(1) The Dean's Board is the Dean's permanent advisory body.

(2) The Dean's Board is chaired by the Dean or a member of the Dean's Board designated by the Dean.

(3) The members of the Dean's Board are the Vice-Deans, the Secretary, the President,

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<sup>7</sup> Section 31 (3) and section 69 of the Higher Education Act.

<sup>8</sup> Article 50 (1) (c) of the University Constitution.

and the Vice-Presidents of the Senate and other persons appointed by the Dean.

(4) The Dean may invite other persons to participate in a meeting of the Dean's Board or a part thereof.

#### Article 17a

### **The Expanded Dean's Board**

- (1) The Expanded Dean's Board is a permanent advisory body of the Dean.
- (2) The Board is chaired by the Dean or a Board's member designated by the Dean.
- (3) The membership of the Expanded Dean's Board is composed primarily of the Dean's Board members, heads of departments and institutes, members of the Academic Senate of Charles University elected at the Faculty, and guarantors of the programmes of study.
- (4) The Dean may invite other persons to attend a meeting of the Expanded Dean's Board, or part thereof.

#### Article 18

### **Other Advisory Bodies**

- (1) The Faculty bodies may create their permanent or temporary advisory bodies.
- (2) The Faculty bodies may also agree to create joint permanent or temporary advisory bodies.

### **Departments**

#### Article 19

- (1) The departments are basic Faculty units established in order to implement educational and creative activities at the Faculty.
- (2) Departments are to cooperate with other Faculty units.

#### Article 20

- (1) The members of a department are members of the academic staff of the Faculty assigned to the department. Faculty researchers, lecturers, or other employees assigned to other Faculty units may also work for the respective department.
- (2) The following persons may also work for a respective department:
  - a) External collaborators;
  - b) Doctoral students;
  - c) Students of a master's programme of study acting as auxiliary student researchers.

#### Article 21

- (1) Centres can be formed as part of a department where department members, members of other Faculty units or institutions outside the Faculty including those established abroad, can work.
- (2) The head of a centre is appointed and removed, upon the proposal, or consent of the head of a respective department, by the Dean after obtaining the Senate's opinion.

### **Head of Department**

#### Article 22

- (1) A department is headed by a head of department.
- (2) A head of department is appointed and removed by the Dean. The Dean appoints a respective head for a period of no more than three years after obtaining an opinion of the Senate. Where the head has executed the position for 2 subsequent terms of office the Dean announces a competitive hiring procedure for that position. The Dean may announce the competitive hiring procedure in other cases also on his own initiative or upon the recommendation of the Senate.



(3) If a position of a head of department falls vacant, the Dean designates a member of the department who will manage it until a new head is appointed. If such designation takes more than a year, the Senate gives an opinion on it.

(4) The Dean may appoint a deputy to the head of department upon the proposal of the head of department, or after obtaining the opinion therefrom .

#### Article 23

(1) A head of department is to submit proposals and documents to the Dean concerning the organisation of work of the department, is responsible for the fulfilment of their tasks.

(2) A head of department in particular:

- a) Gives an opinion on decisions in employment matters of the members of the department and submits the relevant proposals to the Dean;
- b) Appoints and removes from office the academic secretary to a department and assigns tasks to the secretary;
- c) Gives an opinion on determining the guarantors of subjects taught by the department;
- d) Organises educational activities in cooperation with the guarantors of subjects taught by the department;
- e) Ensures that domestic and international relations with representatives of the subjects taught by the department be carried out.

(3) A head of department considers major work issues of the department with their members.

#### Article 24

##### **The Library**

(1) The library administers in particular specialised information resources (books, periodicals) and provides access to electronic information sources. It organises their acquisition, processing, storage, protection, and usage.

(2) The subject-area focus of the library is determined in a Dean's directive issued after consideration by the Research Board.

(3) The details of activities of the library are provided in the Operation and Circulation Rules, which is issued as a Dean's directive.

(4) The library is managed by a director who is appointed and removed from office by the Dean.

