



CONSTITUTION OF THE FACULTY OF SCIENCE, UNIVERSITY OF HRADEC KRÁLOVÉ

PART ONE

Basic Provisions

Article 1

Introductory Provisions

- 1) The Constitution of the Faculty of Science, University of Hradec Králové (hereinafter the PŘF), is the PŘF internal regulation as per section 33 (2) (a) of Act No. 111/1998 Sb., on higher education institutes (The Higher Education Institutes Act) and on change and amendment of other acts, as amended (hereinafter the Act).
- 2) The PŘF Constitution defines the PŘF position and mission, the subject of its activity, its organizational structure, the process of its management, and the system of financial management. It is elaborated in accordance with the law, the Constitution of the University of Hradec Králové (hereinafter the UHK Constitution) and other internal regulations and standards of the University of Hradec Králové (hereinafter the UHK).

Article 2

Faculty Orientation and Position

- 1) PŘF is one of the UHK faculties.
- 2) The full name of the faculty is "Přírodovědecká fakulta Univerzity Hradec Králové". The name of the faculty in English is *Faculty of Science, University of Hradec Králové*; in Latin it is *Facultas rerum naturalium, Universitatis Reginae Gradecensis*.
- 3) PŘF is seated in Hradec Králové.
- 4) PŘF is an autonomous institute within the UHK. Its main task is to provide higher education; for this purpose, it performs educational, scientific and research, development and innovation, and other creative activity

(hereinafter the Creative Activity). It also performs other activities related to its basic task.

- 5) PřF realizes accredited programmes of study:
 - a) Bachelor's degree programmes – awarding the title “bakalář” (Bachelor) (“Bc.” in abbreviated form shown before the name);
 - b) Master's degree programmes – awarding the title “magistr” (Master) (“Mgr.” in abbreviated form shown before the name);
 - c) Doctoral degree programmes – awarding the title “doktor” (Doctor) (“Ph.D.” in abbreviated form shown after the name).
- 6) PřF also realizes lifelong education programmes.
- 7) Graduates of Master's degree programmes who were awarded the academic title “Master” can pass a state Advanced Master's (rigorosum) exam in the same field of education in programmes of study accredited at the PřF. After passing the Advanced Master's (rigorosum) examination, they are awarded the academic title “doktor přírodních věd” (*rerum naturalium doctor*, “RNDr.” in abbreviated form shown before the name).

Article 3

Academic Freedoms and Rights

The PřF guarantees academic freedoms and academic rights in accordance with section 4 of the Act.

Article 4

Sphere of PřF Activity

- 1) PřF realizes educational (learning and teaching) activity in study programmes published on the Notice Board.
- 2) PřF realizes creative activity in disciplines corresponding usually to the realized study programmes and supplementing them.
- 3) PřF performs additional activities in accordance with sections 20 and 24 of the Act and with the UHK Constitution.

PART TWO

PřF Organization and Management

Article 5

PřF Academic Community

- 1) The PřF academic community consists of academicians working at the PřF and of students enrolled at the faculty (section 25 (3) of the Act).
- 2) The academic community is convened by the Board of the PřF Academic Senate (hereinafter the AS PřF) on the basis of:
 - a) The AS PřF resolution;
 - b) A request of at least one tenth of signed members of the PřF academic community;
 - c) A request made by the PřF Dean (hereinafter the Dean) or the alternating PřF Vice-Dean (hereinafter the Vice-Dean).
- 3) The request to convene the academic community is submitted in writing to the AS PřF chair. The AS PřF Board decides on the academic community meeting, if appropriate, within 14 days from the request delivery. The notice about the academic community convening is posted at least one week in advance in the PřF premises, on the public PřF website, and is sent by an e-mail to each member of the PřF academic community.
- 4) The AS PřF chair submits a report on the AS PřF activity to the academic community at least once in a year. The Dean usually presents a report about the PřF activity and plans of its development at the same meeting.
- 5) The members of the academic community may comment, through the AS PřF, the basic PřF documents and measures; they can ask questions or file comments to the activity of the academic self-governing bodies and to the Dean's and Vice-Dean's activity.

