



STATUTE OF THE PHILOSOPHICAL FACULTY OF THE UNIVERSITY OF HRADEC KRÁLOVÉ

Approved by the Academic Senate of the PF UHK on 22 March 2018

Approved by the Academic Senate of the UHK on 4 April 2018

PART ONE GENERAL PROVISIONS

Article 1

Introductory Provisions

- 1) The Statute of the Philosophical Faculty of the University of Hradec Králové (hereinafter referred to as the “PF UHK”) is, pursuant to section 33 (2) (a) of the Act No. 111/1998 Coll. on higher education institutions and on amendments and supplements to some other acts (Higher Education Act), as amended (hereinafter referred to as the “Act”), the internal regulation of the PF UHK. It regulates the position and basic mission of the PF UHK, its subject matter, organizational structure, its management and its financial management.
- 2) The Statute of the PF UHK is drawn up in accordance with the Act, the Statute of the University of Hradec Králové (hereinafter referred to as “the UHK Statute”) and other internal regulations and standards of the University of Hradec Králové (hereinafter referred to as the “UHK”).

Article 2

Position and Mission of PF UHK

- 1) The PF UHK is one of the faculties of the UHK.
- 2) The PF UHK was established on 1 September 2005 under the name “Faculty of Humanities of the UHK”. PF UHK has been using the actual name since 1 December 2017.
- 3) The full name of the faculty is the “Philosophical Faculty of the University of Hradec Králové”.
- 4) The name of the faculty in Latin is “Facultas philosophica”, in English language “Philosophical Faculty”, in German language “Philosophische Fakultät”, in French language “Faculté de Philosophie”, in Spanish language “Facultad de Filosofía y Letras”, and in Portuguese language “Faculdade de Filosofia”.
- 5) Its mission is determined by the Act, the UHK Statute and other UHK internal regulations and standards.
- 6) As part of the UHK, the PF UHK does not have legal personality. The PF UHK acts on behalf of the UHK within specified competencies provided by the Act, the UHK Statute and other UHK internal regulations and standards.
- 7) The mission of the PF UHK is to provide education, carry out independent basic, applied and contractual research or experimental development, and spread the results of these activities publicly in the region, the Czech Republic (hereinafter referred to as CR) and abroad.

**PART TWO
ACTIVITIES OF THE PF UHK**

Article 3

Basic Activities and Their Evaluation

- 1) The PF UHK performs and evaluates educational and creative activities (science and research, development and innovations, arts or other creative activities) and participates in performing the third role of the University in accordance with the Act and the UHK Statute.

Article 4

Educational Activities

- 1) The principles of study organization at the PF UHK are regulated by the generally binding regulations and by the Code of Study and Examination of the UHK (hereinafter referred to as the “CSE UHK”).
- 2) The general conditions for admission to study at the PF UHK and the requirements of the admission procedure are laid down in sections 48 and 49 of the Act and the Statute of the UHK.
- 3) The details of admission to study at the PF UHK and the requirements of the admission procedure are specified by the Dean’s decree.
- 4) The requirements of study from the admission procedure to the completion of studies are generally determined by sections 44 to 69 of the Act.
- 5) The basic rules on fees associated with study are determined by section 58 of the Act and the Statute of the UHK.

Article 5

Creative Activity

- 1) The PF UHK supports growth of scientific capacity and qualification of its staff. To this end, it monitors and evaluates the scientific, especially publishing activity of academic staff and its acclaim, supports internationalisation and provides sabbatical leave in accordance with section 76 of the Act.
- 2) The PF UHK ensures the appropriate participation of students in research, supports their participation in scientific research projects and supports study stays and research internships at workplaces in the Czech Republic and abroad.

Article 6

Third Role of the University

- 1) The PF UHK performs the third role consisting of creation, utilization, application and use of the university knowledge outside the academic environment. The PF UHK cooperates with the application sectors and in the development of the level of education and culture both in the region and in the CR.

