

CHARLES UNIVERSITY

THE CONSTITUTION OF THE FACULTY OF PHARMACY IN HRADEC KRÁLOVÉ

Acting 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 ("Higher Education Act"), as amended, the Academic Senate of the Faculty of Pharmacy in Hradec Králové hereby enacts the present Constitution:

Part I

Introductory Provisions

Article 1

Fundamental Provisions

1. The Faculty of Pharmacy in Hradec Králové ("Faculty") is a faculty of Charles University ("University").¹⁾ The relations between the Faculty and the University are described in and regulated by Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("Higher Education Act"), and by the Constitution of Charles University ("University Constitution").
2. In judicial acts, the Faculty uses the name *Univerzita Karlova, Farmaceutická fakulta v Hradci Králové*. The name of the Faculty in Latin is *Universitas Carolina, Facultas Pharmaceutica Reginae Gradecensis*, while the full English name is Charles University, Faculty of Pharmacy in Hradec Králové.²⁾ In other contexts, the Faculty uses the name *Farmaceutická fakulta UK v Hradci Králové*, abbreviated as *FaF UK*.
3. The registered office of the Faculty is in Hradec Králové, at ul. Akademika Heyrovského 1203/8, 500 05 Hradec Králové.
4. The Faculty was constituted by Government Decree No. 100/1969 Sb. of 31 July 1969.
5. The Faculty uses the coat of arms of the University³⁾ and the Faculty's own coat of arms. The coat of arms of the Faculty is depicted in Appendix 1 to this Constitution. It is used to mark certificates, attestations and diplomas, publications, press materials and the correspondence of the Faculty.
6. The Faculty also uses an official round stamp with the national emblem of the Czech Republic and the text *Univerzita Karlova Farmaceutická fakulta v Hradci Králové* in cases provided for in special legislation.⁴⁾ The design and the rules for the use of the

¹⁾ Section 2(4), Part Two, particularly section 22 and section 23 of the Higher Education Act.

²⁾ Appendix 1 to the University's Constitution.

³⁾ Article 56 to the University's Constitution.

⁴⁾ Section 5 of Act No. 352/2001 Sb., to regulate the use of the State Symbols of the Czech Republic and to change and amend other laws, as amended.

Faculty stamp are laid down in Rector's guidelines under section 64(2) of the University Constitution.

Article 2

Faculty Mission and Activities

1. The Faculty is a constitutional structural component of the University that freely carries out educational, scholarly, research, development and other creative activities predicated on its fundamental academic freedoms and rights.⁵⁾ The educational activities of the Faculty are based on its scientific, research, development, innovative and other creative activities ("Creative Activities"), including the results of its own research.
2. The Faculty offers bachelor's, master's and doctoral degree study programmes as well as lifelong learning programmes.⁶⁾
3. The Faculty offers library facilities and other information services.
4. Supplementary activities are carried out with a view to accomplishing the Faculty's basic mission.⁷⁾
5. The Faculty cooperates with national and international universities and higher education institutions, scholarly and research organisations and other legal entities, while creating conditions for the participation of the members of the Faculty's academic community in such cooperation.

Article 3

Status of Members of the Academic Community

1. Members of the academic community⁸⁾ may:
 - a) nominate candidates and elect members of the Faculty's and University's academic senates and be elected members of the academic senates,
 - b) nominate candidates for the dean or in the manner set out in the University Constitution, candidates for the rector,
 - c) attend meetings of the Faculty's and University's academic senates and research boards, except for the research boards' sessions that are declared closed,
 - d) inspect the minutes of the meeting of the Faculty's and University's academic senates and research boards, and their resolutions,
 - e) be given the floor at the meetings of the members of the Faculty's and University's academic community,

⁵⁾ Section 4 of the Higher Education Act.

⁶⁾ Section 2(1) and section 60 of the Higher Education Act.

⁷⁾ Section 20(2) and section 24(2)(d) of the Higher Education Act.

⁸⁾ Section 25(3), section 61 and section 70 of the Higher Education Act and Article 5(10) of the University's Constitution.

- f) submit motions, comments and complaints to the Faculty's and University's self-governing academic bodies; the bodies must address and process the motions, comments and complaints and respond to them without undue delay.
2. The Faculty supports the activities of scholarly, expert, professional, student, trade union and other bodies and groups associating the members of the Faculty's academic community that aim to promote and accomplish the Faculty's and University's mission.
3. The Faculty heeds the social needs of the members of its academic community.
4. The Faculty creates conditions favourable for physical education and sports and for the cultural life at the Faculty.
5. Members of the Faculty's academic community must observe the University's and Faculty's own rules and regulations.⁹⁾
6. Members of the Faculty's academic community must uphold the good name and reputation of the University and the Faculty.¹⁰⁾
7. If they are members of the Faculty's self-governing bodies or if they act in any other executive capacity in the academic community, the members of the Faculty must carry out their duties with due care and diligence.
8. A member of the Faculty's academic community may at one time hold only one of the following offices:
rector, vice-rector, dean, vice-dean, bursar, registrar or head of another constitutional component of the University.

