

**STATUTES OF
FACULTY OF PHARMACY OF MASARYK UNIVERSITY**

(As amended with effect from 8 November 2023)

**Part One
Basic
Provisions**

Article 1

Introductory Provisions

- (1) The Faculty of Pharmacy of Masaryk University is a part of Masaryk University (hereinafter also referred to as "MU" or "University"), which is a public university of the university type.
- (2) The Faculty of Pharmacy of Masaryk University (hereinafter also "MUNI Pharm" or "FaF MU" or "Faculty") is located at Palackého třída 1946/1, 612 00, Brno-Královo Pole.
- (3) The mission of the Faculty of Pharmacy of Masaryk University, as a faculty of a public university, is determined by § 1 and § 23 of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, (hereinafter referred to as "the Act"). Within the framework of its mission, the faculty freely and independently carries out educational, scientific, research, development, cultural, complementary and sporting activities.
- (4) The Faculty carries out educational activities mainly in the field of education "Pharmacy" within the meaning of Annex 3 of the Act.
- (5) The faculty is engaged in scientific, research and development activities especially in the field of pharmacy and other areas related to pharmacy, health care and cosmetology. In this area, doctoral study programmes are also implemented and habilitation and professorship procedures are provided.
- (6) Part of the scientific and educational activities of the faculty may include the provision of health care in health care facilities.
- (7) The faculty's website, including the official notice board, information about the admission procedure and information from the study department, is located at pharm.muni.cz. Information concerning study courses and other information concerning study matters is published mainly in the Masaryk University Information System at the web address is.muni.cz.
- (8) When communicating in English, the faculty uses the designation "Faculty of Pharmacy" or "Masaryk University, Faculty of Pharmacy".

Article 2

Academic Freedoms

- (1) The Faculty guarantees academic rights and freedoms according to Section 4 of the Act, in particular the freedom of science and research (scientific research), artistic creation, teaching and the right to learn.

- (2) The freedom of science and research (scientific research) includes, above all, the freedom to formulate problems, to choose methodologies, and to evaluate the results of research and to present and publish them.
- (3) Interventions by university and faculty authorities in scientific research are permissible only insofar as it relates to the promotion and coordination of research tasks. In doing so, they must not affect academic freedoms within the meaning of paragraphs 1 and 2.
- (4) The freedom of teaching means in particular the right to choose the content and methodology of teaching as well as the right to express scientific opinions, but only in the context of fulfilling the teaching tasks arising from the content of study programmes and subjects.
- (5) The right to learn includes, subject to the compliance with the obligations stipulated by the MU Study and Examination Regulations, in particular the right to determine the focus of one's studies as one chooses, to conceive and publish one's own scientific opinions, the freedom to express one's own opinions during lectures, as well as to enjoy additional learning-related rights listed in Section 62 of the Act.
- (6) Interventions by the university and faculty authorities with the freedom of teaching and the right to learn is permissible only if it concerns the organisation and observance of the conditions of teaching in all forms of study, in particular those regulated in the MU Study and Examination Regulations. Such interference must not affect freedom within the meaning of paragraphs 1 to 5.

Article 3

Academic Community

- (1) The academic community of the Faculty consists of its academic staff and students.
 - a) Academic staff means professors, associate professors, extraordinary professors, assistant professors, assistant lecturers, lecturers and scientific, research and development staff who are employees of the University performing both teaching and creative activities at the Faculty in an employment relationship according to the agreed type of work. The status of an academic staff member is not affected by the scope of the weekly working time. Professionals who participate in teaching on the basis of agreements on work performed outside the employment relationship are not considered academic staff.
 - b) An applicant becomes a student of the faculty on the date of enrolment. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of graduation or interruption of studies.
- (2) Each member of the academic community shall enjoy the academic rights and freedoms set out in Section 4 of the Act and Article 2 of these Statutes.
- (3) The academic community is the common and integral guarantor of the academic freedoms and rights of each of its members. At the same time, of all members of the academic community are responsible for defending and developing these freedoms and rights. Members of the academic community are obliged to uphold the good name of the University and the Faculty.
- (4) The Faculty supports the activities of scientific, professional, student, trade union and other special-interest associations bringing together members of the academic community whose activities help to fulfil the mission of the University and the Faculty, and may provide assistance to such associations.
- (5) It is incompatible with the Act and this Statute to establish, organize and promote the activities of political parties and political movements on campus.

- (6) The academic community of the faculty is convened in particular to discuss serious matters or measures within the scope of the faculty or the university, especially in connection with the election of members of the academic senate, with the proposal for the appointment of the Dean or the Rector, and when discussing a proposal for their removal from office, or on the occasion of ceremonial acts of a faculty, university or socially significant nature. The Academic Senate is also convened once a year by the Chair of the FaF MU Academic Senate, who submits an annual report on the activities of the FaF MU Academic Senate.

Part Two Bodies of the Faculty

Article 4

Self-Governing Academic Bodies and Other Bodies

- (1) The self-governing academic bodies of the Faculty are:
- a) The Academic Senate of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as "AS FaF MU"),
 - b) Dean of the Faculty of Pharmacy of Masaryk University (hereinafter also "Dean"),
 - c) The Scientific Board of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as the "SB FaF MU"),
 - d) Disciplinary Committee of the Faculty of Pharmacy of Masaryk University (hereinafter also "Disciplinary Committee of the Faculty of Pharmacy MU").
- (2) Another body of the faculty is the Secretary of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as the "Secretary").
- (3) Faculty bodies have the right to decide or act on behalf of the University in matters referred to in section 24 of the Act or in other matters entrusted to them by the MU Statutes.

