

S T A T U T E S

OF THE FACULTY OF SOCIAL STUDIES, MASARYK UNIVERSITY

Part one

BASIC PROVISION

Art. 1

Introductory provisions

1. The Faculty of Social Studies is a part of Masaryk University, which is a public institution of higher education.
2. Masaryk University was established by Act No. 50/1919 Sb. Its name, pursuant to Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, (hereinafter referred to as the "Act"), is "Masaryk University" (hereinafter referred to as the "University" or "MU"). In the period from 1 January 1999 to 31 December 2005, it was called "Masaryk University in Brno". In the period from 1 September 1960 to February 28, 1990, it was called "Jan Evangelista Purkyně University in Brno". The location of Masaryk University is Brno, Žerotínovo nám. 617/9.
3. The "Faculty of Social Studies, Masaryk University" (hereinafter referred to as the "Faculty") was established by a decision of the Academic Senate of Masaryk University dated 14 April 1997. The Faculty began its activities on 1 January 1998.
4. The location of the Faculty is Brno, Joštova 218/10.
5. The mission of the Faculty is given in Section 1 of the Act. As part of its mission, the Faculty freely and independently carries out educational and associated scientific and research, developmental and innovative, artistic and other creative activity (hereinafter referred to as the "creative activity") and related activities.

Part two

ACADEMIC FREEDOMS, ACADEMIC COMMUNITY OF THE FACULTY

Art. 2

Academic freedoms

1. Academic rights and freedoms are guaranteed at the Faculty according to Section 4 of the Act, especially the freedom of research and development (scientific research), artistic creation, teaching and the right to learn.
2. Freedom of research and development (scientific research) includes primarily the freedom to formulate problems and choose methodologies, as well as to evaluate and publish research results.
3. Interventions of the University, Faculty and University institutes in scientific research are permissible only if they relate to the support and harmonization of research tasks. They may not affect freedom within the meaning of Clause 2.

4. Freedom of teaching includes, in the context of performing teaching tasks arising from degree programmes and plans, in particular, the holding of lectures and seminars, their content and methodology, as well as the right to express scientific opinions.
5. Interventions of the University, Faculty and University institutes in teaching are permissible only insofar as they concern the organization of teaching, implementation and compliance with this Statute, the MU Statutes and compliance with study plans and MU internal regulations.
6. The right to learn includes, subject to fulfilling the obligations laid down in the MU Study and Examination Regulations, in particular, the free choice of study specialization within the framework of one's studies, the conceiving and publication of one's own scientific opinions, the freedom to express one's own opinions in teaching, as well as to enjoy other teaching-related rights specified in Section 62 of the Act.
7. Interventions of the University, Faculty and University institutes in the right to learn are permissible only insofar as they concern the organization and observance of teaching conditions in all forms of study, especially those regulated in the MU Study and Examination Regulations, and they may not affect freedom within the meaning of Clause 6.

Art. 3
Academic community

1. The academic community of the Faculty consists of its academic staff and students.
2. Each member of the academic community of the Faculty enjoys the academic rights and freedoms specified in Section 4 of the Act and Article 2 of this Statute.
3. The academic community of the Faculty is a common and inherent guarantor of the academic freedoms and rights of each of its members. At the same time, it is the duty of all members of the academic community of the Faculty to defend and develop these freedoms and rights.
4. Members of the academic community of the Faculty are obliged to uphold the good name of the University and the Faculty.
5. The Faculty supports the activities of scientific, scholarly, professional, student and other interest associations associating members of the academic community of the Faculty whose activities help to fulfil the mission of the University and the Faculty, and may assist such associations.
6. It is not compatible with the Act and this Statute to establish, organize and promote the activities of political parties and political movements on the campus.
7. Other rights and obligations of students (Sections 62 and 63 of the Act) and academic staff (Section 70 Subsections 1 to 4 of the Act) are not affected by Clauses 1 to 5.
8. The academic community of the Faculty convenes to discuss important matters or measures associated with the activities of the Faculty or University, especially in connection with the election of members of the Faculty Senate, with a proposal to appoint or dismiss the Dean or Rector, or with occasional ceremonial or social activities of the Faculty or University.
9. The Dean and the Chair of the Faculty Senate have the right to convene an assembly of the academic community of the Faculty.

Part three
FACULTY BODIES

Art. 4
Autonomous University bodies and other Faculty bodies

1. The autonomous University bodies of the Faculty are:
 - a) the Faculty Senate,
 - b) the Dean,
 - c) the Faculty Scientific Board,
 - d) the Faculty Disciplinary Committee.
2. Another body of the Faculty is the Faculty Bursar.
3. Faculty bodies have the right to decide or act on behalf of MU in matters specified in Section 24 Subsection 1 of the Act and in matters defined by the MU Statutes and other internal regulations of MU.