Part II

Organisation of the Faculty and its Bodies, Academic Environment

Article 4

Organization Structure

1. The Faculty is divided into departments and other component parts ("faculty units"). The full list of faculty units is enclosed as Appendix 2 to this Constitution.
2. Faculty units are established, consolidated, split or dissolved by the decision of the Faculty's Academic Senate based on the dean's proposal and with a view to the opinion presented by the Scientific Council. Faculty units observe the rules of conduct and guidelines issued by the dean.
3. The head of a faculty unit:
 - a) is appointed by the dean based on the outcome of a competitive hiring procedure,
 - b) is accountable to the dean for the faculty unit's activities,
 - c) assigns tasks to the faculty unit's employees and checks their performance,
 - d) subject to special rules and regulations, discharges other tasks at the dean's instruction.

⁹⁾ Section 17 and section 33 of the Higher Education Act.

¹⁰⁾ Article 5(8) of the University's Constitution.

4. The Dean's Office is the executive body of the Faculty.

Article 5

Faculty Self-Governance and Bodies

1. The self-governance of the Faculty is carried out by the members of its academic community¹¹⁾ directly or through self-governing academic bodies.¹²⁾
2. The Faculty's self-governing bodies include the Faculty's Academic Senate, Dean, Scientific Council and Disciplinary Committee.¹³⁾
3. The Registrar is a member of the self-governing bodies of the Faculty.¹⁴⁾
4. The acts and decisions of the Faculty's bodies made on behalf of the University and their Faculty are governed by the Higher Education Act¹⁵⁾, other applicable legislation, and the University's and the Faculty's constitutions, internal rules and regulations.
5. When a measure, resolution or a decision adopted by a Faculty's body transpires to contravene the legislation or the University's or Faculty internal rules and regulations, the body must adopt any and all measures required to remedy the situation, such as to amend or repeal the measure, resolution or decision. The same course of action applies, with the necessary modifications, to the body's inaction. This provision does not apply to decisions and other acts under Act No. 500/2004 Sb., the Administrative Procedure Code, as amended ("Administrative Procedure Code").
6. In performing their powers, and in making decisions in particular, the Faculty's bodies must pay heed to the spirit of academic freedoms and rights¹⁶⁾, to the principles of the University's Constitution expressed in its preamble and to the University's mission¹⁷⁾.
7. The Faculty's self-governing bodies must inform the Faculty's academic community about their activities and give the academic community adequate opportunity to comment on documents being prepared and measures contemplated by the self-governing bodies, particularly if they are of major importance, and to comment on their activities in general.

Article 6

Academic Senate

1. In discharging the powers and duties of their office, the members of the Faculty's Academic Senate ("Senate")¹⁸⁾ are not bound by any prior instructions or resolutions, but

¹¹⁾ Section 25(3), section 61 and section 70 of the Higher Education Act and Article 5(10) of the University's Constitution.

¹²⁾ Section 25(1), sections 26 to 31 of the Higher Education Act.

¹³⁾ Section 25(1) of the Higher Education Act.

¹⁴⁾ Section 25(2) and section 32 of the Higher Education Act.

¹⁵⁾ Particularly section 24(1), (2) and (3) of the Higher Education Act.

¹⁶⁾ Section 4 of the Higher Education Act.

¹⁷⁾ Article 2(1) of the University's Constitution.

¹⁸⁾ Section 26 and section 27 of the Higher Education Act.

only by their conscience, and by their duty to promote the interests of the entire Faculty. Members of the Senate are required to answer any questions regarding the performance of their office asked by a member of the Faculty's academic community at the Senate's meeting.

2. The Senate has 22 members; 13 members are elected from the Faculty academic staff by the members of the Faculty's staff, while 9 members are Faculty students elected by the students enrolled at the Faculty.
3. The term of office of Senate members is three years.
4. The Senate elections are held in accordance with the Code of Electoral Procedure for the Senate.¹⁹⁾
5. A member of the Senate may not simultaneously hold the office of the rector, vice-rector, bursar, dean, vice-dean, registrar or the head of the higher education institution.²⁰⁾
6. The bodies of the Senate are its president, vice-president, the board and the commission.
7. The Senate may request the opinion of another Faculty body.
8. The Senate may study the conclusions of the meetings of the Dean's permanent advisory bodies and the Faculty's Scientific Council.
9. The Senate's activities are regulated by its code of procedure.²¹⁾

Article 7

Dean

1. The Dean is the head of the Faculty;²²⁾ absent a contrary provision of the Higher Education Act, the Dean acts and makes decisions on the Faculty's behalf.
2. The Dean is accountable to the Rector;²³⁾ this is without prejudice to the Dean's powers in matters laid down in section 24 of the Higher Education Act.
3. The Dean attends the meetings of the Academic Senate at the request of the Senate or its President, and answers any questions regarding the performance of his office asked by the Senate or its members at the meeting.
4. The Dean's term of office starts on the day of his or her appointment.
5. The Dean is appointed and dismissed by the Rector at the Senate's nomination.
6. A motion to dismiss the Dean may be brought forward at the Senate's meeting by at least one third of the Senate's members. The Senate may ask the Rector to dismiss the Dean if at least three fifths of all of the Senate's members vote for the motion.
7. Before the end of the term of his or her office, the Dean may also resign by a written letter of resignation²⁴⁾, effective on the date of its delivery to the Rector.
8. The Dean election procedure is regulated in detail by the Senate's code of procedure.²⁵⁾

¹⁹⁾ Section 33(2)(b) of the Higher Education Act.