**PART THREE
ORGANIZATION AND MANAGEMENT OF PF UHK**

Article 7

Academic Bodies and Academic Officers of PF UHK

- 1) As per section 25 (1) of the Act, the PF UHK has the following academic self-governance bodies: the Academic Senate of the PF UHK (hereinafter referred to as “AS PF UHK”), the Dean of the PF UHK (hereinafter referred to as the “Dean”), the Scientific Board of the PF UHK (hereinafter referred to as “SB PF UHK”), and the Disciplinary Board of the PF UHK (hereinafter referred to as “DB PF UHK”).
- 2) The secretary of the PF UHK is also a PF UHK body as per section 25 (2) of the Act.
- 3) The PF UHK academic officers are the Dean, the Vice-Deans of the PF UHK (hereinafter referred to as the “Vice-Deans”) and the President of the AS PF UHK.



- 4) The academic bodies and academic officers of the PF UHK act and make decisions in accordance with the Act, other legal regulations, the Statute of the UHK and this Statute.

Article 8

Academic Community of PF UHK

- 1) The Academic Community of the PF UHK (hereinafter referred to as the “Academic Community”) consists of academic staff employed at the PF UHK and students enrolled at the PF UHK (Section 25 (3) of the Act).
- 2) The Academic Community is convened by the President of the AS PF UHK on the basis of a resolution of the AS PF UHK, the Dean’s or Vice-Dean in charge’s request or the request of at least twenty signatories of the academic community within 14 calendar days at the latest of the AS PF UHK’s resolution or delivery of the request. The announcement of the summon of the academic community shall be posted at least one week in advance on the official notice board of the PF UHK and in the public section of the PF UHK website.
- 3) At the annual session of the academic community, the President of the AS PF UHK presents a report on the activities of the AS PF UHK. At the same session, the Dean presents a report on the activities of the PF UHK.
- 4) The members of the academic community have the right to comment on PF UHK documents via the AS PF UHK, they may make inquiries or comment on the activities of the academic bodies and the activities of the Dean and Vice-deans.

Article 9

Academic Senate of PF UHK

- 1) The AS PF UHK is an autonomous representative academic official body. The legal status of the AS PF UHK and its competence are determined by the Act (sections 26-27) and by this Statute.
- 2) The AS PF UHK is accountable for its activity to the academic community.
- 3) The AS PF UHK is elected by the academic community, has eleven members, of which six members of the academic staff of the PF UHK and five students enrolled at the PF UHK. The term of office of all members of the AS PF UHK is three years.
- 4) Membership in the AS PF UHK is honourable, voluntary, irreplaceable and incompatible with the office of the Rector, Vice-Rector, Bursar, Dean, Vice-Dean and Secretary of the Faculty.
- 5) The head of the AS PF UHK is the President, who is elected from among the academic staff of the AS PF UHK; the President is the official representative of the AS PF UHK and the academic community, represents the AS PF UHK outwardly and manages its activities and sessions.
- 6) In addition, one Vice-President is elected from among the UHK Academic Staff , who acts as a deputy for the President of the AS PF UHK at the time of his absence, and one Vice-President is elected from among the students of the AS PF UHK.
- 7) The rules of procedure of the AS PF UHK, relations with academic official bodies and academic officers and the powers of the President of the AS PF UHK are governed by the Act and the Rules of Procedure of the AS PF UHK.
- 8) The AS PF UHK proposes a representative of the PF UHK in the Council of Higher Education Institutions.
- 9) The AS PF UHK can set up advisory committees for its activities. The committee is always chaired by a member of the AS PF UHK. The members of the committee may be both members of the academic community, as well as experts working outside of the PF UHK or UHK.
- 10) The election method of the members of the AS PF UHK, the election method of the President, establishment of the AS PF UHK official bodies, the rules of session and procedure of the AS PF UHK and other requirements are laid down by the Rules of Procedure of the AS PF UHK and the AS PF UHK Code of Electoral Procedure.



