

**CHARLES UNIVERSITY  
HUSSITE THEOLOGICAL FACULTY**

**CONSTITUTION  
OF THE HUSSITE THEOLOGICAL FACULTY  
OF CHARLES UNIVERSITY**

*Under section 27 (1)(b) and section 33 (2)(a) of Act no. 111/1998 Coll.,  
Act on Higher Education Institutions and on Modifications and Amendments of other Acts (Higher Education Act), as amended (hereinafter "Higher Education Act"), the Academic Senate of Hussite Theological Faculty of Charles University decided by resolution on the following Constitution of the Hussite Theological Faculty of Charles University as its internal regulation:*

**Section I  
Introductory Provisions**

**Article 1  
Fundamental Provisions**

1. Hussite Theological Faculty (hereinafter "the Faculty") is a basic unit of Charles University (hereinafter "University"), which is a public higher education institution of university type.<sup>1</sup>
2. In legal relations, in which the Faculty acts on behalf of the University, the name "Charles University, Hussite Theological Faculty" or the Latin name "Universitatis Carolina, Facultas Theologiae Hussiticae" will be used. In other relations, the name "Hussite Theological Faculty of Charles University" or the Latin name "Facultas Theologiae Hussiticae Universitatis Carolinae" may be used. Other foreign language versions of the name are listed in Appendix no. 2 to the Constitution of the University, or they may be specified by a Dean's measure. The abbreviation of the name of the Faculty shall be "HTF UC".
3. The registered office of the Faculty is at Prague 4, Pacovská 350/4.
4. Hussite Theological Faculty is the successor of the Hus Czechoslovak Theological Faculty in Prague, under section 3 of Act no. 163/1990 Coll., Act on Theological Faculties, and is part of Charles University, in accordance with the will of the Czechoslovak Hussite Church. The Faculty preserves and develops Hussite theology.
5. The relations between the Faculty and the University are governed by the Higher Education Act, the internal regulations of the University and of the Faculty.
6. The Faculty uses an official round seal with the state emblem of the Czech Republic and the text "Charles University, Hussite Theological Faculty" in cases stipulated by legal regulations.<sup>2</sup> The rules for using other seals are stipulated by the Rector's measure.

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<sup>1</sup> section 2 (4) and section two of the Higher Education Act.

<sup>2</sup> Act no. 352/2001 Coll., Act on Using State Symbols of the Czech Republic.

**Article 2**  
**Aim and Activities of the Faculty**

1. Ideologically and content-wise, the Faculty continues the tradition of Czech Reformation theology at Prague university going back to the time of Jan Hus, with a particular emphasis on the tradition of Czech Catholic Modernism of the 19th and 20th centuries, the historical result of which was the establishment of the Czechoslovak Hussite Church.
2. In its activities, the Faculty emphasizes the freedom of worship and promotes academic freedoms and rights.
3. The aim of the Faculty is to fulfil the mission of the University and to foster Christian and philosophical values in the spirit of European culture, humanism and contemporary ecumenical efforts. The Faculty endeavours to develop free theological research. The Faculty fulfils this mission within the theological study programmes, specifically in Hussite theology, by educating students, conducting research and endeavouring to put knowledge into practice. A significant part of its activities is fostering the scholarly development of the ecclesiastical and lay staff within the Church and their lifelong learning. The Faculty implements other programs to develop opportunities for interreligious dialogue, tolerance and ministering to people.
4. The Faculty implements accredited study programmes and lifelong learning programmes (hereinafter referred to as "educational activities") and carries out scholarly, research, development, innovation and other creative activities (hereinafter referred to as "creative activities").
5. The Faculty supports its educational and creative activities with library and other information services.
6. The Faculty may carry out publishing activities, mainly in connection with the educational and creative activities of its academic community.
7. The Faculty's supplementary activities include paid for activities related to its educational and creative activities or activities aimed at a more efficient use of human resources and assets.
8. The Faculty cooperates with domestic and foreign higher education institutions, research institutions and other legal entities and prominent personalities, and creates conditions for the participation of the members of its academic community in such a cooperation.
9. Founding and organizing any activities of political parties and political movements at the Faculty is not allowed.
10. The Faculty cooperates with the Czechoslovak Hussite Church.

**Article 3**  
**Position of the Members of the Academic Community**

1. The academic community of the Faculty consists of the members of academic staff and students enrolled at the Faculty.
2. The members of the academic community of the Faculty perform self-governance of the Faculty, either directly or through self-governing academic bodies.
3. The members of the academic community of the Faculty have the right to
  - a) nominate candidates and elect members of the Academic Senates of the Faculty and the University, and be elected members of the Academic Senates of the Faculty and the University.
  - b) in the manner stipulated in the University's Constitution or the Faculty's Constitution, nominate candidates for the Rector and the Dean,
  - c) attend the meetings of the Academic Senate of the Faculty and the Academic Senate of the University and the Research Board of the Faculty and the Research Board of the University, unless the meetings of the Research Boards are declared as closed,

