

THE FACULTY OF ARTS, MASARYK UNIVERSITY STATUTES

(As amended with effect from 27th March 2020)

Part One **Basic Provisions**

Section 1

Basic Provisions

- (1) The Faculty of Arts, Masaryk University (hereinafter referred to as the "FF MU") and its bodies are part of a university public higher education institution, and within its framework, may exercise the powers regulated by Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act"), and entrusted to it by the Masaryk University Statutes, which is a legal entity.
- (2) Faculty name: Masarykova Univerzita, Filozofická fakulta
 - translated into Latin: Universitas Masarykiana, Facultas philosophica
 - translated into English: Masaryk University, Faculty of Arts
 - abbreviation: FF MU
 - address: 602 00 Brno, Arna Nováka 1
 - symbol of electronic connection: phil.muni.cz

Section 2

Focus and Activities of the FF MU

- (1) The FF MU is a scientific pedagogical institution that carries out educational and related scientific, research, development and innovation, and artistic and other creative activities (hereinafter referred to as "creative activities") and related activities in the fields of the philosophical, historical, philological, psychological, pedagogical, cultural, and artistic sciences.
- (2) The FF MU carries out educational activities in accredited degree programmes and in lifelong learning programmes.
- (3) The FF MU exercises, to the extent provided by the Act, competence in the habilitation procedure and the professor appointment procedure.
- (4) In cooperation with Masaryk University (hereinafter referred to as "MU"), the FF MU creates conditions for information access to library and journal collections, and to electronic information.
- (5) In cooperation with MU, the FF MU creates conditions for foreign relations and the mobility of students and academics.
- (6) The FF MU carries out publishing activities in accordance with the principles of editorial activities at MU.
- (7) In addition to the matters listed in Section 24(1) of the Act, FF MU bodies also decide and act on behalf of MU on the disposal of MU property to the extent specified in Section 48 of the MU Statutes and decide on matters listed in Section 15 of the MU Statutes in

which the faculties are entrusted with decision-making on behalf of MU.

Section 3

The Academic Community and Academic Freedoms and Rights

- (1) The FF MU academic community consists of its academic staff members and students. Visiting MU professors are also members of the academic community during their time at the FF MU. The Rector, the Dean, the Chair of the MU Academic Senate, or the Chair of the FF MU Academic Senate may convene a meeting of the academic community to discuss serious matters.
- (2) Visiting professors may work at the FF MU in a similar capacity to academic staff. The scope of the visiting professors' activities and their legal relations with MU are regulated by contract. The contract is negotiated by the Dean of the FF MU. A similar procedure is followed in the case of other visiting teachers and researchers.
- (3) All members of the academic community enjoy academic freedoms and rights under Section 4 of the Act and Section 2 of the MU Statutes. The FF MU academic community is the subject and guarantor of the academic rights and freedoms of its members who are obliged to defend these freedoms.

Section 4

Study and Students

- (1) The faculty provides education in Bachelor's, Master's, and Doctoral degree programmes. The composition, focus, content, duration, and completion of these programmes are governed by the general provisions of Sections 44 to 47a of the Act.
- (2) The rights and obligations of the FF MU students are determined by the provisions of Sections 62 and 63 of the Act, the MU Statutes, and the MU Study and Examination Regulations.
- (3) The admission procedure is initiated upon receipt of an application form by the FF MU.
- (4) The Dean of the FF MU sets the conditions for study for the relevant academic year in accordance with the Act and the MU Statutes.
- (5) Entrance examinations are written, or both written and oral. There may also be a talent test for relevant subjects.
- (6) The examination board for entrance examinations and the admissions committee are appointed by the Dean.
- (7) Foreigners are admitted to study in the Czech language under the conditions laid down for Czech students provided that their education has been recognised as education required by the Act and if they have met the conditions for admission. For the admission of foreigners under international treaties, these conditions will apply *mutatis mutandis*, as it may regard the dates of the admission procedure. For studies taken by foreigners in a foreign language pursuant to Section 58(4) of the Act, the Dean will set the fee by measure, specifically considering the financial demands of the studies, the costs of ensuring the quality of the studies, and the current situation in an analogous field of education, no later than 15th February of the preceding academic year.
- (8) The amount of the fee and reimbursement of costs associated with studies, lifelong learning, and with certain procedures, is set by the Dean in accordance with the Act and MU internal regulations for the relevant academic year before the deadline set for the submission of applications for the academic year.
- (9) State examinations and the defence of graduate theses are governed by the MU Study

and Examination Regulations. The dates of state examinations, defence of graduate theses, and the composition of examination boards are published in the MU IS and on the official Faculty notice board at least two weeks before the start of State examinations in the given semester in the case of Bachelor's and Master's State examinations, and four weeks in the case of Doctoral State examinations.

