

# CONSTITUTION OF THE FACULTY OF PHYSICAL EDUCATION AND SPORT OF CHARLES UNIVERSITY

*Under section 27 (1)(b) and section 33 (2)(a) of Act No. 111/111998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), the Academic Senate of the Faculty of Physical Education and Sport of Charles University has adopted this Constitution of the Faculty of Physical Education and Sport of Charles University as its internal regulation:*

## **Part I.**

### **Introductory Provisions**

#### Article 1

##### Fundamental Provisions

1. The Faculty of Physical Education and Sport (“Faculty”) forms a basic unit of Charles University, a public higher education institution of the university type (“University”).
2. The full name of the Faculty is: “Univerzita Karlova, Fakulta tělesné výchovy a sportu”.
3. The full name of the Faculty in English is: “Charles University, Faculty of Physical Education and Sport”.
4. The registered office of the Faculty is at José Martího 31, 162 52 Prague 6 - Veleslavín.
5. The Faculty uses its coat of arms displayed in Appendix 1 hereto. The rules of use of the coat of arms are provided in a Dean’s directive.

#### Article 2

##### Aim and Activities of the Faculty

1. The main aim of the Faculty is to spread learning and to protect knowledge, to cultivate free thinking, independent scholarly research, and original artistic creativity, and to fully promote the creative spirit of human society.
2. The Faculty offers accredited programmes of study and lifelong learning programmes (“educational activities”), and carries out scholarly, research, development, innovative, artistic, and other activities (“creative activities”). Educational activities are based on creative activities, including the results of the Faculty’s own research. These activities require the respect of academic freedom and rights.<sup>1</sup> The Faculty also carries out artistic, sport, and cultural activities.
3. The Faculty provides information and documentation services.
4. The Faculty carries out editing and publishing activities, primarily the publication of scholarly journals and monographs for the scholarly publishing activities of the members of the academic community, and of other study aids and other publications, in particular for the needs of students and participants in lifelong learning.
5. The Faculty may carry out supplementary activities. These activities must support the Faculty in achieving its aim within the meaning of section 20 (2) of the Higher Education Act.
6. The Faculty creates favourable conditions for the cultivation of physical education and sport, and for the cultural life of the members of the academic community.

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<sup>1</sup> Section 4 of the Higher Education Act.

**Part II**  
**Organisation and Bodies of the Faculty and Academic Environment**

Article 3  
Organisational Units of the Faculty

1. The organisational units of the Faculty (“organisational units”) include the Faculty’s workplaces, departments, laboratories, and centres (“workplaces”), and special-purpose, economic, accommodation, and other facilities listed in the Rules for the Internal Governance of the Faculty.
2. The details of the organisation of the Faculty are provided in its Rules for the Internal Governance, issued as a Dean’s directive.

Article 4  
Self-Governance of the Faculty

1. Self-governance of the Faculty is carried out by the members of its academic community directly or through self-governing academic bodies.
2. The Faculty’s self-governing academic bodies are the:
  - a) Academic Senate of the Faculty (“Senate of the Faculty”);
  - b) Dean;
  - c) Research Board of the Faculty; and
  - d) Disciplinary Commission of the Faculty;
3. Another body of the Faculty is the Secretary.

Article 5  
Status of Members of the Academic Community

1. The academic community consists of the Faculty’s academic staff (Article 23 (1)) and students enrolled in the Faculty.<sup>2</sup>
2. Members of the academic community have the following rights:
  - a) Nominate candidates and elect members to the Academic Senate of the University and the Faculty, and to be elected as members of these academic senates;
  - b) Submit nominations for the office of the Dean to the Senate of the Faculty in accordance with the Code of Procedure for the Academic Senate of the Faculty of Physical Education and Sport;
  - c) Participate in the sessions of the Senate of the Faculty and the Research Board of the Faculty unless the sessions of the Research Board are declared closed;
  - d) View the minutes of the sessions of the Academic Senate and the Research Board, including their resolutions;
  - e) Take the floor at meetings of the members of the academic community of the Faculty;
  - f) Submit motions, comments, and complaints to the self-governing academic bodies; these bodies are obliged to address, process without undue delay, and respond to them;

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<sup>2</sup> Section 25 (3) of the Higher Education Act.