Art. 5
Faculty Senate

1. The legal status of the Faculty Senate of the Faculty of Social Studies (hereinafter referred to as the "Senate"), its establishment and its competence are determined in Section 26 and Section 27 of the Act.
2. The Senate has 11 members elected from among the members of the Faculty's academic community, of whom 5 are students. The members of the Senate are elected from among the members of the Faculty's academic community. The elections are governed by the "Election Regulations of the Faculty Senate of the Faculty of Social Studies, Masaryk University" (hereinafter referred to as the "Election Regulations"), as an internal regulation of the Faculty. The proceedings and internal organization of the Senate are governed by the "Rules of Procedure of the Faculty Senate of the Faculty of Social Studies, Masaryk University" (hereinafter referred to as the "Senate Rules of Procedure").
3. The Senate has two chambers:
 - a) the academic staff chamber,
 - b) the student chamber.
4. The Senate:
 - a) decides, based on the Dean's proposal, on the establishment, merger, amalgamation, division or abolition of Faculty units. For this purpose, a Faculty unit means a department or institute whose head is directly subordinate to the Dean.
 - b) approves drafts of internal regulations of the Faculty, based on the Dean's proposal or in the case of the Senate Rules of Procedure on the proposal of a member of the Senate on which the Senate requested the opinion of the Dean, and forwards them to the MU Academic Senate (hereinafter referred to as the "Academic Senate") for approval,
 - c) approves the distribution of financial resources of the Faculty submitted by the Dean and checks their use,
 - d) approves the annual activity reports and the annual reports on the financial management of the Faculty submitted by the Dean,
 - e) approves the conditions for admission to study on degree programmes taught at the Faculty,
 - f) gives the Dean prior consent to the appointment and removal of members of the Faculty Scientific Board and the Faculty Disciplinary Committee,

- g) on the Dean's proposal, approves the strategic plan of the educational and creative activities of the Faculty, prepared in accordance with the strategic plan of the University after discussion in the Faculty Scientific Board,
 - h) passes a resolution on a proposal to appoint the Dean or to remove them from office.
5. The Senate comments, in particular, on:
 - a) proposals for degree programmes taught at the Faculty,
 - b) the Dean's intention to appoint or remove Vice-Deans.
 6. The term of office of a member of the Senate is two years.
 7. The term of office of all members of the Senate ends if it does not act pursuant to Section 27 of the Act for a period of six months. In such a case, the Dean announces a new election of the Senate no later than thirty days after the end of the activities of the Senate and shall instruct the Chair of the Faculty Electoral Committee to organize them in accordance with the Election Regulations.
 8. Membership in the Senate and the performance of the office of a member of the Senate cannot be deputized and are incompatible with the position of the Rector, Vice-Rector, Dean, Vice-Dean, head of department, head of a research institute, as well as Bursar, Executive Assistant to the Rector, Faculty Bursar and director of a higher education institute.
 9. The Senate is headed by the Chair and always two Vice-Chairs, one of whom is an academic staff member and one a student.
 10. The Chair or the authorized Vice-Chair of the Senate organize the activities of the Senate, convene it in accordance with this Statute, and represent the Senate externally.
 11. The Chair of the Senate acquaints the academic community of the Faculty with the activities of the Senate at least once a year.
 12. In its activities, the Senate is governed by the Act, the MU Statutes, this Statute, and the Senate Rules of Procedure.

Art. 6 Dean

1. The Faculty is headed by the Dean, whose legal status and competence are determined by the Act, the Masaryk University Statutes, this Statute, other internal regulations of the University, and other internal regulations of the Faculty.
2. The Dean is appointed by the Rector of the University on the proposal of the Senate. The proposal for the appointment of the Dean is submitted by the Chair of the Senate to the Rector no later than one month before the end of the term of office of the current Dean. The Chair of the Senate notifies the Rector, who has the right to participate in the meeting, of the announcement of elections, the acceptance of candidates, and the date of the Senate meeting the subject of which is a resolution on the proposal for appointing the Dean, including a presentation of the candidates and their programme statements.
3. The term of office of the Dean is four years. The same person may hold the office of Dean for a maximum two consecutive terms.
4. If the Dean seriously fails to fulfil their duties or seriously damages the interests of the University or Faculty, they may be removed by the Rector of the University on the Rector's own initiative, but always only with the prior opinion of the Senate and the consent of the University Senate.
5. The manner of discussing and adopting a resolution proposing the appointment of the Dean, or proposing their dismissal from office, is specified in the Senate Rules of

Procedure.

6. The Dean manages the Faculty in accordance with the Act, the internal regulations of the University, and the internal regulations of the Faculty. They shall decide and act on behalf of the University in matters concerning the Faculty, unless otherwise provided by the Act and the MU Statutes. To this extent, they are authorized to issue regulations (organizational rules, directives, instructions and measures).
7. In addition to the scope of activities and powers under Clause 6, the Dean, in particular:
 - a) submits to the Senate a proposal for the establishment, merger, amalgamation, division or abolition of Faculty units,
 - b) submits to the Senate a proposal for the distribution of funds,
 - c) submits to the Senate a proposal to grant prior consent for the appointment and removal of members of the Faculty Scientific Board and Disciplinary Committee,
 - d) appoints and dismisses members of the doctoral board,
 - e) submits to the Senate a draft statute and internal regulations of the Faculty,
 - f) submits to the Senate a proposal for the approval of the conditions for admission to study in degree programmes taught at the Faculty,
 - g) decides on admission to study and its termination,
 - h) submits to the Senate their intention to appoint Vice-Deans or remove them from office, and, after discussion, appoints or removes them from office,
 - i) appoints the Faculty Bursar and other senior employees of the Faculty and removes them from office,
 - j) submits to the Senate a written report on the management and an annual report on the activities of the Faculty,
 - k) is a member of the Faculty Scientific Board and, at the same time, its Chair,
 - l) in accordance with the Disciplinary Code for Students of the Faculty of Social Studies, submits a proposal to initiate disciplinary proceedings with students of the Faculty and, following the recommendation of the Faculty Disciplinary Committee, shall decide on imposing sanctions on students,
 - m) has the right to request the convening of a Senate at any time,
 - n) announces scholarship programmes and decides on scholarships,
 - o) specifies by measure the amount of the fee for the admission procedure pursuant to Section 58 Subsection 1 of the Act and the fees for the admission procedure for study in a foreign language pursuant to Section 58 Subsection 4 of the Act, no later than 15 February of the calendar year in which the admission procedure is initiated,
 - p) specifies by measure the amount of the fee for study in a degree programme taught in a foreign language pursuant to Section 58, Subsection 4 of the Act, no later than 15 February of the previous academic year,
 - q) establishes advisory commissions, manages them, or entrusts their management to the relevant Vice-Dean or other employee of the Faculty.
8. The persons directly responsible to the Dean for their activities are the Vice-Deans, the Faculty Bursar, the heads of the departments, the heads of the research institutes referred to in Article 30, and staff listed in the Organizational Regulations of the Faculty of Social Studies of Masaryk University.
9. The Dean appoints the Dean's Council and, if necessary, other counselling bodies.