Section 5

Advanced Master's State examinations

- (1) Graduates of Master's degree programmes who have obtained the academic degree "Master" may take the Advanced Master's State examination in the same field of study in accordance with the procedure and under the conditions laid down by law (Sections 46(5) and 99(5) of the Act) and the MU Study and Examination Regulations (Sections 34–37). Upon successful completion of the examination, the academic degree title of Doctor of Philosophy (abbreviated as "PhDr.") before the name is awarded.
- (2) The form of payment of costs and due dates shall be published for the academic year on the official notice board at least one month before the start of the academic year.

Section 6

Academics and Other FF MU Employees

- (1) Academic staff members are those professors, associate professors, extraordinary professors, assistant professors, instructors, lecturers, and scientific, research and development staff who are employed by the FF MU and who perform both teaching and creative activities in accordance with the agreed upon type of work.
- (2) Academic staff members may apply for sabbatical leave of six months once every seven years in accordance with Section 76 of the Act.
- (3) In addition to members of the academic community, there are other FF MU employees who participate in scientific research, administrative, organisational, and technical activities in accordance with the FF MU mission.

Section 7

Professors *Emeriti*

- (1) A former academic staff member of the FF MU with the title of professor who has made an outstanding contribution to the development of the FF MU or its units through their lifelong teaching and research activities may be granted the status of professor *emeritus*.
- (2) Proposals for appointment as professor emeritus are submitted to the Dean by the heads of academic units. The Dean appoints professors *emeriti* after discussion in the FF MU Scientific Board.
- (3) A professor *emeritus* is an honorary member of the FF MU academic community with an advisory vote at FF MU academic community meetings and at staff meetings of the institute to which they belonged before retirement.
- (4) Professor *Emeritus* is an honorary title that does not confer any employment rights.

Part Two

Bodies of the Faculty

Section 8

FF MU Bodies

- (1) The autonomous academic bodies of the FF MU are the FF MU Academic Senate, the Dean, the FF MU Scientific Board, and the FF MU Disciplinary Committee. Other bodies of the FF MU are the Dean's Council, the Dean's Committees, and the Faculty Bursar.
- (2) The results of meetings of the FF MU Academic Senate, the FF MU Scientific Board, and the Dean's Council are published electronically on the FF MU intranet.

Section 9

Academic Senate

- (1) The status of the Academic Senate of the FF MU (hereinafter referred to as the "FF MU AS"), its establishment, and its competence are determined by Sections 26 and 27 of the Act.
- (2) The FF MU AS has twenty-one members elected from among the members of the academic community, nine of whom are students.
- (3) The term of office of an FF MU AS member is three years.
- (4) The FF MU AS is headed by the Chair, elected from among the academic staff members and two Vice-Chairs.
- (5) Membership in the FF MU AS is honorary, non-deputisable, and incompatible with the position of Rector, Vice-Rector, Dean, and Vice-Dean.
- (6) At least once per year, the Chair of the FF MU AS acquaints the academic community of the FF MU with the activities of the FF MU AS.
- (7) Elections to the FF MU AS are governed by the Election Regulations of the FF MU AS.
- (8) The activities of the FF MU AS, its organisational structure, and rules of procedure are regulated by the FF MU AS Rules of Procedure.