²⁰⁾ Section 26(2) of the Higher Education Act.

²¹⁾ Section 33(2)(c) of the Higher Education Act.

²²⁾ Section 28 of the Higher Education Act.

²³⁾ Section 50(7), section 68(5), section 72(14) of the Higher Education Act.

²⁴⁾ Compare section 28(2) of the Higher Education Act.

Article 8
Vice-Deans

1. Vice-Deans represent the Dean to the extent of the powers and responsibilities designated by the Dean; the Dean appoints and dismisses Vice-Deans with a view to the Senate's opinion. Vice-Dean areas of responsibility usually include:
 - a) education,
 - b) research and development,
 - c) international affairs,
 - d) strategic development.
2. Vice-Deans attend the Senate's meetings at the request of the Senate or its President, and answer any questions regarding the performance of their office asked by the Senate or its members at the meeting.
3. For the duration of his or her absence, the Dean appoints a Vice-Dean to act as his or her deputy.

Article 9
Scientific Council

1. In appointing the members of the Faculty's Scientific Council²⁶⁾ the Dean must take care to appoint representatives from all of the main branches of science and education pursued by the Faculty.
2. Within two months from his or her appointment, the Dean submits to the Senate a motion for the appointment of members of the Scientific Council.
3. The term of office of the Scientific Council members appointed by the Dean ends on the last day of the calendar month to follow after the starting day of the term of office of the next Dean.
4. Membership in the Scientific Council also ends
 - a) upon the delivery to the Dean of a member's letter of resignation on his or her membership in the Scientific Council,
 - b) on the date on which the Dean dismisses a member of the Scientific Council with the Senate's prior consent.
5. The Dean may appoint a distinguished scholar who has rendered outstanding service to the Faculty an honorary member of the Scientific Council. An honorary member of the Scientific Council may attend its meetings, but does not have the right to vote. Before appointing an honorary member of the Scientific Board, the Dean requests the opinion of the Senate on the contemplated appointment.

²⁵⁾ Section 33(2)(c) of the Higher Education Act.

²⁶⁾ Section 29 and section 30 of the Higher Education Act.

6. The Scientific Council may request the opinion of another Faculty body.
7. The Scientific Council may study conclusions of the meeting of other Faculty bodies and the Dean's permanent advisory bodies.
8. The Scientific Council's activities are regulated by its code of procedure.

Article 10

Disciplinary Committee

The Disciplinary Code for Faculty Students²⁷⁾ in conjunction with the Disciplinary Code for University Students²⁸⁾ lays down additional details regarding the number and the term of office of the members of the Faculty's Disciplinary Committee²⁹⁾ and the procedural rules and professional assistance available to the Disciplinary Committee.

²⁷⁾ Section 33(1)(e) of the Higher Education Act.

²⁸⁾ Section 17(1)(i) of the Higher Education Act.

²⁹⁾ Section 31 of the Higher Education Act.

Article 11
Dean's Advisory Bodies

1. The Dean's Board is a permanent advisory body of the Dean. It usually consists in the Vice-Deans and the Registrar.
2. The Extended Dean's Board is a permanent advisory board of the Dean. The Extended Dean's Board usually consists in Vice-Deans, the Registrar, a member of the Senate appointed by the Faculty staff, a member of the Senate appointed by the Faculty's enrolled students, and the heads of the Faculty's departments.
3. The Dean may also appoint additional boards and committees for special areas as his or her advisory bodies.

Article 12
Registrar

1. The Registrar³⁰⁾ is in charge of the Faculty's financial management and internal administration to the extent of the powers and responsibilities designated by the Dean.
2. The Registrar is appointed based on the outcome of a competitive hiring procedure.
3. The Senate expresses its opinion on the Dean's choice of the Registrar.
4. The Dean may authorise the Registrar to
 - a) manage the Dean's Office,
 - b) act on behalf of the Faculty in matters associated with the financial management of the Faculty and the administration of the University property entrusted to the Faculty's bodies.
5. The Registrar attends the Senate's meeting at the request of the Senate or its President, and answers any questions regarding the performance of their office asked by the Senate or its members at the meeting.

Article 13
Dean's Office

1. The Dean's Office serves the needs of the Faculty. To this end, it engages in organisation, coordination and advisory activities, keeps records, and conducts inspections in the areas of study, research, economics, human relations, legal matters, external relations and foreign affairs as well as internal administration.
2. The Dean's Office manages the material and administrative aspects of the activities pursued by the Dean, Vice-Deans, the Senate, the Scientific Council, the Disciplinary Committee, the Dean's Board and Extended Board, other Faculty commissions appointed by the Dean, and the Registrar.

³⁰⁾ Section 32 of the Higher Education Act.