- g) Submit comments on the activities of these bodies.
3. The Faculty supports the activities of scholarly, specialist, professional, student, trade union, and other interest associations which include members of the academic community and whose activities contribute to the achievement of the aims of the Faculty; the conditions for the support of the extracurricular activities of student members of the academic community are provided in the Rules for Supporting Charles University Students' Extracurricular Activities.
  4. The Faculty is attentive to the social needs of the members of the academic community. The Faculty is also attentive to the needs of the members of the academic community with special needs, and takes affordable measures in its activities and in the activities of the self-governing academic bodies to make sure that these members have equal opportunities to assert themselves at the Faculty.
  5. Members of the academic community are obliged to observe the internal regulations of the University and the Faculty.
  6. Members of the academic community are obliged to heed the good reputation of the University and the Faculty. In particular, they must refrain from the actions prohibited under Article 5 (8) of the Constitution of Charles University.
  7. Members of the academic community duly perform the duties they have accepted as the bodies of academic self-governance of the Faculty or arising from the performance of another office at the Faculty.
  8. A member of the academic community may perform only one of the following offices at the same time: Rector, Vice-Rector, Dean, Vice-Dean, Bursar, Secretary to the Faculty, or director of another unit of the University.
  9. The provisions of paragraphs 5 to 7 apply to employees of the Faculty who are not members of the academic staff, by analogy.

#### Article 6 Activities of Bodies

1. The activities of the bodies of the Faculty are governed by the Higher Education Act, other legal regulations, internal regulations of the University, this Constitution, and other internal regulations of the Faculty.
2. If it is found that a directive, resolution, or a decision of a body of the Faculty is contrary to legal regulations or to the internal regulations of the University, such body is obliged to take all possible measures to remedy the situation, including modification or repeal of the decision. If the body fails to act, contrary to the above-mentioned regulations, the situation is treated with the necessary modifications. This provision does not apply to decisions and other acts made under Act No. 500/2004. Sb., the Administrative Procedure Code, as amended ("Administrative Procedure Code").
3. In the performance of their powers, primarily in decision-making, the bodies of the Faculty or other unit respect the spirit of academic freedom and rights, and the principles of the Constitution of Charles University and the Constitution of the Faculty of Physical Education and Sport of Charles University expressed in their preambles and aims (Article 2 of the Constitution of Charles University and Article 3 hereof).
4. Self-governing academic bodies ensure that the members of the academic community are informed of their activities, and have the opportunity and time to comment on the documents discussed by these bodies and important measures prepared by these bodies.

Article 7  
Senate of the Faculty

1. The Senate of the Faculty accounts for its activities to the academic community.
2. The Senate is governed by legal regulations as well as the internal regulations of the University and the Faculty. Voting is governed by the Code of Electoral Procedure for the Academic Senate of the Faculty of Physical Education and Sport of Charles University. Procedure is governed by the Code of Procedure for the Academic Senate of the Faculty of Physical Education and Sport of Charles University.
3. The Academic Senate of the Faculty consists of 21 members, of which 14 members are elected from among the members of the academic staff of the Faculty and 7 members are elected from among the students of the Faculty. The term of office of the individual members of the Academic Senate is three years.

Article 8  
Research Board of the Faculty

The Research Board of the Faculty is governed by legal regulations as well as the internal regulations of the University and the Faculty. Procedure is governed by the Code of Procedure for the Research Board of the Faculty of Physical Education and Sport of Charles University.

Article 9  
Disciplinary Commission of the Faculty

The Disciplinary Commission of the Faculty is governed by legal regulations as well as the internal regulations of the University. Details are provided in the Disciplinary Code for Students of the Faculty of Physical Education and Sport of Charles University.