10. The Dean is mainly responsible to the Rector of the University for:
 - a) compliance with the legal regulations and internal regulations of the University and Faculty,
 - b) the organization of pedagogical, scientific, research, development and other activities, and for creating the conditions for these activities,
 - c) management of allocated funds according to their purpose, management of the Faculty's own financial resources, and the administration of assets managed by the Faculty.
11. The performance of the office of Dean is incompatible with the position of head of department and head of a research institute at the Faculty.

Art. 7 Vice-Deans

1. Vice-Deans deputize for the Dean to the extent determined by the Dean and their legal status is determined by the Act, this Statute and other internal regulations of the Faculty.
2. Vice-Deans are appointed and removed by the Dean, after a previous statement by the Senate. They are responsible to the Dean for their activities in the areas entrusted to them by the Dean. The number of Vice-Deans and their functional duties are determined by the Dean.
3. The Vice-Deans act on behalf of MU in matters of the Faculty concerning the areas of activity entrusted to them within the scope of the Dean's authorization and to the extent determined by the internal regulations of the Faculty.
4. The Vice-Deans deputize for each other according to the Dean's decision. The Dean is represented in their absence by the Vice-Dean appointed by the Dean as their deputy, or in that deputy's absence, by other Vice-Deans as determined by the Dean of the Faculty.
5. The performance of the office of Vice-Dean is incompatible with the position of head of department and head of a research institute at the Faculty.

Art. 8 Faculty Scientific Board

1. The rules of meeting and code of conduct of the "Scientific Board of the Faculty of Social Studies, Masaryk University" (hereinafter referred to as the "Scientific Board") are specified in the "Rules of Procedure of the Scientific Board of the Faculty of Social Studies of Masaryk University" (hereinafter referred to as the "Scientific Board Rules of Procedure"), and in the internal regulation of the Faculty.
2. The Scientific Board, in particular:
 - a) discusses the draft strategic plan of the educational and creative activities of the Faculty, prepared in accordance with the strategic plan of MU and the proposals of the annual plan for the implementation of the strategic plan of the Faculty,
 - b) approves proposals for degree programmes to be implemented at the Faculty and submits them, in accordance with the MU Statutes, through the Rector for approval to the MU Internal Evaluation Board,
 - c) proposes to the Rector the intention to submit applications for the accreditation, extension of accreditation, or extension of the period of validity of accreditation of degree programmes that are taught at the Faculty,
 - d) proposes to the Rector the intention to submit an application for the accreditation of a habilitation procedure and professor appointment procedure, in the case that such

- procedures are carried out at the Faculty,
- e) performs activities in the habilitation procedure and in the professor appointment procedure to the extent stipulated by the Act,
 - f) expresses its opinion, in particular, on questions submitted to it by the Dean.
3. Members of the Scientific Board are appointed and removed from office by the Dean after approval by the Senate. At least one third of members are persons other than members of the academic community of the University. The Dean is the Chair of the Scientific Board.
 4. The Dean convenes meetings of the Scientific Board at least once a semester. The meeting of the Scientific Board is attended by the Faculty Bursar in an advisory capacity.
 5. The term of office of members of the Scientific Board is the same as the term of office of the Dean who appointed them. Membership in the Scientific Board is honorary and cannot be deputized.
 6. Membership in the Scientific Board shall terminate, in particular, upon expiry of the term of office, upon removal from office, or by resignation of membership of the Scientific Board.

Art. 9 Faculty Bursar

1. The Faculty Bursar looks after the financial management and internal administration of the Faculty, acts on its behalf in commercial, economic-legal, labour-law, and civil law matters to the extent specified by the Dean.
2. The Faculty Bursar is usually appointed on the basis of a selection procedure, and removed from office by the Dean, to whom the Faculty Bursar is directly subordinate and to whom they are responsible for their activities.

Art. 10 Dean's Council, Faculty management

1. The Dean's Council (hereinafter referred to as the "Council") is an advisory body to the Dean. Its permanent members are:
 - a) members of Faculty management (Dean, Vice-Deans and Faculty Bursar),
 - b) heads of Faculty departments and heads of research institutes,
 - c) Chair of the Senate and the Vice-Chair of the Senate elected for a chamber of which the Chair is not a member.
2. At their own discretion, the Dean may invite to the meeting of the Council, on a one-time basis, other heads of departments of the Faculty or experts.
3. The Council is convened by the Dean as required, at least once a semester. The Council coordinates the activities of departments and other units in fulfilling the main tasks of the Faculty. The Council also discusses issues regarding the concept of Faculty development and deals with the management of the Faculty, including the management of economic activities.
4. The Faculty management is convened by the Dean usually once a week during the academic year. The Faculty management discusses the basic tasks of the Faculty and operational matters.
5. When discussing personnel matters of Faculty academic and non-academic staff in the Council, the meeting of the Council or Faculty management shall not be attended by student deputies from among the members of the Senate.