- d) get acquainted with the minutes of the meetings of the Academic Senates and the Research Boards, including the content of the resolutions,
  - e) to be given the floor to address the meeting of the members of the academic community of the Faculty,
  - f) to submit proposals, comments, and complaints to the self-governing academic bodies; those bodies are obliged to deal with the submissions without undue delay and respond to them.
4. The Faculty supports the activities of research, professional, student associations of the members of the academic community of the Faculty, whose activities support the Faculty in fulfilling the Faculty's mission.
  5. The Faculty heeds the social needs of the members of the academic community of the Faculty. The Faculty heeds the social needs of the members of the academic community of the Faculty with special needs.
  6. The members of the academic community of the Faculty are obliged to comply with the legal regulations, which govern the activities of the University and the Faculty, the internal regulations of the University and the internal regulations of the Faculty.
  7. The members of the academic community of the Faculty are obliged to heed the good reputation of the University and the Faculty. They discharge their duties arising from the execution of the function of the self-governing academic body or from the execution of an office at the Faculty. They shall refrain from any act that is prohibited by the Constitution of Charles University.<sup>3</sup>
  8. The provisions of clauses 4 to 7 apply by analogy to the employees of the University, who are assigned to the Faculty and who are not members of the academic staff (hereinafter "employees of the Faculty").
  9. When using the premises of the Faculty, everyone is obliged to conduct themselves in a way that does not endanger life, health or property, and to prevent any restriction of the academic rights and academic freedoms of any member of the academic community, and to avoid any interference in collegial relations in the academic environment. The Dean stipulates more detailed rules.

## **Section II Faculty Bodies**

### **Article 4 General Provisions**

1. Unless the Higher Education Act stipulates otherwise, the Faculty bodies have the right to make decisions and to act on behalf of the University in the following matters concerning the Faculty:
  - a) establishing self-governing academic bodies of the Faculty,
  - b) internal organization of the Faculty,
  - c) associate professorship appointment procedure and full professorship appointment procedure,
  - d) disposal of the funds allocated to the Faculty,
  - e) employment relationships.
2. Unless the Higher Education Act stipulates otherwise, the Faculty bodies have the right to make decisions and to act on behalf of the University in the following extent stipulated in the Constitution

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<sup>3</sup> Article 5 clause 8 of the Constitution of Charles University.

of the University and the internal regulations of the University in the following matters concerning the Faculty:

- a) creating and implementing study programmes,
  - b) strategic focus of creative activities,
  - c) international affairs and activities,
  - d) supplementary activities and disposal of the funds gained by such activities.
3. In matters specified in clause 1 paragraphs a) and d), the Faculty bodies make decisions and act in the full extent. In matters specified in clause 2, paragraphs b) and c) the Faculty bodies make decisions and act in the full extent, however, any matters of great import from the point of view of direction or development of such activities or the financial management of the Faculty must be discussed with the Rector in advance.
  4. The Faculty bodies make decisions and act on behalf of the University in matters of the disposal of the University's assets in the extent stipulated in article 50 clause 1 paragraph c) of the Constitution of Charles University.
  5. The self-governing academic bodies of the Faculty are
    - a) the Academic Senate, of the Faculty,
    - b) the Dean,
    - c) the Research Board,
    - d) the Disciplinary Commission of the Faculty.
  6. The Secretary to the Faculty is regarded as a body of the Faculty.
  7. In the execution of their powers, in particular decision making, the Faculty bodies are concerned with the purpose of the academic freedoms and academic rights, the principles of the Constitution of Charles University expressed in the preamble thereof, and the mission of the Faculty expressed in Article 2 clauses 1 to 3.
  8. Should it transpire that any measure, resolution or decision of a Faculty body is in conflict with the regulations specified in article 1 clause 5 hereof, the body is obliged to take any corrective measures available, including a change or cancellation of such a measure, resolution or decision. If the body is inactive in conflict with the regulations specified above, this provision is applied with the necessary modifications. This provision does not apply to any decisions or other acts made under the Administrative Procedure Code.<sup>4</sup>
  9. The self-governing academic bodies of the Faculty ensure that the members of the academic community of the Faculty are informed about their activities and have the opportunity to express their opinion in due time regarding any documents and measures of great import which the bodies consider. They ensure that the members of the academic community of the Faculty may submit any comments on the activities of the bodies.
  10. The Faculty bodies have the right to turn to the self-governing bodies of the University and the Bursar with their proposals, comments and complaints.
  11. The self-governing academic bodies of the University and the Bursar have the right to turn to the Faculty bodies with their proposals and comments. The Faculty bodies are obliged to deal with such proposals and comments without undue delay and to respond to them.<sup>5</sup>

## Article 5

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<sup>4</sup> Act no. 500/2004. Coll., Administrative Procedure Code, as amended.

<sup>5</sup> Article 17 clause 2 of the Constitution of Charles University.