Article 10
Scientific Board of PF UHK

- 1) The SB PF UHK is the supreme scientific body of the PF UHK and is established according to sections 29 and 30 of the Act.
- 2) The members of the SB PF UHK are appointed and recalled by the Dean upon prior approval by the AS PF UHK in accordance with section 29 of the Act. Membership in the SB PF UHK is honourable and irreplaceable.
- 3) The President of the SB PF UHK is the Dean.
- 4) The SB PF UHK generally discusses matters pursuant to sections 29 and 30 of the Act.
- 5) The SB PF UHK exercises competence in the habilitation procedure and in the procedure for the appointment of a professor within the scope stipulated by sections 71, 72, 73, and 74 of the Act.
- 6) Rules and details of sessions of the SB PF UHK shall be determined by the Rules of Procedure of the SB PF UHK.

Article 11
Disciplinary Board of PF UHK

- 1) The DB PF UHK is appointed by the Dean pursuant to section 31 of the Act.
- 2) The term of office of members of the DK PF UHK is two years.
- 3) Rules of procedure of the DK PF UHK are determined by Disciplinary Code for Students of the PF UHK.

Article 12
Dean of the PF UHK

- 1) The PG UHK is headed by the Dean, who is appointed and dismissed by the UHK Rector at the proposal of the AS PF UHK. The Dean is deputised by the Vice-Deans within the scope determined by the Dean. In the economic and administrative matters, the Dean is represented by the Secretary of the PF UHK.
- 2) The Dean's competence is defined by the Act, by the Statute of the UHK and by this Statute. The Dean's function is incompatible with any function of the Head of the PF UHK workplace. The Dean is responsible for their activities to the Rector of the UHK.
- 3) Vice-Deans, Secretary and Heads of all PF UHK workplaces are directly responsible for their activities to the Dean.
- 4) The Dean especially:
 - a) Manages, inspects and evaluates the activities of the PF UHK;
 - b) Appoints and dismisses Vice-Deans upon prior opinion of the AS PF UHK;
 - c) Appoints and dismisses the members of the SB PF UHK and DB PF UHK after prior approval of the AS PF UHK proposal;
 - d) Decides on personnel issues;
 - e) Establishes and cancels workplaces of the PF UHK (except for the Dean's Office) after discussion and approval of the AS PF UHK;
 - f) Submits the PF UHK budget to the AS PF UHK for approval;
 - g) Grants scholarships under the UHK Scholarship Rules.
- 5) The AS PF UHK elects the candidate for the Dean. The election of a candidate for the Dean is carried out in accordance with the Rules of Procedure of the AS PF UHK.
- 6) The Dean establishes the Dean's College and other advisory bodies, if necessary.
- 7) The AS PF UHK may propose to the Rector, on the basis of its own resolution, dismissal of the Dean. The proposal for the Dean's dismissal shall be as follows:
 - a) Written proposal for the Dean's dismissal shall be submitted by at least four members of the AS PF UHK;
 - b) The AS PF UHK shall ask for the Dean's opinion and after the discussion held at the AS PF UHK session, its President shall put the proposal to vote pursuant to section 27 of the Act;
 - c) If the proposal is approved by the required majority stipulated by section 27 of the Act, the



- President of the AS PF UHK shall, within ten days, send it in writing to the Rector;
- d) If the Rector meets the proposal for the Dean's dismissal and dismisses the Dean, the AS PF UHK shall announce within one month at the latest a new election of the candidate for the Dean's post;
 - e) Until the new Dean is appointed, the Vice-Dean authorised by the Rector usually acts as the Dean.

Article 13 Vice-Deans of the PF UHK

- 1) The Vice-Deans are appointed and dismissed by the Dean upon a statement submitted by the AS PF UHK.
- 2) The Dean determines the number of Vice-Deans and their official obligations. The Dean shall appoint one of the Vice-Deans to be their statutory representative, who shall be authorised to act as a deputy for the Dean fully in their absence.
- 3) The Vice-Deans are managed by the Dean and are responsible for their activities to the Dean.
- 4) Vice-Deans deputise the Dean in the activities and within the scope determined by the Dean. According to the Dean's decision, the Vice-Deans also represent each other.
- 5) The Vice-Deans are authorised to assign tasks to the PF UHK employees within the framework of their assigned responsibilities.