Article 6

Faculty Bodies

- 1) The PřF has the following self-governing academic bodies:
 - a) AS PřF;

- b) PŘF Research Board (hereinafter the RB PŘF);
 - c) PŘF Disciplinary Board;
 - d) Dean.
- 2) PŘF secretary (hereinafter the Secretary) is also the faculty body.
 - 3) The faculty bodies ensure that the members of the PŘF academic community are informed about their activity, that they can submit comments to it and express their opinion to the basic documents and measures.

Article 7

PŘF Academic Senate

- 1) The AS PŘF is an autonomous representative body of the PŘF academic community. It ensures that the law and other legal regulations, internal UHK and PŘF regulations, and academic rights and freedoms are observed at the Faculty.
- 2) The AS PŘF is responsible for its activities to the academic community.
- 3) The AS PŘF legal position and its powers are regulated by sections 26 and 27 of the Act.
- 4) Membership in the AS PŘF is honorary, voluntary and unsubstitutable. The Rector, Vice-Rectors, Bursar, Dean, Vice-Deans and Secretary may not be members of the AS PŘF.
- 5) The AS PŘF is elected by the academic community. It is composed of elected representatives of the academic community. Their number, composition and way of election is defined by the AS PŘF Election Code.
- 6) The AS PŘF elects the AS PŘF chair. The Chair is the official representative of the AS PŘF and the academic community; he/she represents the AS PŘF externally and manages its activity and chairs the meetings.
- 7) The rules of the AS PŘF actions, relations to the PŘF academic bodies and academic officials and the AS PŘF Chair's powers are regulated by the Act and by the AS PŘF Rules of Procedure.
- 8) The AS PŘF elects a candidate for Dean. The candidate for Dean is elected in accordance with the AS PŘF Election Code.
- 9) The AS PŘF elects and removes the PŘF representative in the Council of Higher Education Institutes.

10) The AS PŘF:

- a) Decides the creation, merger, division or cancellation of faculty workplaces;
- b) Approves the drafts of the faculty internal regulations;
- c) Approves the distribution of the Faculty financial means and controls their use;
- d) Approves the annual report on activity and annual report on the financial management of the Faculty;
- e) Approves the conditions for admission to studies in the study programmes realized at the Faculty;
- f) Gives to the Dean a prior approval to appoint and remove members of the PŘF Research Board and members of the PŘF Disciplinary Board;
- g) Approves the strategic plan of the PŘF educational and creative activity elaborated in accordance with the UHK strategic plan;
- h) Approves the Dean's intent to appoint or remove Vice-Deans;
- i) Expresses its opinion to proposals of study programmes realized at the Faculty.

Article 8

PŘF Research Board

- 1) The RB PŘF is the PŘF top scientific body.
- 2) The RB PŘF members are appointed and removed by the Dean with the prior AS PŘF consent in accordance with section 29 of the Act. The RB PŘF powers are defined by section 30 of the Act.
- 3) The membership in the RB PŘF is honorary and unsubstitutable.
- 4) The RB PŘF term of office is the same as the Dean's term of office.
- 5) The Dean is the RB PŘF member and chair by virtue of his office. Vice-Deans are RB PŘF members by virtue of their office as well.
- 6) The Secretary takes part in the RB PŘF meetings in an advisory capacity.
- 7) The rules of the RB PŘF acting are regulated by the Rules of Procedure of the PŘF Research Board.

Article 9

PřF Disciplinary Board

- 1) The PřF Disciplinary Board members are appointed and removed by the Dean with the prior AS PřF consent in accordance with section 31 (1) of the Act.
- 2) The term of office of the PřF Disciplinary Board members is maximum two years.
- 3) The PřF Disciplinary Board discusses disciplinary delicts of students enrolled at the PřF and submits its proposal for decision to the Dean according to the PřF Disciplinary Code which is an internal PřF regulation as per section 33 (2) (e) of the Act.

Article 10

PřF Officials

- 1) The PřF has the following academic officials:
 - a) Dean;
 - b) Vice-Deans;
 - c) AS PřF chair.
- 2) The PřF has other following officials:
 - a) Secretary;
 - b) Department heads and institute directors;
 - c) Heads of other workplaces and the Dean's Office divisions;
 - d) Department and institute secretaries.
- 3) Selection procedures are used to fill the positions of officials specified in Article 10 (2) (a) and (b) above. Selection procedures are governed by section 77 of the Act and by the UHK Code of Procedure for Selection of Academicians and Managerial Employees which is an internal UHK regulation.