Section 10

Dean

- (1) The position of the Dean and their powers are determined by Section 28 of the Act and the MU Statutes. The Dean is the highest representative of the FF MU and acts and makes decisions on behalf of MU in the affairs of the FF MU. They are responsible for their activities to the FF MU AS and the MU Rector. The Dean is responsible to the MU Rector for compliance with legislation and MU and FF MU regulations, for the organisation of teaching, scientific and other activities, for creating the conditions for these activities, and for managing funds in accordance with the approved budget. The term of office of the Dean is four years; the same person may hold the office of Dean for a maximum of two consecutive terms.
- (2) The MU Rector appoints the Dean based on a proposal by the FF MU AS. The FF MU AS decides on the proposal for the appointment of the Dean in the manner prescribed by the Act and the FF MU AS Rules of Procedure. The proposal for the appointment of the Dean of the Faculty of Arts is submitted by the FF MU AS Chair to the MU Rector no later than one month before the end of the term of office of the current Dean.
- (3) The announcement of the election, the acceptance of the candidates, and the date of

the FF MU AS meeting arranged to discuss and deliberate on the proposal for the appointment of the Dean, and which should include the presentation of candidates and their programme statements, should be communicated by the FF MU AS Chair to the Rector, who is entitled to attend such meeting, well in advance.

- (4) If the Dean seriously fails to fulfil their duties or seriously damages the interests of MU or the Faculty, the Rector may, on their own initiative, dismiss them, but only after the prior statement of the FF MU AS, and only with the consent of the MU AS.

Section 11

Vice-Deans

- (1) The Vice-Deans of the FF MU are appointed and dismissed after a prior statement from the FF MU AS by the Dean, who also determines their number and duties. Their activities are usually divided as follows: Bachelor's, Master's, Doctoral studies, science, external relations and public relations, research and development of the FF MU, relations with foreign countries, and editorial activities. One of the Vice-Deans is designated as the Deputy Dean. The Dean determines how the Vice-Deans shall deputise for one another.
- (2) The Vice-Deans act on behalf of MU in matters entrusted to the FF MU. Activities that are the subject of entrusted administration are carried out by the Vice-Deans in cooperation with authorised staff, the heads of individual units of the Dean's Office, and special purpose units.
- (3) The term of office of Vice-Deans ends with the term of office of the Dean.

Section 12

Scientific Board of the FF MU

- (1) The position of the FF MU Scientific Board (hereinafter referred to as the "FF MU SB"), its establishment, and its competence are determined by Sections 29 and 30 of the Act, these Statutes, and the Rules of Procedure of the FF MU SB.
- (2) The Dean is the Chair of the FF MU SB, and the FF MU SB meets at least once per semester. Membership in the FF MU SB is honorary and non-representative. The term of office of members of the FF MU SB is the same as the term of office of the Dean who appointed them.

Section 13

Disciplinary Committee of the FF MU

- (1) The position of the FF MU Disciplinary Committee, including its establishment and its competence, is defined in Sections 31 and 69 of the Act and the FF MU Disciplinary Code.
- (2) The FF MU Disciplinary Committee has six members; if there is a tie in the decision-making process, then the vote of the Committee Chair is decisive.

Section 14

Dean's Council

- (1) The Dean's Council is an advisory body to the Dean.
- (2) Members of the Dean's Council are the Dean, Vice-Deans, the Faculty Bursar, a representative of the academic staff chamber and a representative of the student chamber of the FF MU AS, delegated by the relevant FF MU AS chamber, and possibly other members appointed by the Dean at their discretion.

Section 15

Dean's Committees

- (1) The Dean may appoint committees for specific areas of FF MU activity as advisory or executive bodies. The Dean appoints the chairs of these committees.

Section 16

FF MU Faculty Bursar

- (1) The position and tasks of the FF MU Faculty Bursar are set out in Section 32 of the Act.
- (2) The Faculty Bursar is appointed and dismissed by the Dean based on a selection procedure. The Faculty Bursar is directly subordinate to the Dean and accountable to them for their activities.
- (3) The Faculty Bursar manages and coordinates the financial management of the FF MU and the work of the Dean's Office, or other units of the FF MU, as set out in the FF MU Organisational Regulations. They are methodologically supervised by the MU Bursar.

Section 17

Dean's Office

- (1) The Dean's Office is the managerial and administrative unit of the FF MU and the Dean.
- (2) The Dean's Office ensures the administration of the FF MU's academic officials, student affairs, matters related to the economic activities and management of the FF MU, the administration of foreign relations, personnel matters, and public presentation of the FF MU. Details are laid down in the Organisational Regulations of the FF MU.