Art. 11

Faculty Disciplinary Committee

1. Members of the Disciplinary Committee of the Faculty are appointed and removed by the Dean from among members of the Faculty's academic community with the prior consent of the Senate. Half of the Committee members are students.
2. The Disciplinary Committee hears offences of students enrolled at the Faculty and submits proposals for decisions on offences to the Dean. The Committee's work is regulated in greater detail by the Disciplinary Code for Students of the Faculty of Social Studies of Masaryk University.

Part four

STUDIES

Art. 12 Degree programmes

1. The Faculty runs Bachelor's, Master's and doctoral degree programmes. The composition, focus, content, duration and completion of these programmes are generally governed by the provisions of Sections 44 to 47a of the Act. During the preparation and implementation of degree programmes, it is necessary to pay attention to the effective use of resources and to the interconnection and continuity of educational activities within the Faculty and University, or other institutes.
2. The degree programme is implemented:
 - a) independently at one faculty,
 - b) independently at each of several faculties,
 - c) conjointly at several faculties,
 - d) primarily at one faculty and partly at another faculty, possibly at other faculties.

In the case of degree programmes carried out in accordance with (c) or (d), it must be specified at which faculty the student is enrolled to study and whose internal regulations and other regulations they are obliged to follow.

3. The degree programme is specified in the study plans.
4. The study plans stipulate the time and content sequence of study subjects, the form of their study, and the method of verifying study results (Section 44, Subsection 3 of the Act).
5. The authorization of MU to run degree programmes under the conditions stipulated by the Act derives from institutional accreditation or from the accreditation of a degree programme. The list of accredited degree programmes taught at MU, including their type and profile, form of teaching, standard study time, and information on their accessibility for people with disabilities, is published in the public part of the Faculty website.

Art. 13

Admission to studies, submitting entrance applications, and the course of study

1. The conditions of admission to studies in the Bachelor's, Master's and doctoral degree programme, the requirements of the admission procedure, and the course of study are given by:
 - a) Sections 48 to 57 of the Act,
 - b) Part Five of the Masaryk University Statutes entitled "Admission to studies and Entrance Application Submission",

- c) Masaryk University Study and Examination Regulations.
2. The Dean decides on admission to studies. The Dean's advisory body is the Admissions Committee, appointed by the Dean. A decision must be issued within 30 days of verifying the conditions for admission to studies.
3. The conditions for the admission of foreigners to study a Bachelor's, Master's or doctoral degree programme are set out in Article 15.

Art. 14 **Study-Related Fees**

The rights and obligations of applicants for admission, students, and employees of MU associated with the calculation, collection and registration of fees associated with studying at MU, and the rules for determining the amount, form of payment, and maturity of fees in accordance with Section 58 Subsection 5 of the Act, are specified in Appendix No. 2 to the MU Statutes entitled "Study-Related Fees".

Art. 15 **Admission of foreigners to studies**

1. Foreigners are admitted to study in accredited degree programmes implemented in the Czech language under the same conditions as citizens of the Czech Republic. This shall not affect the right of the Faculty to set different conditions for admission in cases specified in Section 49 Subsection 3 of the Act or for programmes carried out in a foreign language.
2. The admission requirements of foreigners to studies in degree programmes implemented at the Faculty must enable the fulfilment of obligations arising from international agreements by which the Czech Republic is bound (Section 49 Subsection 2 of the Act) and from agreements concluded by MU or the Faculty.
3. The admission requirements and course of studies of foreign students who come to the Czech Republic within the framework of interuniversity or interfaculty agreements or programmes, similarly as the requirements and recognition of these studies, are governed by such agreements.
4. The admission requirements of foreigners, except in cases specified in Clauses 2 and 3 of this article, are specified by a measure of the Dean. The course of these studies and their recognition is governed by the internal regulations of the University relating to these studies.

Art. 16 **Recognition of foreign higher education and qualifications**

1. At the request of a graduate of a foreign university a certificate of recognition of higher education or its part in the Czech Republic shall be issued.
2. The conditions for issuing a certificate of recognition of higher education or its part in the Czech Republic are laid down in Sections 89 to 90a of the Act.
3. The Dean of the Faculty will provide documentation for the decision on the issuance of a certificate of recognition of higher education or its part in the Czech Republic at the request of the Rector.

Art. 17 **Scholarships**

1. Scholarships may be awarded to University students.
2. The conditions under which scholarships paid from a grant or contribution may be awarded to the Faculty students, or other University students, are laid down in Section 91,

Subsections 2 to 4 and 6 of the Act.

3. The principles for awarding scholarships to students in accordance with the Act are set out in internal regulations of the University called the Masaryk University Scholarship and Bursary Regulations and the Faculty Directive on the Award of Scholarships at the MU Faculty of Social Studies. The Dean announces scholarship programmes in accordance with these regulations.