Article 11

Dean

- 1) The Faculty is headed by the Dean.
- 2) The Dean is appointed and removed by the UHK Rector on the AS PřF proposal.

- 3) The Dean's powers are defined in section 28 of the Act, the UHK Constitution, the PŘF Constitution, and other internal UHK regulations. The Dean may not be the Vice-Dean.
- 4) The Dean is represented by the Secretary in economic and administrative matters.
- 5) The Dean primarily:
 - a) Manages and controls the creative, educational and economic activity of the PŘF;
 - b) Appoints and removes Vice-Deans with the prior AS PŘF approval;
 - c) Appoints and removes the members of the RB PŘF and the PŘF Disciplinary Board with the prior AS PŘF approval;
 - d) Decides on employment matters without prejudice to section 24 (4) of the Act;
 - e) Proposes to the AS PŘF the creation, merger, division or cancellation of faculty workplaces, i.e. departments, institutes, centres, and the Dean's Office;
 - f) Awards scholarships and bursaries according to the UHK Scholarship and Bursary Rules;
 - g) Submits the Faculty budget to the AS PŘF for approval.
- 6) The Dean is responsible to the AS PŘF and the UHK Rector for his/her activity, and especially for:
 - a) Observation of legal regulations, the UHK Constitution, and the PŘF Constitution;
 - b) Economical use of financial means allocated to the PŘF according to their purpose, for proper management of the PŘF own means, and for proper management of assets used by the PŘF.
- 7) The Dean:
 - a) Submits at least annually a report on the activity and condition of the PŘF to the PŘF academic community;
 - b) Submits at least annually a report on the scientific and research activity of the PŘF to the RB PŘF and AS PŘF.
- 8) The way of the PŘF Dean's election is defined by the AS PŘF Election Code.

Article 12

Dean's Removal

- 1) The AS PŘF may propose the Rector to remove the Dean from his/her office:
 - a) Upon the Dean's own proposal;
 - b) On the basis of the AS PŘF resolution.
- 2) A written motion for the Dean's removal must be submitted by at least one half of the AS PŘF members.
- 3) The AS PŘF asks the Dean for his opinion to the motion for removal and after a discussion, the AS PŘF Chair puts the motion for the Dean's removal to the vote. The AS PŘF passes the resolution on the motion through secret ballot. Consent of at least three fifths of all AS PŘF members is required to pass the resolution (section 27 (4) of the Act).
- 4) If the motion for the Dean's dismissal is approved, the AS PŘF Chair must hand it over in writing to the Rector within ten days.
- 5) If the Rector confirms the motion for the Dean's removal, the AS PŘF calls a new election of a candidate for Dean within maximum one month.

Article 13

Secretary

- 1) The Secretary manages the Faculty finances and internal governance.
- 2) The Secretary is subordinated to the Dean and, in cooperation with him/her:
 - a) Proposes the PŘF budget structure, especially
 - Drawing of investment and non-investment means from the Faculty budget;
 - Distribution of means to the individual workplaces;
 - b) Analyses the management of financial means allocated by the PŘF budget;
 - c) Does all groundwork for elaboration of the Annual Report on PŘF Financial Management;
 - d) Prepares selection procedures and tenders in accordance with the valid legal regulations;

- e) Discusses contracts and agreements and submit them to the Dean; bears responsibility for material requirements according to the valid laws and decrees;
 - f) Keeps the economic agenda of grant projects;
 - g) Takes part in discussions about the UHK budget and represents the Dean in discussions about economic matters;
 - h) Represents the PŕF at the Bursar's meeting.
- 3) In the sphere of financial management, the Secretary cooperates with the department and institute heads and secretaries; he/she guides the PŕF workplaces and units methodologically.
- 4) The Secretary is authorized to control the financial and administrative activity of all Faculty units within the PŕF control system; he/she also may suspend decisions relating the financial management of the Faculty workplaces that are, in his/her opinion, in contradiction with the PŕF economic interests until the Dean makes final decision. In case of danger to the PŕF fiscal balance, the Secretary must submit recommended solution and measures to the Dean.