3. The Dean's Office keeps records in matters regulated in section 24 of the Higher Education Act.

Article 14

Powers of Faculty and University Bodies

1. The Faculty's bodies³¹⁾ may present motions, comments and complaints to the self-governing bodies of the University and to the bursar. The University's bodies must address them, process them without undue delay and respond to them.³²⁾
2. The self-governing academic bodies of the University and the bursar may present comments and motions to the Faculty's bodies. The Faculty's bodies must address them, process them without undue delay and respond to them.³³⁾

Article 15

Information Service Facilities

The use and the operation of libraries, reading rooms, computer labs and other information service facilities is regulated by the rules of conduct drawn up with respect to the needs of the Faculty's academic community.³⁴⁾

Article 16

Use of Faculty Premises

1. In using the Faculty's premises, everyone must behave in a safe and responsible manner to avoid any risk to health, life or property, refrain from any actions that could curtail the academic rights and freedoms of any members of the academic community, and protect and promote a spirit of amicable cooperation in the academic environment.
2. Detailed rules on the use of the Faculty's premises may be laid down by the Dean.

Part III

Study Programmes and Students

Article 17

Study Programme

³¹⁾ Section 25(1) and 2 of the Higher Education Act.

³²⁾ Article 17(1) of the University's Constitution.

³³⁾ Article 17(2) of the University's Constitution.

³⁴⁾ Particularly section 62(1)(g) of the Higher Education Act.

1. A study programme offered by the Faculty must be derived from or based on the basic areas of science and research pursued by the Faculty and it must be a part of one of the study areas.
2. In preparing and implementing study programmes, the Faculty is to use the available resource efficiently, and optimize the integration of educational activities.
3. Study programmes may be carried out
 - a) autonomously by the Faculty,
 - b) jointly with other Faculties,
 - c) according to paragraphs a) or b) in cooperation with a higher education institute.
4. For study programmes implemented under paragraph b), it is necessary to identify the faculty in which the student has enrolled³⁵⁾; the student must observe the internal regulations of that faculty.
5. A study programme may also be implemented in cooperation with an international higher education institution³⁶⁾ or an international research institution; the draft cooperation agreement with the international educational or research institution, including the details about the study programme accreditation or other form of recognition under the legislation of the foreign country in which the educational or research institution is based, are submitted by the Dean to the Rector following discussion with the Faculty's Scientific Council.
6. The study programme is specified in detail in the Faculty's curricula.
7. The Faculty's internal Organizational Rules of Studies, prepared under the applicable provisions of the University's Study and Examination Code, regulate and specify the arrangement and organization of education at the Faculty.³⁷⁾
8. The details about the submission and discussion of proposals related to the accreditation of study programmes, institutional accreditation for an area or areas of study and for granting the authorisation to proceed with a study programme are regulated in the University's Accreditation Programme.
9. The Dean informs the Senate about the accreditation of a study programme at its upcoming meeting.

Article 18

Monitoring of Study Programmes

Study programmes and their implementation at the Faculty are continuously monitored by the Dean, who adopts any associated measures and decisions in relation with the programmes as needed without delay.

³⁵⁾ Section 51(2) of the Higher Education Act.

³⁶⁾ Section 47a of the Higher Education Act.

³⁷⁾ Section 33(2)(f) of the Higher Education Act and Article 19(2) of the University's Study and Examination Code.

Article 19
Student Admissions

1. Admission to the Faculty and the admission review procedure are regulated by the University's Code of Admissions Procedure.³⁸⁾
2. The specific Faculty admission conditions for the relevant academic year are approved by the Senate.
3. Applications submitted by the applicants under section 14(1) of the University's Code of Admissions Procedure, particularly requests for an alternative date, modification of the assignment mode or course of entrance exam, are handled by the Vice-Dean designated by the Dean for this purpose, most frequently by the Vice-Dean for education. The proper handling of such requests and filings is reviewed by the Dean.

Article 20
Study

1. The details of a study programme implementation, the form and the course of study, and the students' attendance requirements, and rights and duties, and the manner of publication of successfully defended final theses and theses submitted for defence are laid down in the University's Study and Examination Code.³⁹⁾
2. The Faculty's own Organizational Rules for Studies specify the additional particulars of study at the Faculty.⁴⁰⁾
3. The conditions of study for international students are regulated in the University's Constitution.⁴¹⁾

Article 21
State Rigorosum Examination that is not a Part of Study

1. The procedure for the admission of applications for a State Rigorosum Examination,⁴²⁾ which is not a part of study; the particulars of these examinations, their course, and evaluation; the details of the manner of publication of defended rigorosum theses and theses submitted for defence; rules regulating the determination of fees for accepting the application for the examination and holding the examination; and rules regulating the

³⁸⁾ Section 17(1)(k) of the Higher Education Act.

³⁹⁾ Section 17(1)(g) of the Higher Education Act.

⁴⁰⁾ Section 33(2)(f) of the Higher Education Act and Article 19(2) of the University's Study and Examination Code.

⁴¹⁾ Section 106 of the Higher Education Act.