## **Academic Senate of the Faculty**

1. The Academic Senate of the Faculty (hereinafter "the Senate") is accountable to the academic community of the Faculty. In the discharge of their office, the members of the Senate are obliged to heed the interests of the Faculty as a whole.
2. Members of the academic community of the Faculty elect the members of the Senate from their midst in each part of the academic community, the academics and the students separately. The Senate has ten members, out of which five are elected from among the academics and five are elected from among the students. The members from the group of academics make up the chamber of academics, the student members make up the student chamber.
3. The membership in the Senate is irreconcilable with the offices of the Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary and of a director of a higher education institute.
4. The manner of election and actions of the Senate are governed by the Code of Electoral Procedure for the Academic Senate of the Hussite Theological Faculty of Charles University and the Code of Procedure for the Academic Senate of the Hussite Theological Faculty of Charles University, which are internal regulations of the Faculty.
5. The term of office of the members of the Senate elected in regular elections is two years.
6. The term of office of all members of the Senate expires if the Senate does not act in compliance with section 27 of the Higher Education Act for the period of six months. The Dean announces new elections within 30 days.
7. The bodies of the Senate are the President, two Vice-Presidents and the Board.
8. The Senate may establish or dissolve working commissions.
9. The Senate may request an opinion of another Faculty body or the head of an organizational unit of the Faculty.
10. The meetings of the Senate are open to the public.
11. The Senate acts as follows:
  - a) On the proposal of the Dean, the Senate makes decisions regarding the establishment, merger, consolidation, division or dissolution of Faculty units,
  - b) approves draft internal regulations of the Faculty, upon the initiative of the Dean, or in the case of the Code of Procedure for the Academic Senate of the Faculty, upon the initiative of the Academic Senate of the Faculty, for which the Academic Senate of the Faculty requested the Dean's opinion, and submits them to the Academic Senate of the University for approval;
  - c) approves the distribution of funds of the Faculty submitted by the Dean and supervises the use thereof,
  - d) approves the annual report on activities and financial management of the Faculty submitted by the Dean,
  - e) approves the requirements for the admission to study in study programmes offered by the Faculty,
  - f) provides the Dean with a prior consent to the nomination and removal of members of the Research Board of the Faculty and the Disciplinary Commission of the Faculty,
  - g) decides by resolution regarding nominations for the office of the Dean or proposes the removal the Dean from the office,
  - h) upon proposal of the Dean, approves the Strategic Plan of the Faculty (article 22), which is first considered by the Research Board of the Faculty.
12. The Senate gives their opinion specifically
  - a) regarding the proposed study programmes to be offered by the Faculty,
  - b) regarding the intention of the Dean to appoint or remove Vice-Deans,
  - c) regarding the intention of the Dean to appoint or remove heads of the departments,

- d) regarding other issues submitted by the Dean.

## **Article 6**

### **Dean**

1. The Dean is at the head of the Faculty and is appointed from among the members of the academic staff of the Faculty, specifically professors or associate professors. The Dean acts and makes decisions regarding Faculty matters, in compliance with the Higher Education Act, the Constitution of the University, the Constitution of the Faculty and other internal regulations of the University and internal regulations of the Faculty.
2. Should the elected candidate for the Dean be not a priest of the Czechoslovak Hussite Church, the President of the Senate will apply for the consent to the appointment of the Dean with the Central Council of the Church.
3. The Dean is appointed and removed by the Rector upon proposal of the Senate.
4. The Dean is accountable to the Rector and the Senate. In the scope of their powers, the Dean is accountable to the Rector for a purposeful use of the funds, settlement of contributions and subsidies and for a due management of the entrusted University property.
5. Upon the notice of the Senate or the President, the Dean attends the meetings of the Senate. The Dean answers questions related to the discharge of their office asked by the Senate or a member of the Senate at a meeting of the Senate.
6. The term of office of the Dean is four years. The same individual may remain in the office of the Dean of the Faculty for the maximum of two consecutive terms of office.
7. The Rector may remove the Dean on their own initiative only based on a prior statement of the Senate and with the consent of the Academic Senate of the University if the Dean fails to fulfil their duties in a serious manner or seriously damages the interests of the University or the Faculty.
8. In particular, the Dean
  - a) represents the Faculty,
  - b) manages, develops and coordinates the activities of the Faculty,
  - c) acts in accordance with the internal regulations of the University and the Faculty and continuously supervises their observation,
  - d) appoints and removes Vice-Deans based on a prior statement of the Senate;
  - e) based on a prior statement of the Senate, the Dean appoints and removes members of the Research Board of the Faculty of which the Dean is the President,
  - f) based on a prior statement of the Senate, the Dean appoints and removes members of the Disciplinary Commission of the Faculty,
  - g) appoints and removes the Secretary, determines the scope of the Secretary's activities, and supervises them,
  - h) based on a prior statement of the Senate, the Dean appoints and removes the heads of departments and institutes, determines the scope of their activities and supervises those activities,
  - i) acts concerning the internal regulations in the manner specified in article 5(11)(b).
  - j) submits to the Senate the proposal for the distribution of the funds of the Faculty for approval,
  - k) submits draft annual reports on activities and financial management of the Faculty to the Senate for approval,
  - l) submits proposals for establishing, merger, consolidation, division or dissolution of Faculty units to the Senate,
  - m) convenes the academic community of the Faculty,