Article 14

Vice-Deans

- 1) Vice-Deans represent the Dean in activities and in extent specified by the Dean.
- 2) The Dean appoints Vice-Deans out of the PŕF academicians.
- 3) The Deans determines the number of Vice-Deans and defines their responsibilities and duties. The Vice-Deans may substitute each other temporarily in agreement with the Dean. The Dean appoints one Vice-Dean to be the Dean's authorized representative.
- 4) Vice-Deans are managed by the Dean and are responsible to him/her for their activity.
- 5) Vice-Deans are authorized to give tasks within their powers to the heads of the PŕF workplaces.

Article 15

PřF Organizational Structure

- 1) PřF is divided in faculty workplaces. These are departments, institutes, centres, and the Dean's Office. The PřF organizational structure is defined by the Dean's measure of management.
- 2) A department or institute is established by the Dean on the basis of the AS PřF decision according to Article 7 (10) (a) of this Constitution.
- 3) Departments and institutes can be divided in divisions that are established or cancelled by the Dean on a proposal of the department head or institute director after discussion by the AS PřF.
- 4) The Dean's Office can be divided in divisions and sub-divisions. Heads of the individual Dean's Office divisions are appointed and removed by the Dean after discussion by the AS PřF.
- 5) Centres can serve as service workplaces in order to ensure specific parts of instruction, or as research workplaces.
- 6) The Dean specifies the list of the Faculty workplaces in a measure management.

Article 16

Departments and Institutes

- 1) A department or institute is established by the AS PřF decision on the Dean's proposal on the basis of the need to ensure instruction of a group of subjects and/or subject-area subjects. The department work is managed by the department head; the institute work is managed by the institute director. The department head or the institute director attends, in cooperation with the study programmes guarantors, to high-quality of all subjects instructed by the department or institute and to the overall concept of the study programmes.
- 2) Study programme guarantors are conceptual workers responsible for the study programme development at the PřF on the basis of a statutory accreditation. They are responsible for the observance of the content and extent of the accredited study programmes during the validity of accreditation.
- 3) In particular, departments and institutes have the following main tasks:
 - a) Student training;

- b) Development of creative activity in the extent of the department or institute powers;
 - c) Elaboration of textbooks and other teaching materials for subjects taught by the department or institute;
 - d) Providing for organizational and administrative tasks in the required extent;
 - e) Preparation and realization of the lifelong education programmes;
 - f) Care for the students' creative activity.
- 4) A department or institute manages independently financial means provided to them.
 - 5) A department or institute is formed by academicians and other employees who work there according to their employment contracts and duties.
 - 6) The following individuals can also work at a department or institute:
 - a) External teachers of subjects and subject areas taught by the given workplace;
 - b) Scholars at study visits;
 - c) Master's or doctoral degree programme students as members of research teams;
 - d) Interns;
 - e) Emeritus professors;
 - f) Foreign guests.
 - 7) A department head or institute director is appointed by the Dean on the basis of a selection procedure result.
 - 8) The department head or institute director manages the department or institute operation, coordinates and controls the activity of the department or institute members following from their position, takes responsibility for the department or institute tasks fulfilment in the sphere of both educational and creative activity. He/she does annual personal interviews with all the department or institute employees and on the basis of the interviews, he/she prepares and submits to the Dean a plan of development of each employee and department or institute as a whole.
 - 9) The department head or institute director appoints, after discussion with the Dean, the department or institute secretary and the division heads. Division

heads and the department or institute secretary are appointed and removed by the department head or institute director. Division heads account for their work to the department head or institute director. The department or institute secretary is responsible for provision of organizational, technical and administrative tasks in coordination with the department head or institute director.

- 10) The Dean removes a department head or institute director from their office:
 - a) On the head's/director's own request;
 - b) Due to a serious breach of valid laws and standards;
 - c) Due to non-fulfilment of duties specified in Article 16 (8);
 - d) In case the department head or institute director cannot exercise his/her duties for the long-term.
- 11) The department head or the institute director manages the department/institute and has responsibility for the financial management of the department/institute and execution of its main tasks.
- 12) The department head or institute director submits to the Dean proposals relating:
 - a) The department/institute activities within the meaning of this Constitution, especially the educational and creative activities;
 - b) The material and financial arrangements of the department or institute activity;
 - c) Staffing to ensure the department or institute activity including the wages and qualification requirements of the department or institute employees, external teachers, scholars, and students;
 - d) Organization of the department or institute.
- 13) In their absence, department heads or institute directors are represented by the department/institute secretaries in the extent defined by respective department head or institute director.