Article 10  
Dean

1. The Dean acts and decides in all affairs of the Faculty which are not reserved to other bodies of the Faculty or of the University.
2. The Dean accounts for his or her activities to the Senate of the Faculty and the Rector.
3. In managing the Faculty, the Dean may, within the scope of his or her powers and within the scope of legal regulations, the internal regulations of the University and the Faculty, and Rector's directives, issue Dean's directives, and the Faculty acts in accordance with these directives. If required by an internal regulation of the University or the Faculty, the Senate of the Faculty must provide its opinion before the directive is issued.
4. The Dean is appointed and removed from office by the Rector upon a proposal by the Senate of the Faculty. Details regarding the discussion of a proposal to appoint the Dean are provided in the Code of Procedure of the Academic Senate of the Faculty of Physical Education and Sport of Charles University.
5. The Dean attends a session of the Senate of the Faculty upon the request of the Senate of the Faculty or its President, and answers any questions asked by a member of the Senate of the

Faculty.

6. Before the end of the Dean's term of office, the Dean may resign from the office by written notice to the Rector. The Dean informs the President of the Senate of the Faculty of the resignation.
7. Vice-Deans act as the Dean's deputies in the scope determined by the Dean; the Senate of the Faculty must provide its opinion before Vice-Deans are appointed or removed from their office by the Dean. Vice-Deans must be members of the academic community of the Faculty.
8. The powers of the individual Vice-Deans are provided in a Dean's directive.

## Article 11 Advisory Bodies of the Dean

1. The Dean may establish permanent as well as temporary advisory bodies to address specific issues. Their members are appointed and removed from office by the Dean.
2. The permanent advisory bodies of the Dean are the:
  - a) Dean's Board;
  - b) Editorial Commission;
  - c) Dormitory Commission;
  - d) Ethics Commission;
  - e) Evaluation Commission.
3. The Dean's Board is a permanent advisory body of the Dean with the right of initiative. The members of the Dean's Board are the Vice-Deans, Secretary to the Faculty, and other persons appointed by the Dean, if any. At the Board's sessions, the Dean discusses, in particular, important decisions regarding the Faculty. Based on agreement with the Dean, the sessions of the Dean's Board may be attended by a representative of the Academic Senate and trade unions. At the Board's sessions, the Dean discusses, in particular, important decisions regarding the Faculty.
4. The Editorial Commission is an advisory body of the Dean for the editorial activities of the Faculty. The chair and the members of the Editorial Commission are appointed by the Dean from among the members of the academic community of the Faculty. Its activities are governed by the Editorial Rules of Charles University.
5. The activities of the Dormitory Commission are governed, with the necessary modifications, by the Code of Rules for Accommodation and Catering Services of Charles University. The chair and the members of the Commission are appointed by the Dean from among the members of the academic community of the Faculty.
6. The Ethics Commission of the Faculty discusses and approves projects of an experimental nature, which involve intervention programmes of a conditional or therapeutic character, various forms of load testing and laboratory examinations, and other projects involving ethical issues. The Commission is governed by the Universal Declaration of Human Rights and the applicable legal regulations, including the Code of Ethics of Charles University. The chair and the members of the Ethics Commission are appointed by the Dean from among the members of the academic community.
7. The documents for the evaluation of activities are discussed by the Evaluation Commission, which then prepares its draft conclusions; it is appointed by the Dean to draft a specific evaluation report (Article 29 hereof).

## Article 12

## Secretary to the Faculty

1. The Secretary is appointed and removed from office by the Dean. The appointment is based on a competitive hiring process under the Competitive Hiring Process Code of Charles University; the Secretary is appointed after the Senate of the Faculty provides its opinion.
2. The Secretary is subordinated to the Dean and is accountable to the Dean for his or her activities.
3. The Secretary is a body of the Faculty that manages the finances and internal administration of the Faculty within the scope stipulated by a Dean's directive.
4. The Secretary attends a session of the Senate of the Faculty upon the request of the Senate of the Faculty or its President, and answers any questions asked by a member of the Senate of the Faculty.
5. In the performance of his or her tasks, the Secretary cooperates with the Vice-Deans.