- n) in the extent stipulated in article 50(1)(c) of the Constitution of Charles University, the Dean makes decisions concerning the disposal of the University property and acts in connections with it on behalf of the University,
  - o) decides in employment matters regarding the Faculty employees on behalf of the University,<sup>6</sup>
  - p) in accordance with article 22 of the Constitution of Charles University, the Dean submits any proposal for the appointment or removal of a guarantor of a programme of study and the members of the subject-area board of a doctoral programme of study to the Rector, based on a prior statement of the Research Board of the Faculty,
  - q) submits to the Rector any proposals for awarding a Doctor Honoris Causa degree with the statement of the Research Board of the Faculty.
9. Vice-Deans act as the Dean's deputies. The Dean sets tasks for the Vice-Deans and supervises their activities. The scope of their powers is stipulated by the Dean's measure. The Dean determines which Vice-Dean will act as their deputy in the Dean's absence.
  10. The Dean's Board is the permanent advisory body of the Dean the members of which are the Vice-Deans, the Secretary, and any other members appointed by the Dean.
  11. Any other advisory bodies of the Dean are established by the Dean at their own discretion. The Dean appoints and remove the members thereof. The scholarship and bursary commission is an obligatory advisory body. Other commissions, such as editorial commission, are common advisory bodies.
  12. The Dean convenes the meeting of the members of the academic community of the Faculty on their own initiative, based on the decision of the Academic Senate, or on the Rector's request.
  13. Within their scope of powers and the scope of legal regulations, internal regulations of the University and the Faculty and the Rector's measures, the Dean may issue Dean's measures concerning the management of the Faculty that are to be followed by the Faculty.

## **Article 7**

### **Research Board of the Faculty**

1. The Dean is the Chair of the Research Board of the Faculty (hereinafter the "Research Board"), based on the prior consent of the Senate, the Dean appoints and removes the other members of the Research Board.
2. The members of the Research Board are outstanding representatives of the subject-areas, in which the Faculty carries out its educational and creative activities. At least one third of the members are persons who are not members of the academic community of the University.
3. Membership in the Research Board of Trustees terminates
  - a) on the day of delivery of a written notice, by which a member resigns their membership in the Research Board, to the Dean,
  - b) on the day, on which the Dean removes a member of the Research Board based on a prior consent of the Senate.
4. The Patriarch of the Czechoslovak Hussite Church is usually a member of the Research Board of the Faculty.
5. Based on a prior statement of the Senate, the Dean may appoint an outstanding expert, who has contributed to the Faculty's prestige, as a honorary member of the Research Board.
6. In particular, the Research Board

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<sup>6</sup> Articles 35 to 40 of the Constitution of Charles University.

- a) considers the draft strategic plan for the educational and creative activities of the Faculty prepared in accordance with the strategic plan of the University and the draft annual implementation plan for the strategic plan of the Faculty (article 22),
  - b) approves draft programmes of study to be offered by the Faculty.
  - c) submits to the Rector an intention to apply for accreditation, to extend the scope of accreditation, or extend the validity of accreditation of programmes of study offered by the Faculty,
  - d) submits to the Rector an intention to apply for an accreditation of associate and full professorship procedures if the procedures are carried out at the Faculty,
  - e) executes responsibilities in the associate and full professorship procedures in the extent stipulated by the Higher Education Act,
  - f) gives their opinion on the Dean's proposal for an appointment or removal of a guarantor of a programme of study and members of subject-area boards of a doctoral programme of study,
  - g) submits a proposal to appoint a Professor Emeritus to the Rector,
  - h) gives their opinion on the Dean's proposal to award a Doctor Honoris Causa degree,
  - i) submits a proposal to appoint a Professor in Memoriam to the Rector.
7. The Research Board gives their opinion on other matters submitted to it by the Dean.
  8. The meetings of the Research Board are open to public, unless determined otherwise. The meeting of the Research Board is always closed during voting and any debate regarding a nomination for associate professorship or a nomination for full professorship. The Research Board may decide by resolution that the whole meeting or any part thereof will be declared as closed should the personal rights of an individual or an important interest of the Faculty or the University be jeopardized if the meeting was open to the public. Even if the meeting of the Research Board is declared as closed, the Research Board may permit the attendance of individual persons at the meeting of the Research Board for important reasons. The vote is public. The Research Board votes by secret ballot in cases stipulated by the law or if the Research Board decided by resolution to vote by secret ballot.
  9. The agenda of the meetings, the minutes and the resolutions of the Research Board are published in the public section of the Faculty website.
  10. The details regarding the meetings of the Research Board of the Faculty are stipulated in the Code of Procedure for the Research Board of the Hussite Theological Faculty of Charles University which is an internal regulation of the Faculty.

