

*On 1 March 2017, pursuant to Section 36(2) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), the Czech Ministry of Education, Youth and Sports registered the Constitution of Palacký University Olomouc under Ref. No. MSMT-5514/2017.*

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*Mgr. Karolína Gondková*  
*Director of the Department of Higher Education Institutions*

# **Constitution of Palacký University Olomouc of 1 March 2017**

## *Preamble*

*Pursuant to Section 9(1)(b) and Section 17(1)(a) of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, the Academic Senate of Palacký University Olomouc, being aware of the importance of knowledge, scholarship and culture for humankind, wanting to build its university on the principles of academic freedom and responsibility, which are the pillars of scholarly and educational activities, and bearing in mind the self-governing nature of the University and its indisputable independence from any power or political structure as recognized by the Higher Education Act, intending to make education accessible to anyone longing for it, subscribing to the idea of international cooperation among universities, not only as a basis for international scientific research, but also as a prerequisite for teaching young generations to be understanding and tolerant, has adopted the following Constitution of Palacký University.*

## **PART I Fundamental Provisions**

### **Article 1 Introductory Provisions**

- 1) Palacký University Olomouc is a public higher education institution of the university type.
- 2) The University was founded in Olomouc in 1573. Act No. 35/1946 Sb., on the reopening of the university in Olomouc, adopted by the National Assembly of the Czechoslovak Republic fully reopened the Czechoslovak state university in Olomouc under the name of “Palacký University” consisting of the following faculties: Sts. Cyril and Methodius Faculty of Theology, Faculty of Law, Faculty of Medicine and the Faculty of Arts.
- 3) The name introduced in Act No. 35/1946 Sb., was modified by subsequently adopted acts<sup>1</sup> and “Olomouc” was added to the name. In accordance with Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended (hereinafter referred to as the “Act”), the University uses the official name “Univerzita Palackého v Olomouci” in Czech and Palacký University Olomouc in English.
- 4) Palacký University Olomouc (hereinafter referred to as “UP”) is based at Olomouc, Křížkovského 8.

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<sup>1</sup> Act No. 58/1950 Sb., Act No. 163/1990 Sb., and Act No. 172/1990 Sb.

**Article 2**  
**Mission and Activities of UP**

- 1) The mission of UP consists in spreading knowledge, nurturing independent scholarly and artistic activities, as well as taking care of the cultural and educational development of society.
- 2) UP is a higher education institution of the university type (a legal entity) which, on the basis of the academic rights and freedoms of the academic community of UP, independently carries out education, scholarly, research and development, artistic and other creative activities (hereinafter “education and creative activities”).
- 3) The education activities at UP are based on general scientific knowledge and on the results of its own scientific research.
- 4) UP implements all types of accredited study programs as well as lifelong education programs and organizes internationally recognized courses.
- 5) UP is active in the fields of education listed in Appendix No. 1 hereto.
- 6) UP provides appropriate information services both to members of the academic community of UP and other UP employees, as well as to other interested members of the public.
- 7) UP carries out only such ancillary activities which are related to its mission in accordance with the Act, the Constitution of UP (hereinafter referred to as the “Constitution”) and other internal policies and guidelines of UP.
- 8) UP cooperates with both national and foreign universities, research and scientific institutions and other legal entities, or as the case may be individuals, and creates conditions for members of the academic community of UP to participate in this cooperation. The forms and means of such cooperation are defined in the respective contracts and agreements.
- 9) UP supports the activities of scholarly, professional, student, trade union and other organizations, which link together members of the academic community of UP and whose activities contribute to fulfilling the mission of UP.
- 10) UP pays heed to the social needs of the members of the academic community and other employees of UP.

**PART II**  
**Academic Community of UP**

**Article 3**  
**Status of Members of the Academic Community of UP**

- 1) Members of the academic community of UP<sup>2)</sup> may
  - a) propose and elect members of academic senates and be elected members of academic senates;
  - b) in a manner stipulated by law, the Constitution or the constitution of the respective UP faculty, propose candidates for the Rector of UP and candidates for the deans of the respective UP faculties;
  - c) attend meetings of academic senates and scholarly boards unless the meetings of scholarly boards are held in camera;
  - d) acquaint themselves with minutes of the meetings of academic senates and scholarly boards, including their resolutions;
  - e) be given the floor at assemblies of the academic community of UP;
  - f) present their suggestions, comments, complaints and other submissions to the self-governing academic bodies of UP; these bodies are obliged to consider, deal with and reply to such comments within the time limits stipulated by applicable laws and regulations.
- 2) Members of the academic community of UP are obliged to comply with the internal policies and guidelines of UP and its constituent parts, as well as other decisions of the self-governing academic bodies of UP.
- 3) Members of the academic community of UP are obliged to respect and protect the good reputation of UP.
- 4) Members of the academic community of UP perform obligations stipulated by the self-governing academic bodies of UP in accordance with the Act.

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<sup>2</sup> ) Section 3 of the Act.

**Article 4**  
**Assemblies of the Academic Community of UP**

- 1) Assemblies of the academic community of UP include, without limitation, assemblies held
  - a) to discuss or be informed about important information and issues;
  - b) before the election of the Rector;
  - c) before voting on a proposal to remove the Rector from office;
  - d) upon ceremonial occasions.
- 2) The assembly of the academic community may only be convened by the Rector of UP or by the Chairperson of the Academic Senate of UP.

**PART III**  
**Bodies of UP**

**Article 5**  
**Self-governing Academic Bodies of UP**

- 1) Self-governing academic bodies of UP include
  - a) Academic Senate of UP;
  - b) Rector of UP;
  - c) Scholarly Board of UP;
  - d) Internal Assessment Board of UP.
- 2) Other bodies of UP include
  - a) Board of Trustees of UP;
  - b) Bursar of UP.

**Article 6**  
**Activities of UP Bodies**

- 1) In the performance of their activities, UP bodies are bound by applicable laws and regulation, the Constitution and other internal policies and guidelines of UP, and shall respect internal policies and guidelines of UP faculties.
- 2) In the performance of their activities, the bodies of the faculties are bound by applicable laws and regulations, the Constitution and other internal policies and guidelines of UP, as well as by the Constitution and other internal policies and guidelines of the respective UP faculty.
- 3) Should it transpire that a decision made by a UP body, a body of a UP faculty or other constituent part is contrary to applicable laws and regulations or internal policies of UP, the respective UP faculty or constituent part, the body of UP, or of the UP faculty or constituent part in question shall adopt any measures necessary to remedy such a situation.
- 4) When exercising their powers, including decision-making, UP bodies and the bodies of UP faculties strive to fulfill the UP mission as defined in Article 2.

**Article 7**  
**Conflict of Interest**

- 1) Neither the Rector of UP nor the deans of UP faculties may be in a conflict of interest.
- 2) The following situations constitute a conflict of interest: the Rector of UP or the deans of UP faculties
  - a) do business in fields identical to the objects of UP;
  - b) constitute the governing body or are members of the governing, supervising or a similar body of a company or another higher education institution; or
  - c) enter into a contract with UP as a supplier or client.
- 3) Management of own assets or scientific, teaching, journalistic, literary, artistic or sports activities, if not constituting business activity, do not constitute a conflict of interest.

**Article 8**  
**Academic Senate of UP**

- 1) The legal status of the Academic Senate of UP (hereinafter referred to as the “Academic Senate”) and its powers are governed by Sections (8) and (9) of the Act.
- 2) Each faculty is represented by two senators from among the academic staff of UP and one senator from among students of UP.
- 3) The method of elections of the senators, their mandate, substitute senatorship, by-elections, repeated elections and early elections as well as other related issues are governed by the Rules of Election of the Academic Senate of UP.
- 4) The method of election of the bodies of the Academic Senate (chairperson, vice-chair and committees), the powers, rules for meeting and elections of the candidate for the office of the Rector of UP and the removal of the Rector from office as well as other related issues are governed by the Rules of Procedure of the Academic Senate of UP.
- 5) An incumbent Rector of UP, Vice-Rector of UP, Bursar of UP, deans of UP faculties, vice-deans and secretaries of UP faculties cannot serve as senators.
- 6) The Academic Senate of UP elects its chairperson and one vice-chair from among the senators representing the academic staff of UP and one vice-chair from among the senators representing students of UP.
- 7) Membership in the Academic Senate and the discharge of the office of senator may not be substituted for by another person.
- 8) The Rules of Election of the Academic Senate of UP define the rules for the passage of the mandate of the senator of the Academic Senate of UP under Section 8(3) of the Act and the rules of the passage of mandate of a senator of the academic senate of a UP faculty under Section 26(3) of the Act.
- 9) The Academic Senate and the senators are accountable for their activities to the academic community of UP. In the performance of their office, the senators are not bound by orders or resolutions of the self-governing academic bodies of UP faculties, but only by applicable laws and regulations, internal policies governing the activities of the Academic Senate and their own consciences, and are obliged to respect the interests of UP as a whole.
- 10) The Academic Senate may establish committees. Each committee is presided over by its Chairperson. Members of such committees may be either members of the academic community of UP, or other experts in the field of the committee’s expertise.
- 11) The Academic Senate of UP is entitled to be informed about the conclusions and resolutions of other UP bodies.

**Article 9**  
**Rector of UP**

- 1) The Rules of Procedure of the Academic Senate of UP stipulate that the Academic Senate of UP passes a resolution to appoint the Rector.
- 2) The Rules of Procedure of the Academic Senate of UP stipulate that the Academic Senate passes a resolution to remove the Rector from office.
- 3) The deans of UP faculties, Vice-Rectors of UP, the Bursar of UP and the managers of university facilities are directly accountable to the Rector of UP; the managers of the Rector’s Office are directly accountable to the Rector if stipulated so by applicable laws and regulations. The Rector of UP may authorize a competent Vice-Rector of UP or the Bursar of UP to control a manager of a UP constituent part or a special-purpose facility.
- 4) Upon a request by the Academic Senate or its Chairperson, the Rector of UP is obliged to attend its meeting. Furthermore, the Rector of UP is obliged to answer a question related to his or her office asked by the Academic Senate at its meeting. Should the answer to such a question contain details which are not readily available to the Rector of UP, he or she may answer the question at the next meeting or answer in writing, usually not later than by the next meeting of the Academic Senate.
- 5) The Rector of UP establishes the Rector’s Board or, as the case may be, other advisory bodies of the Rector.
- 6) The Rector of UP submits proposals to the Board of Trustees of UP within the meaning of Section 15(1)(d) of the Act and once the Board of Trustees of UP has granted its written approval the Rector proposes members of governing bodies of such legal entities on behalf of UP.
- 7) The Rector convenes meetings of the deans of UP faculties to deal with issues related to UP and its faculties. Resolutions adopted at such meetings are published without undue delay in the standard way on the official notice board of UP.

**Article 10**  
**Vice-Rectors of UP**

- 1) The UP usually establishes the office of Vice-Rector for
  - a) study, educational and social affairs;
  - b) science and research;
  - c) development and internal organization; and
  - d) external and international relations.
- 2) Vice-Rectors of UP represent the Rector and act on behalf of UP to the extent of their authorization by the Rector given in an internal policy.
- 3) Vice-Rectors of UP are directly subordinate to the Rector, to whom they are directly accountable for the performance of their offices.
- 4) The Rector of UP authorizes specifically one of the Vice-Rectors to represent him or her with full authority.
- 5) Should the Rector of UP deem it to be convenient, he or she may appoint a Vice-Rector of UP for another field, or distribute the affairs entrusted to the Vice-Rectors in a different way.

**Article 11**  
**Scholarly Board of UP**

- 1) The activities of the Scholarly Board of UP (hereinafter referred to as the “Scholarly Board”) are governed by Sections 11 and 12(1)(a), (d)-(l) and (2) and (3) of the Act. In accordance with Section 12(3) of the Act, the activities listed in Section 12(1)(b) and (c) of the Act are performed at UP by the Internal Assessment Board of UP in cooperation with the scholarly boards of individual UP faculties.
- 2) When appointing the members of the Scholarly Board, the Rector of UP ensures that the main fields of education and creative activities of UP as listed in Appendix No. 1 be represented in it.
- 3) The membership in the Scholarly Board terminates:
  - a) on the date when a written letter of resignation by a member of the Scholarly Board is delivered to the Rector;
  - b) on the date when the Academic Senate approves a proposal to remove a member of the Scholarly Board from office.
- 4) The Scholarly Board decides on the award of the honorary title of “doctor honoris causa” title (abbreviated as “Dr.h.c.”).
- 5) Membership in the Scholarly Board is a question of honour and the member may not be substituted for by another person.
- 6) The rules for and the organization of the meetings of the Scholarly Board are governed by the Rules of Procedure of the Scholarly Board.
- 7) The Chairperson of the Academic Senate, the Deans and the Vice-Rectors shall be given the floor at meetings of the Scholarly Board whenever they so request.