### **Part III Study and Students**

#### Article 13 Study

1. Details regarding the study, including the students' rights and duties, are provided in the Code of Study and Examination of Charles University.
2. Further details regarding the study at the Faculty are provided in the Rules of Study at the Faculty of Physical Education and Sport of Charles University, which are the Faculty's internal regulation.
3. Under Article 3 of the Code of Study and Examination of Charles University, the academic calendar is provided in a Rector's directive, and also in a Dean's directive.
4. The accredited programmes of study offered by the Faculty, including their form and standard length of study, are published each year in the publicly accessible section of the Faculty's website.
5. Details regarding the submission and discussion of proposals related to the accreditation of programmes of study are provided in the internal regulations of the University.

#### Article 14 Programmes of Study

Programmes of study are regulated in Article 22 of the Constitution of Charles University.

#### Article 15 Admissions to Study

1. Admissions to study at the Faculty including the review procedure are governed by the Code of Admissions Procedure of the University.
2. Under Article 4 of the Code of Admissions Procedure of Charles University, the schedule of the admissions procedure for an academic year is set by the Rector in the form of a directive.

3. The schedule and other requirements for admission to study at the Faculty are approved by the Senate of the Faculty.
4. Filings related to the organisation of the admissions procedure are processed by the respective Vice-Dean. The Vice-Dean's conclusions are reviewed by the Dean.

#### Article 16 Conditions of Study for Foreigners

The conditions of study for foreigners are governed by Article 23 of the Constitution of Charles University and the Code of Study and Examination of Charles University.

#### Article 17 State Rigorosum Examination, which is not a Part of Study

The procedure for the admission of applications for a state rigorosum examination<sup>3</sup>, which is not a part of study; details regarding these examinations, their course, and evaluation; details regarding the publication of defended rigorosum theses and theses submitted for defence; as well as the rules regulating the amount of costs paid in connection with these examinations and preparation for these examinations are governed by the Rigorosum Examination Code of Charles University. Details regarding the state rigorosum examination are provided in the Rules of the State Rigorosum Examination at the Faculty of Physical Education and Sport of Charles University, which are the Faculty's internal regulation.

#### Article 18 Praise and Prizes for Students

1. The Dean may reward students in the form of praise, financial remuneration, or a material gift in the following cases:
  - a) for achieving academic excellence;
  - b) for the best written scholarly work;
  - c) for an exceptional scholarly or research paper, sports choreography, representation in sports, etc.;
  - d) for a civil act by which the student contributed to the good reputation of the Faculty or the University.
2. The rules of rewarding students in the form of praise or prizes by the Dean are provided in a Dean's directive.

#### Article 19 Bursaries and Scholarships

The rules of granting bursaries and scholarships are provided in the Scholarships and Bursaries Rules of Charles University and the Rules for Awarding Scholarships and Bursaries of the Faculty of Physical Education and Sport, which are the Faculty's internal regulation.

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<sup>3</sup> Section 46 (6) of the Higher Education Act

#### Article 20

##### Fees for Study and Payments Collected for Certain Acts

1. Fees for study are regulated in Article 24 of the Constitution of Charles University and Appendix No. 2 thereto.
2. A payment corresponding to the costs incurred for acts on which the Academic Senate of the Faculty expresses its opinion may be collected from students in the case of acts provided for in a Dean's Directive. The act under the previous sentence will not be made without the payment.

#### Article 21

##### Delivery of Written Documents to Applicants and Students

The delivery of written documents to applicants and students is regulated by Article 29 of the Constitution of Charles University.

#### Article 22

##### Lifelong Learning

The organisation of lifelong learning at the Faculty in accordance with the Rules for Lifelong Learning of Charles University is regulated by a Dean's directive.

### **Part IV**

#### **Members of the Academic Staff and Other Employees**

#### Article 23

##### Members of the Academic Staff of the Faculty

1. Members of academic staff of the Faculty are those full, associate, and extraordinary professors, assistant professors, assistants, lecturers, and scientists, researchers, and developers who are employees of the University assigned to the Faculty and who perform at the Faculty, within their employment depending on the agreed type of work, both educational and creative activities under section 70 of the Higher Education Act.
2. Other specialists may be involved in instruction at the Faculty based on agreements to work outside the scope of regular employment under Section 70 of the Higher Education Act.
3. The employment relationships of the academic staff and other employees are governed by legal regulations and the internal regulations of the University.