#### Article 25

##### **Institutes**

(1) Institutes are Faculty units established for the purposes of creative activities in cases where a grant project or another similar project requires a complex organizational structure; an institute is usually established for a definite period of time.

(2) Institutes are to cooperate with other Faculty units.

(3) An institute encompasses academics and researchers involved in the respective grant project or a similar project.

(4) The head of an institute is appointed and removed by the Dean.

(5) Provisions of Articles 23 (1) and (2) (a) and (3) are to apply by analogy.

#### Article 26

##### **The Dean's Office**

(1) The Dean's Office is an executive unit of the Faculty.

(2) The Dean's Office is structured into offices whose heads are appointed and removed from office by the Dean, and autonomous sections.

### PART III

#### **Applicants for Admission and Students**

##### Article 27

#### **Applicants for Admission**

- (1) The requirements for admission to study in programmes of study offered by the Faculty<sup>9</sup> are approved by the Senate.
- (2) The decision on admission to study is made by the Dean. The Dean processes the submissions of applicants concerning the modification of the mode of verifying the fulfilment of other requirements for admission to study.
- (3) The submissions of applicants in matters of organisation of admissions procedure are processed by the relevant Vice-Dean. The processing of such student's submission is reviewed by the Dean upon the student's application.
- (4) An applicant for study becomes a student on the day of enrolment.

##### Article 28

#### **Students**

- (1) Students fulfil requirements stipulated in the Higher Education Act, arising from the Code of Study and Examination of Charles University and from the programme of study specified in the Rules of Study at the Faculty of Law of Charles University, from the Dean's directives issued on their basis, and from the curriculum.
- (2) The payment of scholarships and bursaries is governed by the Higher Education Act, the Scholarships and Bursaries Rules of Charles University, and the Rules for Awarding Scholarships and Bursaries at the Faculty of Law of Charles University, which form its internal regulation.
- (3) A person ceases to be a student on the day when the decision to interrupt study becomes legally effective. The person becomes a student again on the day of re-enrolment after interrupting the study.
- (4) The Faculty grants a status similar to that of students' in terms of study to persons participating in programmes, courses, or study under Article 4 (1) (c) to (e) and paragraphs (2) and (3), as well as persons whose study was interrupted. The details are provided in a Dean's directive.

### PART IV

#### **Members of the Academic Staff and Researchers**

##### Article 29

#### **Members of the Academic Staff of the Faculty**

- (1) The members of the academic staff of the Faculty are those full professors, extraordinary professors, associate professors, assistant professors, assistants, lecturers, and researchers who perform, within their employment at the Faculty under the agreed type of work, both educational and creative activities.
- (2) Members of the academic staff at the Faculty are hired on the basis of a competitive hiring procedure. The competitive hiring procedure may be waived if a member of the academic staff of the Faculty is employed again in the same position.

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<sup>9</sup> Section 49 of the Higher Education Act, the Code of Admissions Procedure of the University.

(3) The distribution of working hours of a member of the academic staff of the Faculty depends on the member's full-time equivalents for educational activities, creative activities, Dean's instructions, and the tasks assigned by the head of the relevant Faculty unit. The principles for the assignment of duties to a member of the academic staff of the Faculty are determined by the Dean after consideration in the Senate.

(4) A member of the academic staff of the Faculty is granted, upon his proposal, a sabbatical of 6 months once every 7 years, unless it is precluded due to serious circumstances related to the fulfilment of educational tasks at the Faculty. The decision on granting a sabbatical is made by the Dean after obtaining an opinion of the Research Board.

#### Article 30

##### **The Guarantor of a Programme of Study**

(1) The Dean usually proposes a full professor to be the guarantor of a programme of study.

(2) The guarantor is responsible for the quality of educational process in the programme of study guaranteed by him.

#### Article 31

##### **Guarantors of Subjects of Study**

(1) A full professor, extraordinary professor, or associate professor may be designated to hold the office of a guarantor of a theoretical subject forming the basic profile in the master's programme of study; the office of a guarantor of another subject of study forming the basic profile in the master's programme of study may also be held by another member of the academic staff of the Faculty with a scientific degree; these guarantors are determined by the Dean after obtaining the opinion of the relevant head of department, director of an institute, or head of a centre.