**Article 12**  
**Internal Assessment Board of UP**

- 1) The Internal Assessment Board of UP (hereinafter the “Internal Assessment Board”) performs the activities listed in Section 12a(4)(a)-(d) of the Act. In accordance with Section 12a(4)(e) of the Act, the Internal Assessment Board also performs the activities under Section 12(1)(b) and (c) of the Act in cooperation with the scholarly boards of individual UP faculties.
- 2) The Internal Assessment Board has a total of 15 members. The Internal Assessment Board is presided over by the Rector of UP. The Vice-President of the Internal Assessment Board is appointed by the Rector of UP from among associate and full professors of UP. The Chairperson of the Academic Senate of UP is also a member of the Internal Assessment Board. Four members of the Internal Assessment Board are appointed by the Rector of UP on proposal by the Academic Senate of UP, one of whom must be a student of UP, and four members of the Internal Assessment Board are appointed by the Rector of UP on proposal by the Scholarly Board of UP. The appointment of the remaining members is at the discretion of the Rector of UP.
- 3) When appointing the members of the Internal Assessment Board, the Rector of UP tries to ensure that all the faculties of UP be represented in its composition. Members of the Internal Assessment Board may not be substituted for by other persons.

- 4) The term of office of the members of the Internal Assessment Board commences on the date of their appointment and terminates not later than on the first day of the third month following the termination of the term of the office of the Rector who appointed them.
- 5) The term of office of the members of the Internal Assessment Board terminates:
  - a) on the date following the day when the letter of resignation by a member of the Internal Assessment Board is received by the President of the Internal Assessment Board;
  - b) on the date following a removal of a member of the Internal Assessment Board from office by the Rector of UP;
  - c) on the date when the Vice-President of the Internal Assessment Board ceases to be a member of the academic community of UP.
- 6) The rules for meetings and rules of procedure as well as further definition of the powers of the Internal Assessment Board are defined by the Rules of Procedure of the Internal Assessment Board.

**Article 13**  
**Board of Trustees of UP**

- 1) The legal status and the powers of the Board of Trustees of UP (hereinafter the “Board of Trustees”) are governed by Sections 14 and 15 of the Act.
- 2) The Board of Trustees has a total of 15 members.
- 3) The procedure and decision making of the Board of Trustees as well as other particulars are governed by its constitution.

**Article 14**  
**Bursar of UP**

- 1) The Bursar of UP is appointed by the Rector of UP on the basis of an open competition.
- 2) The Academic Senate expresses its opinion as to the Rector’s intention to appoint the Bursar.
- 3) The Bursar of UP may dispose of the property of UP to the extent defined by Article 41(3)(b).
- 4) The Rector of UP may authorize the Bursar of UP to undertake activities including, but not limited to:
  - a) the management of the Rector’s Office or a part thereof;
  - b) acting on behalf of UP in other issues related to UP economic and asset management;
  - c) acting on behalf of UP in labour issues concerning the employees of the Rector’s Office or, as the case may be, other constituent parts unless they are academic staff of UP.
- 5) The responsibilities of the Bursar of UP include, but are not limited to:
  - a) fundraising for the activities and development of UP;
  - b) preparing background materials for the allocation of funds for the activities and development of UP, and monitoring their use;
  - c) implementation of the investment construction of UP;
  - d) maintenance and development of the personal and real property of UP as well as its operating activities; the Vice-Rector of UP in charge of the maintenance and development of the real property shall be informed of such issues by the Bursar of UP;
  - e) keeping the records, analyses and books of UP;
  - f) preparing documents for the meetings of UP bodies, the content of which follows from the entrusted powers.
- 6) The Bursar reports directly to the Rector and is accountable to the Rector for the discharge of his or her office.
- 7) The Bursar of UP may give tasks to the secretaries of UP faculties in the areas of management and internal administration for which they are responsible at their respective faculties, and check upon the completion of such tasks unless the tasks include issues within the meaning of Section 24(1) of the Act or Article 41(3)(c) hereof. The Bursar informs the deans of the respective UP faculties of the tasks given and their completion.
- 8) The Bursar of UP may suspend the implementation of the decisions made by the secretaries of UP faculties should these be contrary to the applicable laws and regulations or economic interests of UP. The Bursar is obliged to inform the Rector and the dean of the respective faculty of UP of such a suspension without undue delay.
- 9) Upon a request by the Academic Senate or its Chairperson the Bursar of UP is obliged to attend meetings of the Senate. The Bursar of UP shall respond to questions related to his or her office asked by a senator at a meeting of the Academic Senate. Should the answer to such a question contain details which are not readily available to the Bursar of UP, he or she may answer the question at the next meeting or answer in writing.
- 10) When completing his or her tasks, the Bursar of UP cooperates with the Vice-Rectors of UP.

- 11) The Bursar of UP convenes meetings of secretaries of UP faculties to discuss issues related to the economic management and internal administration of UP and its faculties. The Bursar of UP shall provide the Rector and the deans of UP faculties with a written record of such meetings.

#### **Article 15** **Rector's Board**

- 1) The Rector's Board is the Rector's advisory body. Standing members of the Rector's Board include the deans of UP faculties, the Vice-Rectors, the Bursar, the Chairperson of the Academic Senate and a student representative. A standing member of the Rector's Board may only be substituted for at the meeting by another person if the Rector so approves. At his or her discretion, the Rector may increase or reduce the number of the Rector's Board members as long as the minimum number pursuant to Sentence 2 is maintained.
- 2) The meetings of the Rector's Board are presided over by the Rector of UP or an authorized Vice-Rector of UP.
- 3) The Rector's Board discusses and expresses opinions on operational issues, cooperation among individual constituent parts of UP and documents submitted to the Academic Senate, the Scholarly Board or the Board of Trustees and the Ministry of Education, Youth and Sports (hereinafter the "Ministry") as well as other bodies.
- 4) The Rector of UP convenes the meetings of the Rector's Board as necessary.
- 5) The background materials for the meetings of the Rector's Board are prepared by the Rector's Office.
- 6) A brief record of a Rector's Board meeting is published in the standard way.

#### **Article 16** **Management of UP Faculties and Other Constituent Parts**

- 1) Deans of UP faculties are accountable for the discharge of their office to the Rector of UP. This is without prejudice to the powers of the deans of UP faculties under Section 24 of the Act and Articles 37 and 41 hereof.
- 2) The managers of UP facilities are directly subordinate to the Rector of UP unless the Rector of UP authorizes a competent Vice-Rector of UP or the Bursar of UP.
- 3) Should the Rector of UP deem a measure adopted by a body of a UP faculty or other constituent part, the subsequent review of which is not regulated otherwise,<sup>3</sup> to be contrary to the applicable laws and regulations or internal policies of UP, of the respective UP faculty or other constituent part, the Rector shall notify such a body thereof. Should the notified body still insist on its measure, it may ask the Rector for a meeting. Should such a meeting fail to be held without undue delay or should the Rector of UP and the notified body fail to agree, or a remedy under Article 6(3) not be achieved, the Rector of UP may adopt remedial measures within the scope of his or her powers.
- 4) The procedure under Paragraph 3 shall be applied with necessary modifications when a UP body or a body of a UP faculty or other constituent part fails to act, which is contrary to the laws and regulations and the policies listed in Paragraph 3.

#### **Article 17** **Bodies of UP Faculties**

- 1) Bodies of UP faculties may submit their suggestions, comments, complaints and other submissions to the self-governing academic bodies of UP. The self-governing academic bodies shall discuss, respond to and deal with such submissions without undue delay.
- 2) The self-governing academic bodies of UP and the Bursar of UP may submit their suggestions, comments and other submissions to the bodies of UP faculties. The bodies of UP faculties shall discuss, respond to and deal with such submissions without undue delay.

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<sup>3</sup> Section 50(7), Section 68(4), Section 72(14) and Section 74(8) of the Act.

## **PART IV Study at UP**

### **Article 18 Study Programs**

- 1) UP implements Bachelor's, Master's and doctoral study programs.
- 2) The study programs are always derived from one of the fields of education and creative activities at UP. If the profiling knowledge and skills acquired within a study program and tested by means of a state final examination or thesis defense fall within two or more fields of education, the study program is a mixed one.
- 3) When preparing and implementing the study programs, the effective use of funds and related optimal integration of educational activities must be taken into account.
- 4) Study programs may be implemented;
  - a) independently by one UP faculty;
  - b) independently by more than one UP faculty;
  - c) jointly by more than one UP faculty;
  - d) jointly by a UP faculty or faculties and a faculty or faculties of another higher education institution in the Czech Republic or abroad;
  - d) jointly by a UP faculty or faculties and a junior technical college.
- 5) If the study program is implemented under Paragraph 4(c), the respective faculties shall agree at which faculty the student is enrolled and what the share of education activities of each faculty is.
- 6) Details concerning the study programs are stipulated by the Study and Examination Code of UP.
- 7) Information on the existing study programs is available on the official notice board of UP or an official notice board of the respective UP faculty.

### **Article 19 Admission to Study at UP**

Admission to study at UP, including the appeal procedure, is governed by Section 50 of the Act. Details are laid down in the Admission Procedure Code of UP.

### **Article 20 Study at UP**

Details concerning study at UP, including the rights, obligations and legally protected interests of students as well as rules for the appeals against the decisions on such rights, obligations and legally protected interests are laid down in the Study and Examination Code.

### **Article 21 Foreign Students at UP**

- 1) Foreigners study at UP
  - a) as students under Section 49 of the Act;
  - b) under international contracts binding upon the Czech Republic;
  - c) under agreements on cooperation entered into in accordance with Section 6(1)(i) of the Act including, without limitation, international programs, EU programs for academic mobility and agreements between universities.
- 2) If foreigners do not study programs taught in foreign languages, the dean of a UP faculty may decide that the entrance exams include a test to check the knowledge of the Czech language.
- 3) The requirements for admission under Paragraph 1(b) and (c) and the subsequent study are governed by the respective agreement or contract.



**Article 22**  
**Study-related Fees at UP**

- 1) Basic rules regulating the study-related fees at UP (hereinafter referred to as “study-related fees”) are defined in Section 58 of the Act.
- 2) In accordance with Section 58(2) of the Act, the base for determining study-related fees equals 5% of an average amount corresponding to one student out of the aggregate of non-investment expenditures as assigned by the Ministry from the state budget to public higher education institutions in one calendar year (hereinafter the “base”). The base is announced by the Ministry by the end of January of the respective calendar year and applies to the academic year commencing in the respective calendar year.
- 3) Fees related to the admission procedure commenced in the given academic year equal 20% of the base, rounded down to the nearest ten. This fee is non-refundable.
- 4) The study-related fee under Section 58(3) of the Act is determined in Appendix No. 6.
- 5) Section 58(3) of the Act requires UP to set a fee for study exceeding the standard length of study plus one year.
- 6) Students of study programs taught in foreign languages will be assessed by UP a fee for study in a foreign language. The fee is determined in Appendix No. 7.
- 7) The decision on the assessment of the fee for study exceeding the standard length of study plus one year under Section 58(3) is issued pursuant to Section 58(7) and Section 68(6) of the Act.  
When deciding on appeals against the assessment of the fee for study exceeding the standard length of study plus one year under Section 58(3), the Rector may, in individual cases, reduce or waive the fee, or postpone the deadline for the payment of the fee. Grounds for such a decision include, but are not limited to:
  - a) excellent study results;
  - b) health condition;
  - c) personal hardship.The decision on the assessment of the fee for study in a foreign language under Section 58(4) is issued pursuant to Section 68(6) of the Act.
- 8) To apply the provisions of Paragraph 7, the student shall substantiate the alleged circumstances in writing together with a written application filed with the body issuing the decision assessing the fee.

**Article 23**  
**Method of Payment and Maturity of Study-related Fees**

- 1) Study-related fees under Article 22 must be paid by bank transfer to the account of UP.
- 2) The payment of the fee under Article 22(3) must be substantiated by the applicant in a way determined by the respective UP faculty. The fee under Article 22(3) must be paid not later than on the date of filing the application for study.
- 3) The fee under Article 22(4) must be paid within ninety days of the legal effect of the decision assessing the fee.
- 4) The fees under Article 22(6) must be payable on or before the last day of the calendar month in which the academic year started. The study-related fees may also be paid in installments not later than by the end of the respective academic year; the schedule of payments is incorporated by reference into the decision assessing the fee; the payment in installments is subject to the consent of the dean of the UP faculty at which the respective student is enrolled.