Article 14 Managing Acts of Academic Bodies and Officers of PF UHK

- (1) The managing acts of the AS PF UHK and SB PF UHK are resolutions adopted according to the rules of procedure of these official bodies.
- (2) The Dean's managing acts are as follows:
 - a) Dean's decisions and measures,
 - b) Oral or written orders,
 - c) Credentials, establishment and appointment documents, documents repealing managing acts, or other repealing documents,
 - d) Organizational directives, decrees, communications.

Article 15 Internal Regulations of PF UHK

- (1) The internal regulations of the PF UHK are as follows:
 - a) Statute of the PF UHK,
 - b) Code of Electoral Procedure of the AS PF UHK,
 - c) Rules of Procedure of the AS PF UHK,
 - d) Rules of Procedure of the SB PF UHK,
 - e) Disciplinary Code for the PF UHK Students,
 - f) Rules for State Rigorous Examinations at the PF UHK.

Article 16 Structure of PF UHK

- 1) The PF UHK is divided into the following components:
 - a) Dean's Office,



- b) Departments and institutes;
- c) Other workplaces.

Article 17 Dean's Office

- 1) The Dean's Office of the PF UHK (hereinafter referred to as the "Dean's Office") is the managing and administrative body of the PF UHK, which ensures the overall course of the PF UHK and prepares documents for the Dean's management and decision-making activities.
- 2) The managers of the Dean's Office are appointed and recalled by the Dean.
- 3) The following workplaces form the Dean's Office:
 - a) Student Affairs Department;
 - b) Science and Research Office;
 - c) International Office;
 - d) Project Department;
 - e) Department of External Relations.
- 4) The Student Affairs Department ensures, in particular, administration and organisation related to the registration of students and the course of their studies, the implementation of study programs, admission procedures and supplementary activities related to this agenda. It is managed methodologically by the relevant Vice-Dean(s).
- 5) The Science and Research Office supports generally the scientific and research activities of both academic staff and students of the PF UHK and provides administration services for these activities. It is managed methodologically by the relevant Vice-Dean(s).
- 6) The International Office particularly supports the development of the internationalisation of the PF UHK and provides administration services for these activities. It is managed methodologically by the relevant Vice-Dean(s).
- 7) The Project Department administers mainly the all-faculty projects, EU subsidies and other grant programmes out of the scope of science and research. The Department is managed methodologically by the relevant Vice-Dean(s) or by the Dean.
- 8) The Department of External Relations in particular ensures administratively the external communication of the PF UHK and the faculty PR. The Department is managed methodically by the relevant Vice-Dean(s).

Article 18 Departments and Institutes

- 1) Departments and Institutes are basic organisational units for educational, scientific, research, development and other creative activities at the PF UHK.
- 2) The Department or Institute is established on the basis of the need to secure the teaching of a group of courses by the decision of the AS PF UHK on the Dean's proposal.
- 3) The Department or Institute consists of academic staff and other staff employed.
- 4) The following may operate within the department or institute:
 - a) External teachers of the courses ensured by the Department or Institute,
 - b) Scholarship holders at study stays,
 - c) Students of master or doctoral degree study programs as members of scientific teams,
 - d) Interns,
 - e) Foreign workers.
- 5) The Department is headed by the Head of the Department, the Institute is headed by the Director of the Institute. The Dean appoints the Head of the Department and the Director of the Institute on the basis of a selection procedure.
- 6) The Dean dismisses the Head of the Department and the Director of the Institute pursuant to the applicable legal regulations.



- 7) The Secretary of the Department or the Institute act as a deputy for the Head of the Department and the Director of the Institute during their absence and to the extent determined by them. The Secretary of the Department or the Institute is appointed and dismissed by the Dean at the proposal of the Head of the Department or Director of the Institute.