Article 5

Academic Senate of the Faculty of Pharmacy of Masaryk University

- (1) The legal status of the AS FaF MU, its constitution and powers are based on Sections 26 to 27 of the Act.
- (2) The AS FaF MU is the highest self-governing representative body of the faculty self-government in the area of conception and control.
- (3) The AS FaF MU has 21 members. Of these, 14 members are elected by FaF MU academic staff to the chamber of academic staff and 7 students (5 students of bachelor's and master's degree programmes and 2 students of doctoral degree programmes) to the student chamber of AS FaF MU. The elections are governed by the "Election Regulations of the AS FaF MU", which is an internal regulation of the faculty according to Section 33 of the Act.
- (4) A member of the AS FaF MU may resign.
- (5) A condition of membership in the AS FaF MU is the status of a member of the part of the academic community for which they were elected.

- (6) The method of electing members of the AS FaF MU is set out in the Election Regulations of the AS FaF MU. The Rules of Procedure of the AS FaF MU, as well as the rules of procedure of its bodies, are laid down in the Rules of Procedure of the AS FaF MU. The FaF MU AS Election Regulations and the FaF MU AS Rules of Procedure are internal regulations of the Faculty.
- (7) The AS FaF MU meetings are publicly accessible. The Dean or, on their behalf, the Vice-Dean, the Rector or, on their behalf, the Vice-Rector and the Chair of the MU Academic Senate or, on their behalf, a member of the MU Academic Senate authorised by them have the right to speak at the meeting whenever they request it. The rules of procedure of the AS FaF MU may lay down the rules of procedure for the speeches of other persons.
- (8) The AS FaF MU in particular:
- a) decides, on the proposal of the Dean, on the establishment, merger, amalgamation, division or abolition of faculty departments,
 - b) approves:
 1. drafts of the Faculty's internal regulations on the proposal of the Dean or, in the case of the Rules of Procedure of the AS FaF MU, on the proposal of a member of the AS FaF MU, on which the AS FaF MU has requested the opinion of the Dean, and submits them through the Chair of the MU Academic Senate for approval by the MU Academic Senate,
 2. the distribution of faculty funds submitted by the Dean and controls their use,
 3. annual reports on the activities of the Faculty and annual reports on the management of the Faculty submitted by the Dean,
 4. on the Dean's proposal, the strategic plan of the Faculty's educational and creative activities drawn up in accordance with the University's strategic plan after discussion in the Scientific Board of FaF MU,
 5. conditions for admission to study in study programmes accredited by the faculty,
 - c) gives prior approval to the Dean for the appointment and removal of members of the Scientific Board of FaF and the FaF MU Disciplinary Committee.
 - d) decides on the proposal for the appointment of the Dean and on the proposal for their removal from office.
- (9) The AS FaF MU also expresses its opinion on:
- a) proposals for new study programmes of the Faculty,
 - b) the Dean's intention to appoint or remove Vice-Deans.
- (10) The AS FaF MU is convened by its Chair (or Vice-Chair on their behalf).
- (11) The term of office of an AS FaF MU member is three years.
- (12) The term of office of all members of the AS FaF MU ends if the AS FaF MU does not act in accordance with Section 27 of the Act for a period of six months. In such a case, the Dean shall announce new elections of the Academic Senate within thirty days of the termination of the Senate's activities in accordance with the Election Regulations of the AS FaF MU.
- (13) The AS FaF MU is headed by a Chair who is elected from the members of the AS FaF MU academic staff chamber and two Vice-Chairs, one of whom is elected from the members of the AS FaF MU academic staff chamber and one from the members of the AS FaF MU student chamber.

- (14) The Chairperson or a designated Vice-Chair of the AS FaF MU organises the activities of the Academic Senate, convenes it in accordance with these Statutes and represents the AS FaF MU externally.
- (15) At least once a year, the Chair of the AS FaF MU informs the academic community of the faculty about the activities of the AS FaF MU at a public assembly.
- (16) The AS FaF MU may create committees for its activities, headed by a member of the AS FaF MU, or in the case of the Electoral and Mandate Committee, a member of the academic community of the faculty. The members of the commission may be members of the academic community of the faculty, or other experts on the issue at hand may be invited. These committees are advisory bodies to the AS FaF MU.
- (17) Membership and performance of the functions of a member of the AS FaF MU, a body of the AS FaF MU or a member of a committee of the AS FaF MU are honorary and irreplaceable. The office of a member of the AS FaF MU is incompatible with the office of Rector, Vice-Rector, Bursar or Chancellor, Dean, Vice-Dean and Secretary of the Faculty.