**Article 24**  
**Payments for Other Activities**

- 1) For activities defined by the Rector’s decision, payments may be charged up to the real costs related to such activities. The amount of such payment will be determined by the Rector of UP or by the dean of the respective UP faculty in accordance with the Rector’s decision. Decisions under sentence one must be approved by the Academic Senate.
- 2) Without the payment under Paragraph 1, the activities stated in Paragraph 1 will not be performed.

**Article 25**  
**Delivery of Notices and Decisions**

- 1) Affirmative admission decisions issued under Section 50 of the Act are delivered through the UP electronic information system provided that the applicant has agreed to such a mode of delivery in the application form. Affirmative decisions on rights and obligations of students under Section 68(1)(d) of the Act, i.e. decision recognizing exams or other study requirements, defining differential exams, including decisions recognizing exams passed in a study program implemented by the university or the faculty or other study requirements or courses or parts of study attended as part of an accredited education program at a junior technical college, are delivered through the UP electronic information system. Decisions on rights and obligations under Section 68(1)(e) awarding bursaries or scholarships are delivered through the UP electronic information system. The decisions delivered in accordance with sentences one to three are considered to be delivered on the date following the date the decision has been made available to the applicant or the student in the electronic information system.
- 2) The delivery of decisions, other than decisions under Paragraph 1, is governed by the Act and, with necessary modifications, the provision Act No. 500/2004 Sb., the Administrative Procedure Code, as amended.

**Article 26**  
**State Comprehensive (Rigorosum) Examination not Included in the Course of Study**

The procedure for admitting applications for the State Comprehensive (Rigorosum) Examination under Section 46(5) of the Act, which is not included in the course of study, details regarding its organization, course and assessment are stipulated in the Code of the Rigorosum Procedure of UP. The fee and the payment are determined in an internal policy of UP.

**Article 27**  
**Students of UP**

- 1) The rights and obligations of students are governed by Sections 62 and 63 of the Act as well as by the Study and Examination Code of UP. The consequences of a breach of a UP student's obligations are regulated in Sections 64 to 69 of the Act.
- 2) Details concerning UP students' disciplinary infractions, imposing penalties for such infractions, as well as the disciplinary proceedings, including the appeal procedure, are governed by the Disciplinary Code of UP.
- 3) UP students studying one or more study programs at two or more faculties of UP matriculate at only one faculty of those at which they are enrolled for study.
- 4) Students of UP may be awarded bursaries and scholarships under Section 91 of the Act. Rules for the award of bursaries and scholarships, including the proceedings on applications and the appeal procedure, are governed by the Scholarship and Bursary Code of UP.
- 5) Students who have completed their studies at UP in accordance with Section 55(1) take an oath. The wording of the oath is defined in the Constitutions of individual UP faculties with the exception of the oath taken by doctoral students which is defined in Appendix No. 4 hereto.

**Article 28**  
**Accommodation and Dining for UP Students**

- 1) Any relations arising or ensuing from the accommodation and dining of UP students, employees, or other interested members of the public on the premises of the Accommodation and Dining Facilities of Palacký University have a contractual basis.<sup>4</sup>
- 2) Rules for the allocation of accommodation at the halls of residence managed by the Accommodation and Dining Facilities, as well as details regarding accommodation, including the self-governance of the accommodated people are stipulated by the University Halls of Residence Code of UP. The self-governing body of the accommodated students (the Halls of Residence Board) may file submissions with the self-governing bodies of UP that shall discuss such submissions, respond to and deal with them without undue delay.
- 3) Requirements and other details concerning dining in the UP dining halls and related food outlets, snack bars and self-service dining facilities are governed by the Dining Hall Code of UP.

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<sup>4</sup> Act No. 89/2012 Sb., the Civil Code, as amended.

**Article 29**  
**Lifelong Education and Internationally Recognized Courses**

- 1) UP implements lifelong education programs and organizes internationally recognized courses.
- 2) Relations arising from lifelong education programs and internationally recognized courses have a contractual basis.<sup>5</sup> Students in lifelong education programs are not students within the meaning of the Act.
- 3) The rules for the preparation, approval and implementation of lifelong education programs and internationally recognized courses, rules for the selection of applicants for lifelong education programs and internationally recognized courses and for the determination of fees are governed by the Code of Lifelong Education at UP.
- 4) The Rector of UP decides whether an internationally recognized course will be offered. The Rector also defines a period during which an internationally recognized course may be implemented.

**PART V**  
**Members of the Academic Community and Other Employees of UP**

**Article 30**  
**Academic Staff of UP**

- 1) Under Section 70(1) of the Act, academic staff of UP includes full professors, associate professors, extraordinary professors, assistant professors, lecturers as well as research and development staff employed by UP to perform both education and creative activities. The members of the academic staff of UP are obliged to respect the good reputation of UP. Only an employee of UP whose contract of employment is the result of an open competition under Section 77 of the Act can be a member of the academic staff of UP.
- 2) Before entering into a contract of employment with a member of the academic staff, the Rector or the dean of a UP faculty shall verify whether entering into such employment is not contrary to applicable laws and regulations.
- 3) Should a member of the academic staff of UP be active at more than one faculty of UP, the deans of the respective faculties shall agree on a mutual division of costs related to such an employee.
- 4) It is unacceptable to interfere with the academic rights and freedoms of the academic staff of UP by giving them any instructions.
- 5) Professors of UP who have terminated their employment (hereinafter “professors emeriti”) may, subject to the Rector’s or the Dean’s approval, continue their creative activities at UP; the respective workplace, at which the professor concerned worked, shall establish appropriate conditions.
- 6) If a position of an extraordinary professor is established at UP, such a position may only be occupied by a person of an academic rank corresponding to a full or associate professor abroad. Such a position may also be occupied by a person who is a distinguished specialist in the respective field of education with experience of a minimum of 20 years. The position of an extraordinary professor may be established at UP once institutional accreditation has been granted in the respective field of education (Section 81a and 82a of the Act) and may only be filled subject to consideration of the Scholarly Board of UP.

**Article 31**  
**Open Competitions**

The rules for open competitions for academic staff are laid down in the Academic Staff Recruitment Policy of UP. Members of staff other than academic staff of UP, especially scientific and research staff of UP, are also recommended to undergo an open competition.

**Article 32**  
**Salaries**

Rules for the remuneration of academic staff of UP and other employees of UP are laid down in the University Pay Policy, or other UP policies, within the limits stipulated by applicable laws and regulations.<sup>6</sup>

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<sup>5</sup> Act No. 89/2012 Sb., the Civil Code, as amended.

**Article 33**  
**Proceedings to Grant Associate or Full Professorships**

- 1) The list of accredited programs in which UP may organize proceedings to grant associate and full professorships is published on the official notice board of UP.
- 2) Details concerning the proceedings to grant associate or full professorships are laid down in the Code of Procedures to Grant Associate and Full Professorships at UP.

**Article 34**  
**Status of Visiting Professors and Professors Emeriti**

- 1) Teachers from foreign universities enjoying posts equivalent to associate or full professors may, under the Act and on the basis of the Rector's decision issued upon a proposal of the Scholarly Board of the UP faculty at which the foreign professor is active, use the title "visiting professor at UP" during their stay at UP (a minimum of one uninterrupted semester). The details regarding the establishment of a post of a visiting professor are laid down in an internal policy of UP.
- 2) Visiting professors are members of the academic staff of UP provided a contract of employment has been entered into. Visiting professors need not be recruited through open competitions.
- 3) Professors emeriti are not members of the academic staff of UP.

**Article 35**  
**Other Employees of UP**

- 1) Apart from members of the academic community, UP also employs other employees (hereinafter "other employees"). Other employees participate in the scientific, research, development, artistic or other creative activities, or are responsible for other specialized, administrative or economic activities necessary for the fulfilment of UP's mission.
- 2) Other employees are employed by UP.
- 3) When entering into a contract of employment, an agreement to perform work or complete a job with other employees, the Rector of UP, the dean of the respective UP faculty or the Head of the Accommodation and Dining Facilities of UP shall verify whether entering into such employment is not contrary to applicable laws and regulations.

**PART VI**  
**Organizational Structure of UP**

**Article 36**  
**Constituent Parts of UP**

- 1) UP is divided into constituent parts which include faculties, centres, special-purpose service facilities and an economic-administrative centre.
- 2) UP faculties (and their Czech abbreviations) are:
  - a) Sts. Cyril and Methodius Faculty of Theology (CMTF UP);
  - b) Faculty of Arts (FF UP);
  - c) Faculty of Law (PF UP);
  - d) Faculty of Medicine and Dentistry (LF UP);
  - e) Faculty of Education (PdF UP);
  - f) Faculty of Science (PřF UP);
  - g) Faculty of Physical Culture (FTK UP);
  - h) Faculty of Health Sciences (FZV UP).
- 3) UP centres (and their Czech abbreviations) are:
  - a) Centre for Students with Special Needs (CPSSP UP);
  - b) Computer Centre (CVT UP);

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<sup>6</sup> Act No. 262/2006 Sb., the Labour Code, as amended.

- c) Palacký University Library (KUP);
  - d) Confucius Institute (KI UP);
  - e) Project Service (PS UP);
  - f) UP Science and Technology Park (VTP UP);
  - g) Palacký University Press (VUP).
- 4) UP's special-purpose service facilities are:
    - a) Academic Sports Centre (ASC UP);
    - b) Accommodation and Dining Facilities (SKM UP).
  - 5) The economic-administrative centre of UP is the Rector's Office.
  - 6) Organizational units created to comply with contracts entered into under Article 2(8) may also be constituent parts of UP.
  - 7) Centres and special-purpose service facilities under Paragraphs 3 and 4 will be collectively referred to as "university facilities".
  - 8) Organizational and management relations at UP will be laid down in the Organization Manual of UP.
  - 9) English and Latin equivalents of the name "Univerzita Palackého v Olomouci" and its faculties are included in Appendix No. 5.

**Article 37**  
**Status and Powers of UP Faculties**

- 1) The status and powers of UP faculties are governed by Sections 23 to 33 of the Act.
- 2) In addition to the issues listed in Section 24(1) and (2) of the Act, the faculties act and decide on behalf of UP in accordance with Section 24(3) of the Act in the following areas:
  - a) compliance in the area of fire protection with regard to the property used by the respective faculty;
  - b) compliance in the area of health and occupational safety related to activities of the respective faculty;
  - c) entering into agreements on cooperation or association related to the respective faculty, entering into agreements with faculties of foreign universities concerning the study of foreigners or recognition of parts of such study;
  - d) admission of applicants for lifelong education programs implemented by the faculty;
  - e) granting awards to students enrolled at the faculty.
- 3) Deans shall inform the Rector without undue delay of any issues determined on behalf of UP by a dean of a UP faculty. All agreements and contracts entered into by a dean of a UP faculty on behalf of UP must be submitted to the Legal Office of UP to be archived; this does not apply to employment relations.
- 4) All faculties may use UP property in accordance with Article 41.
- 5) Relations among the deans of UP faculties are based on the principle of equality. Should there arise any disputes concerning the rights of faculties among the deans, it will be the Rector who decides.
- 6) The body authorized and at the same time required to enter into an agreement with the Rector of UP under Section 24(4), second sentence, is the dean of the respective faculty.

**Article 38**  
**Status and Powers of University Facilities of UP**

- 1) The university facilities of UP are established to secure and support the activities of UP manifested in Article 2.
- 2) The operation of university facilities of UP must be in line with the main mission of UP.
- 3) Should the university facilities have an available capacity, UP makes it possible for the members of the academic community and other employees to use such capacity for their free-time activities.
- 4) The capacity of university facilities not used for the principal activity may be used for ancillary activities.
- 5) There is a manager in charge of each university facility. Managers of university facilities are recruited in open competitions. Managers are directly subordinate to the Rector of UP unless the Rector of UP delegates this power to the competent Vice-Rector or the Bursar.

**Article 39**  
**Maintaining Order in UP Premises**

- 1) When using UP premises (hereinafter referred to as "premises") everyone shall behave in such a way so as not to cause any threat to life, health or property and not to endanger or limit the academic rights and freedoms of any member of the academic community of UP.