⁴²⁾ Section 46(5) of the Higher Education Act.

payment of costs of the examinations and their preparation are all governed by the Rigorousum Examination Code of the University.⁴³⁾

2. The Faculty's own State Rigorousum Examination Rules specify the additional particulars of this type of exam at the Faculty.⁴⁴⁾

Article 22

Recognition of Students' Achievements

1. The Rector or the Dean may reward a student or a study programme graduate with a public commendation, financial award or a gift. The Rector rewards and recognizes students at his or her own initiative or on the advice of the Faculty's Dean. Students and graduates may be recognized for their academic excellence, for outstanding results in their scholarly, research, sports or cultural activities accomplished in the course of their study, for an honourable civic act or activity conducted during the course of study and act of exceptional civic courage or selflessness.
2. The conditions for granting the awards are regulated by the Dean's student recognition guidelines.

Article 23

Scholarships

1. Scholarships are granted under the University's Scholarship and Bursary Rules.
2. The Faculty's own Scholarship Rules specify the particulars of scholarships granted by the Faculty to the extent regulated by the University's Scholarship and Bursary Rules.⁴⁵⁾

Article 24

Students' Breach of Discipline

1. The University's Student Disciplinary Code regulates the considerations and procedure for dealing with disciplinary offences by students and the imposition of sanctions for such offences.⁴⁶⁾
2. The Faculty's Student Disciplinary Code specifies the additional particulars, particularly about the proceedings before the Disciplinary Committee.⁴⁷⁾

⁴³⁾ Section 17(1)(k) of the Higher Education Act.

⁴⁴⁾ Section 33(2)(f) of the Higher Education Act.

⁴⁵⁾ Section 33(2)(f) of the Higher Education Act and Article 4(2) of the University's Scholarship and Bursary Code.

⁴⁶⁾ Section 17(1)(i) of the Higher Education Act.

⁴⁷⁾ Section 33(1)(e) of the Higher Education Act.

Article 25
Study Fees

The amount, terms of payment and the due dates of fees associated with studying at the Faculty are laid down in Appendix 2 to the University's Constitution.

Article 26
Payments Collected From Students for Certain Acts

1. For administrative acts set forth in the Rector's decisions, the Faculty may collect payments to cover their costs. The exact amount is determined by the Dean in accordance with the terms of the Rector's decision.
2. Without payment, the act mentioned in paragraph 1 will not be performed.

Article 27
Delivery of Correspondence to Students and Applicants

The delivery of correspondence to students and applicants is regulated by the Administrative Procedure Code, the Higher Education Act and the University's Constitution.⁴⁸⁾

Article 28
Lifelong Learning

1. Lifelong learning is provided based on a contract.
2. The rules for preparing, approving, and implementing lifelong learning programmes, the admission and completion requirements for lifelong learning programmes and the rules for determining the fees are laid down in the University's Rules for Lifelong Learning,⁴⁹⁾ the particulars applicable to the Faculty may be determined by the Dean.

Part IV
Academic Staff and Other Employees

Article 29
Academic Staff Employment⁵⁰⁾

⁴⁸⁾ Article 29 of the University's Constitution.

⁴⁹⁾ Section 17(1)(k) of the Higher Education Act.

⁵⁰⁾ Section 70(1) of the Higher Education Act.

1. Full Professors and Associate Professors are usually employed under an open-ended contract.
2. Work assignments given to academic staff may not infringe on academic freedoms or rights.

Article 30

Competitive Hiring Process

1. The rules of the competitive hiring process for the Faculty's academic positions are set out in the University's Competitive Hiring Process Code.⁵¹⁾ A member of the Faculty's Senate usually sits in the selection commission.
2. A competitive hiring process may also be used in hiring other employees, such as scientific and research staff.

⁵¹⁾ Section 17(1)(f) of the Higher Education Act.

Article 31

Salary

To the extent permitted by the applicable legislation⁵²⁾, the salary of academic staff and other employees is determined in accordance with the rules laid down in the University's Internal Salary Regulations.⁵³⁾

Article 32

Special Provisions Regarding Non-Academic Employees

Sections 4(2) to 4(6) of the present Constitution apply by analogy also to the non-academic employees of the Faculty.

Article 33

Appointment of Associate and Full Professors

1. The Dean informs the Senate about the accreditation of a study field for a procedure to attain associate professorship status ("habilitation") or the procedure for the appointment of a full professor at the Senate's upcoming meeting.
2. The procedure for the appointment of an associate professor and for the appointment of a full professor, the fees associated with the acts pertaining to the procedures and the procedure to declare the associate professorship procedure invalid are regulated in detail by the University's Code of Procedure for the Appointment of Associate and Full Professors.⁵⁴⁾
3. In the habilitation proceedings, the habilitation committee may vote electronically so long as the electronic voting system permits its members to cast a secret vote. The voting result is valid if the votes are cast by at least four members of the habilitation committee. A resolution is adopted if it received votes from at least three committee members.⁵⁵⁾
4. In the full professorship appointment proceedings, the committee may vote electronically so long as the electronic voting system permits its members to cast a secret vote. The voting result is valid if the votes are cast by at least four members of the habilitation committee. A resolution is adopted if it received votes from at least three committee members.⁵⁶⁾

Article 34

Visiting Professors

⁵²⁾ Act No. 262/2006 Sb., Labour Code, as amended.

⁵³⁾ Section 17(1)(d) of the Higher Education Act.