Article 6

Dean of the Faculty of Pharmacy, Masaryk University

- (1) The faculty is headed by a Dean whose legal status and authority are determined by the Act, the MU Statutes, these Statutes and other internal regulations of the faculty.
- (2) The Dean is appointed by the Rector of the University on the proposal of the AS FaF MU. The AS FaF MU selects a candidate for Dean on the basis of a secret ballot. The rules for the election of the Dean form Annex 1 to this Statute.
- (3) The proposal for the appointment of a Dean is submitted by the Chair of the AS FaF MU to the Rector no later than 1 month before the end of the term of office of the current Dean. The term of office of a Dean is four years and may be served by one person for a maximum of two consecutive terms.
- (4) A Dean may be dismissed by the Rector on the basis of a resolution of the Academic Senate of the Faculty of Pharmacy. If the Dean seriously fails to fulfil their duties or seriously damages the interests of the university or the faculty, they may be dismissed on the initiative of the Rector, but only after the prior opinion of the AS FaF MU and with the consent of the AS MU (Section 28 (3) of the Act).
- (5) The manner of discussion and adoption of a resolution on the proposal for the appointment of a Dean or on the proposal for their dismissal is specified in Annex 1 to these Statutes.
- (6) Faculty Vice-Deans, the secretary and other senior staff are directly responsible to the Dean for their activities. Further details are set out in the Organisational Regulations of the MU Faculty of Pharmacy issued by the Dean.
- (7) The Dean shall appoint a Dean's Board and other advisory bodies as necessary.

Article 7

Vice-Deans

- (1) Vice-Deans represent the Dean to the extent determined by the Dean. Their legal status is determined by the Act, the Faculty's internal regulations, MU internal regulations and the MU Faculty of Pharmacy Organisational Regulations.
- (2) Vice-Deans are appointed and dismissed by the Dean, after the prior opinion of the AS FaF MU. Vice-Deans are responsible to the Dean for the areas of activity entrusted to them. The number of Vice-Deans and their functional duties are set by the Dean in the Organisational Regulations of the Faculty of Pharmacy MU.

- (3) Vice-Deans act on behalf of the University in matters of the Faculty concerning the areas of activity entrusted to them.
- (4) Vice-Deans represent the Dean and, where appropriate, each other in the manner and in the order set out in the MU Faculty of Pharmacy Organisational Regulations and in the relevant measure of the Dean.
- (5) The term of office of Vice-Deans ends at the latest with the expiry of the term of office of the Dean.

Article 8

Scientific Board of the Faculty of Pharmacy, Masaryk University

- (1) The legal status of the Scientific Board of Faculty of Pharmacy MU (hereinafter referred to as the "SB FaF MU") and its powers are determined by Sections 29 and 30 of the Act, MU internal regulations, these Statutes and other internal regulations of the MU Faculty of Pharmacy.
- (2) The lowest number of members of the SB FaF MU is 21. The members of the Scientific Board are prominent representatives of the fields in which the faculty carries out educational and creative activities. At least one third of the members of the SB FaF MU are external members, i.e. persons who are not members of the university's academic community. An employment relationship for the purpose of consultancy, opposition or other short-term professional activities is not an obstacle to membership of the SB FaF MU as an external member.
- (3) The Chair of the SB FaF MU is the Dean of Faculty of Pharmacy MU .
- (4) The members of the SB FaF MU are appointed and dismissed by the Dean after approval by the AS FaF MU.
- (5) The term of office of the members of the SB FaF MU is the same as the term of office of the Dean who appointed them. Membership of the SB FaF MU is honorary and irreplaceable.
- (6) The rules of the meetings and the manner of proceedings of the SB FaF MU are determined by the Rules of Procedure of the SB FaF MU, which is an internal regulation of the Faculty.

Article 9

Disciplinary Committee of the Faculty of Pharmacy of Masaryk University

- (1) The members of the FaF MU Disciplinary Committee are appointed and removed by the Dean from among the members of the academic community of the Faculty after prior approval by the AS FaF MU. Half of the members of the FaF MU Disciplinary Committee are students. The FaF MU Disciplinary Committee elects and dismisses its chairperson from among its members. The term of office of the members of the Disciplinary Board of the MU Faculty of Pharmacy is two years. The membership of the FaF MU Disciplinary Board always expires with the termination of the membership in the part of the Faculty's academic community that was decisive for its appointment.
- (2) The Disciplinary Committee of the MU Faculty of Pharmacy discusses disciplinary offences committed by students enrolled in the Faculty's study programmes and submits a proposal for a decision to the Dean. The rules of disciplinary proceedings are laid down in the Disciplinary Regulations of the Faculty of Pharmacy, which are internal regulations of the Faculty.

Article 10

Secretary of the Faculty of Pharmacy, Masaryk University

- (1) The Secretary of the MU Faculty of Pharmacy performs the management and internal administration of the Faculty and acts on behalf of MU in matters concerning the Faculty to the extent provided for by the Act, the MU Organisational Regulations,

the MU Faculty of Pharmacy Organisational Regulations and other regulations of the Faculty and the University.

- (2) The Secretary of the MU Faculty of Pharmacy is appointed and dismissed by the Dean (Section 32 of the Act), to whom the Secretary is directly subordinate and at the same time responsible for their activities.
- (3) In order to ensure a coordinated approach of the Faculty within the University in the area of management and internal administration, the Secretary of the Faculty cooperates with the Bursar of the University, who guides them methodically.
- (4) The Secretary shall not have a fixed term of office. The office of Secretary does not cease with the expiry or termination of the term of office of the Dean.