### **Article 8**

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

1. The Disciplinary Commission of the Faculty considers any disciplinary delicts of the students enrolled at the Faculty and submits draft decisions to the Dean.
2. The consideration of disciplinary delicts of the students of Charles University, imposition of sanctions for such delicts and disciplinary proceedings are governed by the Higher Education Act, the Administrative Procedure Code and the Disciplinary Code for the students of Charles University. Further details regarding the Disciplinary Commission of the Faculty and its activities are stipulated by the Disciplinary Code for the Students of Hussite Theological Faculty of Charles University which is an internal regulation of the Faculty.

### **Article 9**

#### **Secretary**

1. The Secretary deals with the financial management and the internal governance of the Faculty in the extent determined by the Dean's measure. The Dean may charge the Secretary in particular with



- a) the management of the Dean's Office,
  - b) to act in matters related to the financial and property management,
  - c) to act in employment matters regarding the employees of the Dean's Office and other organizational units of the Faculty, and other employees than the members of the academic staff.
2. The Dean appoints and removes the Secretary. The appointment is based on a competitive hiring procedure according to the Competitive Hiring Process Code of Charles University.
  3. The Secretary is subordinated to the Dean and is accountable for their activities to the Dean.
  4. To execute their responsibilities, within the legal regulations, internal regulations of the University and the Faculty and the Dean's or Bursar's measures, the Secretary may issue Secretary's measures.
  5. Upon notice of the Senate or the President of the Senate the Secretary shall appear at the meeting of the Senate and answer any questions regarding the discharge of their office which may be posed by the Senate or a member of the Senate at the meeting of the Senate.

### **Part III Organization of the Faculty**

#### **Article 10 Faculty Structure**

1. The Faculty is subdivided into units, the decisions regarding the management, merger, consolidation, division or dissolution of which are made by the Senate on the advice of the Dean.
2. Faculty units include departments and institutes, centres, the Dean's Office and the library.
3. The list of Faculty units including a description of their activities is part of the rules for the internal governance of the Faculty issued by the Dean in the form of a Dean's measure, based on a prior statement of the Senate.
4. The Dean appoints full professors or associate professors as the heads of the departments and institutes. In exceptional and justified cases, the Dean can appoint an assistant professor as a head of a unit.
5. Should the Dean intend to appoint a candidate, who is not a priest of the Czechoslovak Hussite Church as the head of the Department of Systematic Theology, Theological Philosophy and Theological Ethics, the Dean will apply for a consent of the Central Council of the Czechoslovak Hussite Church.
6. Centres are supportive special-purpose facilities of the Faculty.

#### **Article 11 Departments and Institutes**

1. A department or an institute (hereinafter "Department") is the basic structural unit of the Faculty. It is an association of academic staff, researchers, lecturers, or, as the case may be, economic and administrative employees, technical staff and professional staff, who participate in the implementation of the field-specific area of educational and creative activities of the Faculty. The Dean makes decisions regarding the assignment of staff at any Department based on the statement of the Head of Department.
2. The Departments are managed by the heads appointed and removed by the Dean, based on the prior statement of the Senate. The heads Departments are accountable to the Dean. The head of a

Department submits proposals and provides documents concerning the organization of activities of the Department to the Dean and is responsible for the fulfilment of the tasks of the Department. The scope of powers of the head is determined by the Dean in the form of a Dean's measure, based on a prior statement of the Senate. The head's duties include

- a) organizing, coordinating, developing and supervising the educational and creative activities of the Department, in cooperation with the Dean, the Vice-Deans and the study programme guarantor,
  - b) being concerned with the development and quality of the educational and creative activities of the Department,
  - c) giving their opinion regarding decisions concerning employment matters of the members of the Department and submit relevant proposals to the Dean,
  - d) appointing and removing the secretary of the Department and assigning tasks to the secretary,
  - e) being in charge of the material and information support of the activities at the Department.
3. A Department may be subdivided into offices. The decisions regarding the establishment, merger or division of offices are made by the Dean, on the advice of the head of the Department, or on the Dean's own initiative, and based on a prior statement of the Senate; if the Dean acts on their own initiative, they do so based on a prior statement of the head of the Department. The head of the office is at the head of the office appointed and removed by the Dean, based on the prior statement of the head of the Department and the Senate. The provisions of clauses 2 and 4 apply by analogy to the appointment, termination of office and duties of the head of the office. Any serious issues regarding the activities of the office must be consulted with the head of the Department.
4. The office of the head of the Department terminates
- a) by removal,
  - b) at the same time as the membership in the academic community of the Faculty terminates,
  - c) on the day of delivery of a written notice, by which the head of the Department resigns their office, to the Dean.

## **Article 12**

### **Centres**

The organization and activities of the centres are governed by the Dean's measure.