Art. 18

Advanced Master's state examination proceedings

1. Graduates of Master's degree programmes who have obtained the academic degree of "Master" may take an advanced Master's state examination in the same field of education in accordance with the procedure and under the conditions laid down by the Act (Section 46 Subsection 5 and Section 99 Subsection 5 of the Act) and the MU Study and Examination Regulations. The advanced Master's state examination includes a defence of the advanced Master's thesis. After its successful completion, graduates will be awarded the academic degree of "Doctor of Philosophy" (abbreviated to PhDr. before the name).
2. The method and procedure for submitting and accepting applications for the advanced Master's state examination which is not part of studies in a degree programme, details of these examinations, their course and evaluation, are set out in the MU Study and Examination Regulations.
3. For acts relating to the acceptance of an application for the advanced Master's state examination and to holding this examination, the Faculty sets a fee pursuant to Section 58, Subsection 2 of the Act. The amount of the fee is published by the Faculty in the public part of the website.
4. Graduates who apply to take the advanced Master's state examination according to Clause 1 of this article have the right to use Faculty equipment and information technology to prepare for the advanced Master's examination. The rules for determining the amount of payment, the form of payment, and its maturity shall be published by the Faculty for the academic year no later than one month before its commencement.

Art. 19

Lifelong learning

1. As part of its educational activities, the University, and on its behalf also the Faculty, provides lifelong learning programmes free of charge or for a fee pursuant to Section 60 of the Act.
2. More detailed conditions of lifelong learning are set out in the MU Lifelong Learning Regulations. Participants will be acquainted with them in advance.
3. Education in a lifelong learning programme does not establish for its participants the legal status of a student pursuant to the Act.

Part five

STUDENTS AND EMPLOYEES

Art. 20

Students

1. Applicants for studies in degree programmes carried out at the Faculty become its students on the day of enrolment in the studies within the deadline set by the Faculty (according to Section 51 of the Act). A person whose studies have been interrupted pursuant to Section 54 of the Act becomes a Faculty student only on the day of re-enrolment in studies.

2. A person ceases to be a student on the day of termination of studies pursuant to Section 55 Subsection 1 and Section 56 Subsections 1 and 2 of the Act, or by interruption of studies pursuant to Section 54 of the Act.
3. The rights and obligations of Faculty students are determined by the provisions of Sections 62 and 63 of the Act. In particular, each student is obliged to fulfil their study duties personally, properly, honestly, to refrain from any fraudulent conduct during their studies, and to respect the rights and legally protected interests of the University and the Faculty.
4. The consequences of a culpable breach of obligations by a student as an offence are regulated by Sections 64 to 67 of the Act. Students' offences are dealt with by the Disciplinary Committee of the Faculty established according to Section 31 of the Act by the Dean of the Faculty, to whom this Committee also submits proposals for decisions in specific cases. In its activities, the committee follows the provisions of the Disciplinary Code for Students of the Faculty of Social Studies.
5. The issuance of decisions on the rights and obligations of the student, which are exhaustively defined in Section 68 Subsection 1 of the Act, is regulated, in particular, by its Subsections 2 and 3 and the relevant provisions of the Administrative Procedure Code.
6. The student may appeal against a decision in matters according to Clause 5 within 30 days from its notification; missing the deadline can be waived for serious reasons that occurred for which the student was not at fault, provided that other conditions set out in Section 41 of the Administrative Procedure Code are met. The appellate administrative body is the Rector.
7. The Rector, or within the procedure pursuant to Section 87 of the Administrative Procedure Code, the Dean, reviews the compliance of the contested decision and the proceedings that preceded the issuance of the decision with the legal regulations and internal regulations of MU and the Faculty. The decision on an offence and expulsion from studies pursuant to Section 67 of the Act shall be revoked by the Rector also in the event that facts come to light which would justify the termination of the proceedings.
8. Following the decision of the Dean or the Rector pursuant to Clause 7, the bodies of MU and its faculties shall take such measures so that the student's rights are restored and the consequences caused by the defective decision are removed or at least mitigated.

Art. 21 Delivery of decisions

Delivery of documents to students and applicants for studies is regulated by Section 69a of the Act, and Article 27 and Article 36 of the MU Statutes.

Art. 22 Register of students

1. The Faculty keeps a register of students of the Faculty, which serves for the registration of students and for budgetary and statistical purposes. The content of the register and the keeping of records on students, the updating of records and the issuance of extracts and transcripts from the register, are regulated by Section 88 Subsections 2 to 4 of the Act.
2. The register is kept by the employees of the Office for Studies of the Dean's Office, who are specially authorized to do so by the Dean. Centrally, for all faculties, the registry is kept at the Rector's Office by employees who are authorized by the Rector.

Art. 23 Academic staff

1. Academic staff members are Faculty employees who perform both pedagogical and

creative activities. Academic staff members are professors, associate professors, senior lecturers, lecturers, lectors, and scientific, research and development staff involved in pedagogical activities. A more detailed definition of the job functions of academic staff is set out in the internal regulations of the University.

2. The position of teachers at the Faculty is performed by the academic staff referred to in Clause 1. Other experts also participate directly in teaching at the Faculty based on agreements on work performed outside an employment relationship.
3. Academic staff are in labour relationships with the University, whereas, in accordance with the provisions of Section 24 Subsection 1 (e) of the Act, Faculty bodies have the right to decide or act on behalf of the University in the labour relationships of academic staff working at the Faculty, including persons referred to in Clause 2 of this article working at the Faculty. In the labour relationships of academic staff, the Dean acts on behalf of the University.
4. If an academic staff member performs their activities at more than one constituent part of MU, the Dean or the director of the constituent part at which the academic staff member performs a larger part of their activities shall decide on their employment issues, unless otherwise agreed. If this part of the activity is identical at the faculties concerned, the Dean of the faculty which is listed first in the list of faculties shall decide on the employment issues of the academic staff member (Article 14, Clause 2 of the MU Statutes), unless otherwise agreed.
5. Remuneration of academic staff is regulated by the Internal Wage Regulation of Masaryk University.
6. An academic staff member may be granted creative leave at their request under the conditions specified in Section 76 of the Act. Based on the recommendation of the head of department, the Dean shall approve the provision of creative leave.