Article 11

Dean's Board

- (1) The Dean's Board (hereinafter referred to as the "Dean's Board") is an advisory body to the Dean. Its permanent members are Vice-Deans, heads of departments and heads of special-purpose facilities, the Secretary, a representative of the AS FaF MU, a student representative and, where appropriate, other experts appointed by the Dean at their discretion.
- (2) The Dean's Board, which is convened by the Dean, usually once a month, discusses basic issues in the area of the management and economy of the Faculty. If necessary, the Dean may convene a broader Board, to which selected senior members of the Faculty or other experts may be invited.
- (3) Student representatives do not participate in the Dean's Board's deliberations on academic and non-academic staff matters.
- (4) The minutes of the meetings of the Dean's Board are taken and published on the Faculty's website.

Article 12

Dean's Office

- (1) The Dean's Office of the MU Faculty of Pharmacy is an administrative and economic unit of the Faculty of Pharmacy reporting to the Dean; it prepares documents for the Dean's decision-making and ensures the implementation of their decisions.
- (2) The activities of the Dean's Office also include administrative and economic matters concerning departments and facilities with faculty-wide competence, unless the Dean entrusts the heads of these departments with the authority to act independently on behalf of the faculty in specified matters.

Part Three

Study

Article 13

Study Programmes

- (1) The faculty implements bachelor's, master's and doctoral study programmes. The composition, focus, content, duration and completion of these programmes are generally regulated by Sections 44 to 47a of the Act.
- (2) The study programme can be implemented:
 - a) separately at one faculty,
 - b) separately at several faculties,
 - c) jointly at several faculties,
 - d) partly at one faculty and partly at another faculty – or possibly at other faculties,

- (3) In the case of study programmes carried out under (c) or (d), it must be specified where the student is admitted and enrolled for study and also the regulations of which faculty (or school) they are obliged to follow.
- (4) The study programme may be specified in study plans that set out the time and content sequence of study subjects, the form of their study and the method of verification of study results (Section 44 (3) of the Act).
- (5) Study programmes are subject to accreditation under Part Nine of the Act.

Article 14

Conditions for Admission to Study, Method of Application and Course of Study

The conditions of admission to study at the faculty and the requirements of the admission procedure are determined by the Act and the MU Statutes.

Article 15

Study-Related Fees

The rules for the assessment of fees, the determination of their amount, their due date, the form of payment, as well as other conditions of their application are governed by the Act (in particular Section 58), the MU Statutes and the measures of the Dean.

Article 16

Lifelong Learning

- (1) Within the framework of its educational activities, the University and the Faculty on its behalf provide free of charge or for a fee lifelong learning programmes outside the established framework of study programmes according to Article 12 (Section 60 of the Act).
- (2) More detailed conditions of lifelong learning are set out in the Masaryk University Lifelong Learning Regulations, which are internal regulations of MU.
- (3) Participants of lifelong learning are not students of the Faculty according to the Act, therefore they are not members of the academic community.

Part Four Academic Community

Article 17

Students

- (1) A candidate for study at the faculty becomes a student on the date of enrolment (according to Sections 51 and 61 of the Act).
- (2) A person ceases to be a student on the date of graduation under sections 55 (1) and 56 (1) and (2) of the Act or on the date of interruption of studies under section 54 of the Act. A person whose studies have been interrupted in accordance with section 54 of the Act shall not become a student of the Faculty again until the date of re-enrolment.
- (3) The rights and obligations of students of the Faculty are set out in Sections 62 and 63 of the Act.

Article 18

Service of Documents in Matters of Study

Delivery of documents is governed by the MU Statutes.

Article 19

Disciplinary Proceedings

- (1) Disciplinary proceedings deal with disciplinary offences committed by students of the Faculty and cases that would justify the expulsion of a student from studies under Section 67 of the Act.
- (2) Details concerning, in particular, the nature and manner of hearing disciplinary offences and the imposition of some of the sanctions provided for in Section 65 (1) of the Act are regulated by the Disciplinary Regulations of the MU Faculty of Pharmacy.

Article 20

Academic Staff

- (1) The academic staff of the Faculty shall be the employees of the Faculty referred to in Article 3 (1) (a).
- (2) The work of an academic staff member can be performed in a basic employment relationship with the University.
- (3) The employment relations of academic staff working at the Faculty are decided by the Dean, who also acts on behalf of the University and the Faculty in employment relations. Personnel issues are discussed with the Rector, unless an agreement between the Dean and the Rector provides otherwise.
- (4) If an academic staff member performs their activities at more than one MU unit, the head of the unit, determined in accordance with the rules contained in the MU Statutes, decides on their employment issues in accordance with the relevant legal regulations.
- (5) Remuneration of academic staff is based on the principles contained in the MU Internal Wage Regulations.
- (6) Academic staff are bound by the Code of Ethics for Academic and Professional Staff of Masaryk University.
- (7) Academic staff may be granted, at their request, creative leave in the sense of § Section 76 of the Act. Details are set out in MU regulations and the Dean's measures.
- (8) Other experts also participate in the teaching activities of the faculty, usually on the basis of agreements on work performed outside the employment relationship.

Article 21

Appointment as Associate Professor and Professor

The faculty's authorisation to hold habilitation or appointment proceedings in a given field is subject to accreditation under Section 82 of the Act. The list of accredited fields of study in which the faculty is authorised to conduct habilitation and appointment proceedings is published on the faculty's website.