Article 19 Other Workplaces

- 1) Other PF UHK workplaces include mainly centres and special-purpose institutes. Establishment, merger, joinder, division or cancellation of such workplaces is decided by the AS PF UHK on the Dean's proposal.
- 2) The centres can serve as a service facility to ensure part of the teaching or as a research workplace. Academic staff employed at another PF UHK Department or Institute may also be a member of such centre; however, their employment position within their parent Department or Institute will not be changed by it. Experts not employed by the UHK may also work at the centres.
- 3) The special-purpose institutes provide support to the PF UHK allowing performance of its basic activities. They are managed methodologically by the PF UHK Secretary.

PART FOUR STAFF AND STUDENTS OF PF UHK

Article 20 Academic Staff

- 1) The legal status, rights and obligations of academic staff of the PF UHK and other experts involved in teaching are determined by sections 70 to 77 of the Act, other special laws and regulations, the UHK Statute and this Statute.
- 2) Only a qualified person can be an academic worker. The qualification conditions for the PF UHK Academic Staff are stipulated by the UHK Internal Wage Regulation.
- 3) Academic staff vacancies are filled through a selection procedure in accordance with section 77 of the Act and the Rules of Selection Procedure for Filling Vacancies of the UHK Academic Staff.
- 4) The remuneration of academic staff is governed by the UHK Internal Wage Regulation.

Article 21 Other Staff

- 1) Other PF UHK employees include the technical and administrative staff and workers, auxiliary and service staff.
- 2) The other staff at the UHK FF are employees of the UHK. Their employment is discussed and decided by the Dean on behalf of the UHK.
- 3) The remuneration of other staff is governed by the UHK Internal Wage Regulation.

Article 22 Students

- 1) A student of PF UHK is a student of bachelor, master or doctoral degree study program at PF UHK.
- 2) Students' rights and obligations are laid down by the Act and the CSE UHK. The matters listed in the CSE UHK may be further specified by the Dean's relevant managing acts.
- 3) An applicant becomes a student of PF UHK on the day of enrolment.
- 4) A student ceases to be a PF UHK student pursuant to section 61 (2) of the Act.



- 5) Upon interruption of studies, a student ceases to be a student under section 54 (2) of the Act. The details of interruption of studies are regulated by the CSE UHK.

**PART FIVE
FINANCIAL MANAGEMENT OF PF UHK**

Article 23

Principles of Use of Funds by the PF UHK

- 1) The PF UHK independently uses the funds and assets of the UHK in accordance with the Act, relevant laws and regulations, UHK and PF UHK internal regulations.
- 2) The rules of the PF UHK financial management are governed by the Act and the Statute of the UHK.
- 3) The PF UHK prepares its budget for the relevant calendar year as balanced and adheres to it.
- 4) The method of distribution of funds for a calendar year is proposed by the PF UHK Secretary; the Dean subsequently submits it to the AS PF UHK for approval.
- 5) The annual report on the PF UHK financial management is submitted by the Dean to the AS PF UHK for approval.

Article 23

Secretary of PF UHK

- 1) The Secretary of the PF UHK is appointed and recalled by the Dean; the Secretary is managed by the Dean and is accountable to the Dean. The Secretary is managed methodically by the UHK Bursar.
- 2) The Secretary of the PF UHK manages the financial management and internal administration of the PF UHK; proposes the structure of the budget and the drawing of investment funds from the PF UHK budget in cooperation with the Dean; acts on behalf of the PF UHK in economic, management, commercial, civil and administrative matters to the extent specified by the Dean; participates in negotiations on the UHK budget; performs analyses of the financial management of the funds determined by the PF UHK budget; cooperates with the heads and secretaries of the institutes and departments with respect to financial management; manages methodically the PF UHK workplaces and components; is (within his/her powers) authorised to inspect the economic and administrative activities of all parts of the PF UHK and to suspend the decisions concerning the financial management of the PF UHK workplaces which, in his/her opinion, are contrary to the economic interests of the PF UHK until the final decision is made by the Dean.