Art. 24

Appointment as associate professor and professor

1. An associate professor for a certain field of the Faculty is appointed by the Rector of the University based on a habilitation procedure in which the applicant's scientific or artistic qualifications are verified, in particular based on the habilitation thesis and its defence or other scientific or professional works. Furthermore, their pedagogical competence is evaluated based on the evaluation of a habilitation lecture and previous pedagogical practice. The relevant habilitation procedure, which is initiated at the proposal of the applicant, is regulated by Sections 72 and 75 of the Act.
2. A professor for a certain field is appointed by the President of the Republic on the proposal of the MU Scientific Board, submitted after a previous procedure at the Faculty level and then at the University through the Minister of Education. The relevant professor appointment procedure is regulated by the provisions of Sections 74 and 75 of the Act.
3. The Administrative Procedure Code does not apply to the habilitation procedure and the professor appointment procedure.
4. The authorization of the Faculty to conduct a habilitation procedure or a professor appointment procedure in a given field is subject to accreditation granted by the National Accreditation Office for Higher Education pursuant to Section 82 of the Act. The list of accredited fields in which the Faculty is authorized to conduct habilitation procedures and professor appointment procedures is published in the public part of the website.

Art. 25

Visiting professors

1. Visiting professors may work at the Faculty in a position similar to academic staff.

2. A visiting professor works at the Faculty either for a limited time (e.g. during their creative leave) or to an agreed extent for a longer time, during which they participate in the academic activities of the Faculty while working as a permanent academic staff member in their own institution.
3. The scope of work and legal relationship of visiting professors with MU are regulated by contract. The contract is negotiated by the Dean.
4. Visiting professors may be members of the board for state examinations only if they meet the requirements of the Act (Section 53 of the Act).

Art. 26
Selection procedures at the Faculty

1. The positions of academic staff members at the Faculty are filled based on selection procedures, announcements regarding which must be published in a publicly accessible part of the website, and on the official notice board of the University or Faculty, at least 30 days before the deadline for submitting applications. Selection procedures may be waived under the conditions set out in Section 77 of the Act.
2. Selection procedures can also be held when hiring experts, or other Faculty staff.
3. Instructions for the implementation of selection procedures are specified in the internal regulations of the University, the Masaryk University Selection Procedure Regulations. Where appropriate, the Selection Procedure Regulations shall apply mutatis mutandis to other selection procedures held in accordance with Clause 2.

Art. 27
Other employees

1. In addition to members of the academic community according to Article 3 of this Statute, the Faculty has other employees who participate in scientific, research, development or other creative activities, or provide other professional, administrative, executive, economic and technical activities necessary for fulfilling the Faculty mission.
2. The staff referred to in Clause 1 shall have labour relationships with the University. According to Section 24 Subsection 1 (e) of the Act, Faculty bodies have the right to decide or act on behalf of the University in the labour relationships of these employees. The Faculty Bursar acts on behalf of the University in labour relationships with other employees of the Faculty, with the exception of cases specified by the Dean in the Organizational Regulation of the Faculty.
3. Remuneration of employees referred to in Clause 1 shall be subject to the Masaryk University Internal Wage Regulations.

Part six

ORGANIZATIONAL STRUCTURE OF THE FACULTY

Art. 28
Constituent parts of the Faculty

1. The Faculty is divided into units, which are:
 - a) departments,
 - b) research institutes,
 - c) specialized units,
 - d) the Dean's office,
 - e) other units established for a temporary period, usually for the purpose of supporting

some of the activities of the Faculty (research activity, complementary activity, etc.).

Art. 29 Departments

1. The department is the basic organizational unit for the management, development and implementation of pedagogical and scientific activities. A department may provide pedagogical and scientific activities in one or more fields.
2. Departments are established on the proposal of the Dean by a decision of an absolute majority of all members of the Senate. By such a decision of the Senate, departments may be merged, divided or abolished on the proposal of the Dean.
3. Departments consist of:
 - a) teachers, i.e. professors, associate professors, senior lecturers, lecturers, and lectors,
 - b) other workers.
4. The department may also include:
 - a) students of doctoral degree programmes,
 - b) external teachers,
 - c) foreign teachers,
 - d) University students or members of joint research teams.
5. The head of department is directly subordinate to the Dean and is responsible for the activities and development of the department. The term of office of the head of department is three years. The same person may hold the position of head of department for a maximum of three consecutive terms.
6. The head of department submits proposals to the Dean concerning:
 - a) activities of the department and the Faculty,
 - b) staffing the department's activities, including the personnel, salary and qualification matters of department staff,
 - c) material and financial support for the department's activities,
 - d) the organization of the department.
7. During an absence of a head of department, they shall be represented by a deputy, appointed by the head when handling matters which cannot be postponed. The head determines the scope of the deputy's delegated competencies. The head of department shall inform the Dean about the appointment of the deputy.