(2) The guarantors of other subjects of study are determined by the Dean after obtaining the opinion of the relevant head of department, director of an institute, or head of a centre.

(3) The guarantors are involved in preparing the source documents for accreditation concerning the subjects guaranteed by them.

(4) Guarantors are significantly involved in the instruction of the subjects of study guaranteed by them and in preparation of the curricula.

(5) The guarantors are responsible for the quality of educational process in the subjects guaranteed by them.

#### Article 32

##### **The Supervisors**

(1) A full professor, extraordinary professor, or associate professor may be designated a supervisor for a doctoral student.

(2) The following persons may also be designated supervisors:

- a) Another member of the academic staff of the Faculty with a scientific degree approved by the Research Board;
- b) A researcher of the Faculty with a scientific degree who is not a member of the academic staff of the Faculty, approved by the Research Board; or
- c) A notable expert from the practice having a scientific degree approved by the Research Board.

(3) The supervisors under paragraph 2 may supervise no more than 5 doctoral students.

#### Article 33

### **Ensuring Instruction**

(1) Members of the academic staff of the Faculty who do not have a scientific degree may lecture, assess course tests, and examine only with the consent of the Dean.

(2) Members of the academic staff of the Faculty other than full professors, extraordinary professors, and associate professors may examine during state final examinations only after approval by the Research Board.

(3) Members of the academic staff of the Faculty hold seminars and practical classes according to the instructions of the guarantors of the subjects. Doctoral students may be involved in educational activities by holding seminars.

(4) Full professors, extraordinary professors and associate professors may offer scientific seminars.

### Article 34

#### **The Researchers of the Faculty**

(1) The researchers of the Faculty are researchers of the University assigned to the Faculty who are not members of the academic staff of the Faculty.

(2) The working hours schedule of researchers of the Faculty are determined by the head of the relevant Faculty unit with the consent of the Dean depending on the tasks assigned to them in creative activities and educational activities, if any.

(3) The Dean may announce a uniform working hours schedule for researchers of the Faculty.

### PART V

#### **Strategic Plan, Annual Reports, and Evaluation of Activities**

### Article 35

#### **Strategic Plan**

(1) The Faculty prepares the strategic plan of educational and creative activities and annual plans to implement the strategic plan.

(2) The strategic plan of the Faculty is a basic programme document of the Faculty. It is based mainly on the strategic plan of educational and creative activities of the University and on the conceptions of the development of the Faculty.

(3) Faculty units participate in the preparation of the strategic plan and the annual plans to implement the strategic plan and may express their opinion on the draft documents before they are considered by the Research Board and approved by the Senate.

(4) The strategic plan of the Faculty serves in particular as a basis for the preparation of changes in educational and creative activities and changes to the internal organization of the Faculty.

### Article 36

#### **Annual Reports**

The Faculty prepares the Annual Report on Activities and the Annual Report on Financial Management.

### Article 37

#### **Internal Evaluation of Quality**

(1) The basic rules for the internal evaluation of quality are provided in the internal

regulations of the University.<sup>10</sup>

(2) Within the limits provided in the regulations under paragraph 1, the general criteria for the evaluation of activities of Faculty units and of members of the academic staff of the Faculty working in the units, as well as other employees of the Faculty, are provided in a Dean's directive after obtaining a prior opinion from the Senate.

## PART VI

### **Financial Matters**

#### Article 38

##### **Balance Sheet**

(1) The Faculty prepares a balance sheet and manages its finances in accordance with the balance sheet.

(2) The balance sheet is prepared after the approval of the University budget. The balance sheet must not be prepared with a deficit.

(3) The income includes the funds allocated based on the breakdown of contributions and subsidies of an institutional nature and other planned income of the Faculty.

(4) From 1 January until the approval of the University budget, the budget is managed as provisional. Under the provisional budget it is possible to realize expenses on a monthly basis up to the amount of one twelfth of the income of the previous calendar year. The Dean is authorised to take the necessary measures to ensure budget management. Budget revenues and expenditures realised under the provisional budget will be cleared from the balance sheet after it is approved.