⁵⁴⁾ Section 17(1)(k) of the Higher Education Act.

⁵⁵⁾ Article 3(5) of the University's Code of Procedure for the Appointment of Associate and Full Professors.

⁵⁶⁾ Article 12(4) of the University's Code of Procedure for the Appointment of Associate and Full Professors.

1. Teachers from international higher education institutions who hold a position comparable to the position of a full professor or an associate professor may use the working designation “Visiting Professor of Charles University” during their stay at the University, subject to the Rector’s prior decision issued on the advice of the University’s Scientific Council.
2. Visiting Professors may exercise the rights and must discharge the duties of regular members of the Faculty’s academic community except for the right to vote and to be elected a member of the Faculty’s and the University’s academic senates.

Part V

Strategic Plan, Annual Report, Evaluation of Activities

Article 35

Faculty’s Strategic Plan and its Application

1. The strategic plan of the Faculty’s educational and creative activities (Strategic Plan)⁵⁷⁾ is prepared in accordance with the University’s strategic plan of educational, scholarly, research, development, innovative, artistic, or other creative activities.
2. The Strategic Plan is serves as the basis for preparing changes in the Faculty’s internal organization, for preparing new study programmes and for implementing changes in the focus of creative activities.

Article 36

Annual Reports and their Application

1. The Faculty prepares annual reports on its activities and financial management.⁵⁸⁾
2. The Dean presents comments on the annual reports to the Senate; the Dean may ask the Registrar to present comments to the Senate on the Faculty’s annual report on financial management.
3. The conclusions presented in the annual reports are used in the course of the Faculty’s management and in order to update or specify the details of the Faculty’s Strategic Plan.

Article 37

System of Internal Evaluation

⁵⁷⁾ Section 27(1)(h) of the Higher Education Act.

⁵⁸⁾ Section 27(1)(d) of the Higher Education Act.

1. The Faculty uses a system of internal evaluation⁵⁹⁾ to periodically review the organisational efficiency of the Faculty, the quality of its educational and creative activities and the use of its resources.
2. The system evaluates the faculty departments and the members of its academic community from the perspective of the Faculty as a whole.

⁵⁹⁾ Section 30(1)(a) of the Higher Education Act.

Article 38
Rules for Evaluation of Activities

The Faculty's activities are evaluated based on the information about the Faculty's inputs and outputs collected continuously by the Dean's Office. Faculty departments and other units must submit the information requested by the Dean timely, accurately and in full. In evaluating the Faculty's activities, the Dean's Office also accounts for the students' feedback on the quality of education.

Article 39
Outcome of Evaluation

The outcomes of the evaluation procedure are discussed by the Scientific Council, approved by the Senate and published with the applicable annual report on the Faculty's activities. Evaluation outcomes are used as the basis for preparing the Strategic Plan.

Part VI
Financial Matters

Article 40
Budget

1. The Faculty prepares an annual budget.⁶⁰⁾
2. The budget must be prepared as balanced.
3. The budget is prepared with a view to and in compliance with the Faculty's long-term financial management principles, as specified in detail for the particular year and approved by the Senate before the creation of the budget.
4. The annual budget prepared in accordance with the foregoing principles is approved by the Senate.

Article 41
Dispositions with Property

The rules for disposing with the Faculty's property are regulated by the University's Constitution.⁶¹⁾

⁶⁰⁾ Article 49(4) of the University's Constitution.

⁶¹⁾ Article 50 of the University's Constitution.

Article 42

Contracts on the Use of Commercial Premises and Real Property

1. The Senate's prior approval is needed to enter into contracts for the lease of commercial premises or other property not listed in paragraph 50(1)(c) of the University's Constitution and used by the Faculty; this extends also to other contracts that create the right to use commercial premises or real property.
2. Section 1 does not apply to leases, whose term does not exceed 48 hours.

Article 43

Financial Review

1. The Faculty's financial management is reviewed and supervised by the Dean, both periodically and on a case-by-case basis, and by the persons authorized by the Dean, whether at the decision of the Dean or the Senate's resolution. The Dean may set up a special Dean's Office department to carry out the review.
2. The Faculty's financial management is also reviewed by the Senate;⁶²⁾ details may be laid down in the Senate's Code of Procedure.⁶³⁾
3. Faculty departments must submit all records and documents necessary to carry out the financial review. Individual employees have the duty to provide true and complete information, and, when requested, present a written statement on the findings of the financial review.
4. Outcomes of the financial reviews are used in the management of the Faculty's day-to-days affairs and in preparing the Faculty's Strategic Plan.

Article 44

Financial Management and Administration of Property

1. The Faculty's Financial Management Rules are based on the University's Financial Management Rules,⁶⁴⁾ Rector's or Bursar's decision⁶⁵⁾ or Dean's decisions issued within the scope of the rules listed above.
2. The rules for the administration of the University's property entrusted to the Dean and the Registrar are provided for in the University's Rules for the Administration of Property⁶⁶⁾ and the Dean's decisions issued within the scope of such results, as reviewed by the Senate.

⁶²⁾ Section 27(1)(c) of the Higher Education Act.

⁶³⁾ Section 33(2)(c) of the Higher Education Act.