#### Article 24

##### Competitive Hiring Process

1. The rules of the competitive hiring process for the positions of academic staff are regulated by the Competitive Hiring Process Code of Charles University.
2. A competitive hiring process may be used also to hire other employees, particularly scientists and researchers who are not members of the academic staff.



Article 25  
Wages

The rules for the determination of the wages of the academic staff and of other employees are provided in the Internal Wages Regulation of Charles University.

Article 26  
Appointment of Associate and Full Professors

1. Details regarding the submission of proposals concerning the accreditation of branches of study for the associate professorship procedure (“habilitation”) and the procedure for the appointment of full professorship are provided in the Accreditation Code of Charles University.
2. Details regarding the associate professorship procedure and the procedure for the appointment of full professorship, the fees related to acts in these procedures, and the procedure to declare the appointment of an associate professor invalid are provided in the Code of Procedure for the Granting of Associate Professorship and Full Professorship.

**Part V**  
**Strategic Plan, Annual Reports, Evaluation, and Quality Assurance**

Article 27  
Drafting of a Strategic Plan and its Application

1. The strategic plan of educational and creative activities of the Faculty (“Strategic Plan of the Faculty”), as the fundamental programme document of the Faculty, follows from the concept of the development of the University, the Faculty, and the workplaces of the Faculty.
2. The preparation of the Strategic Plan of the Faculty is based on the interests of the Faculty. The departments and workplaces of the Faculty participate in its preparation, and may express their opinion on the draft Strategic Plan before it is discussed by the Research Board of the Faculty.
3. The Strategic Plan of the Faculty serves, in particular, as the basis for the preparation of changes to the internal organisation of the Faculty, new programmes of study, and the focus of creative activities.
4. The Strategic Plan of the Faculty is specified in the annual plans to implement the Strategic Plan of the Faculty.

Article 28  
Annual Reports

1. The Faculty prepares the following reports:
  - a) Annual Report on the Activities of the Faculty, which includes, in particular, the following information:
    1. Overview of activities performed in the given calendar year;
    2. Results of the evaluation of the activities of the Faculty;
    3. Information on changes to the internal regulations and the bodies of the Faculty in the reported year.
  - b) Annual Report on the Financial Management of the Faculty, which includes, in

particular, the following information:

1. Annual accounts of the Faculty and evaluation of essential information in the accounts;
2. Overview of money income and expenses;
3. Overview of income and revenue classified by sources;
4. Movements and final balance of funds;
5. Information on the balance and movements of assets and liabilities;
6. Information on costs classified into costs of supplementary activities and other activities.

Both reports under section 27 (1)(d) of the Higher Education Act are approved by the Senate of the Faculty.

2. Both of these reports are published in the publicly accessible section of the Faculty's website.

#### Article 29

Rules for the System of Evaluation of Activities and Assurance of Internal Evaluation of Quality

1. The system of assurance and internal evaluation of quality takes into account the focus of activities of individual workplaces of the Faculty, and is based on the principle that primary procedures and tools for quality assurance are applied in the workplaces of the Faculty.
2. The scope and details of the system of quality assurance and internal evaluation are provided in Articles 46 and 47 of the Constitution of Charles University and the Rules for the System of Internal Evaluation and Quality Assurance of Charles University.
3. The evaluation of the activities of academic and research staff and the workplaces of the Faculty under Article 4 (12) of the Internal Wages Regulation of Charles University is regulated by a Dean's directive.
4. The documents for the evaluation of the activities of academic and research staff are discussed by the Evaluation Commission, which then prepares its draft conclusions. The Evaluation Commission consists of at least 5 members, and its chair and members are appointed and removed from office by the Dean.

### **Part VI**

#### **Financial and Property Management of the Faculty**

#### Article 30

Regulations Governing Financial and Property Management

1. The rules for the financial management of the Faculty and the management of property whose administration is entrusted to the bodies of the Faculty are provided in the Constitution of Charles University, Financial Management Rules of Charles University, Property Management Rules of Charles University, Rector's and Bursar's directives, and herein.
2. Within the scope of the above-mentioned regulations, Dean's or Secretary's directives regulating individual matters are issued for the needs of the economic activities at the Faculty.