- 2) Further rules for the maintenance of order while using the premises may be determined by the Rector of UP, or the respective dean if faculty premises are concerned.

## **PART VII**

### **Economic Management of UP**

#### **Article 40**

##### **Budget of UP**

- 1) UP's economic management is based on a revenue and expenditure budget which must not be a deficit one.
- 2) Partial budgets of UP faculties and other constituent parts are part of the UP budget under Paragraph 1.
- 3) Partial budgets under Paragraph 2 must not be deficit ones.
- 4) The draft budget of UP is based on the long-term rules for the allocation of UP revenues determined by the Rector of UP after approval by the Academic Senate of UP and the Board of Trustees. In relation to the budget approval procedure, the Academic Senate determines, upon the Rector's proposal, a more specific version of the rules for the given calendar year; furthermore, it may determine, upon the Rector's proposal, indicators relevant for the use and drawing up of selected budget items.
- 5) When allocating UP revenues, the following criteria are taken into account: the achieved results in education and creative activities, the strategic plan of education and creative activities, the annual plan implementing the strategic plan (hereinafter the "Strategic Plan"), strategic plans of education and creative activities of UP faculties, the type and financial intensity of accredited study programs and lifelong education programs, and the number of students at UP.
- 6) After 1 January of each calendar year until the approval of the UP budget, provisional budget arrangements apply. Under such provisional budget arrangements, the following limits apply to the drawing of funds:
  - a) allocated subsidies may be drawn without any restriction up to the monthly released limit in accordance with the rules of the respective subsidy provider;
  - b) funds raised individually by the constituent parts may be drawn without any restriction up to the disposable amounts;
  - c) funds from the contributions from the state budget to implement accredited study programs and lifelong education programs and creative activities (Section 18(3) of the Act) (hereinafter the "contribution from the state budget"), the subsidy from the state budget for the development of UP (Section 18(5) of the Act) (hereinafter the "subsidy from the state budget"), the subsidy for specific research and the subsidy from the state budget for accommodation and dining of students (Section 18(5) of the Act) may be drawn each month by up to 1/12 of the amount of the contribution and the subsidy from the state budget and the subsidy for specific research allocated in the preceding calendar year;
  - d) funds for accommodation bursaries may be drawn without any restrictions in accordance with the Scholarship and Bursary Code of UP.

Funds not released for drawing under the previous sentence do not form part of the monthly released limit for constituent parts of UP under the provisional budget arrangements. The Rector of UP may adopt any measures necessary to secure budget management. Budget revenues and expenditures under the provisional budget arrangements shall be entered against the UP budget after its approval.

#### **Article 41**

##### **Property of Palacký University**

- 1) UP owns property necessary for the activities for which it was established, as well as for the ancillary activities under Section 20 of the Act.
- 2) Having obtained the approval of the Academic Senate of UP, the Rector decides which real property of UP will be used by individual constituent parts of UP and for what purpose. The Property Disposition Policy defines how the property is used by individual constituent parts.
- 3) In accordance with Section 19(2) of the Act, when disposing of UP property, including, but not limited to, its acquisition, transfer and other use, UP is represented by:
  - a) the Rector of UP, subject to prior approval by the Board of Trustees, in matters under Section 15(1)(a)-(d) of the Act and in matters not falling under (b) to (d) hereof;
  - b) the Bursar of UP in matters defined by means of the Rector's decision under Section 16(1) of the Act;

- c) the dean or, as the case may be, the secretary of the faculty to the extent defined by the Constitution of the respective faculty and by a written decision of the dean, in relation to the property which the respective faculty may use under Paragraph 2, namely
    - disposing of personal property, including the elimination and liquidation of non-usable personal property, the written-down value of which does not exceed CZK 40,000 for each item of property;
    - negotiations related to the due management of entrusted personal and real property (mainly its maintenance, repair and operation) within the limit of its funds, with the exception of cases requiring the notification of minor construction work, including the issuance of the building permit, subject to the limits defined by the Public Procurement Policy;
    - lease of non-residential premises, or real property, unless the term of the lease in each case exceeds one year;
    - lease of personal fixed property unless the term of lease exceeds a period of one year;
  - d) heads of university facilities in relation to property which the respective UP constituent part may use under Paragraph 2; the extent of authorization to make decisions and act on behalf of UP in property matters related to the property entrusted to the constituent part of UP is defined by a decision of the Rector of UP or a constitution of the respective university facility.
- 4) Should more than one UP constituent part be entitled to use an item of property, the regulation of its use is subject to agreement among the respective deans or heads of university facilities. Such an agreement is incorporated into the Property Disposition Policy as an annex thereto.
  - 5) UP property may only be used in accordance with the applicable laws and regulations and internal policies of UP.
  - 6) UP employees' liability for damage to UP property is defined by university policies and guidelines.
  - 7) The method of remedying any damage to UP property and related procedures will be regulated by means of the Rector's directive.
  - 8) The acquisition of personal and real property of UP as well as its alteration and repair is governed by applicable laws and regulations and UP policies. The acquisition of securities is governed by Section 19(3) of the Act.
  - 9) When acquiring fixed personal property, ineffective duplications must be minimized.
  - 10) Management of UP property includes, without limitation, related record-keeping as well as its basic maintenance, safeguarding and cleaning.
  - 11) UP property is managed by the constituent part of UP which uses the entrusted property. Should the property be used by more than one UP constituent part, the management of such property is subject to agreement among the deans of UP faculties and the heads of university facilities.
  - 12) UP property is managed either by UP employees or other legal entities on the basis of a written contract with UP.
  - 13) The details concerning the management of UP property will be determined by means of the Rector's directive issued under Article 38(1) of Appendix No. 2.

#### **Article 42**

#### **Establishing Legal Entities**

In accordance with the Act, UP may establish or co-establish legal entities and may provide such entities with both monetary and non-monetary contributions.

#### **Article 43**

#### **Rules for Economic Management of UP**

The rules for the economic management of UP are laid down in Appendix No. 2.

#### **Article 44**

#### **Pricing**

The pricing of services, not corresponding to fees under Article 22, is regulated by applicable laws and regulations.<sup>7</sup> This shall be without prejudice to the provisions of Article 24.

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<sup>7</sup> Act No. 526/1990 Sb., on Prices, as amended.

**Article 45**  
**Audit of UP Economic Management**

- 1) UP economic management (hereinafter “economic management”) is subject to both regular and extraordinary audits carried out by the Rector or a person authorized by the Rector on the basis of the Rector’s decision or a resolution of the Academic Senate of UP.
- 2) The economic management is subject to audit by the Academic Senate of UP.<sup>8</sup> Details will be determined by the Rules of Procedure of the Academic Senate of UP.
- 3) UP faculties and constituent parts shall at any time provide the Rector or a person authorized by the Rector with all necessary documents for the purpose of the audit of the economic management. For the purposes of the audit under Paragraph 1, all UP employees shall provide true and complete information and, if requested by the Rector or persons authorized by the Rector, shall provide a written statement on the findings of such an audit.
- 4) The audit findings are used for budget drafting for the following budget period, for the management of UP and its constituent parts pursuant to Article 16 and for drawing up the Strategic Plan<sup>9</sup> of UP under Article 46.

**PART VIII**  
**Strategic Plan, Annual Reports and Quality Assessment at UP**

**Article 46**  
**Strategic Plan**

- 1) The Strategic Plan is a fundamental programming document and one of the background materials used to determine the amount of the subsidy from the state budget to implement accredited study programs and lifelong education programs as well as related scholarly, research, development, innovative, artistic and other creative activities.<sup>10</sup>
- 2) The Strategic Plan is primarily based on a strategy of development for individual fields of education at UP as listed in Appendix No. 1 and the strategic plans of UP faculties.<sup>11</sup>
- 3) The Strategic Plan is relied on when implementing changes to internal organization, opening new study programs, defining the focus of scientific research and setting priorities.
- 4) An annual plan to implement the Strategic Plan is prepared.<sup>12</sup>
- 5) When preparing the annual plan, the results of quality assessment at UP at individual levels are taken into account.

**Article 47**  
**Annual Reports of UP**

- 1) An annual report of UP on its activities and an annual report of UP on its economic management<sup>13</sup> are prepared on the basis of the annual reports of UP faculties<sup>14</sup> and documents submitted by other UP constituent parts.
- 2) The UP annual reports under Paragraph 1 must include the findings of the quality assessment at UP.
- 3) The Rector of UP provides the Academic Senate of UP and the Board of Trustees with the annotated annual report under Paragraph 1. The Bursar may be asked by the Rector to draw up the annotated annual report of UP on its economic management.
- 4) The findings published in UP annual reports under Paragraph 1 are used for the management of the university and for preparing the annual plans or, as the case may be, reviewing the Strategic Plan.

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<sup>8</sup> ) Section 9(1)(c) of the Act.

<sup>9</sup> )Section 21(1)(b) of the Act.

<sup>10</sup> )Section 18(4) of the Act.

<sup>11</sup> )Section 27(1)(b) of the Act.

<sup>12</sup> )Section 9(1)(i) of the Act.

<sup>13</sup> )Section 21(1)(a) of the Act.

<sup>14</sup> )Section 27(1)(d) of the Act.



**Article 48**  
**Quality Assessment at UP**

- 1) UP carries out regular quality assessment of education, creative and other related activities. The Internal Assessment Board is in charge of the quality assessment.
- 2) The principles, rules, extent and content of the assessment, the assessment period and assessment methods are defined by UP policy.
- 3) The results of quality assessment are published as a report on internal assessment for the assessment period prepared by the Internal Assessment Board. The content as well as the way it is prepared and the deadline are defined by UP policy.

**Article 49**  
**Quality Assurance at UP**

The findings of quality assessment are used in quality assurance. The method for quality assurance, including the responsibilities for quality at UP, is defined by an internal policy of UP.

**PART IX**  
**Academic Ceremonies and Symbols**

**Article 50**  
**Academic Insignia**

- 1) The academic insignia of UP and UP faculties used by the Rector, Vice-Rectors, Deans and Vice-Deans, Chairpersons of the Academic Senate of UP and the Academic Senates of UP faculties (hereinafter the “academic dignitaries”) at ceremonies represent the traditions and history of UP.
- 2) The academic insignia of UP and its faculties include sceptres, chains and a standard.
- 3) The use of the academic insignia of UP and its faculties, how they are stored and who is responsible for the related record-keeping and administration are determined for UP by the Rector of UP, and by the deans for the respective UP faculties.

**Article 51**  
**Academic Gowns of UP**

- 1) UP gowns may be used at ceremonies by:
  - a) academic dignitaries and graduation officers (gowns in the colors of UP and the faculties);
  - b) other employees of UP in accordance with the Rector’s or the Dean’s decision (black gowns);
  - c) graduates from study programs implemented at UP during their graduation ceremonies (black gowns);
  - d) doctoral students when the honorary title of “doctor honoris causa” (abbreviated as Dr.h.c.) is conferred, and other important guests in accordance with the Rector’s decision (black gowns),
  - e) beadles (beadles’ gowns).
- 2) The Rector’s office is in charge of any records related to the gowns.

**Article 52**  
**Academic Ceremonies, Official Inaugurations, Matriculations and Graduations**

- 1) The Rector and the deans of UP faculties assume their offices during an official inauguration ceremony with the participation of members of the academic community of UP and invited guests. The Rector of UP and the deans of UP faculties usually use the occasion to deliver an inauguration speech.
- 2) The course of a graduation ceremony to award the honorary title of “doctor honoris causa” (abbreviated as “Dr.h.c.”) may be determined by the Rector off UP ad hoc.
- 3) Matriculation ceremonies are a public expression of the admission of a student into the academic community. During the matriculation ceremony, students shall take an oath; the wording of the oath is defined in the constitutions of the faculties at which the students are matriculated. The organization, particulars and course of matriculation ceremonies will be determined by the deans of the respective faculties after discussion with the Rector of UP.

- 4) Graduation ceremonies are such ceremonies at which academic dignitaries award UP university diplomas proving the acquisition of the corresponding academic degree as well as the diploma supplements to graduates from all types of study programs implemented at UP. Graduation ceremonies are organized by the respective UP faculty in cooperation with the Rector of UP. During the graduation ceremony, an oath is taken. The wording of the oath for graduates from Bachelor's and Master's degree programs is defined by the constitutions of the respective UP faculties. The wording of the oath for graduates from doctoral degree programs is defined in Appendix No. 4 hereto.
- 5) Traditional Latin forms of address of academic dignitaries are used during academic ceremonies and graduation ceremonies:
  - a) The Rector is addressed as "Your Magnificence".
  - b) Vice-Rectors are addressed as "Honorabilis" (Honourable). Should the Vice-Rector be substituting for the Rector, he or she is addressed as "Your Magnificence".
  - c) The deans of UP faculties are addressed as "Spectabilis" (Respectable).
  - d) Vice-Deans are addressed as "Honorabilis". Should the Vice-Dean be substituting for the Dean, he or she is addressed as "Spectabilis".