⁶⁴⁾ Section 17(1)(k) of the Higher Education Act.

⁶⁵⁾ Article 33 of the University's Financial Management Rules.

⁶⁶⁾ Section 17(1)(k) of the Higher Education Act.

Part VII
Academic Ceremonies and Distinctions

Article 45
Academic Insignia

1. The Faculty uses its academic insignia largely in matriculation and graduation ceremonies, ceremonial sessions of the Senate and the Scientific Council and on opening or closing important Faculty events.
2. The Faculty's academic insignia are described in Appendix 3 to the University's Constitution.

Article 46
Matriculations and Graduations

1. The matriculation of students is an academic ceremony at which students make a solemn oath after their enrolment; it is attended by the Rector or Vice-Rector, and by the Dean or Vice-Dean.
2. The graduation ceremony, which entails the making of a solemn oath and the presentation of a bachelor's, master's or doctoral diploma after the successful completion of study, is attended by the Rector or Vice-Rector, and by the Dean or Vice-Dean.
3. The wording of the matriculation oath and the bachelor's, master's and doctoral oaths is enclosed in Appendix 3 to the present Constitution.
4. The procedure of the matriculation and graduation ceremonies is laid down in the University's Matriculation and Graduation Code.⁶⁷⁾

Article 47
Memorial Medals

1. The Faculty awards memorial medals to academic staff, students and other persons who have rendered an important service to Faculty's or University's development or played an instrumental role in the development of science, culture and learning, or academic freedoms.
2. The particulars for the memorial medal awards are laid down in the University's Rules for Awarding Medals⁶⁸⁾ and in the Faculty's own Rules for Awarding Medals.⁶⁹⁾
3. The documents pertaining to medals and medal awards are kept in the Faculty's archives.

⁶⁷⁾ Section 17(1)(k) of the Higher Education Act.

⁶⁸⁾ Section 17(1)(k) of the Higher Education Act.

⁶⁹⁾ Section 33(2)(f) of the Higher Education Act.

Article 48
Emeritus Professors

1. An Emeritus Professor is a professor who has retired from his employment at the University or who is in retirement and was formerly employed by the University. An Emeritus Professor is appointed by the Rector at the Dean's proposal made with a view to an opinion expressed by the Faculty's Scientific Council.
2. *Emeritus Professor of Charles University* is an honorary degree which does not bestow membership in the academic community of the University. An Emeritus Professor has the right to participate in the creative activities pursued by the University and use its equipment and information technologies for that purpose; the appointment of Emeritus Professor does not bestow other proprietary rights. An Emeritus Professor has the right to be given the floor at meetings of the members of the academic community.

Article 49
Professors in Memoriam

1. A member of the academic staff who achieved outstanding results in pedagogic and creative activities during his lifetime, may be appointed Professor in Memoriam by the Rector, at the proposal of the Faculty's Scientific Council with a view to the opinion expressed by the University's Scientific Council. This degree may also be awarded in other cases worthy of special consideration.
2. *Professor in Memoriam of Charles University* is an honorary degree which does not bestow any proprietary rights.

Part VIII
Common Provisions

Article 50
Official Notice Board

1. The Faculty has its official notice board.
2. The official notice board must be clearly designated and situated in an easily accessible location at the Faculty.
3. The official notice board is used to post official 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 on the public section of the Faculty's website.

Article 51
Publishing Information

The public section of the Faculty's website is used to publish

- a) minutes of meetings of the Faculty's self-governing bodies and the Dean's permanent advisory bodies, the schedule of those meetings and the information about the date and place of upcoming meetings,
- b) Dean's decisions,
- c) the Faculty's internal rules and regulations, including the full texts and links to the University's internal regulations,
- d) annual reports on the Faculty's activities and financial management, its Strategic Plans and their specification,
- e) other information stipulated by the Higher Education Act, other legal regulations, the internal regulations of the University or the Faculty, or information published by the decision of the Faculty's Dean.

Article 52
Interpretation

The provisions of this Constitution and other Faculty internal rules and regulations must be interpreted in view of the principles expressed in the preamble to the University's Constitution. If in doubt, the provisions are interpreted by the Senate.

Part IX
Transitional and Final Provisions

Article 53
Transitional Provision on Bodies under this Regulation

Persons elected or appointed under the regulations effective up to now are deemed to be elected or appointed under this Constitution. The term of office of the members of the Scientific Council appointed under the existing regulation ends in accordance with the present Constitution. This is without prejudice to the term of office of any other persons appointed or elected under the existing regulations.

Article 54
Repeal Provision

The Faculty's Constitution of 10 October 2008, as amended, is hereby repealed.

Article 55
Final Provisions

1. The Constitution was approved by the Senate on 24 May 2017 and comes into force on the date of its approval by the University's Academic Senate.⁷⁰⁾
2. The Constitution becomes effective on the first day of the calendar month to follow the date on which it comes into force.

Appendices:

1. Coat of Arms of the Faculty of Pharmacy in Hradec Králové
2. The Faculty's Organisational Structure
3. The wording of the matriculation oath and the master's and doctoral oaths.