Art. 30 Research institutes

1. Research institutes are established for the purpose of investigating the Faculty's long-term research goals. Research institutes are established on the proposal of the Dean by a decision of the Senate. By a decision of the Senate, research institutes may, on the proposal of the Dean, be merged, divided or dissolved.
2. The activities of research institutes are ensured by the following workers:
 - a) academic staff from among the members of the Faculty's departments or the University,
 - b) other staff normally recruited for the duration of a project.
3. The research institute is managed by a head appointed by the Dean. The head is directly subordinate to the Dean and is responsible for the activities of the research institute. The head's term of office is three years. The same person may hold the office of head for a maximum of three consecutive terms.
4. The head of a research institute submits proposals to the Dean concerning:
 - a) activities of the research institute and the Faculty,
 - b) staffing the activities of the research institute, including the research institute's HR

- agenda – personnel, salary and qualification issues,
c) ensuring the material and financial resources for the research institute's activities,
d) the organization of the research institute.
5. In the absence of a head of a research institute, they shall be represented in the handling of matters which cannot be postponed by a deputy, appointed by the head. The head shall determine the scope of the deputy's delegated competencies. The head of the research department shall inform the Dean about the appointment of the deputy.

Art. 31
Specialized units

1. There are special-purpose facilities at the faculty that ensure the operation of information and communication technologies, the faculty library and the operation of the building.
2. The heads of specialized units report directly to the Faculty Bursar and are responsible to the Faculty Bursar for the activities of the units under their control.

Art. 32
Dean's Office

1. The Dean's Office is an executive and administrative unit of the Faculty subject to the Dean. The Dean's Office prepares documents for decision-making and ensures their implementation.
2. The activities of the Dean's Office also include administrative and economic matters concerning departments, units and facilities with faculty-wide competence, unless the Dean entrusts the heads of these units with the power to act independently on behalf of the University in defined matters.
3. The internal organization of the Dean's office is specified by the organizational regulations of the Faculty, which are issued by the Dean.

Part seven

FACULTY FINANCIAL MANAGEMENT

Art. 33
Faculty budget

1. The Faculty draws up its budget for the calendar year and manages it accordingly. The method of compiling the budget is determined by Section 18 of the Act, the MU Statutes, and other valid regulations. The draft budget submitted by the Dean is discussed and approved by the Senate, which also controls the use of funds by the Faculty (Section 27 Subsection 1 (c) of the Act).
2. The Faculty obtains financial resources for its activities in particular:
 - a) from the University budget,
 - b) from public sources to finance science and research,
 - c) from its own supplementary activities and other resources.
3. The method of distribution and the actual division of funds allocated by the University for the Faculty into the individual constituent parts of the Faculty is proposed to the Dean by the Faculty Bursar. The Dean submits this proposal to the Senate for discussion and approval after discussion by the Faculty management and after the opinion of the Dean's

Council.

4. The management of financial resources allocated to individual departments and units is in the competence of their heads, who are responsible to the Dean for not exceeding the budget and for compliance with applicable standards, rules and regulations of MU and the Faculty.
5. The financial management of the Faculty is governed by Section 20 of the Act, Part 9 of the MU Statutes and other regulations of MU and the Faculty.

Art. 34

Faculty assets and asset management

1. The Faculty uses assets owned by the University that are necessary for the activities for which it was established. This property comprises movable and immovable assets, rights, or other property values.
2. The management of assets is governed by Article 48 of the MU Statutes and is within the competence of the Rector, Bursar, Dean and Faculty Bursar to the extent determined by the Dean.
3. When dealing with movable assets within the framework of the financial resources of the Faculty, including the liquidation of unusable movable property, and when negotiating matters related to the proper management of entrusted movable and immovable assets, the Dean acts and decides on behalf of the University, as does the Faculty Bursar, within the scope of the Dean's authorization.
4. The Faculty Bursar acts on behalf of the University when negotiating contracts for the lease of non-residential premises or real estate, provided that the duration of the lease does not exceed one month per individual case.
5. The financial management of the Faculty and the method of accounting are determined by the provisions of Section 20 of the Act. More detailed financial management rules are regulated by part 9 of the Masaryk University Statutes entitled MU Financial Management (in accordance with Section 17, Subsection 2, (h) of the Act and the internal regulations of MU and the FSS).

Part eight

SYMBOLS OF THE FACULTY AND ITS ACADEMIC CEREMONIES

Art. 35

Insignia, academic gowns

1. The external expression of the dignity, authority and responsibility of the Dean and Vice-Deans of the Faculty (hereinafter referred to as "academic officials") are, on ceremonial occasions, the academic insignia of the Faculty (academic mace, chain of office) and robes.
2. Rules for the use of academic insignia and gowns for holding academic ceremonies at the Faculty are specified by the Masaryk University Statutes in Appendix No. 4.
3. Documentation of the Faculty insignia is stored in the University archives.

Art. 36

Academic ceremonies

1. Matriculation is the ceremonial act of admitting students to the status of University students.
2. Graduation is a ceremonial act in which academic officials award a University diploma to graduates of degree programmes, stating the academic degree obtained and diploma

supplements.

3. The texts of matriculation and graduation oaths sworn by students and Faculty graduates are given in Appendix No. 1 to this Statute.

Art. 37

Honorary degrees and titles, medals and awards

1. The Faculty may reward members of the academic community or other persons who have contributed to the development of the Faculty, or who have significantly contributed to the development of science and general education. Further details on these awards are set out in a directive issued by the Dean.
2. The proposal to award the honorary scientific degree of “doctor honoris causa”, medals, and University awards to members of the academic community and other persons who have contributed to the development of the Faculty or significantly contributed to the development of science and general education is proposed by the Faculty Scientific Board. This award is usually given by the Rector on behalf of the University.
3. The award of honorary degrees does not establish any material claims, and their revocation is governed by similar rules as those for full professors.