Article 22

Visiting Professors

- (1) Visiting professors may work at the faculty in a similar capacity to academic staff (Section 70 (4) of the Act).
- (2) A visiting professor is employed at the faculty either for a limited period of time or for an agreed period of time during which they participate in the academic activities of the faculty.
- (3) The employment relations of visiting professors with the Faculty and the University are regulated in an employment contract negotiated by the Dean.

- (4) Visiting professors may be members of the State Examination Board only if they meet the requirements of the Act (Section 53 of the Act).

Article 23

Selection Procedures at the Faculty

- (1) Academic staff positions at the faculty are filled in accordance with the MU Selection Procedure Regulations. The Selection Procedure Regulations shall also apply, as appropriate, to the selection of non-academic staff.
- (2) The selection procedure for the Head of the Institute shall take place in front of a committee of at least five members.

Part Five

Staff outside the Academic Community

Article 24

Non-Academic Staff

- (1) In addition to members of the academic community, according to Article 3, paragraph 1, there are other employees at the Faculty who participate in scientific, research, development or other creative activities or provide other professional, administrative, managerial, economic and technical activities necessary for the fulfilment of the Faculty's mission.
- (2) Employment relations of non-academic staff working at the Faculty are decided by the Dean or the Secretary according to the rules laid down in the Organisational Regulations of the Faculty of Pharmacy MU. Personnel issues are discussed with the MU Rector, unless an agreement between the Dean and the Rector stipulates otherwise.
- (3) Remuneration of non-academic staff is based on the principles of the MU Internal Wage Regulations.

Article 25

Emeritus Professors

- (1) A former academic staff member of the faculty with the title of professor who has made an outstanding contribution to the development of the faculty through their lifelong teaching and scientific activities may be proposed for the status of Emeritus Professor by the Dean with the approval of the SB FaF MU.
- (2) Emeritus Professor is an honorary member of the MU academic community with the right to participate in its activities. A professor emeritus does not have the right to vote or be elected to the academic bodies of the MU Faculty of Pharmacy.
- (3) An Emeritus Professor is appointed by the Rector on the basis of a proposal from the Dean. The appointment is confirmed by the presentation of the appointment decree, usually at a meeting of the Masaryk University Scientific Board or on another ceremonial occasion.
- (4) Based on an agreement with the head of the department, the Emeritus Professor may participate in research or other activities of the department, or engage in their own research within the framework of freedom of research.
- (5) The mutual relations between the Faculty and the Emeritus Professor are always regulated by the Emeritus Professor Status Agreement. For serious reasons, the Rector may withdraw this status from the Emeritus Professor after consultation with the Dean.
- (6) Other conditions of the Emeritus Professor may be regulated by contract and by the regulations of the University and the Faculty.

Part Six

Organisational Structure and Definition of Competences of the Faculty Bodies and Parts

Article 26

Departments of the Faculty

- (1) Faculty departments may be established, changed or abolished only by resolution of the AS FaF MU on the proposal of the Dean.
- (2) The principles of work organisation at the Faculty and its departments, competences and tasks of individual bodies are laid down in the Organisational Regulations of the Faculty of Pharmacy MU. The Organisational Regulations are not an internal regulation of the Faculty.
- (3) The Faculty is divided into:
 - a) departments,
 - b) purpose-built facilities,
 - c) the Dean's office.
- (4) The departments are workplaces for the implementation of educational, scientific, research and development activities of the faculty. The following departments are established at the Faculty of Pharmacy of MU:
 - a) Department of Applied Pharmacy,
 - b) Department of Natural Drugs,
 - c) Department of Pharmaceutical Technology,
 - d) Department of Pharmacology and Toxicology,
 - e) Department of Chemical Drugs,
 - f) Department of Molecular Pharmacy.
- (5) Purpose-built facilities are workplaces supporting the educational, scientific, research and development activities of the faculty. The following facilities are established at the MU Faculty of Pharmacy:
 - a) Institute of Lifelong Learning,
 - b) Dr. Protiva's library.
- (6) The Dean's Office is a workplace for the preparation of documents for the Dean's decision-making, for ensuring the administrative activities of the Faculty and for ensuring its operation. The organisational structure of the Dean's Office and the activities of its units are regulated by the Organisational Regulations of the Faculty of Pharmacy MU.
- (7) The organisational structure of the Faculty is published in the public section of the Faculty's website.

Article 27

Status and Powers of Faculty Bodies

- (1) The establishment and powers of faculty bodies are the responsibility of the AS FaF MU and the Dean in accordance with these Statutes and Sections 24 to 33 of the Act.
- (2) In addition to the matters listed in section 24 (1) of the Act, the faculty bodies also decide and act on behalf of the University on the disposal of University property to the extent specified in the MU Statutes and the MU Organisational Regulations.

- (3) If a dispute arises within the University concerning the rights of the faculty, the MU Rector has the right to decide on the dispute in accordance with the MU Statutes.