PhDr. Zdenka Kudláčková, Ph.D., (signed in her own hand)
Chairperson of the Senate

doc. PharmDr. Tomáš Šimůnek, Ph.D., (signed in his own hand)
Dean

PhDr. Tomáš Nigrin, Ph.D., (signed in his own hand)
Chairperson of the University's Academic Senate

⁷⁰⁾ Section 9(1)(b) of the Higher Education Act.

The Academic Senate of the University approved the present Constitution on 2 June 2017

Appendix 1 to the Constitution of the Faculty of Pharmacy in Hradec Králové

Coat of Arms of the Faculty of Pharmacy in Hradec Králové



Appendix 2 to the Constitution of the Faculty of Pharmacy in Hradec Králové

1. The Faculty's Organisational Structure

Dean's Office

Departments:

Department of Analytical Chemistry

Department of Biophysics and Physical Chemistry

Department of Biochemical Sciences

Department of Biological and Medical Sciences

Department of Pharmaceutical Botany

Department of Pharmaceutical Chemistry and Pharmaceutical Analysis

Department of Pharmaceutical Technology

Department of Pharmacognosy

Department of Pharmacology and Toxicology

Department of Organic and Bioorganic Chemistry

Department of Social and Clinical

Pharmacy

Sections:

Section of Foreign Languages

Units:

Centre for Information Technologies

Centres:

Scientific Information Centre

Garden of Medicinal Plants

Czech Pharmaceutical Museum

2. Shared department of the Faculty of Pharmacy and Faculty of Medicine in Hradec Králové: Department of Physical Education – treated as a Faculty unit in elections to the Faculty's academic senate.

Appendix 3 to the Constitution of the Faculty of Pharmacy in Hradec Králové

Wording of the matriculation oath and the master's and doctoral oaths, including the Graduation Officer's formula

Article 1

Matriculation Oath

At the matriculation ceremony, students take the following oath:

I promise to properly exercise the rights and fulfil the duties of a member of the academic community of Charles University. I promise to respect the glorious humanistic and democratic tradition of Charles University, to heed its good reputation, and to study so that my activity brings universal benefit.

Article 2

Bachelor's Graduation Oath

The Bachelor's graduation oath, including the Graduation Officer's formula is:

Promotor:

Scholares clarissimi, examinibus, quae ad eorum, qui baccalarii nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc sollemni consessu ornaremus.

Prius autem fides est danda vos tales semper futuros, quales vos esse iubet Universitas, cuius membris hac dignitate adepta adnumerandi estis, et nos vos fore speramus.

Spondebitis igitur:

Primum vos huius Universitatis, in qua baccalarii 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 prudentiam eruditionemque vestram, a facultate praeceptam, facultatis Universitatisque iussa sequentes, humani generis usui tantum atque hominum bono adhibituros.

Ergo ego promotor rite constitutus vota vestra dextra data probans vos ex decreto ordinis mei baccalarios creo, creatos renuntio omniaque baccalarii iura ac privilegia in vos confero.

In cuius rei fidem haec diplomata Universitatis Carolinae sigillo firmata vobis in manus trado.

Article 3

Master's Graduation Oath

The Master's graduation oath, including the Graduation Officer's formula is:

Promotor:

Scholares clarissimi, examinibus, quae ad eorum, qui magistri nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc sollemni consessu ornaremus.

Prius autem fides est danda vos tales semper futuros, quales vos esse iubebit dignitas, quam obtinueritis, et nos vos fore speramus.

Spondebitis Igitur:

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 studia naturae impigro labore culturos et provecturos non sordidi lucri causa nec ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus generis humani continetur, clarius effulgeat.

Haec vos ex animi vestri sententia spondebitis ac pollicebimini?

Scolares:

Spondeo ac polliceor.

Promotor:

Itaque iam nihil impedit, quominus honores, quos obtinere cupitis, vobis impertiamus.

Ergo ego promotor rite constitutus vos ex decreto ordinis mei magistros creo, creatos renuntio omniaque magistri iura ac privilegia in vos confero. In cuius rei fidem haec diplomata Universitatis Carolinae sigillo firmata vobis in manus trado.

Article 4

Doctoral Graduation Oath

The Doctoral Graduation oath, including the Graduation Officer's formula is:

Promotor:

Examinibus, Doctorandi clarissimi, quae ad eorum, qui doctoris nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc solemni consessu ornaremus.

Prius autem fides est danda, vos tales semper futuros, quales vos esse iubebit dignitas, quam obtinueritis, et nos vos fore speramus.

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 pharmaciae impigro labore culturos et provecturos atque in prosperitatem
hominum studiose conversuros, non ad vanam captandam gloriam, sed ut veritas propagetur
et lux eius, qua salus humani generis continetur, clarius effulgeat.

Haec vos ex animi vestri sententia spondebitis ac pollicebimini?

Doctorandi:

Spondeo ac polliceor.

Promotor:

Itaque iam nihil impedit, quominus honores, quos obtinere cupitis, vobis impertiamus. Ergo
ego promotor rite constitutus vos ex decreto ordinis mei doctores creo, creatos renuntio
omniaque doctoris iura ac privilegia in vos confero. In cuius rei fidem haec diplomata
Universitatis Carolinae sigillo firmata vobis in manus trado.