**PART SIX
ACADEMIC INSIGNIA, SYMBOLS
AND CEREMONIES**

Article 25

PF UHK Insignia

- 1) The academic traditions are embodied in the academic insignia of the PF UHK (academic maces and chains) that express the dignity, authority, and responsibility of the academic officers of the PF UHK.
- 2) The way of the insignia use is determined by the Dean.
- 3) The following persons are entitled to wear the UHK gowns during ceremonial occasions:
 - a) Dean, Vice-Deans and Secretary of the PF UHK,
 - b) Members of the AS PF UHK and SB PF UHK,
 - c) Graduation Officer and Beadle,
 - d) Other members of the academic community, according to the Dean's decision.



Article 26 PF UHK Symbols

- 1) The PF UHK colour is green.
- 2) The PF UHK logo is a faculty variant of the university logo, of which design, variants, logotype and options and principles of use are listed and prescribed in the UHK Visual Graphic Manual.

Article 27 Academic Ceremonies, Ceremonial Matriculation, Graduation

- (1) The PF UHK ceremonies follow the appropriate provisions of the UHK Statute.
- (2) The Dean is presented to their office at ceremonial inauguration with the participation of members of the academic community of the UHK and invited guests. On this occasion, the Dean usually has an inaugural speech.
- (3) Ceremonial matriculation of a student is a public expression of his admission to the academic community of the UHK. Part of the matriculation is the student's ceremonial pledge, which reads:
*"I solemnly undertake to honestly fulfil all the duties and obligations that arise from my admission to study and study at university.
I declare that I will make all my study and work efforts to achieve a high level of expertise and professional abilities.
I promise that as a student of the Philosophical Faculty of the University of Hradec Králové, my conduct and work will honour my alma mater and contribute to its general respect."*
- (4) The Dean shall determine the form, requirements and course of the matriculation.
- (5) Graduation is a ceremony where representatives of the UHK and PF UHK official bodies hand over documents, proving achieved education level and acquisition of the corresponding academic title, to all graduates of all types of study programs. Part of the graduation ceremony of Bachelor and Master degree graduates, including graduates of the state rigorous examination, is a pledge that reads:
*"I promise that I will always act so that I can honour the Bachelor/Master/Doctor academic title of Philosophy awarded to me by the Philosophical Faculty of the University of Hradec Králové. I promise to continuously develop the knowledge and abilities acquired and use it for the benefit of society.
As a graduate of the Philosophical Faculty of the University of Hradec Králové, I will contribute to the respect of my alma mater, and I will always support it, wherever possible."*
- 4) Part of the graduation ceremony of Doctoral degree programs is a pledge which reads:
*„Spondebitis igitur:
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 studia humanitatis impigro labore culturos et provecturos non ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus humani generis continetur, clarius affulgeat.
HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI? SPONDEO AC POLLICEOR."*
- (6) Academic ceremonies and graduations use traditional Latin addressing:
 - a) Addressing of the Rector is "Your Magnificence";
 - b) Addressing of the Vice-Rector is "Honorabilis". In case the Vice-Rector acts as deputy for the Rector, their addressing is "Your Magnificence";
 - c) The Dean's addressing is "Spectabilis";
 - d) Addressing of the Vice-Dean is "Honorabilis". In case the Vice-Dean acts as deputy for the Dean, their addressing is "Spectabilis".



**PART SEVEN
FINAL PROVISIONS**

Article 28

- 1) The original of the PF UHK Statute in writing is deposited at the Dean's Office at the PF UHK. This statute shall also be published on the official notice board of the PF UHK and on the public section of the PF UHK website.
- 2) The PF UHK Statute was approved by the AS PF UHK on 23 March 2018.
- 3) The PF UHK Statute was approved by the AS UHK on xx xxxx 2018; it shall enter into force and effect on this day.
- 4) The PF UHK Statute approved on 25 October 2017 shall cease to have effect on the date of entry into force of this PF UHK Statute.

Mgr. et Mgr. Pavlína Springerová, Ph.D., m.p.
Dean of the PF UHK