Art. 38

Professors emeritus

1. A professor emeritus is an honorary degree which may be awarded to a significant academic staff member with the title of professor following the termination of their employment with the Faculty and retirement. This title does not establish any material or labour-law related claims.
2. A professor emeritus is an honorary member of the academic community of the Faculty who can act in an advisory capacity.
3. Any academic staff member of the faculty submits a proposal for appointment as professor emeritus to the dean. The Dean, with the approval of the Research Council, submits the proposal to the Rector for a decision.
4. The appointment is confirmed by the presentation of the appointment decree, usually at a meeting of the Masaryk University Scientific Council or on another ceremonial occasion.
5. Subsequent to agreement with the head of department/unit, a professor emeritus may lecture or participate in scientific work, and in this connection may make appropriate use of the equipment of the department/unit.
6. A professor emeritus of the Faculty is obliged to comply with all legal regulations that relate to the work they perform, including safety regulations.
7. The relationship between the relevant department and the Emeritus Professor must be regulated by the Emeritus Professor Status Agreement.
8. For serious reasons, the Rector may, after consultation with the Dean of the Faculty, withdraw this status from the Emeritus Professor.

Part nine

TRANSITIONAL AND FINAL PROVISIONS

Art. 39
Transitional provisions

1. The provisions of Articles 29 (5) and 30 (3) shall apply for the first time to terms of office which began after the entry of this Statute into effect.

Art. 40
Final Provisions

1. The statute of the Faculty in the wording effective from 15 May 2017 is repealed.
2. Part of this Statute is Appendix No. 1 – “Matriculation and Graduation Oaths of the Faculty of Social Studies, Masaryk University”.
3. The internal regulations of the Faculty, in addition to this Statute, are:
 - a) Election Regulations of the Faculty Senate of the Faculty of Social Studies, Masaryk University,
 - b) Rules of Procedure of the Faculty Senate of the Faculty of Social Studies, Masaryk University,
 - c) Rules of Procedure of the Scientific Board of the Faculty of Social Studies, Masaryk University,
 - d) Disciplinary Code for Students of the Faculty of Social Studies of Masaryk University.
4. This Statute was approved by the Faculty Senate on 26 June 2023 and by the University Senate on 6 November 2023.
5. This Statute, including the Appendices, shall enter into force and effect on the day of its announcement.

prof. PhDr. Stanislav Balík, Ph.D., m. p.,
Dean of the Faculty

Czech version is legally binding

Statute of the Faculty of Social Studies, Masaryk University *Appendix No. 1*
**MATRICULATION AND GRADUATION OATHS OF THE FACULTY OF SOCIAL
STUDIES, MASARYK UNIVERSITY**
The wording of the solemn matriculation oath

English version of the matriculation oath:

The matriculation officer:

Your Magnificence, Rector, Spectabilis, Dean, I honestly swear before you and before my colleagues, that, as a student at Masaryk University, I will make every effort to gain the deepest possible knowledge and master all that is necessary to work professionally in the field for which I have been admitted, that I will follow the advice of teachers during my studies, and observe the provisions of the study regulations of my University, and, finally, that through the integrity of my actions I will take care not to damage the generally held esteem of the University.

The student:

I do so honestly swear.

Alternatively, the Latin version of the oath

The matriculation officer:

Magnificentia Vestra, Spectabilis

Vobis praesentibus et collegis meis coram spondeo primum me, cum scholaris Universitatis Masarykianae factus sim, summa vi operam daturum, ut quam optime omnia, ab arte, ad cuius studium admissus sum, postulata, cognoscam et perdiscam;
deinde tempore studiorum meorum consiliis magistrorum meorum diligenter usurum et statuta universitatis meae intente servaturum;
postremo integritate et probitate vitae sollicito curaturum, ne famam facultatis nomenque eius ullo modo laedam.

The student:

Quae omnia fide polliceor.

The wording of the solemn graduation oath

English version of the oath

The graduation officer:

Do you swear...:

Above all, that you will cultivate and develop with tireless diligence the study of the human affairs in which you have been educated, not for avaricious gain or vain glory, but for the truth to spread and for its light, in which the common good of the human race lies, to shine ever brighter; and that you shall uphold the honour of the rank which I give you, without tarnish or harm. And finally, that this University and its Faculty of Social Studies, where you are to obtain a doctorate/Master's degree/Bachelor's degree, will be permanently held in grateful memory, and that you will always promote their welfare and interests to the best of your ability. Do you pledge yourself to these ends and swear to it in good faith?

The candidate for a Bachelor's or Master's degree, or the doctoral student:

I pledge and swear.

Alternatively, the Latin version of the oath

The graduation officer:

Spondebitis igitur: Primum studia bonorum communium, in quibus eruditi estis, impigro labore culturos et provecturos non sordidi lucri causa, nec ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus humani generis continetur, clarius effulgeat; dein honorem eum, quem in vos collaturus sum, integrum incolumemque servaturos; postremo vos huius Universitatis eiusque Facultatis Studiorum Socialium, in qua [Dr.: doctoris, Mgr.: magistri, Bc.: baccalaurei] dignitatem sitis adepti, piam perpetuo memoriam habituros, eorumque res ac rationes, quoad poteritis, adiuturos.

Vultisne haec ex animi vestri sententia spondere ac polliceri?

The candidate for a Bachelor's or Master's degree, or the doctoral student:

Spondeo ac polliceor.