Part Seven Faculty Management

Article 28

Faculty Budget

- (1) The Faculty sets its budget and manages according to it. The procedure for drawing up the budget, the draft of which is prepared by the Dean in cooperation with the Faculty Secretary, is determined by the Act and the MU Statutes, the MU Budget Rules, MU internal regulations, these Statutes and other internal regulations of the Faculty, as appropriate. The budget proposal submitted by the Dean is discussed and approved by the AS FaF MU.
- (2) The Dean of the Faculty is responsible for the management of the Faculty's financial resources.
- (3) The Secretary proposes to the Dean the method of distribution and the specific distribution of the funds allocated by the University for the Faculty and subsequently for the individual departments of the Faculty for the calendar year. The Dean submits this proposal to the AS FaF MU for discussion and approval after the opinion of the Dean's Board. The management of the funds thus allocated to the faculty institutes is the responsibility of their heads and is governed and controlled by the internal regulations of the faculty.
- (4) The financial resources obtained by the faculty from lifelong learning, foreign language education and supplementary activities (Section 20 (2) of the Act) serve the faculty's own needs within the limits set by legal regulations and the faculty's internal regulations.

Article 29

Faculty Property and Property Management

- (1) When dealing with MU property used by the Faculty, i.e. in particular when acquiring and transferring such property, it proceeds, acts and decides on its behalf (in accordance with the MU Statutes):
 - a) the Rector in the matters referred to in section 15 (1) (a) to (d) of the Act, as well as in other matters they reserve;
 - b) the Bursar, or, to the extent specified in a measure of the Rector or the Bursar, another employee, in matters not listed in (a) and (c);
 - c) the Dean, in the case of:
 1. the disposal of movable property within the financial resources, including the disposal of unserviceable movable property,
 2. acting on matters relating to the proper management of the immovable and movable property entrusted to it within the limits of its financial resources,
 3. leasing non-residential premises or real estate, if the duration of the lease does not exceed one month per case.
 - d) the Faculty Secretary to the extent regulated by the MU Faculty of Pharmacy Organisational Regulations and Faculty regulations.
- (2) The management of the faculty's property and the method of accounting are determined by Section 20 of the Act. More detailed rules of management are regulated by the MU Statutes and the Faculty's internal regulations.

Part Eight Documents

Article 30

Annual Reports, Performance Evaluation and Strategic Plan

- (1) Each year the Faculty publishes an Annual Report on Activities as a non-periodical publication.
- (2) The Faculty participates in quality assurance and internal evaluation of educational, creative and related activities at the University in accordance with the University regulations.
- (3) The individual faculty units are obliged to provide the Dean and the Rector with complete and truthful information necessary for the processing of the evaluation within the time limit set by the Dean.
- (4) The Faculty prepares a strategic plan for educational and creative activities, which is drawn up in accordance with the strategic plan of the University and updated at least once every five years.

Article 31

Matriculation of Students

- (1) The faculty participates in the maintenance of the MU Student Register. The contents of the register and the maintenance of records on students, updating of records and issuing extracts and copies from the register are regulated by Section 88 (2) to (4) of the Act.
- (2) The registry is maintained by the staff of the Dean's Office, who are designated by the Dean to do so. Centrally, the register is then kept at the MU Rector's Office according to the internal regulations of the University.

Article 32

Recognition of Foreign Higher Education and Qualifications

The documents to be submitted with the application for recognition and the conditions under which the relevant certificate may be issued are set out in Sections 89 and 90 of the Act and the regulations of the University.

Article 33

Scholarships

- (1) Faculty students may be awarded scholarships.
- (2) The conditions under which students of the faculty and possibly other persons may be awarded scholarships paid from the state budget subsidy for MU (Section 18 of the Act) are determined by
§ Section 91 (2), (3) and (5) of the Act, the "Masaryk University Scholarship Regulations" and the "FaF Scholarship Programmes", announced by the Dean.

Part Nine

Symbols of the Faculty and its Academic Ceremonies

Article 34

Insignia, 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 officers") on ceremonial occasions are the academic insignia of the Faculty (academic scepter, chains) and gowns.

- (2) The rules for the use of academic insignia and gowns for the conduct of academic ceremonies at the faculty are determined by the MU Statutes and its Annex No. 4 "Rules Governing the Usage of Academic Insignia and Gowns and the Organization of Academic Ceremonies at MU".
- (3) Documentation of the faculty insignia is stored in the MU Archives.

Article 35

Academic Ceremonies

- (1) The Dean of the Faculty is usually inaugurated at a ceremony attended by members of the Faculty's academic community and invited guests. On this occasion, the Dean delivers an inaugural address.
- (2) Matriculation is the ceremonial act of admitting students to the university's student body.
- (3) Graduation is a solemn act in which academic officials present graduates of all types of studies with a diploma awarding the relevant degree.
- (4) The Rector shall determine the course of inaugurations, matriculations, graduations and other ceremonial acts.
- (5) The wording of the matriculation vows of students and graduation vows of graduates is set out in Annex 2 to this Statute.

Article 36

Honorary Scientific Ranks and Titles, Medals and Prizes

The faculty awards honorary degrees, medals and faculty awards to members of the academic community or other persons who have contributed to the development of the faculty or who have made a significant contribution to the development of science and general education in accordance with the Act, the MU Statutes and these Statutes.