## **Article 13**

### **Dean's Office and Library**

1. The Dean's Office is in charge of the administration of the Faculty; in cooperation with the Rector's Office, the Dean's Office ensures the organizational, coordination, consultation, record-keeping and supervisory activities of the Faculty in the administrative and material respects, in the areas of study, research, public relations and international affairs, financial, staffing, legal and internal governance. The individual offices of the Dean's Office and their activities are specified in detail in the Rules of Internal Governance of the Dean's Office issued in the form of a Dean's measure.
2. The library of the Faculty is a specialized library providing public information services in the field of theology and other related fields.<sup>7</sup> The main task of the library is providing information services

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<sup>7</sup> Section 13 of Act no. 257/2001 Coll., on Libraries and Terms of Operating Public Library and Information Services.

for the educational and creative activities of the Faculty. Details are specified in the code of operation issued in the form of a Dean's measure.

3. Technical and professional staff, service employees and business-operational employees work for the Dean's Office and the library, the Dean makes decisions regarding the assignment of the employees of the Faculty for work in the Dean's Office or the library.

## **Section IV Studies and Students**

### **Article 14 Studies**

1. The implementation of bachelor's, master's and doctoral programmes of study, the forms and course of study, participation in classes, rights and obligations of the students, and the manner of publishing of successfully defended final theses and theses submitted for defence, are governed by the Higher Education Act and the internal regulations of the University.<sup>8</sup>
2. Details regarding the programme of study offered by the Faculty and the organisation of study in the bachelor's, master's and doctoral programmes of study are specified in the Rules of the Organisation of Study at the Hussite Theological Faculty of Charles University which is an internal regulation of the Faculty.

### **Article 15 Admission to Study**

1. The Faculty is open to all applicants.
2. The requirements for admission to study for each academic year are announced by the Dean, based on the approval of the Senate.
3. Submissions concerning the organisation of the admissions procedures, in particular regarding an alternative date for the entrance examination or any modification of the assignment thereof, filed by applicants, are handled by the Dean. The Dean carries out any reviews.<sup>9</sup>
4. The rules for admission to study are governed by the Higher Education Act and internal regulations of the University.<sup>10</sup>

### **Article 16 Scholarships, Appraisal of Students and Graduates**

1. Rules for awarding scholarships are stipulated by the Scholarships and Bursaries Rules of Charles University. Further details are specified in the Scholarships and Bursaries Rules of the Hussite Theological Faculty of Charles University, which is an internal regulation of the Faculty.
2. Rules for the appraisal of students and graduates are stipulated by article 26 of the Constitution of Charles University and the related regulations in the form of Rector's or Dean's measures.

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<sup>8</sup> Articles 21–23 of the Constitution of Charles University; Code of Study and Examination of Charles University.

<sup>9</sup> Article 14 clause 2 the Code of Admissions Procedure of Charles University.

<sup>10</sup> Articles 19–20 of the Constitution of Charles University; Code of Admissions Procedure of Charles University.

## **Article 17**

### **Fees for Study and Payment for Certain Acts**

1. Fees for study, including the rules for determining the amount of fees, the form of payment and maturity, are regulated by Appendix no. 2 to the Constitution of Charles University.
2. For acts determined by the Rector's measure, regarding which the Academic Senate of the University needs to issue an opinion, a fee corresponding with the expended costs connected with such acts may be collected from students. The amount of the fee is determined by the Dean or the Rector.

## **Article 18**

### **Delivery of Written Documents to Applicants and Students**

The rules for the delivery of written documents to applicants and students are specified in article 29 of the Constitution of Charles University.

## **Article 19**

### **State Rigorosum Examinations, Which Are Not Included in the Study**

(1) The state rigorosum examination, which is not part of the study, is governed by the rules stipulated by the Rigorosum Examination Code of Charles University. Further details regarding the holding of rigorosum examination are specified in the Rules for the Organisation of State Rigorosum Examinations at the Hussite Theological Faculty, which is an internal regulation of the Faculty.

(2) Academic degrees according to the Higher Education Act are awarded to the graduates of the master's study programme who pass the state rigorosum examination, a part of which is the defence of the rigorosum thesis.

## **Article 20**

### **Lifelong Learning**

The rules for the preparation, approval and implementation of lifelong learning programmes, conditions for admitting applicants and completion of lifelong learning programmes and the rules for determining the amount of fee are determined by the Rules for Lifelong Learning of Charles University and the Dean's measure.

## **Section V**

### **Academic Staff and Other Employees**

## **Article 21**

### **Fundamental Provisions**

1. The academic staff of the Faculty consists of professors, associate professors, extraordinary,<sup>11</sup> assistant professors, assistants, lecturers, researchers and development workers employed by the

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<sup>11</sup> Article 39 Constitution of Charles University.

University who perform pedagogical and creative activities at the Faculty, depending on the agreed type of work.