### **Article 53**

#### **Title, Emblem and Seal of UP**

- 1) The title of UP is defined and protected by applicable laws and regulations.<sup>15</sup>
- 2) The emblem of UP, which is also used as a logotype, is depicted in Appendix No. 3, Part A.
- 3) The seal of UP is inspired by a historical stamping die. The seal is used in two sizes: a diameter of 3 or 6 centimetres. The seal imprint may be in black, blue, grey, metallic (gold, silver or bronze) or by stamping. Samples of the imprint are shown in Appendix No. 3, Part B.
- 4) The rules for using the logotype and the seal of UP will be determined by means of the Rector's directive.

### **Article 54**

#### **Medals and Awards**

- 1) The Rector confers medals and grants awards to persons who have been instrumental in the development of UP.
- 2) The records related to UP medals and related diplomas are kept by the Rector's Office.
- 3) The granting of awards is governed by the statutes of the individual awards.

## **Part X**

### **Common Provisions**

#### **Article 55**

##### **Stamps of UP**

The type, form, use, and protection of stamps used at UP as well as related records are laid down in the internal policy of UP.

#### **Article 56**

##### **Official Notice Board of UP and its Faculties**

- 1) UP and each UP faculty has its own official notice board on the open part of the university website. Unless the internal policies of UP or its faculties stipulate otherwise, notices related to UP as a whole are published on the UP notice board and notices related to the faculties on their respective notice boards.
- 2) Each official notice board shall be labeled "Úřední deska" (Official Notice Board).

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<sup>15</sup> )Act No. 89/2012 Sb., the Civil Code, as amended ; Act No 441/2003 Sb., on trademarks and on the modification of Act No. 6/2002 Sb., on courts, judges and lay judges and court administration (Courts Act), as amended, (Trademark Act), as amended.

- 3) Notices published on the official notice board of UP or UP faculties are defined by applicable laws and regulations. The notices include, but are not limited to,
  - a) a list of implemented study programs, their type and profile, form of teaching, standard length of study and information on whether such programs are accessible for people with disabilities;
  - b) a list of accredited programs in which UP may organize proceedings to grant associate and full professorships together with the name of the respective faculty;
  - c) a notice to restrict or revoke institutional accreditation, a notice to restrict or terminate the authorization to run a study program, a notice to restrict or revoke an accreditation of a study program or proceedings to grant associate or full professorships;
  - d) notices of deadlines for and methods of filing applications for study, notices of admission criteria and of the form of the verification of the compliance with such criteria; if an entrance examination is part of such criteria, then a notice of the form and general content of such an examination and criteria for its assessment; notice of requirements, if any, regarding the health conditions for students in a study program, and notices of the maximum numbers of students admitted for study in a given study program;
  - e) notices of the depositions of decisions delivered to students personally in an alternative way;
  - f) notices of the beginning of the academic year, its division into semesters, the teaching and exam periods, and holidays;
  - g) notices of dates for enrollment in studies;
  - h) notices of dates and venues of state final examinations;
  - i) notices of the amount of study-related fees and charges paid by students for certain activities;
  - j) notices of initiation of proceedings to grant associate or full professorships and notices of dates of the respective public meetings of the Scholarly Board as well as notices of termination of such proceedings;
  - k) notices of the amount of the fees for steps taken in relation to the proceedings to grant associate or full professorships;
  - l) notices of the date and venue of the next meeting of the Academic Senate of UP or the meeting of the academic senate of the respective UP faculty;
  - m) notices of open competitions which must be published no later than 30 days before the deadline for filing job applications;
- 4) UP also publishes the following documents on the official notice board:
  - a) a resolution adopted by the Board of Trustees of UP on the activities of a public higher education institution;
  - b) registered internal policies of UP and UP faculties, including the dates when they come into force and effect;
  - c) annual reports on the activities of UP;
  - d) the Strategic Plan.
- 5) In addition to the notices listed in Paragraphs 3 and 4, other notices as required by the internal policy of UP or its faculty or as decided by the Rector of UP or the deans of UP faculties will also be published on the official notice board.
- 6) The content and method of publishing notices and other information on the official website of UP ([www.upol.cz](http://www.upol.cz)) is governed by UP internal policy.

**Article 57**  
**Policies and Regulations of UP**

- 1) Internal policies and regulations of UP under Section 17(1) of the Act registered by the Ministry under Section 36 of the Act include:
  - a) the Constitution of UP;
  - b) Rules of Election of the Academic Senate of UP;
  - c) Rules of Procedure of the Academic Senate of UP;
  - d) Pay Policy of UP;
  - e) Rules of Procedure of the Scholarly Board of UP;
  - f) Academic Staff Recruitment Policy of UP;
  - g) Study and Examination Code of UP;
  - h) Scholarship and Bursary Code of UP;
  - i) Disciplinary Code for Students of UP;
  - j) Rules for Quality Assurance and Internal Quality Assessment of Education, Creative and Other Related Activities at UP;
  - k) Lifelong Education Code for UP;

- l) Rules for the Use of Computer Networks and the Operation of Software of UP;
  - m) Policy-making Rules at UP;
  - n) Code of Procedure to Grant Associate or Full Professorships at UP;
  - o) UP Visiting Professor Status;
  - p) Rules for the Appeals Committee of UP.
- 2) The Academic Senate of UP also approves:
- a) Code of the Rigorousum Procedure at UP;
  - b) Admission Procedure Code of UP;
  - c) Organizational Manual of UP;
  - d) Rules for the Filing and Shredding of Documents at UP;
  - e) University Halls of Residence Code of UP;
  - f) University Dining Halls Code of UP;
  - g) UP Property Disposition Policy;
  - h) Rules of Procedure of the Internal Assessment Board of UP.

**Article 58**  
**Interpretation and Construction**

Provisions of all internal policies or guidelines of UP may not be interpreted contrary to the principles laid down in the Preamble to the present Constitution. Should doubts arise, the provisions of the Constitution will be interpreted by the Academic Senate.

**PART XI**  
**Final Provisions**

**Article 59**  
**Temporary Provisions**

Between the moment the Internal Assessment Board of UP is constituted and the moment the members of the Board are appointed, the powers of the Board are exercised by the Scholarly Board of UP.

**Article 60**  
**Repealing Provision**

The Constitution of Palacký University Olomouc registered by the Ministry on 21 July 2006 under Ref. No. 10 742/2006-30, as amended, is hereby repealed.

**Article 61**  
**Force and Effect of the Constitution of UP**

- 1) The present Constitution was approved by the Academic Senate of UP pursuant to section 9(1)(b) of the Act on 15 February 2017.
- 2) Pursuant to section 36(4) of the Act, the present Constitution comes into force upon its registration by the Ministry.
- 3) This Constitution comes into effect once the registered document has been published on the official notice board of UP.

Prof. Mgr. Jaroslav Miller, M.A., Ph.D.  
Rector of UP

doc. Mgr. Jiří Langer, Ph.D.  
Chairperson of the Academic Senate of UP

# Rules for Economic Management of UP

## Part I Fundamental Provisions

### Article 1 Introductory Provisions

- 1) Palacký University is a legal entity.
- 2) The bodies listed in Article 41 of the Constitution are entitled to decide on the disposition of UP property and act on behalf of UP in related matters.
- 3) The use of funds by UP is governed by, without limitation:
  - a) the Constitution of UP;
  - b) the Act;
  - c) Act No. 218/2000 Sb., on Budgetary Rules and on amendments of some related acts (the Budgetary Rules), as amended, and applicable regulations;
  - d) Act No. 563/1991 Sb., on Accountancy, as amended;
  - e) Act No. 586/1992 Sb., on Income Taxes, as amended;
  - f) Act No. 235/2004 Sb., on Value Added Tax, as amended;
  - g) other tax laws and regulations;
  - h) Act No. 262/2006 Sb., the Labour Code, as amended;
  - i) Act No. 526/1990 Sb., on Prices, as amended;
  - j) Act No. 130/2002 Sb., on the support of research, experimental development, and innovation from public funds, and on the amendment to some related acts (the Act on Support of Research, Experimental Development, and Innovation), as amended.
- 4) Rules for receiving contributions and subsidies from the state budget are governed by applicable laws and regulations on the use of state budget funds, and rules for providing contributions and subsidies from the state budget to public higher education institutions for the respective year.

### Article 2 Definition of the Principal Activities of UP

- 1) Taking into consideration the mission and activities of UP under Article 2 of the Constitution, the principal activities of UP include, but are not limited to:
  - a) education in accredited study programs and lifelong education programs in accordance with Section 60 of the Act as well as internationally recognized courses under Section 60a of the Act;
  - b) creative activities in the fields of education and creative activities listed in Appendix No. 1 hereto and the appreciation of such activities unless UP carries out such activities as business activities under the Civil Code;
  - c) organization of study stays, specialized seminars, conferences and forums related to activities under Letters (a) and (b);
  - d) information services for members of the academic community, other UP employees, applicants for study and UP graduates;
  - e) publishing and sale of specialized books, university textbooks and support materials, periodical and non-periodical publications, and reprographic services for members of the academic community and other UP employees;
  - f) making audiovisual programs for the purposes of implemented study programs or related to research and development at UP;
  - g) consultancy services within the meaning of Section 21(1)(d) of the Act;
  - h) organizing and arranging sports and PE activities for members of the academic community of UP and other UP employees;

- i) catering services for members of the academic community of UP, other UP employees under an employment or similar contract, pensioners (former UP employees), participants in conferences, sports and study events, and study stays organized at UP under Letters (c) and (h);
  - j) accommodation for members of the academic community of UP, other UP employees under an employment or similar contract, participants in conferences, sports and study events, and study stays organized at UP under Letters (c) and (h);
  - k) transport services related to the implementation of study programs, research and development, as well as transport services for UP student and employees;
  - l) other services unless UP acts as a business within the meaning of the Civil Code;
  - m) the sale and liquidation of redundant and unserviceable property with the exception of property acquired and used solely for the ancillary activities of UP.
- 2) The activities listed in Paragraph 1 are non-profit ones and are related to the mission of UP.

## **Part II Budget of UP**

### **Article 3 Budget of UP**

- 1) The economic management of UP is based on a revenue and expenditure budget. UP drafts budgets for the period of one calendar year and the budget shall not be a deficit one.
- 2) Once the respective calendar year has ended, UP makes a settlement against the state budget and submits the settlement to the Ministry within the set time limit.

### **Article 4 UP Budget Structure**

- 1) The general budget of UP for the respective calendar year includes the total of the expected revenues of UP according to individual sources as listed in Article 9 and the total of the expected expenditures on the UP operations related to selected items corresponding to the structure of control accounts and selected sub-accounts accounts in accordance with the existing charts of accounts of UP.
- 2) The general budget of UP includes a division of revenues and expenditures according to individual subsidy areas in accordance with the Ministry's rules for providing contributions and subsidies from the state budget to public higher education institutions; the division shall make it possible to adequately monitor the changes in such revenues and expenditures in the respective calendar year, as well as the total of the expected gains and costs related to the ancillary activities of UP.

### **Article 5 Drafting and Approving the UP Budget and Budgets of UP Constituent Parts**

- 1) Upon the Rector's instruction, and on the basis of guidelines considered and approved by the Academic Senate of UP, the Bursar of UP prepares a proposal for the distribution of contributions and subsidies from the state budget to individual UP constituent parts.
- 2) The proposal for the distribution of funds under Paragraph 1 shall be submitted by the Rector of UP to the Academic Senate of UP for approval.
- 3) On the basis of the approved distribution of funds under Paragraph 1, individual UP constituent parts shall prepare their own partial revenue and expenditure budgets by a deadline set by the Rector; such a budget shall not be a deficit one.
- 4) The procedure for preparing and approving the budgets of UP faculties and university facilities shall be determined by the internal policies of the faculties or by the managers of such facilities respectively.
- 5) After the deadline under Paragraph 3, the Bursar prepares the general budget of UP on the basis of approved budgets of UP constituent parts. Such a draft will be submitted by the Rector to the Academic Senate of UP, and having had its opinion, subsequently to the Board of Trustees for approval.
- 6) If the Board of Trustees does not approve the budget, the budget is, together with the grounds for non-approval, referred to the Academic Senate of UP to be re-considered; the original draft may be approved without it being approved by the Board of Trustees provided that a minimum of three fifths of the members of

the Academic Senate vote in favour. If the Academic Senate agrees with the amendments made by the Board of Trustees, the amended version may be approved by simple majority.

