



Faculty
of Science

INTERNAL PROVISION OF
FACULTY OF SCIENCE UP

PrF-A-04/05-UZ11

Constitution of the Faculty of Science, Palacký University Olomouc (as amended)

Content: COMPLETED VERSION OF CONSTITUTION OF THE FACULTY OF SCIENCE,
PALACKÝ UNIVERSITY OLOMOUC from 2.6.2004

Drafted by: Dean of the Faculty of Science

Force: as of 1. 9. 2019

Effect: as of 1. 9. 2019

THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE
PREVAILS IN THE CASE OF ANY DISPUTES.

CONSTITUTION OF THE FACULTY OF SCIENCE, PALACKÝ UNIVERSITY OLOMOUC

from 2.6.2004

as amended by later changes and amendments effective by

1. 9. 2019

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This constitution regulates the status of the Faculty of Science, its activities, organizational structure, management, economy as well as issues of study, in compliance with Act on universities¹ and the Constitution of Palacký University.

Part I – Introductory provisions

Article 1

1. Faculty of Science (hereinafter referred to as “Faculty”) is a part of Palacký University Olomouc (hereinafter referred to as “University”).
2. The entire name of the Faculty is „Faculty of Science, Palacký University Olomouc” or in latin „*Facultas Rerum Naturalium Universitatis Palackianae Olomucensis*”.
3. Seat of the Faculty is Olomouc, 17. listopadu 12.
4. Faculty was established by government decree no. 58/1958 Coll. of 18. 9. 1958 through which the original Faculty of Natural Sciences of Pedagogical Faculty in Olomouc, established by

¹ Act no. 111/1998 coll. on universities and on the amendment and modification of other acts

government decree no. 66/1953 Coll. of 21. 7. 1953, was integrated into Palacký University.

5. Faculty bodies decide and act on behalf of the University in issues stated in sec. 24 of Act on Higher Education and in sec. 37 of University Constitution.

Article 2

1. The Faculty freely and independently develops educational, scientific, and connected activities and creates conditions for executing these activities. It cooperates with other local as well as international educational and research facilities.

2. In accordance with its long-term intention the Faculty develops its educational and research activities in fields of Mathematics, Computer science, Physics, Chemistry, Biology and Ecology, Geography and Geology and related subjects, and teacher combinations of these study fields.

3. The Faculty secures education pursuant to sec. 44 and following and sec. 78 of Act on universities leading to the following academic degrees:

- a) Bachelor (abbrev. "Bc."),
- b) Master (abbrev. "Mgr."),
- c) Doctor (abbrev. "Ph.D.).

In compliance with the Rigorosum code the Faculty grants an academic title Doctor of Natural Sciences (abbrev. "RNDr.>").

4. The list of accredited study programs is available at the Faculty's official notice board.

5. The Faculty also offers courses in lifelong education program.

6. The Faculty performs habilitation procedure and a procedure leading to appointment of professors. A list of fields in which the Faculty has the right to carry out habilitation procedure and a procedure leading to appointment of professors is available at the Faculty's official notice board.

Article 3

The Faculty uses an official round stamp with a state emblem of the Czech Republic and text "Palacký University Olomouc – Faculty of Science" in cases set by legal regulations. Rules for using other stamps are determined by the Dean.

Part II - Organizational structure of the Faculty

Article 4

1. The Faculty is divided into the following organizational units:

- a) Departments are basic organizational units which fulfill the Faculty's educational and research mission.
- b) Contractual worksites as a rule research institutes whose status and financing are subject to a contract with an out of Faculty entity.
- c) Research centers.

- d) Central Faculty units – the Dean’s office, and cabinets as service and educational facilities for students of the entire Faculty. Other central Faculty units may be determined by the Organizational Code of the Faculty.
2. Organizational units are led by Heads of departments appointed and withdrawn by the Dean. Their term in office is three years, and they are chosen based on selection procedure.
3. If generally binding laws and regulations of the University permit, the employment contract with a leading worker must always include the right of the head of the organizational unit to waive his/her position and the right of the Dean to remove him/her from office as well as arrangement that with termination of work in the position as the head of the organizational unit, the employer shall offer him/her the same job at the same workplace as before the appointment to the head of the organizational unit; if this is not possible, because the original work was cancelled, he/she should be offered a position according to then effective version of employment contract. The reasons for removing the Head of the Organizational Unit by the Dean include repeated violations of the Labor code or proven conduct to the detriment of the relevant organizational unit, faculty or university.
4. Provision of paragraph 3 do not apply to positions of Leading workers whose employment is commenced by appointment to such position in accordance with the Labor Code and other generally binding legal regulations.
5. Departments and contractual worksites may join together in institutes. Institutes are established, divided or closed down by the Dean based on suggestions of the Study field Scientific-teacher Board (hereinafter referred to as “VPRO”) and upon approval of the Senate.
6. The following fields of study are established at the Faculty:
- a) Mathematics and Computer science,
 - b) Physics,
 - c) Chemistry,
 - d) Biology and Ecology,
 - e) Earth sciences.