Article 16a

Centres

- 1) Academicians or researchers are members of centres; this fact, however, does not change their employment relationship with their department or institute. Experts who are not employed by the UHK may work in centres.
- 2) A centre may also be a common workplace having non-UHK legal personality, including foreign research institutions.
- 3) Centres are headed by centre heads. The centre head is appointed by the Dean and reports to the Dean. The head manages the centre members from the methodological point of view but is not their superior.

Article 17

Dean's Office

- 1) The Dean's Office is an executive office of the PŘF; it fulfils all tasks required to ensure the PŘF activity and does the groundwork for the Dean's management and decision-making.
- 2) The Dean's Office activity is managed by the Dean who may delegate a part of his/her powers in the Office management to other PŘF officials and the Dean's Office division heads.

Article 18

Measures of Management of Academic Autonomy Bodies

- 1) The AS PŘF and RB PŘF measures of management mean their resolutions adopted according to these bodies Rules of Procedure.
- 2) The Dean's measures of management include:
 - a) Dean's decisions;
 - b) Oral or written directives;
 - c) Letters of authorization, establishment and appointment; documents recalling the validity of measures of management, or other recalling documents;
 - d) Organisational directives, decrees, communications.

Article 19

Internal Faculty Regulations

Internal Faculty regulations are:

- a) PŘF constitution;
- b) AS PŘF Election Code;
- c) AS PŘF Rules of Procedure;
- d) RB PŘF Rules of Procedure;
- e) PŘF Disciplinary Code;
- f) PŘF Advanced Master's (Rigorosum) Examination Code.

PART THREE

PŘF Employees and Students

Article 20

Academics

- 1) Academics working at the PŘF are employed by the UHK. Their employment relationships are discussed and decided by the Dean on behalf of the UHK within the meaning of section 24 (1) (e) of the Act in accordance with the UHK Constitution, without prejudice to section 24 (4) of the Act.
- 2) Academic posts are filled on the basis of selection procedures according to section 77 of the Act and the UHK Code of Procedure for Selection of Academics and Managerial Employees which is an internal UHK regulation.
- 3) Work activities for the individual academic categories including their duty to teach are determined by Annex 2 to the UHK Wages Regulation.

Article 21

Other Employees

- 1) Other PŘF employees include researchers unless they also teach, technical employees and employees ensuring the PŘF administrative and economic operation, its operation and services.
- 2) Other employees working at the PŘF are employed by the UHK. Their employment relationships are discussed and decided by the Dean on behalf of the UHK. Work activities for the individual categories of other employees are determined by Annex 2 to the UHK Wages Regulation.

Article 22

Students

- 1) PŘF students include students of Bachelor's, Master's or doctoral study programmes.
- 2) Students' rights and duties are determined by the Act and by the UHK Code of Study and Examination.
- 3) The admission of applicants for study is regulated by sections 48-50 of the Act and by the UHK Study and Examination Code.
- 4) An applicant becomes the PŘF student on the day of his/her enrolment in studies at the PŘF.
- 5) A student ceases to be the PŘF student as per section 61 (2) of the Act.
- 6) If a student interrupts his/her studies, he/she ceases to be the PŘF student as per section 54 (4) of the Act. Details of studies interruption are specified in the UHK Code of Study and Examination.

Article 23

Study-Related Fees

The basic rules on study-related fees are determined by section 58 of the Act and by the UHK Constitution.

PART FOUR

Faculty Financial Management

Article 24

Principles of PŘF Funds Managements

- 1) The PŘF manages the allocated financial means and University assets independently in accordance with the Act, respective legal regulations, and internal University and Faculty regulations.
- 2) The PŘF financial management is regulated by the Act and by Article 29 of the UHK Constitution. PŘF prepares a balanced budget for the respective calendar year and manages its finances according to it.
- 3) A draft proposal how to distribute financial means for the respective calendar year is elaborated by the Secretary according to the Dean's requirements. The Dean then submits it to the AS PŘF for approval.
- 4) The Dean submits the annual report on the PŘF financial management to the AS PŘF for approval.