#### Article 39

##### **Property Management**

The Faculty manages the property of the University entrusted to the Faculty in accordance with the internal regulations of the University.

## PART VII

### **Academic Insignia, Ceremonies, and Distinctions**

#### Article 40

##### **Academic Insignia of the Faculty**

(1) The academic insignia of the Faculty<sup>11</sup> is deposited at the University Rectorate.

(2) The academic insignia of the Faculty is used during academic ceremonies of the Faculty, including in particular matriculations of students and graduation ceremonies of graduates.

#### Article 41

##### **Graduation Oaths**

The text of graduation oaths for the master's graduation ceremony, the graduation ceremony after passing the state rigorosum examination, and the doctoral graduation ceremony are provided in the Appendix No. 1 to this Constitution.

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<sup>10</sup> Articles 46 and 47 of the University Constitution and the Rules for the System of Internal Evaluation and Quality Assurance of Charles University.

<sup>11</sup> Appendix No. 3 to the University Constitution.

### **Memorial Medals and Prizes**

- (1) The Faculty may award memorial medals and prizes to the employees, students, and graduates of the Faculty or other persons who have played an important role in the development of the Faculty, science, education, or academic freedoms.
- (2) The constitution of a memorial medal or prize is provided in a Dean's directive.
- (3) Memorial medals and prizes are awarded by the Dean.

## **PART VIII**

### **Common Provisions**

#### **Article 43**

### **Filing of Complaints**

- (1) A member of the academic community of the Faculty may file a complaint concerning the procedure of the Faculty bodies or the Faculty units or concerning the conduct of the members of the academic community of the Faculty and other employees of the Faculty related to the application of the Higher Education Act, internal regulations of the University, internal regulations of the Faculty, Rector's directives, or Dean's directives.
- (2) The filing of a complaint must not be to the detriment of the complainant.
- (3) A complaint is filed usually in writing, exceptionally it may be submitted orally.
- (4) The complaint must be filed without undue delay, usually within 7 days of the day when the complainant became aware of the subject matter of the complaint. The filing must include the name of the complainant, the body or Faculty unit or person is concerned, and the substance of the complaint against the given procedure or conduct. If a complaint raised orally cannot be handled immediately, a written record of the complaint is prepared.
- (5) A complaint concerning members of the academic community may also be filed by an employee who is not a member of the academic community.
- (6) The provision on filing complaints does not apply to complaints, applications, motions, remedies, and other filings made under other regulations. The provision on filing complaints does not affect the right to turn to other bodies.

#### **Article 44**

### **Handling of Complaints**

- (1) Complaints concerning Faculty units, members of the academic staff of the Faculty, and other employees of the Faculty assigned to a Faculty unit are handled by the head of the Faculty unit.
- (2) Complaints concerning examination boards appointed by the Dean and their members are handled by the relevant Vice-Dean.
- (3) Complaints concerning students are handled by the relevant Vice-Dean.
- (4) Complaints concerning the heads of Faculty units are handled by the Dean.
- (5) Complaints concerning Faculty bodies are handled by the Dean, however if the complaint concerns the Dean or the Senate it is handled by the Senate.
- (6) The complaint must be processed within 30 days of filing; this period does not run during the main summer break; if a complaint is handled by the Senate it must be processed no later than at the second meeting held after filing of the complaint; if it is impossible to process the complaint within such time limits the complainant must be informed of the reasons and of the date when the complaint will be processed.
- (7) The complainant must be informed of the fact that the complaint was processed and of

the measures adopted without undue delay.

(8) The information on complaints filed and processed is submitted to the Senate by the Dean.

#### Article 45

##### **Suggestions and Comments**

(1) A member of the academic community of the Faculty may submit suggestions and comments to the Faculty bodies.

(2) The Faculty bodies must inform the member of the academic community in an appropriate manner and within a reasonable time as to how the suggestion or comment was handled.

(3) The provisions of paragraphs 1 and 2 apply also to Faculty employees who are not members of the academic community of the Faculty.