Part Ten

Common, Transitional and Final Provisions

Article 37

Official Notice Boards

- (1) The faculty maintains an official notice board. Unless otherwise specified in MU and faculty internal regulations, documents concerning the entire university are posted on the university's official board and documents concerning the faculty are posted on the faculty's official board.
- (2) The secretary of the faculty is responsible for the official notice board.

Article 38 **Final**

Provisions

- (1) These Statutes include:
 - Annex No. 1 – Procedure for consideration and acceptance of the proposal for the appointment of the Dean.
 - Annex 2 – Text of the matriculation and graduation vows of students.
- (2) In addition to these Statutes, the Faculty has the following internal regulations:
 - a) Rules of Procedure of the AS FaF MU,
 - b) Election Regulations of the AS FaF MU,

- c) Rules of Procedure of the SB FaF MU,
 - d) Disciplinary Regulations of the Faculty of Pharmacy MU.
- (3) These Statutes were approved by the AS FaF MU on 26 September 2023.
 - (4) These Statutes were approved by the AS MU on 6 November 2023.
 - (5) These Statutes come into force on the date of approval by the AS MU.
 - (6) These Statutes shall take effect on 8 November 2023.
 - (7) This version of the Statutes replaces the version of the Statutes dated 22 February 2022.

Brno, 8 November 2023

*prof. PharmDr. Mgr. David Vetchý,
Ph.D. Dean of the Faculty of Pharmacy MU*

signed electronically

Annex No. 1 to the Statutes of the Faculty of Pharmacy MU – Election and Removal of the Dean

Section 1 Method of Discussion and Acceptance of the Proposal for the Appointment of a Dean

- (1) The AS FaF MU decides on a proposal for the appointment of a Dean at its meeting by election in the form of a secret ballot.
- (2) The election of a candidate for the office of Dean is announced by the AS FaF MU at least three months before the expiry of the Dean's term of office. It is prepared and managed by an election committee of at least five members established for this purpose by the AS FaF MU. The members of the election committee, including its chairperson, are elected by the AS FaF MU by secret ballot, so that at least two members of the committee are students of the FaF MU.
- (3) The Election Committee prepares a timetable for the election and rules for the submission of proposals for candidates for the office of Dean, in accordance with the requirements contained in the AS FaF MU resolution announcing the election, if any, and with the assistance of a designated department of the Faculty Dean's Office. No later than 15 days after the date of the announcement of the election pursuant to paragraph 2, the election committee shall inform the academic community of the Faculty of Pharmacy of the rules for the submission of proposals for candidates for the office of Dean and the timetable for the election. The Commission shall be obliged to keep minutes of its actions relevant to the conduct and outcome of the election. These, signed by the Chairperson, shall be forwarded, together with other relevant documents, to the designated office of the Dean of the Faculty after the election has been concluded.
- (4) The AS FaF MU notifies the Rector, who has the right to attend the meeting, of the announcement of the election, the acceptance of candidates and the date of the meeting of the AS FaF MU, the subject of which is to deliberate on the proposal for the appointment of the Dean.
- (5) Candidates for the position of Dean will personally introduce themselves to the academic community of the faculty at a meeting of the AS FaF MU, where they will present their programme.
- (6) The AS FaF MU is eligible to act on a proposal for the position of Dean pursuant to subsection 1 if an absolute majority of all members of the AS FaF MU is present. Attendance according to the first sentence shall be judged by the number of ballot papers handed by name by the election committee to individual members immediately following the conduct of the election. Until the last member of the AS FaF MU who has been given a ballot paper in accordance with the second sentence has made an election, all members who have made an election in an earlier order shall be deemed to be still present. Each present member of the AS FaF MU has one vote. A proposal for the appointment of a Dean is adopted if an absolute majority of all members of the AS FaF MU vote in favour of the proposal.
- (7) In the event that no candidate for the office of Dean receives the required number of votes referred to in paragraph 6, the two candidates who received the highest number of votes shall proceed to the next election round. In the event of a tie for more than two first-place candidates, or for two or more second-place candidates, all such candidates shall proceed to the second round.
- (8) In the event that none of the candidates for the office of Dean obtains the consent of an absolute majority of all members of the AS FaF MU even in the second round, a third round will be held in seven calendar days at the earliest and ten calendar days at the latest. The candidates shall proceed to the third round according to the rules set out in paragraph 7.

- (9) If the AS FaF MU does not accept the proposal for the appointment of the Dean even in accordance with the procedure under subsection 8, the AS FaF MU announces a new election without undue delay. A new election of a candidate for the office of Dean may take place no earlier than one month after the third round of the previous election.
- (10) If the proposal for the appointment of a Dean is accepted, the Chair of the AS FaF MU immediately notifies the MU Rector.

Article 2 Method of Discussion and Acceptance of the Proposal for the Removal of the Dean

- (1) A proposal for the dismissal of the Dean will be discussed by the AS FaF MU on the basis of a written proposal of a member of the AS FaF MU delivered to the Chair of the AS FaF MU.
- (2) The AS FaF MU will discuss the proposal at an extraordinary meeting no sooner than fifteen and no later than forty-five days from the date of receipt of the proposal pursuant to subsection 1.
- (3) The Dean is notified of the date of the extraordinary meeting at least fourteen days in advance. Both the Dean and the proposer of the motion to recuse are entitled to give a speech before the vote on the motion.
- (4) The proposal shall be voted on by secret ballot.
- (5) A motion to dismiss a Dean is accepted if at least three-fifths of all members of the AS FaF MU have voted in favour of the motion.
- (6) If the proposal to dismiss the Dean is accepted, the Chair of the AS FaF MU shall notify the MU Rector immediately, but within seven days at the latest.