2. Other specialists may participate in the teaching process based on agreements on work performed outside employment.
3. A member of the academic staff must have appropriate specialist qualifications.<sup>12</sup>
4. Employment relationships of the academic staff and other employees, in particular researchers and specialists, are governed primarily by the Labour Code<sup>13</sup> and internal regulations of the University.<sup>14</sup>
5. Procedures for the appointment of associate professors and full professors are governed by the Higher Education Act and internal regulations of the University.<sup>15</sup>
6. Rules regarding extraordinary professors, Professors Emeritus, Visiting Professors, Honorary Doctors and professors in memoriam are stipulated in the internal regulations of the University.<sup>16</sup>

## **Section VI**

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

#### **Article 22**

##### **Preparing the Strategic Plan of the Faculty and the Use Thereof**

1. Strategic plan of educational, research, development, innovation, artistic and other creative activities (hereinafter "the Strategic Plan") of the Faculty is a fundamental document of the Faculty.
2. The Strategic Plan of the Faculty is primarily based on the Strategic Plan of the University.<sup>17</sup>
3. The Faculty participates in the preparation of the Strategic Plan of the University and issues an opinion before it is considered by the Research Board of the University. The interests of the Faculty and the University as a whole are taken into consideration.
4. The Strategic Plan of the Faculty is the starting point in the preparation of any changes to the internal structure of the Faculty, new study programmes and the focus of the creative activities.
5. The Strategic Plan of the Faculty is specified in the yearly plans for its implementation.

#### **Article 23**

##### **Annual Reports and Their Use**

The Faculty prepares an annual report on the activities and an annual report on financial management. The conclusions of the annual reports are used in the management activities and for the purpose of specifying the Strategic Plan and the internal evaluation of the quality of educational, creative, and related activities of the Faculty.

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<sup>12</sup> Compare the Wages Regulation of Charles University.

<sup>13</sup> Act no. 262/2006 Coll., as amended.

<sup>14</sup> Articles 35 to 37 of the Constitution of Charles University; Wages Regulation of Charles University; Competitive Hiring Process Code of Charles University.

<sup>15</sup> Article 38 of the Constitution of Charles University; Code of Procedure for the Research Board of Charles University; Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University.

<sup>16</sup> Articles 39 to 41 of the Constitution of Charles University.

<sup>17</sup> Article 44 of the Constitution of Charles University.

**Article 24**  
**System of Internal Evaluation and Quality Assurance of the Faculty**

The rules for the system of internal evaluation and quality assurance of the Faculty are stipulated by internal regulations of the University and the related Rector's measures.<sup>18</sup> Further details are specified in the Dean's measures.

**Section VII**  
**Financial Matters**

**Article 25**  
**Balance Sheet, Provisional Budget**

1. The Faculty prepares a balance sheet for the financial management thereof. The balance sheet is prepared after the University budget is approved. The balance sheet may not be prepared as deficit balance sheet.
2. Revenues include funds allocated according to the breakdown of institutional contributions and subsidies and other anticipated income of the Faculty.
3. In the period between the 1 January and the date, on which the balance sheet is approved, the budget management is governed by the provisional budget where the monthly expenses may be up to one twelfth of the revenues for the previous calendar year. The Dean is entitled to take the necessary measures to ensure that spending is in line with the budget. The budget revenues and expenditures during the period of provisional budget are settled from the balance sheet after it is approved.

**Article 26**  
**Financial and Property Management**

The Faculty manages the entrusted assets of the University in accordance with the internal regulations of the University, Rector's measures, Bursar's measures, and Dean's measures.

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<sup>18</sup> Articles 46 to 48 of the Constitution of Charles University; Rules for the System of Internal Evaluation and Quality Assurance of Charles University; Accreditation Code of Charles University; Code of Procedure for the Internal Evaluation Board of Charles University; Code of Rules for Educational Activities Evaluation by Students and Graduates of Charles University; Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University; Rules for Lifelong Learning of Charles University.

**Section VIII**  
**Academic Insignia, Ceremonies and Distinctions**

**Article 27**  
**Academic Insignia, Coat of Arms of Charles University and of the Faculty**

1. Academic insignia symbolize the traditions of the University and the Faculty. Their description and the principles of their use and protection are stipulated by internal regulations of the University.<sup>19</sup>
2. The coat of arms of the Faculty is an expression of the identity of the Faculty as a fundamental unit of the University. The coat of arms of the Faculty is depicted in Appendix no.1 hereto.
3. The rules for the use of the academic gowns and Beadle's robes are specified in article 58 of the Constitution of Charles University.

**Article 28**  
**Matriculation and Graduation**

1. Matriculation is an academic ceremony, which takes place at the beginning of study in a study programme. Graduation is an academic ceremony, which takes place after a successful completion of study in a study programme after passing the state rigorosum examination, on the occasion of the appointment of an associate professor and on the occasion of awarding honorary doctoral degrees.
2. The procedure of matriculation and graduation is stipulated by the internal regulations of the University.<sup>20</sup> The Promotors' formulas and the text of the graduates' oath are specified in Appendix no. 2.