#### **Article 6 Modifications of the UP Budget**

- 1) The general budget of UP and the amount of contributions and subsidies from the state budget for individual UP constituent parts are modified during the calendar year:
  - a) automatically, on the basis of decisions to grant a contribution or subsidy from the state budget and executed subsidy agreements;
  - b) as a result of special-purpose funds (mainly grants) acquired by individual UP economic units.
- 2) On the basis of objective circumstances and the development of UP's economic performance, the Rector of UP may submit a modification of the UP budget to the Academic Senate of UP for approval even during the respective calendar year.

#### **Article 7 Budget and Provisional Budget Arrangements**

Details concerning the UP budget and provisional budget arrangements are regulated in Article 40(6) of the Constitution.

### **Part III Sources and Use of UP Funds**

#### **Article 8 Sources of UP Funding**

- 1) UP autonomously uses funds received as contributions and subsidies from the state budget, its own revenues, as well as other funds raised under Section 18(2) of the Act.
- 2) The sources of funds to secure activities funded from capital funds include, but are not limited to:
  - a) individual and systemic capital transfers (investment subsidies) from the state budget;
  - b) public budgets, state funds and EU budgets;
  - c) its own sources from the capital improvement fund under Article 20;
  - d) the pooling of funds;
  - e) loans and credits;
  - f) other national and international sources (mainly grants);
  - g) capital contributions and subsidies from the state budget.
- 3) The sources of funds to secure activities funded from non-capital funds include, but are not limited to:
  - a) contributions and subsidies from the state budget;
  - b) study-related fees;
  - c) gains on tangible, intangible and financial property;
  - d) other revenues from the state budget, state funds, municipal budgets and the EU budget;
  - e) revenues from ancillary activities;
  - f) income from donations and inheritances, income from endowment funds and foundations;
  - g) the pooling of funds;
  - h) creating its own funds;
  - i) loans and credits;
  - j) revenues from accommodation and catering services;
  - k) other national and international sources.

#### **Article 9 Contributions and Subsidies from the State Budget**

Pursuant to Section 18 of the Act, UP qualifies for contributions and subsidies from the state budget. Funds from the state budget may only be used to fund the activities for which UP was established.

**Article 10**  
**Study-related Fees at UP**

- 1) Fees under Article 22 (3) and (5) of the Constitution are allocated to the Scholarship and Bursary Fund of UP.
- 2) Fees under Article 22 (6) of the Constitution constitute revenues from the principal activity of UP.

**Article 11**  
**UP Revenues from Other Payments**

Revenues under Articles 24, 26, 29 and 33 of the Constitution are deemed to be revenues of UP from its principal activity.

**Article 12**  
**Gains on UP Property**

- 1) Revenues from leases of UP property constitute revenues from the economic activity of UP. Such revenues are the revenue of the budgets of UP faculties and other constituent parts, whose bodies have been entrusted with the use of such property.
- 2) Gains on the sale of personal property constitute revenues from the principal activity of UP faculties and other constituent parts, whose bodies have been entrusted with the use of such property.
- 3) Gains on the sale of real property constitute revenues of the Rector's Office of UP from the principal activity of UP.
- 4) Financial gains constitute revenues of the Rector's Office of UP from the principal activity of UP.

**Article 13**  
**Other Revenues of UP from Public Sources**

Other revenues of UP from the state budget, state funds, municipal budgets and other public sources constitute revenues of UP from its principal activity and are subject to settlement in accordance with special instructions, or agreements.

**Article 14**  
**Ancillary Activities of UP**

- 1) UP carries out paid ancillary activities<sup>16</sup>.
- 2) The ancillary activities of UP have separate entries in the UP accounts.
- 3) Ancillary activities shall not jeopardize the quality, extent, and availability of the principal activities of UP.
- 4) As part of ancillary activities, UP carries out paid ancillary activities related to the principal activity or activities with a view to more effective use of UP property.

**Article 15**  
**Revenues from Donations, Foundations and Endowment Funds**

Revenues from donations, foundations, and endowment funds, unless intended for the acquisition and technical appreciation of fixed assets, are, depending on their purpose, revenues of funds under Articles 21 to 23.

**Article 16**  
**Pooled Funds**

- 1) To the extent defined by the Act and after approval by the competent body, UP may pool funds with other entities or individuals only if this is clearly effective or provides other benefits for UP.
- 2) Pooling of funds managed by the bodies of UP faculties is possible only subject to an agreement by the respective deans of UP faculties.

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<sup>16</sup> )Section 20(2) of the Act.



**Article 17**  
**Loans and Credits**

- 1) Loans and credits may be taken out only if necessary for UP and only if no claims against the state budget arise.
- 2) Loans and credits on behalf of UP may only be taken out by the Rector of UP, always subject to approval by the Academic Senate and the Board of Trustees.

**Article 18**  
**Creation and Management of UP Funds**

- 1) In accordance with the Act, UP creates the following funds:
  - a) a reserve fund intended to make up for losses in subsequent financial years;
  - b) a capital improvement fund;
  - c) a scholarship and bursary fund;
  - d) a remuneration fund;
  - e) a special-purpose fund;
  - f) a social fund;
  - g) an operating fund.
- 2) UP funds are UP's resources and their balance as of 31 December of the current year is transferred to the following budgetary year.
- 3) Contributions to funds under Paragraph 1 (a), (b), (d) and (g) from taxed earnings are approved by the Academic Senate of UP upon the Rector's proposal when approving the economic performance of UP in the previous year unless stipulated otherwise by the Act or by the Constitution.
- 4) Transfers of funds between funds listed in Paragraph 1 (a), (b), (d) and (g) are possible only if envisaged in Articles 19 to 25 and subject to the Bursar's approval.

**Article 19**  
**Reserve Fund**

- 1) The reserve fund consists of funds allocated from the taxed earnings.
- 2) The reserve fund may be used to make up for any losses in subsequent financial years. If the loss from the previous year has been made up for, the reserve fund may be used to pay penalties, cover any temporary lack of funds, or for transfers to the capital improvement fund, remuneration fund, or operating fund.

**Article 20**  
**Capital Improvement Fund**

- 1) The capital improvement fund is created from:
  - a) funds equal to the write-off value of the fixed assets of UP, including the net value of the property removed from use, less the written-down amount equaling the proportion of the received subsidy from the state budget over the acquisition price;
  - b) the balance of the contribution from the state budget as of 31 December of a current year;
  - c) pooled investment funds under executed agreements on pooling;
  - d) funds allocated from taxed earnings;
  - e) funds from the reserve fund under Article 19(2) and from the operating fund under Article 25(3);
  - f) funds received as a donation to acquire and improve fixed assets.
- 2) The capital improvement fund may be used for:
  - a) the investment activities of UP (in accordance with the applicable rules of the Ministry of Finance and of the Ministry);
  - b) providing other entities with investment funds under executed agreements on common investment activities;
  - c) the repayment of loans and credits taken out to acquire fixed assets, including interest on such loans and credits until the assets begin to be used;
  - d) as a complementary source for the funding of repairs and the maintenance of the fixed assets of UP.
- 3) The uses of the funds under Paragraph 2(d) are recognized as the revenue and expenditure of the respective economic unit of UP.

**Article 21**  
**Scholarship and Bursary Fund**

- 1) The scholarship and bursary fund is made from:
  - a) study-related fees under Section 58(6) of the Act;
  - b) monetary donations intended for bursaries and scholarships;
  - c) allowable expenses in accordance with applicable legislation.<sup>17</sup>
- 2) The scholarship and bursary fund does not include funds provided to UP for bursaries as part of contributions or subsidies from the state budget. Contributions and subsidies from the state budget are to be annually settled against the state budget.
- 3) The scholarship and bursary fund may only be used to pay bursaries and scholarships in accordance with the Scholarship and Bursary Code of UP.
- 4) Funds used from the scholarship and bursary fund are recognized as revenues and expenditures of the respective economic unit of UP.

**Article 22**  
**Remuneration Fund**

- 1) The remuneration fund is made from:
  - a) funds allocated from taxed earnings;
  - b) monetary donations intended for the remuneration of UP employees;
  - c) funds from the reserve fund under Article 19(2) and from the operating fund under Article 25(3).
- 2) The remuneration fund may be used to pay parts of salaries in accordance with the Pay Policy of UP.
- 3) Funds used from the remuneration fund are recognized as revenues and expenditures of the respective economic unit of UP.

**Article 23**  
**Special-purpose Fund**

- 1) The special-purpose fund is made from:
  - a) special-purpose money donations with the exception of donations intended for the acquisition and improvement of fixed assets;
  - b) special-purpose funding from foreign sources;
  - c) special-purpose public funding, including funding for the special-purpose and institutional support of research and development from public funds, which could not be used in the budgetary year in which they were provided under Section 18(10) of the Act.
- 2) Pursuant to Section 18(11) of the Act, the funds in the special-purpose fund may be used only for the purposes for which they were provided.
- 3) Other rules and conditions for the transfer of money to the fund and the method of notification of its providers shall be defined by an internal policy of UP under Article 37(1)(o).
- 4) Funds used from the Special-purpose Fund are recognized as revenues and expenditures of the respective economic unit of UP.

**Article 24**  
**Social Fund**

- 1) The social fund is made from a basic allocation equaling 2% of the annual volume of the costs of salaries, salary compensations and bonuses for on-call duties.
- 2) The exact percentage of costs under Paragraph 1 is defined in the budget for the respective calendar year.
- 3) The social fund may be used solely for the payment of social costs of UP employees, including, but not limited to:
  - a) allowances for supplementary pension insurance or life assurance;
  - b) allowances for dining hall meals,
  - c) allowances for rehabilitation, or the purchase of health-care equipment and vitamins,

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<sup>17</sup> Section 24(2)(zr) of Act No. 586/1992 Sb., on Income Taxes, as amended.

- d) costs of social and sports events organized for UP employees.  
Details will be laid down in a special policy issued under Article 37(1)(n).
- 4) Funds used from the Social Fund are recognized as revenues and expenditures of the respective economic unit of UP.

### **Article 25 Operating Fund**

- 1) The operating fund is made from:
  - a) the balance of the contribution from the state budget as of 31 December of a current year;
  - b) funds allocated from taxed earnings;
  - c) funds from the reserve fund under Article 19(2).
- 2) The operating fund may only be used to cover operating expenses not covered by the budget in the current year.
- 3) In special cases, part of the operating fund may be transferred to the reserve fund, to the capital improvement fund or to the remuneration fund.
- 4) Funds used from the operating fund are recognized as revenues and expenditures of the respective economic unit of UP.

### **Article 26 Financial Management of UP**

- 1) To fund its operation, UP opens accounts with selected banks, denominated both in CZK and in foreign currencies, as needed.
- 2) An account may be opened and closed by the Rector of UP.
- 3) Contributions and subsidies from the state budget provided by the Ministry under decisions and executed agreements are transferred by the Ministry to UP accounts. Subsidies from other entities are transferred to UP accounts unless stipulated otherwise by the provider in the respective agreement.
- 4) Capital funds provided by the Ministry as individual and systemic subsidies and funds for the implementation of grant projects from the budgetary chapter of the Ministry or other chapters of the state budget are released as a limit.
- 5) Other revenues of UP not listed in Paragraphs (3) and (4) are transferred directly to the account of UP.
- 6) Expenditures and revenues related to the deposition of money in accounts kept with banks are expenditures and revenues of the Rector's Office of UP, with the exception of cases when the respective agreement or decision require that they be entered in accounts within a project or a grant project.

### **Article 27 Basic Rules for Economic Management of UP**

- 1) Funds allocated by the Ministry under a decision to provide a contribution or a grant from the state budget, or agreed grant contracts, may be used by UP only for the purposes stipulated in such decisions and agreements and defined by these rules.
- 2) Special-purpose funds from other sources may only be used by UP for the purposes for which they were provided.
- 3) Funds from its own gains and revenues and its own funds may be used by UP to fund its activities at its own discretion in accordance with the Constitution of UP.
- 4) In accordance with Section 20(3) of the Act, UP may not become a general partner in a general or limited partnership. UP is also prohibited from providing contributions to companies and cooperatives in the form of property acquired by UP from the state, or contributions received under Section 18(3) of the Act and subsidies received under Section 18(4) of the Act.
- 5) UP may provide funding for the capital and non-capital expenditures of its own economic units, including special-purpose facilities such as university dining halls, halls of residence, facilities for the education of youth and adults, libraries, gyms, and other sports facilities if these serve the students and employees of UP.
- 6) If UP uses such special-purpose facilities together with another legal entity or an individual, its share in revenues and expenditures corresponds to the proportionate use of such a facility agreed in the respective agreement, or is defined as a flat amount.