#### Article 46

##### **Official Notice Board**

(1) The Faculty has an official notice board.

(2) The official notice board must be clearly designated and located in a publicly accessible place near the entrance to the Faculty building.

(3) The official notice board serves for posting documents in accordance with the Administrative Procedure Code, the Higher Education Act, and other legal regulations.

(4) Documents posted on the official notice board are also made public in the publicly accessible section of the website of the Faculty.

#### Article 47

##### **Publishing of Information**

The publicly accessible section of the website of the Faculty serves for the publishing of the following:

a) Minutes of the meetings of self-governing academic bodies of the Faculty and of the Dean's permanent advisory bodies and the schedule of meetings of these bodies including information on the date and location of the next meetings;

b) Dean's directives;

c) Internal regulations of the Faculty including the consolidated regulations and a link to the internal regulations of the University published under the Constitution of the University;

d) Annual reports on activities, annual reports on financial management, strategic plans of the Faculty, and annual plans to implement the strategic plans;

e) Other information as stipulated by a legal regulation, the internal regulations of the University, the internal regulations of the Faculty, or information published under a decision of the Dean.

#### Article 48

##### **Faculty Stamp**

(1) The Faculty uses an official round stamp with the national emblem of the Czech Republic and the text "Univerzita Karlova, Právnická fakulta" (Charles University, Faculty of

Law) in cases provided for in a legal regulation.<sup>12</sup>

(2) The appearance and rules for the use of other stamps are provided in a Dean's directive within the scope provided in a Rector's directive.

## PART IX

### **Transitional and Final Provisions**

#### Article 49

##### **Transitional Provisions**

(1) Persons elected or appointed to the bodies of the Faculty and units of the Faculty before the date of effect of this Constitution are deemed to have been elected or appointed under this Constitution. Their term of office is not affected by this Constitution. The members of the Research Board are an exception to this rule and their term of office expires in accordance with this Constitution.

(2) Unless otherwise provided in legal regulations or the internal regulations of the University, the legal relationships must be harmonised with this Constitution no later than within one year of the date of effect of this Constitution.

#### Article 50

##### **Final Provisions**

(1) The Constitution of the Faculty of Law of Charles University in Prague approved by the Academic Senate of the Faculty on 12 May 1999 as amended and approved by the Faculty Senate is hereby repealed.

(2) This Constitution was approved by the Academic Senate of the Faculty on 25 May 2017.

(3) This Constitution comes into force on the date of approval by the Academic Senate of Charles University.<sup>13</sup>

(4) This Constitution becomes effective on the date of approval by the Academic Senate of Charles University.

Doc. JUDr. Radim Boháč, Ph.D.  
President of the Academic Senate  
of the Faculty of Law  
of Charles University

Prof. JUDr. Jan Kuklík, DrSc.  
Dean of the Faculty of Law  
of Charles University

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

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<sup>12</sup> Act No. 352/2001 Sb., to regulate the Use of the State Symbols of the Czech Republic and to change other laws, as amended.

<sup>13</sup> The Academic Senate of Charles University approved this Constitution on 21 June 2017.



**Appendix No. 1 to the Constitution of the Faculty of Law of Charles University**

**The text of the graduation oath taken during the master's graduation ceremony:**

Primum vos huius Universitatis, in qua magistri 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 iuris, qua vos nunc polletis, impigro labore culturos et in vitae usum et commoda ita conversuros, ut aequitas iuris ac iudicii, qua salus civitatis continetur, quantum in vobis est, semper conservetur.

**The text of the graduation oath taken after passing the state rigorosum examination:**

Primum, vos huius Universitatis, in qua iuris utriusque 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, doctrinam iuris, qua vos nunc polletis, impigro labore culturos et in vitae usum et commoda ita conversuros, ut aequitas iuris ac iudicii, qua salus civitatis continetur, quantum in vobis est, semper conservetur.

**The text of the graduation oath taken during the doctoral graduation ceremony:**

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 vos iuris prudentiae artem, quam assecuti estis, impigro labore culturos et provecturos non ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus humani generis continetur, clarius effulgeat.