PART FIVE

Academic Ceremonies and Symbols

Article 25

Faculty Insignia

- 1) PŘF insignia (PŘF spectre and official chains) are the external manifestation of the historical tradition, dignity, powers and responsibility of the Dean, Vice-Deans and AS PŘF representatives at ceremonial occasions.
- 2) Their use at the Faculty and storing is determined by the Dean.

Article 26

The UHK Gowns

- 1) The following persons are entitled to wear the PŘF gowns during ceremonial occasions:

- a) Dean, Vice-Deans and Secretary;
 - b) Members of the AS PŘF and the PŘF Research Board;
 - c) Promoter and beadle;
 - d) Other members of the PŘF UHK academic staff and PŘF UHK guests.
- 2) Their use at the Faculty and storing is determined by the Dean.

Article 27

Academic Ceremonies, Matriculation and Graduation Ceremonies

- 1) The Dean is introduced into his/her office during a ceremonial inauguration attended by the members of the UHK and PŘF academic community and invited guests. On this occasion, he/she usually delivers an inaugural speech.
- 2) A student matriculation ceremony is a public expression of his/her admission to the PŘF and UHK academic community. The matriculation ceremony includes the student's solemn academic oath the text of which is set out in Annex 6 of the UHK Constitution.
- 3) The form, essentials and course of the matriculation ceremony is determined by the Dean after consulting the UHK Rector.
- 4) Graduations are ceremonial events during which the representatives of the UHK and PŘF self-governing bodies give higher education diplomas and/or graduation certificates to graduates of all types of study programmes. The diplomas and/or graduation certificates prove the award of an academic title. Graduations are organized by the PŘF in cooperation with the UHK management. The graduation ceremony of Bachelor's and Master's study programme graduates includes a solemn academic oath the text of which is set out in Annex 6 of the UHK Constitution.
- 5) The graduation ceremony of doctoral programme graduates includes a solemn academic oath the text of which is set out in Annex 6 of the UHK Constitution.
- 6) At academic ceremonies and graduations, traditional Latin titles are used:
 - a) The Rector is addressed "Vaše Magnificence" (Your Magnificence);
 - b) The Vice-Rector is addressed "Honorabilis" (Esteemed). If the Vice-Rector represents the Rector, he/she is addressed "Vaše Magnificence" (Your Magnificence).

- c) The Dean is addressed “Spectabilis” (Respectable);
- d) The Vice-Dean is addressed “Honorabilis” (Esteemed). If the Vice-Dean represents the Dean, he/she is addressed “Spectabilis” (Respectable).

PART SIX

Transitional and Final Provisions

Article 28

- 1) A “degree programme” means also a study subject area that obtained accreditation before 1 September 2016.
- 2) The following annexes form a part of the PŘF Constitution:
 - a) Annex 1: PŘF symbols
- 3) This Constitution is available in the PŘF Dean’s Office, the UHK Rectorate and on the public PŘF website.
- 4) This Constitution and its annexes were approved by the PŘF Academic Senate on 29 January 2019 in accordance with section 27 (1) (b) of the Act.
- 5) This Constitution and its annexes were approved by the UHK Academic Senate on 13 February 2019 in accordance with section 9 (1) (b) of the Act.
- 6) This Constitution becomes effective on 13 February 20149, which is the day of its approval by the UHK Academic Senate in accordance with section 9 (1) (b) of the Act.

doc. RNDr. PaedDr. Pavel Trojovský, Ph.D.

Dean, PŘF UHK

FACULTY OF SCIENCE SYMBOLS

1) Faculty colour

The faculty colour is yellow.

2) Faculty symbolism

The Faculty symbolism forms a part of the system of symbols and signs of the University of Hradec Králové and its units. For particularly ceremonial events, the Faculty uses the coat of arms of the University of Hradec Králové. The conditions of its use are determined by Annex 3 of the Rules for the Internal Governance of the University of Hradec Králové.

3) Faculty sign

The sign of the Faculty of Science is a faculty variant of the University sign the form, variants, logotypes, possibilities and principles of which are shown and determined in the Uniform Visual Style Guide of the University of Hradec Králové.

The basic variant of the Faculty sign is the UHK sign with a wavy line in the Faculty colour. It is a reference to the exactitude of the Faculty study programmes or fields of education and expression of the effort to reach balanced harmony (the sign may be used both in a colour and black-and-white version).



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