- 7) UP may not co-fund the catering of its students; however, in accordance with Paragraph 5, it may fund the operation of its own facilities securing catering for UP students up to the amount of the real costs, excluding the value of foodstuffs.
- 8) In accordance with Paragraph 5, UP may fund the operation of facilities providing one dining hall meal a day for its employees, excluding the prices of raw materials.
- 9) Should any of the economic units of UP arrange for dining hall meals on a contractual basis in other catering facilities, it may provide its employees with a contribution up to 55% of the price of one main meal a day, not exceeding 70% of meal expenses if the business trip lasts from 5 to 12 hours in accordance with the Bursar's methodological guidelines on travel expenses. The exact amount of such a contribution may be determined by the respective economic unit of UP independently.
- 10) Paragraph 8 applies by analogy if dining hall meals are provided in the form of meal tickets to be used in public dining places.
- 11) Contribution to other individuals or legal entities may be provided by UP only from taxed earnings in accordance with applicable legislation.
- 12) The payment of penalties shall be borne by the economic unit which is responsible for them.
- 13) In accordance with Section 60(1) of the Act and Section 60a(1), fees may be set for the study in lifelong education programs and internationally recognized courses which constitute revenues from the principal activity of the faculty implementing the program or the course; the fee shall be determined by the dean of the respective faculty.

**Article 28**  
**Economic Management of UP Constituent Parts**

- 1) The economic management of UP is carried out for UP as a whole and through organizational units of UP.
- 2) As a whole, UP manages central funds.
- 3) Organizational units of UP manage the allocated funds autonomously in compliance with the rules set by the Constitution.
- 4) The economic management of UP organizational units is posted separately in the UP accounts. The overall economic performance constitutes the total of the performance of all organizational units of UP.
- 5) The circulation of invoices and other accounting documents is governed by a guideline issued under Article 37(1)(b).
- 6) All UP property exceeding a certain value determined by the Rector of UP must be insured.
- 7) The insurance of UP property is based on a UP contract subject to agreement with individual UP units and is paid from the funds of the Rector's Office or, as the case may be, the funds of the Accommodation and Dining Facilities.
- 8) The third-party liability motor vehicle insurance is taken out and paid by UP from the funds of the Rector's Office, or from the funds of the Accommodation and Dining Facilities for its vehicles. Other types of motor vehicle insurance are taken out by UP and paid by the organizational unit using the vehicle.
- 9) The insurance of employees during business trips abroad is taken out and paid by UP from the funds of the Rector's Office.

**Part IV**  
**Accounting and Bookkeeping**

**Article 29**  
**Bookkeeping**

- 1) UP is an accounting unit maintaining a double-entry bookkeeping system.
- 2) UP faculties and other constituent parts keep their books in accordance with a binding chart of accounts and bookkeeping rules issued under an applicable policy of UP.
- 3) The main differentiating feature of UP faculties and other constituent parts is a numerical symbol assigned to them.
- 4) The deans or, as the case may be, the secretaries of UP faculties, or heads of university facilities, are responsible for the timeliness, correctness, completeness and verifiability of the background materials.

**Article 30**  
**Accounting Documents**

- 1) To process accounting documents, numerical series are defined by an applicable policy of UP.
- 2) Accounting documents accepted for posting in the accounts must include all details required for tax purposes.
- 3) All economic transactions within UP, between individual UP faculties and other constituent parts are based on internal accounting documents, as a rule excluding value added tax.
- 4) Accounting documents are posted in the accounts according to numerical series defined under Paragraph 1; copies of invoices and re-invoices are kept by the original entity processing the document and originals are passed to the Accounting Office of UP to be entered in the Central Accounting Archives of UP. In both cases, designated employees are responsible for the due record of the accounting documents, and shall present the stored documents for inspection if requested to do so by an authorized person.

**Article 31**  
**Financial Statements of UP**

- 1) The Bursar of UP is responsible for preparing and submitting the financial statements of UP.
- 2) The financial statements of UP constitute part of an annual report on UP economic management under Section 21(3)(a) of the Act.
- 3) The financial statements are prepared in full and consist of a balance sheet, a profit and loss account and notes specifying the information in the balance sheet and the profit and loss account.
- 4) The financial statements of UP are always prepared as at 31 December of the respective year.

**Part V**  
**Taxes and Levies**

**Article 32**  
**Corporate Income Tax**

- 1) In accordance with Section 18(5) of Act No. 586/1992 Sb., on Income Taxes, as amended, all UP revenues excluding investment subsidies from the state budget are subject to income tax.
- 2) The corporate income tax return shall be prepared by the Rector's Office and filed on behalf of the whole of UP with the Tax Authority for the Olomouc Region within the statutory time limits.
- 3) The payment and settlement of the assessed tax is made by the Rector's Office.
- 4) The Bursar of UP is accountable to the Rector of UP for any tax matters under the present Article.

**Article 33**  
**Personal Income Tax**

- 1) UP pays for its employees, under an employment or similar contract, advanced and withheld personal income tax.
- 2) On the basis of a declaration signed by an employee, UP carries out the annual settlement of the income tax on dependent work.
- 3) The Bursar of UP is accountable to the Rector of UP for any tax matters under the present Article.

**Article 34**  
**Value Added Tax**

- 1) UP is a registered value added tax payer with a one-month settlement period. In accordance with applicable laws and regulations on value added tax, UP, as an entity not established to do business, makes use of an exemption from value added tax on its principal activity.
- 2) Secretaries of UP faculties, managers of university facilities and managers of the Rector's Office are responsible for the due processing of invoices in the respective month, as well as for checking upon their completeness and particulars.
- 3) The Rector's Office shall prepare the value added tax return on behalf of UP as a whole and file it with the Tax Authority for the Olomouc Region within the statutory time limits.
- 4) The payment and settlement of the value added tax is made by the Rector's Office.

- 5) The Bursar of UP is accountable to the Rector of UP for any tax matters under the present Article.

**Article 35**  
**Property Taxes and Other Taxes**

- 1) Should there arise other tax liabilities not listed in Articles 32 to 34 (including, but not limited to, property, road or withholding taxes), the Rector's Office prepares the respective tax return on behalf of the whole of UP and files it with the respective tax authority within the statutory time limits.
- 2) The payment and settlement of the assessed tax is made by the Rector's Office.
- 3) The Bursar of UP is accountable to the Rector of UP for any tax matters under the present Article.

**Article 36**  
**Payment of Contributions and Insurance Premiums**

- 1) UP shall pay contributions to pension schemes and social security schemes as well unemployment insurance premiums for itself and for its employees under an employment or a similar contract. Such payments are made on a monthly basis by the Rector's Office within the stipulated time limits.
- 2) UP shall pay corresponding general health insurance premiums for itself and its employees. Such payments to respective health insurance companies are made by the Rector's Office on a monthly basis within the stipulated time limits.
- 3) UP shall pay statutory liability insurance for harm suffered as a result of industrial injuries or occupational diseases. The insurance premium is paid on a quarterly basis by the Rector's Office within the stipulated time limits.
- 4) The Bursar of UP is accountable to the Rector of UP for the payments under the present Article.

**Part VI**  
**Common Provisions**

**Article 37**  
**Other Economic Management Policies and Guidelines**

- 1) For the purposes of the economic management of activities within UP and further to these rules, the Rector of UP adopts a measure listing the economic units of UP and issues policies and guidelines on the following issues:
  - a) bookkeeping;
  - b) the circulation and processing of accounting documents;
  - c) fixed tangible and intangible assets;
  - d) inventory accounting;
  - e) accrual of revenues and expenditures;
  - f) creation and use of statutory reserve funds;
  - g) creation and use of provisions;
  - h) recognizing foreign exchange differences;
  - i) inventory taking of the assets and liabilities of UP;
  - j) travel expenses;
  - k) economic management related to ancillary activities;
  - l) damage assessment committee and proceedings to assess damage at UP;
  - m) public procurement;
  - n) rules for the creation and use of the social fund;
  - o) creation and use of the special-purpose fund.
- 2) UP faculties and other constituent parts may issue more detailed policies on the economic management for its purposes and in accordance with applicable laws and regulations, these rules as well as other existing UP policies and guidelines.

# Oath Taken by a Doctoral Degree Graduate

| <b>Oath Taken by a Doctoral Degree Graduate</b><br>(Latin)  | <b>Oath Taken by a Doctoral Degree Graduate</b><br>(English)   |
|---|--|
| <p><b>Primum:</b><br/>Vos almae matris Palackianae Universitatis Olomucensis,<br/>in qua summum gradum ascenderitis,<br/>gratos perpetuo memoriam habituros<br/>eiusque res ac rationes, quoad poteritis,<br/>esse adiuturos.</p> <p><b>Dein:</b><br/>Honorem, quem in vos collaturus (collatura) sum,<br/>integrum incolumemque servaturos<br/>neque umquam pravis moribus<br/>aut vitae infamia commaculatos.</p> <p><b>Postremo:</b><br/>Doctrinam, qua nunc polletis,<br/>in prosperitatem hominum tali modo conversuros,<br/>ut numquam rationes humanitatis et liberalitatis fallatis,<br/>et impigro labore culturos,<br/>non sordidi lucri causa aut ad vanam captandam gloriam,<br/>sed ut veritas propagetur et lux eius,<br/>qua salus generis humani continetur,<br/>quantum in vobis est, clarius effulgeat.</p> <p>Haec vos ex animi vestri sententia spondebitis<br/>ac pollicebimini?<br/>Spondeo ac polliceor.</p> | <p><b>First:</b><br/>You will always have memories of gratitude<br/>towards your alma mater, Palacký University Olomouc,<br/>at which you attained a supreme academic degree,<br/>and that you will, subject to your possibilities,<br/>support its benefit and interests.</p> <p><b>Furthermore:</b><br/>You will maintain the academic degree<br/>which I am going to award to you unsullied and unharmed<br/>and that you will never taint it with bad morals<br/>or a life devoid of honour.</p> <p><b>Finally:</b><br/>You will use the knowledge which you have now mastered<br/>to the benefit of people<br/>so as not to violate any principles of human nobility, that<br/>you will work hard to nurture<br/>it not for dirty profit or ephemeral fame,<br/>but to, subject to your possibilities, spread the truth<br/>and make it possible for its light, on which the well-being<br/>of humankind is based,<br/>to shine brighter and brighter.</p> <p>Do you agree to this<br/>and swear by your conscience?<br/>I agree and I swear.</p> |

# English and Latin Names for Palacký University Olomouc and its Faculties

## Palacký University Olomouc

| Name of the University and its<br>Faculties in Czech | Names in English                                  | Names in Latin  |
|--|---|---|
| Palacký University, Olomouc,<br>abbreviated as “UP”  | Palacký University Olomouc<br>abbreviated as “UP” | Universitas Palackiana Olomucensis<br>abbreviated as “UP” |
| Faculties:   | – faculties (schools):                            | – facultates:   |
| 1. Cyrilometodějská teologická<br>fakulta            | Sts Cyril and Methodius<br>Faculty of Theology    | Facultas Theologica<br>Cyrillo-Methodiana                 |
| 2. Lékařská fakulta                                  | Faculty of Medicine and Dentistry                 | Facultas Medicinae  |
| 3. Filozofická fakulta                               | Faculty of Arts                                   | Facultas Artium   |
| 4. Přírodovědecká fakulta                            | Faculty of Science                                | Facultas Rerum Naturalium                                 |
| 5. Pedagogická fakulta                               | Faculty of Education                              | Facultas Paedagogica                                      |
| 6. Fakulta tělesné kultury                           | Faculty of Physical Culture                       | Facultas Culturae Physicae                                |
| 7. Právnická fakulta                                 | Faculty of Law                                    | Facultas Iuridica   |
| 8. Fakulta zdravotnických věd                        | Faculty of Health Sciences                        | Facultas Sanitatis Artium                                 |



## **Study-related Fees under Section 58(3) of the Act**

- 1) The study-related fee under Section 58(3) of the Act equals a minimum of 1.5 times the base.
- 2) The study-related fee under Section 58(3) of the Act is determined on the basis of the average amount corresponding to one student out of the aggregate of non-investment expenditures of UP in the last calendar year expended to secure the implemented study programs at UP.
- 3) The study-related fee under Section 58(3) of the Act is determined in a uniform way for the entire UP in the amount of CZK 20,000 for each six months of commenced study.

