

**Masaryk University Faculty of Law Instruction No. 9/2023**

**On the preparation of the annual report of the Faculty of  
Law of Masaryk University for the year 2023**

*(as amended with effect from 6 November 2023)*

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this instruction:*

Article 1

**Purpose of the instruction**

- (1) The purpose of this Instruction is to ensure the preparation of the annual report of the Faculty of Law of Masaryk University for the year 2023 (hereinafter referred to as the "Annual Report"). The Instruction is based on the fact that the information contained in the Annual Report and subsequently published in a manner allowing remote access constitutes the basic presentation of the Faculty of Law of MU and the main source of information about it. It is therefore desirable that both academic and non-academic staff directly responsible for individual departments participate in the production of the annual report.
- (2) The instruction shall specify the persons responsible for the production and content of the individual parts of the annual report and the timetable for the work on the annual report.
- (3) An outline of the content of the annual report by area is annexed to the Instruction.

Article 2

**Circle of persons responsible for the production and content of the annual report**

- (1) I entrust the Vice-Dean for Foreign and External Relations with the preparation of the concept of the annual report and the coordination of the work on its preparation. I entrust the technical preparation of the Annual Report to the Head of the External Relations and Marketing Department.
- (2) In respect of the annual report, the following shall be responsible for the production and content of the annual report

faculty management:

vice-deans according to their respective departments (coordination by the vice-dean for international and external relations),

Disciplinary Committee:

Chairman of the Disciplinary Committee,

Scientific Council:	Head of the Department of Science, Research and Project Support,
educational activities, educational activities in the field of further (lifelong) education Education:	Head of the Study Department, Head of the Department for Doctoral Studies and Rigorous Proceedings,
scientific and research activities:	Head of the Department for Science, Research and Project Support, Head of the Department for Doctoral Studies and Rigorous Proceedings, Head of the Department for External Relations and Marketing,
editorial activities:	Head of the Department of External Relations and Marketing,
External Relations:	Head of External Relations and Marketing,
Foreign Activities and Cooperation:	Head of the Foreign Relations Department,
human resources:	Head of the Personnel and Payroll Department in cooperation with the Secretary,
Faculty of Economics:	Head of the Economics Department,
Continuing Education Centres:	Head of the Continuing Education Centre,
Central Libraries: Head of Library,	
Information Technology Centre:	Head of the Information Technology Centre.

(3) The annual report will also include information concerning the activities of the Academic Senate of the MU Faculty of Law. The annual report in this part will be based on the documents provided by the Chair of the Academic Senate by 31 January 2024.

### Article 3

#### Timetable for work on the annual report

(1) The persons responsible for the production of the individual parts of the annual report pursuant to Article 2 (2) of this instruction shall provide the relevant data to the extent determined by the Vice-Dean for International and External Relations no later than 31 January 2024 to the Head of the External Relations and Marketing Department. Unless otherwise specified, submissions shall be sent electronically to Jana.Kledusova@law.muni.cz.

(2) The documents will be prepared using templates provided to the responsible persons by the Head of the External Relations and Marketing Department. Further content and formal requirements of the documents shall be determined by the Vice Dean for External Relations and Marketing, who is entitled to return the submitted documents for formal or substantive revision or further supplementation with a deadline for such revision.

(3) The preliminary version of the annual report, after content and formal editing, is submitted by 8 March 2024 for consideration by the Dean's College and then forwarded to the Academic Senate of the Faculty of Law of MU for consideration.

#### Article 4

(1) I entrust the final content editing of the annual report to the Vice-Dean for International and External Relations and the Head of the External Relations and Marketing Department.

(2) I entrust the archiving of the annual report to the Vice-Dean for International and External Relations.

(3) I authorise the Head of the Information Technology Centre to make the final formal arrangements for the annual report and to publish it in a manner that allows remote access.

#### Article 5

##### **Final provisions**

(1) I entrust the Vice-Dean for Foreign and External Relations with monitoring compliance with this instruction and interpreting its individual provisions.

(2) I authorise the persons referred to in Article 2(2) and (3) of this Instruction to implement the Instruction within the scope of the individual parts of the Annual Report.

(3) This instruction shall take effect on 6 November 2023.

Annex: No. 1 - **Outline of the content of the annual report**

In Brno, 6 November 2023

Martin Škop  
Dean

Translated with DeepL-Translator

## Annex 1 **Outline of the content of the annual report**

### ANNUAL ACTIVITY REPORT

#### **1 Faculty in 2023**

- 1.1 MU Faculty of Law
- 1.2 Organisational structure of the Faculty
- 1.3 Overview of issued regulations
- 1.4 Faculty Management
- 1.5 Academic Senate
- 1.6 Scientific Council
- 1.7 Disciplinary Committee

#### **2 Educational activities**

- 2.1 Education of students in accredited study programmes
- 2.2 Admission procedure
- 2.3 Scholarship programmes for students
- 2.4 Undergraduate studies
- 2.5 Continuing Master's studies
- 2.6 Master's studies
- 2.7 Doctoral studies
- 2.8 Lifelong learning
- 2.9 Overview of CVT programmes and numbers of participants

#### **3 Rigorous proceedings**

- 3.1 Specialisation
- 3.2 Activities of the Department for Doctoral Studies and Rigorous Proceedings
- 3.3 Development of rigorous procedures

#### **4 Scientific research activities**

- 4.1 Activities of the Division for Science, Research and Project Support
- 4.2 Professorial and Habilitation Procedures
- 4.3 Overview of research and development projects
- 4.4 Overview of Horizon-funded projects
- 4.5 Overview of projects funded by the Operational Programme Research, Development and Education
- 4.6 Specific research
- 4.7 Student scientific professional activities
- 4.8 Scientific and organizational activities
- 4.9 Faculty Academic Staff Awards

#### **5 Editorial activities**

- 5.1 Editorial activities of the Faculty
- 5.2 Editorial Board
- 5.3 Activities of the Editorial Board
- 5.4 Total number of publications
- 5.5 Journals published by the Faculty

#### **6 External relations**

- 6.1 Activities of the External Relations and Marketing Department
- 6.2 Overview of conferences and other events
- 6.3 Social networks and the faculty website

#### **7 Foreign activities and cooperation**

- 7.1 Activities of the External Relations Department
- 7.2 Information on the Faculty's international activities
- 7.3 Mobility of academic staff
- 7.4 Student mobility
- 7.5 International cooperation agreements
- 7.6 Faculty Membership and Academic Staff Membership and Functions
- 7.7 Development of the Faculty's International Activities

## **8 Human Resources**

8.1 Information on the Faculty's human resources

8.2 Staff numbers

8.3 Overview of the qualification growth of the Faculty's human resources

8.4 Staff structure

8.5 Material interest

## **9 Further Education Centre**

9.1 Commercial Activities Department

9.2 Department of Legal Practice and Clinics

9.3 Internationally recognised LL.M. courses

## **10 Central Library/European Documentation Centre**

10.1 Library collection

10.2 Provision of library and information services

## **11 Information Technology Centre**

11.1 Activities of the Information Technology Centre

11.2 Key actions and innovations in 2023

Attachments

Overview of graduates 2023

ANNUAL MANAGEMENT REPORT