**Article 29**  
**Memorial Medals**

1. Memorial medals are awarded to members of academic staff, students and other individuals, who contributed to the development of the Faculty, science, erudition and academic freedoms.
2. The statute of the memorial medal is stipulated by the Dean's measure.
3. The Dean makes decisions regarding awarding medals.
4. The following entities and individuals are entitled to file a proposal to award a medal.
  - a) the Senate,
  - b) the Dean,
  - c) the Research Board,
  - d) the Secretary,
  - e) heads of the Departments.
5. The Dean or a Vice-Dean authorised by the Dean hands the medal on behalf of the Faculty in a ceremonial manner. A diploma confirming the award of a medal of the Faculty is handed with the medal.
6. The Dean's Office keeps records of the medals awarded in a special Faculty register.

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<sup>19</sup> Article 55 of the Constitution of Charles University; Appendix no. 3 to the Constitution of Charles University - Insignia.

<sup>20</sup> Article 59 of the Constitution of Charles University; Matriculation and Graduation Code of Charles University.

**Section IX**  
**Joint Provisions**

**Article 30**  
**Official Notice Board**

1. The Faculty has its own official notice board.
2. The notice board must be visibly marked and placed in a well accessible public location near the entrance to the Faculty building.
3. Written documents are posted on the official notice board in compliance with the Higher Education Act, the Administrative Procedure Code and other legal regulations.
4. Written documents posted on the official notice board are also published in the publicly accessible section of the Faculty website.

**Article 31**  
**Publishing of Information**

In the publicly accessible section of the Faculty website the following documents are published:

- a) minutes of the meetings of the self-governing academic bodies of the Faculty and permanent advisory bodies of the Dean and the agenda of the meetings of those bodies, including the information regarding the dates and venues of the nearest meetings, with the exception of the minutes of the closed meetings of the Disciplinary Commission or any parts thereof.
- b) Dean's measures,
- c) internal regulations of the faculty including the consolidated internal regulations of the University and a link to the internal regulations,
- d) annual reports on activities, annual reports on financial management, strategic plans of the Faculty and their specifications,
- e) other information under the Higher Education Act, other legal regulations, internal regulations of the University or the Faculty, or information specified by the Dean.

**Article 32**  
**Internal Regulations of the Faculty**

Internal regulations of the Faculty include

- a) Constitution of the Hussite Theological Faculty of Charles University,
- b) Code of Electoral Procedure for the Academic Senate of the Hussite Theological Faculty of Charles University,
- c) Code of Procedure for the Academic Senate of the Hussite Theological Faculty of Charles University
- d) Code of Procedure for the Research Board of the Hussite Theological Faculty of Charles University,
- e) Rules for the Organization of Study at the Hussite Theological Faculty of Charles University;
- f) Rules for Awarding Scholarships at the Hussite Theological Faculty of Charles University,
- g) Disciplinary Code for Students of the Hussite Theological Faculty of Charles University,



h) Rules of the Organization of State Rigorous Exams at the Hussite Theological Faculty of Charles University.

**Section X**  
**Transitional and Final Provisions**

**Article 33**

**Transitional Provision on the Bodies under This Regulation and on Internal Regulations**

Persons elected or appointed prior to the date of effect hereof are considered as elected or appointed hereunder. Their term of office stipulated by the existing regulations is not prejudiced hereby.

**Article 34**

**Final Provisions**

1. The Constitution of the Hussite Theological Faculty of Charles University in Prague approved by the Academic Senate of the University on 13 February 2009 including all its appendixes is hereby cancelled.
2. This Constitution was approved by the Academic Senate of the Faculty on 12 June 2017 and comes into effect on the date of approval by the Academic Senate of the University, based on a prior approval by the Church Council of the Czechoslovak Hussite Church.<sup>21</sup>
3. This Constitution comes into effect on the first day after coming into force.

doc. PhDr. Bedřich Nosek, CSc.  
President of the Academic Senate  
of Hussite Theological Faculty of CU

doc. ThDr. Kamila Veverková, Th.D.  
Dean of Hussite Theological Faculty of CU

ThDr. Tomáš Butta, Th.D.  
Patriarch of the Czechoslovak Hussite Church

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

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<sup>21</sup> Section 33(4) of the Higher Education Act.  
This Constitution was approved of the Academic Senate of Charles University on 23 June 2017.



**Appendix No. 1**

**Image of the Coat of Arms of the Faculty**



## Appendix No. 2

### Promoters' Formula and Graduate's Oath

#### OATH OF THE GRADUATES OF THE BACHELOR'S STUDY AT HTF UC

##### **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 adepti adnumerandi estis, et nos vos fore speramus.*

*SPONDEBITIS IGITUR: (all stand up)*

*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.*

#### OATH OF THE GRADUATES OF THE MASTER'S STUDY AT HTF UC

##### **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: (all stand up)*

*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, eaque semper, quae sacerdotem decet, vita ornatos;*

*POSTREMO studia humanitatis impigro labore culturos et provecturos non ad vanam captandam gloriam, sed ut veritas Christi propagetur et lux eius, qua salus generis humani continetur, clarius effulgeat.*

*HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?*

***The graduates individually take an oath touching the sceptre:***

*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.*