Article 31  
Balance Sheet and Provisional Budget

1. The balance sheet of the Faculty is part of the University's budget. The draft balance sheet submitted by the Dean must not be prepared with a deficit, and must be approved by the Senate of the Faculty.
2. From 1 January until the approval of the balance sheet of the Faculty, the budget is managed as provisional; under the provisional budget it is possible to realise, on a monthly basis, expenses of up to the amount of one twelfth of the income in the previous calendar year.

**Part VII**  
**Academic Insignia and Academic Ceremonies**

Article 32  
Coat of Arms of the Faculty

1. The coat of arms of the Faculty embodies the identity of the Faculty as a basic unit of the University.
2. The coat of arms of the Faculty must be represented and used in accordance with the regulations listed in Article 56 (4) of the Constitution of Charles University, so that it can be used together with the coat of arms of the University in accordance with these regulations.
3. The coat of arms of the Faculty is provided in Appendix 1 hereto.
4. Detailed rules on the use of the coat of arms of the Faculty are provided in a Dean's directive (graphic manual).

Article 33  
Matriculations and Graduations

1. The procedure for matriculations and graduations is provided in the Matriculation and Graduation Code of the University.
2. The wording of the oaths is provided in Appendix 2 hereto.

**Part VIII**  
**Common Provisions**

Article 34  
Official Notice Board

1. The Faculty has an official notice board where documents regarding the Faculty are posted in accordance with the Administrative Procedure Code, the Higher Education Act, and other legal regulations.
2. The official notice board is clearly labelled and located on the ground floor of the main building at José Martího 31, 162 52 Prague 6 - Veleslavín.

3. Documents posted on the official notice board are also published in the publicly accessible section of the Faculty's website.

Article 35  
Publishing of Information

The publicly accessible section of the website of the Faculty serves for the publishing of the following information:

- a) Minutes of the meetings of the self-governing academic bodies of the Faculty and of the Dean's permanent advisory bodies, and the schedule of session of these bodies including information on the date and location of the next sessions;
- b) Dean's directives;
- c) Internal regulations of the Faculty including the consolidated regulations, and a link to the published internal regulations of the University;
- d) Annual Report on the Activities of the Faculty, Annual Reports on the Financial Management of the Faculty, Strategic Plan of the Faculty and the plan to implement the Strategic Plan of the Faculty;
- e) Other information as stipulated by the Higher Education Act, other legal regulation, internal regulation of the University or the Faculty, or information published upon the decision of the Dean or a director of a unit.

Article 36  
Faculty Stamps

1. The Faculty uses an official round stamp in cases provided for in a legal regulation.
2. The appearance and rules for the use of other stamps are provided in a Dean's directive.<sup>4</sup>

**Part IX**  
**Transitional and Final Provisions**

Article 37  
Transitional provision

Persons elected or appointed under the existing regulations are deemed to be elected or appointed hereunder. Their term of office under the existing regulations is not hereby affected.

Article 38  
Repealing Provision

The Constitution of the Faculty of Physical Education and Sport of Charles University of 11 May 1999, including its appendices, as amended, is hereby repealed.

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<sup>4</sup> Act No. 352/2001 Sb., to regulate the use of the state symbols of the Czech Republic and to change other laws, as amended.

Article 39  
Final Provisions

1. This Constitution was approved by the Academic Senate of the Faculty of Physical Education and Sport of Charles University on 14 June 2017, and comes into force on the date of its approval by the Academic Senate of Charles University.<sup>5</sup>
2. This Constitution becomes effective on the first day of the calendar month following the date of coming into force.

Doc. MUDr. Jan Heller, CSc.  
President of the Academic Senate of the Faculty  
of Physical Education and Sport of Charles  
University

Doc. MUDr. Eva Kohlíková, CSc.  
Dean of the Faculty of Physical Education and  
Sport of Charles University

PhDr. Tomáš Nigrin, Ph.D.  
President of the Academic Senate of Charles University

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<sup>5</sup> The Academic Senate of the University approved this Constitution on 23 June 2017.