## Study-related Fee under Section 58(4) of the Act

In accordance with Section 58(4) of the Act, the tuition fee for study in a foreign language is determined as follows:

| <b>Faculty</b>                           | <b>Name of program/field of study</b>        | <b>Type of program of study</b>              | <b>Fee for an academic year (EUR)</b> |
|--|--|--|---------------------------------------|
| <b>Faculty of Arts</b>                   | Deutsche Philologie                          | Bachelor's (double major)                    | 1,500                                 |
|  | Deutsche Philologie                          | Follow-up Master's (double major)            | 1,500                                 |
|  | Deutsche Philologie                          | Follow-up Master's (single major, part-time) | 1,500                                 |
|  | Deutsche Philologie                          | Follow-up Master's (single major)            | 1,500                                 |
|  | English Philology                            | Bachelor's (double major)                    | 750                                   |
|  | English Philology                            | Bachelor's (single major)                    | 1,500                                 |
|  | English Philology                            | Follow-up Master's (double major)            | 850                                   |
|  | English Philology                            | Follow-up Master's (single major)            | 1,700                                 |
|  | Euroculture                                  | Follow-up Master's (single major)            | EU: 2,800;<br>others:<br>8,000        |
|  | European Studies and International Relations | Follow-up Master's (single major)            | 4,000                                 |
|  | Chinese Philology                            | Bachelor's (single major)                    | 3,600                                 |
|  | Jewish and Israeli Studies                   | Bachelor's (double major)                    | 1,500                                 |
|  | Jewish Studies                               | Follow-up Master's (single major)            | 1,500                                 |
|  | Political Science                            | Doctoral (3 years)                           | 4,000                                 |
| Sociology                                | Doctoral (3 years)                           | 2,000  |                                       |
| <b>Faculty of Law</b>                    | European and International Law               | Doctoral (3 years)                           | 2,500                                 |
|  | European and International Law               | Follow-up Master's                           | 2,500                                 |
| <b>Faculty of Medicine and Dentistry</b> | Anatomy, Histology and Embryology            | Doctoral (4 years)                           | 3,000                                 |
|  | Dentistry                                    | Doctoral (4 years)                           | 3,000                                 |
|  | Dentistry                                    | Master's                                     | 11,800                                |

| <b>Faculty</b>   | <b>Name of program/field of study</b>         | <b>Type of program of study</b> | <b>Fee for an academic year (EUR)</b> |
|--|---|---------------------------------|---------------------------------------|
|  | General Medicine                              | Master's                        | 10,500                                |
|  | Gynaecology and Obstetrics                    | Doctoral (4 years)              | 3,000                                 |
|  | Hygiene, Preventive Medicine and Epidemiology | Doctoral (4 years)              | 3,000                                 |
|  | Imaging Methods                               | Doctoral (4 years)              | 3,000                                 |
|  | Internal Medicine                             | Doctoral (4 years)              | 3,000                                 |
|  | Medical Biology                               | Doctoral (4 years)              | 3,000                                 |
|  | Medical Biophysics                            | Doctoral (4 years)              | 3,000                                 |
|  | Medical Genetics                              | Doctoral (4 years)              | 3,000                                 |
|  | Medical Chemistry and Clinical Biochemistry   | Doctoral (4 years)              | 3,000                                 |
|  | Medical Immunology                            | Doctoral (4 years)              | 3,000                                 |
|  | Medical Microbiology                          | Doctoral (4 years)              | 3,000                                 |
| <b>Faculty of Medicine and Dentistry</b>                                       | Medical Pharmacology                          | Doctoral (4 years)              | 3,000                                 |
|  | Neurology                                     | Doctoral (4 years)              | 3,000                                 |
|  | Neurosciences                                 | Doctoral (4 years)              | 3,000                                 |
|  | Oncology                                      | Doctoral (4 years)              | 3,000                                 |
|  | Otorhinolaryngology                           | Doctoral (4 years)              | 3,000                                 |
|  | Paediatrics                                   | Doctoral (4 years)              | 3,000                                 |
|  | Pathological Anatomy and Forensic Medicine    | Doctoral (4 years)              | 3,000                                 |
|  | Physiology and Pathological Physiology        | Doctoral (4 years)              | 3,000                                 |
|  | Psychiatry                                    | Doctoral (4 years)              | 3,000                                 |
|  | Social Medicine                               | Doctoral (4 years)              | 3,000                                 |
|  | Surgery                                       | Doctoral (4 years)              | 3,000                                 |
|  | Urology                                       | Doctoral (4 years)              | 3,000                                 |
|  | <b>Faculty of Education</b>                   | Education                       | Doctoral (4 years)                    |
| English Language in Education  |   | Bachelor's                      | 1,000                                 |
| Health Education   |   | Bachelor's                      | 1,000                                 |
| Leisure Time Activities Counselling and Management                             |   | Follow-up Master's              | 1,500                                 |
| Lower Secondary School Teacher Training in Biology and Environmental Education |   | Follow-up Master's              | 1,500                                 |
| Lower Secondary School Teacher Training in English Language                    |   | Follow-up Master's              | 1,500                                 |
| Lower Secondary School Teacher Training in Mathematics                         |   | Follow-up Master's              | 1,500                                 |
| Lower Secondary School Teacher Training in Special Needs Education             |   | Bachelor's                      | 1,000                                 |

| <b>Faculty</b>              | <b>Name of program/field of study</b>  | <b>Type of program of study</b> | <b>Fee for an academic year (EUR)</b> |
|-----------------------------|--|---------------------------------|---------------------------------------|
|                             | Lower School Teacher Training in Health in Education   | Follow-up Master's              | 1,500                                 |
|                             | Mathematics in Education   | Bachelor's                      | 1,000                                 |
|                             | Music Culture in Education (Music Education)   | Bachelor's                      | 1,000                                 |
|                             | Music Theory and Education   | Doctoral (3 years)              | 2,500                                 |
|                             | Pre-primary Education  | Follow-up Master's              | 1,500                                 |
|                             | Preschool Special Needs Education Teaching   | Bachelor's                      | 1,000                                 |
|                             | Primary School Teacher Training in Special Needs Education   | Master's (5 years)              | 1,500                                 |
|                             | Special Education  | Doctoral (4 years)              | 2,500                                 |
|                             | Special Education - Afterschool Supervisor   | Bachelor's                      | 1,000                                 |
|                             | Special Needs Counselling  | Follow-up Master's              | 1,500                                 |
|                             | Special Needs Education  | Bachelor's                      | 1,000                                 |
|                             | Special Needs Education  | Follow-up Master's              | 1,500                                 |
|                             | Special Needs Education – Drama Therapy  | Bachelor's                      | 1,000                                 |
|                             | Special Needs Education – Drama Therapy  | Follow-up Master's              | 1,500                                 |
|                             | Special Needs Education Andragogy  | Bachelor's                      | 1,000                                 |
|                             | Special Needs Education for After-school Educators   | Bachelor's                      | 1,000                                 |
|                             | Specialnaja Pedagogika   | Doctoral (4 years)              | 2,500                                 |
|                             | Specialnaja Pedagogika   | Follow-up Master's              | 1,500                                 |
|                             | Speech and Language Therapy  | Master's (5 years)              | 1,500                                 |
|                             | Upper and Lower Secondary School Teacher Training in Music Education   | Follow-up Master's              | 1,500                                 |
|                             | Upper and Lower School Teacher Training in Technical and Informational Education                             | Follow-up Master's              | 1,500                                 |
|                             | Upper Secondary School and Art School Teacher Training in Fine (Visual) Arts                                 | Follow-up Master's              | 1,500                                 |
| <b>Faculty of Education</b> | Специальная педагогика – драматерапия (Specialnaja pedagogika – dramaterapija)                               | Bachelor's                      | 1,000                                 |
|                             | Специальная педагогика – драматерапия (Specialnaja pedagogika – dramaterapija)                               | Follow-up Master's              | 1,500                                 |
|                             | Специальная педагогика (Specialnaja pedagogika)  | Bachelor's                      | 1,000                                 |
|                             | Специальная педагогика (Specialnaja pedagogika)  | Follow-up Master's              | 1,500                                 |
|                             | Специальная педагогика для воспитательных работников (Specialnaja pedagogika dlja vospitatelnykh rabotnikov) | Bachelor's                      | 1,000                                 |
|                             | Специальная педагогика дошкольного возраста (Specialnaja pedagogika doškolnovo vózrasta)                     | Bachelor's                      | 1,000                                 |
|                             | Специальнопедагогическая андрагогика (Specialnopédagogičeskaja andragogika)                                  | Bachelor's                      | 1,000                                 |

| <b>Faculty</b>                     | <b>Name of program/field of study</b>                | <b>Type of program of study</b> | <b>Fee for an academic year (EUR)</b> |
|------------------------------------|--|---------------------------------|---------------------------------------|
| <b>Faculty of Physical Culture</b> | Adapted Physical Activity                            | Follow-up Master's              | 2,500                                 |
|                                    | Kinanthropology                                      | Doctoral (4 years)              | 3,000                                 |
|                                    | Physical Activity and Active Lifestyle               | Follow-up Master's              | 2,500                                 |
| <b>Faculty of Science</b>          | Algebra and Geometry                                 | Doctoral (4 years)              | 4,000                                 |
|                                    | Analytical Chemistry                                 | Doctoral (4 years)              | 4,000                                 |
|                                    | Applied Mathematics                                  | Doctoral (4 years)              | 4,000                                 |
|                                    | Applied Physics                                      | Doctoral (4 years)              | 4,000                                 |
|                                    | Biochemistry   | Doctoral (4 years)              | 4,000                                 |
|                                    | Biochemistry   | Follow-up Master's              | 4,000                                 |
|                                    | Biochemistry – Biotechnology and Genetic Engineering | Follow-up Master's              | 4,000                                 |
|                                    | Biophysics   | Doctoral (4 years)              | 4,000                                 |
|                                    | Botany   | Doctoral (4 years)              | 4,000                                 |
|                                    | Computer Science                                     | Doctoral (4 years)              | 4,000                                 |
|                                    | Ecology  | Doctoral (4 years)              | 4,000                                 |
|                                    | Foresight for Environment and Development            | Follow-up Master's              | EU: 0; others: 3,000                  |
|                                    | General Physics and Mathematical Physics             | Doctoral (4 years)              | 4,000                                 |
|                                    | Geoinformatics and Cartography                       | Doctoral (4 years)              | 4,000                                 |
|                                    | Inorganic Chemistry                                  | Doctoral (4 years)              | 4,000                                 |
|                                    | International Development Studies                    | Follow-up Master's              | 3,000                                 |
|                                    | International Development Studies                    | Doctoral (4 years)              | 4,000                                 |
|                                    | Chemistry – Material Chemistry                       | Follow-up Master's              | 4,000                                 |
|                                    | Mathematical Analysis                                | Doctoral (4 years)              | 4,000                                 |
|                                    | Molecular and Cell Biology                           | Doctoral (4 years)              | 4,000                                 |
|                                    | Optics and Optoelectronics                           | Doctoral (4 years)              | 4,000                                 |
|                                    | Organic Chemistry                                    | Doctoral (4 years)              | 4,000                                 |
|                                    | Physics - Nanotechnology                             | Follow-up Master's              | 4,000                                 |
|                                    | Physical Chemistry                                   | Doctoral (4 years)              | 4,000                                 |
|                                    | Zoology  | Doctoral (4 years)              | 4,000                                 |
|                                    | Plant Biology  | Follow-up Master's              | 4,000                                 |
|                                    | Ecology  | Follow-up Master's              | 4,000                                 |
| Applied Mathematics                | Follow-up Master's                                   | 4,000                           |                                       |
| <b>Sts Cyril and</b>               | Teologia sistematica e filosofia cristiana           | Doctoral (4 years)              | 1,000                                 |

| <b>Faculty</b>                       | <b>Name of program/field of study</b> | <b>Type of program of study</b> | <b>Fee for an academic year (EUR)</b> |
|--------------------------------------|---------------------------------------|---------------------------------|---------------------------------------|
| <b>Methodius Faculty of Theology</b> |                                       |                                 |                                       |