Section 18

Organisational Structure of the FF MU

- (1) The FF MU is divided into academic and non-academic units. Academic units are established for the purpose of carrying out educational, scientific, research, development, innovation, artistic or other creative activities. The organisational structure and interrelationships of units are subject to the Organisational Regulations of the FF MU.
- (2) The heads of FF MU units are appointed by the Dean in accordance with the Regulations on Competitive Selection Procedures at Masaryk University, with the heads of FF MU institutes, departments, and seminars usually being appointed for a period of five years. The head manages the activities of the unit, they are accountable to the Dean for the proper use of the unit's powers and resources and are responsible for compliance with the regulations vis-à-vis the area of financial and study administration within their competence.

Part Three

Other Provisions

Section 19

FF MU Management

- (1) The FF MU manages its allocated funds based on the MU budget, the distribution of which is approved by the FF MU AS pursuant to Section 27 of the Act. It also manages

the funds obtained through supplementary activities.

Section 20

Evaluation of FF MU Activities

- (1) The MU Rector or the Ministry of Education, Youth and Sports determines the conditions, procedure, and criteria for the evaluation of the FF MU.
- (2) The evaluation monitors the quality of the FF MU educational, scientific, and creative activities, the members of its academic community, its management and other employees, and its economic efficiency.
- (3) Evaluation is based on fulfilment of the FF MU's long-term plan, comparison of the FF MU's performance with other Faculties of Arts in the Czech Republic and abroad, and its recognition by the scientific community and the wider public. The evaluation is carried out annually as part of the preparation of the published annual report, and on an operational basis based on a decision of the MU Rector.

Section 21

Register of Students

- (1) In accordance with Section 34 of the MU Statutes, the Dean entrusts the FF MU Office for Studies to keep a register of students for record-keeping, budgetary and statistical purposes.

Section 22

Scholarships

- (1) FF MU students may be granted scholarships. The principles for granting scholarships to students of the FF MU are set out in the MU Scholarship and Bursary Regulations. The Dean is authorised to grant scholarships according to the announced scholarship programme, or as scholarships granted outside a scholarship programme.

Section 23

Academic Insignia, Ceremonies and Awards

- (1) The external expression of the authority and responsibility of academic officers and of academic traditions, rights, and freedoms, are the Faculty academic insignia and academic ceremonies.
- (2) The academic officers of the FF MU are the Dean, the Vice-Deans and, for the period of graduation, the Promoter.
- (3) The academic insignia of the FF MU are the Dean's medal, chain, mace, and gowns. The Dean, Vice-Deans, the Chair of the FF MU AS, members of the FF MU Scientific Board, the Promoter, the beadle, doctoral students at graduation, and other members of the academic community are entitled to use Faculty gowns if they are authorised by the Dean. Documentation of the insignia is stored in the MU Archives.
- (4) Academic ceremonies are the inauguration of the Dean, matriculation, and graduation. The wording of the matriculation and graduation vows is contained in Annex No. 1 to these Statutes.
- (5) The FF MU awards medals to its staff, students, and others who have contributed to the development of the FF MU, science, and education. Medals are awarded by the Dean of the FF MU.

Part Three

Common, Transitional, and Final Provisions

Section 24

Common Provisions

- (1) The following Annexes form part of these Statutes:
 - Annex No. 1: Text of the matriculation and graduation vows.
- (2) In addition to these Statutes, the internal regulations of the FF MU are:
 - Election Regulations of the FF MU AS.
 - Rules of Procedure of the FF MU AS.
 - Rules of Procedure of the FF MU Scientific Board.
 - Disciplinary Code for FF MU Students.

Section 25

Final and Transitional Provisions

- (1) The FF MU Statutes effective from 9th October 2017 are hereby repealed.
- (2) Pursuant to Section 27(1)(b) of the Act, this Statute of the FF MU was approved by the Academic Senate of the FF MU on 27th January 2020.
- (3) Pursuant to Section 9(1)(b) of the Act, these Faculty Statutes were approved by the MU Academic Senate on 2nd March 2020.
- (4) These FF MU Statutes will enter into force on the date of approval by the MU Academic Senate.
- (5) Pursuant to Section 33(5) of the Act, these FF MU Statutes will enter into effect on the date of publication in the public part of the FF MU website, except for Section 9(2), which will enter into effect on the first day of the term of office of the FF MU AS elected immediately after the term of office of the FF MU AS that approved these Statutes.

prof. PhDr. Milan Pol, CSc.
Dean