Section 3 Statement on the MU Rector's Intention to Dismiss the Dean of the Faculty

- (1) In the event that the Rector intends to dismiss the Dean on their own initiative, the AS FaF MU will discuss its position at an extraordinary meeting convened by the AS FaF MU Chair.
- (2) The Dean and the MU Rector are notified of the date of the extraordinary meeting at least 14 days in advance.
- (3) The wording of the "Statement of the Academic Senate" within the meaning of Article 15 (2) of the Statutes is submitted by the Chair of the AS FaF MU after the debate and put to a secret ballot. A proposal for a "Statement of the Academic Senate of the Faculty" is adopted if an absolute majority of all members of the AS FaF MU vote in favour of it.

Annex No. 2 to the Statutes of the Faculty of Pharmacy MU - Text of Matriculation Vows and Graduation Vows

Matriculation Vows of FaF MU Students

On behalf of the students entering the Faculty of Pharmacy at Masaryk University, I solemnly promise to duly exercise the rights and fulfil the duties of a member of the academic community of Masaryk University and its Faculty of Pharmacy.

I am determined to faithfully fulfil all the obligations arising from my admission and studies at the Faculty of Pharmacy. I will make every effort to achieve a high degree of professional knowledge and skills.

I promise that with all my work and actions I will strive to preserve the good name of Masaryk University and its Faculty of Pharmacy and that I will not do anything to damage their reputation.

Graduation vows of graduates of the FaF MU bachelor's study programme

Promoter:

Dear graduates, you have completed your studies in the [name of programme] and have successfully fulfilled all the prescribed requirements for the Bachelor's degree. Before this degree can be conferred upon you, you must take a vow pledging to conduct yourself and act in a manner that will make you worthy of the degree of university Bachelor degree throughout your life.

You shall therefore promise:

that you will permanently preserve in grateful memory the university from which you earned your bachelor's degree and

that you will continue to support it;

that you will hold the rank I am about to confer on you in high esteem, and that you will always be worthy of the title by your conduct;

that you will develop and deepen your professional knowledge and moral qualities, and that you will devote all your knowledge and experience to the benefit and usefulness of mankind and society.

Do you undertake this and promise it on your good conscience?

Alumni:

I pledge and promise.

Promoter:

Having thus solemnly pledged yourselves, nothing prevents you from accepting the diplomas of the Bachelors. I, the promoter lawfully constituted, by virtue of my office, hereby declare you to be Bachelors and confer upon you all the marks and honours, rights and privileges of Bachelors. I place in your hands a document, bearing the seal of Masaryk University, confirming the award of the degree of "Bachelor".

Graduation vows of graduates of the FaF MU master's study programme

Promoter:

Scholares clarissimi, examinibus, quae ad eorum, qui magistri nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adiistis desiderantes, ut vos eo honore in hoc solemnibus consessu ornaremus. Prius autem fides est danda vos tales semper futuros, quales vos esse iubebit dignitas, quam obtinueritis, et nos vos fore speramus.

[Translation: *Dear graduates, you have successfully passed the examinations prescribed by law to test the knowledge of those who wish to attain the honorary degree of Master. You ask us to confer upon you this honourable degree at this solemn assembly today. Before that, however, you must take the oath of a graduate of the Faculty of Pharmacy, which will make you committed that you will at all times act as this degree requires of you and as we expect of you.*]

Spondebitis igitur:

Primum vos huius Universitatis, in qua magistri gradum ascenderitis, piam perpetuo memoriam habituros, eiusque res ac rationes, quoad poteritis, adiuturos;

dein honorem eum, quem in vos collaturus(-a) sum, integrum incolumemque servaturos; postremo studia pharmaciae 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. Haec vos ex animi vestri sententia spondebitis ac pollicebimini?

[Translation: *Promise, then: first, that you will keep in grateful memory the university from which you have attained the degree of Master of Arts and that you will continue to support it; next, that you will hold the rank I am about to confer on you in esteem and that you will always be worthy of the title by your conduct; finally, that you will, by persevering labor, further your education and develop our discipline for the sake of the*

propagation of truth and the welfare of society. Do you undertake and promise this on your good conscience?]

Alumni:

Spondeo ac polliceor. [Translation: *I pledge and promise.*]

Promoter:

Itaque iam nihil impedit, quominus honores, quos obtinere cupitis, vobis impertiamus. Ergo ego, promotor (promotrix) rite constitutus(-a) vos ex decreto ordinis mei magistros creo, creatos renuntio omniaque magistrorum iura ac privilegia in vos confero. In cuius rei fidem haec diplomata Universitatis Masarykianae sigillo firmata vobis in manus trado. [Translation: *after you have made such a solemn commitment, there is nothing to prevent you from receiving the masters' diplomas. Therefore, I, the promoter(s) lawfully constituted, by the authority of my office, declare you to be magister(s) and confer upon you all the marks and honors, rights and privileges of magister(s). I place in your hands a document, bearing the seal of Masaryk University, confirming the conferment of the degree of Master.]*