Article 5

A detailed structure of the Faculty is described in the Organizational Code of the Faculty in Attachment no. 1 thereof.

Part III – Autonomous academic bodies of the Faculty

Article 6

1. Autonomous academic bodies of the Faculty are Academic Senate (hereinafter referred to as “AS”), Dean, Scientific and Disciplinary Boards of the Faculty.
2. Autonomous academic bodies ensure that members of academic community are informed about their activities and may comment on documents and regulations of great importance. Furthermore, these bodies ensure that members of academic community may place comments and suggestions to their activities.

Article 7

1. Members of academic community are composed by academic staff working at the Faculty and students enrolled into studies at the Faculty (Sec. 2 (3) of Act on universities).
2. Members of academic community are obligated to obey by internal regulations of the University and Faculty and to spread the goodwill of the University.

Article 8

1. AS of the Faculty serves as its representative autonomous body.
2. AS is elected by the academic community of the Faculty. AS members are held accountable for their actions by the academic community.
3. AS consists of 21 elected members of academic community. It has two chambers: employee with 14 members, and student with 7 members. In the employee chamber there are members of academic staff elected to AS, in the student chamber there are student representatives elected to AS. Term of office in AS is three years.
4. The office of Rector, Vice-rector, Dean, Vice-dean is incompatible with AS membership.
5. Dean, Vice-deans and Secretary of the Faculty have the right to attend AS meetings with an advisory vote.
6. Termination of membership in AS before lapse of term occurs
 - a) concurrently with termination of membership in academic community. This does not apply if student elected to AS completes and is enrolled in a follow-up study program at the Faculty,
 - b) upon delivery of a written resignation from office to the Chairman of AS.
7. Should membership in AS terminate pursuant to par. 6 thereof, AS is completed by elected substitutes to full number of members in compliance with the Rules of Elections and Rules of Procedure of AS, which is the Faculty's internal regulation.
8. Guidelines for organizing elections to AS and their withdrawal are determined by the Rules of Elections of AS.
9. Administration connected to the operation of AS is responsibility of the Dean's office.

Article 9

1. AS elects its Chairman from members of employee chamber via secret voting. Employee chamber elects the Vice-chairman in a separate secret voting. The second Vice-chairman is elected from the student chamber via secret voting on a separate meeting.
2. The Chairman and both Vice-chairmen together compose the AS bureau which is a body of AS that acts on behalf of AS in the periods of time between AS meetings.
3. Term of office of the Chairman and Vice-chairmen is three years and is terminated sooner only upon their resignation or withdrawal by AS.
4. Chairman of AS summons AS meetings and represents AS outwards. In the case of absence of

the Chairman, the first Vice-chairman acts fully on his behalf. In the case of the first Vice-chairman's absence, the second Vice-chairman acts fully on his behalf.

5. AS forms committees from its members and from members of academic community, whose duty is to consider materials proposed to AS for discussion; to suggest specific recommendations, and to prepare resolutions. Chairmen of committees who must be AS members are approved by AS. Committees are bodies of AS.

6. Economic and legislative committees are permanent committees of AS.

Article 10

1. The Senate

- a) based on Dean's proposal decides about creating, merging, fusion, division or abrogation of Faculty department pursuant to Article 4,
- b) approves of drafts of internal Faculty provisions, which are proposed by the Dean with the exception of Rules of Procedure of AS, which is proposed by a member of AS, and forwards them to the Academic Senate of Palacký University for approval,
- c) approves of division of Faculty financial resources proposed by the Dean and audits their spending,
- d) approves of Annual report of Faculty activities and Annual report of Faculty economy proposed by the Dean,
- e) based on Dean's proposal approves of requirements for admission into study programs at the Faculty,
- f) approves of appointment and withdrawal of Scientific Board members and members of Faculty Disciplinary Committee based on Dean's proposal,
- g) decides in a quorum about appointing the Dean, eventually proposes his withdrawal from function,
- h) approves of long-term plan of Faculty's educational, scientific, research and development or other creative activities assembled in accordance with the long-term intention of Palacký University after having been discussed at Scientific Board meeting.

2. The Senate expresses its opinion in mainly but not limited to the following cases:

- a) proposals of study programs taught at the Faculty,
- b) study plans of the Faculty,
- c) intention of the Dean to appoint or withdraw Vice-Deans,
- d) issues raised by the Dean.

3. The Senate observes overall personal, educational, scientific and economic development of the Faculty. They gain information mostly from the Dean's Annual report of Faculty activities and Annual report of Faculty economy.

4. The Senate discusses proposals and suggestions of Academic community members.

5. Rules of procedure of the Senate are regulated by the Rules of Procedure of Academic Senate

which is an internal provision of the Faculty.

Article 11

1. Scope of activities of Scientific Board is regulated by Sec. 30 of Act on universities. Scientific Board expresses its opinion to Dean's proposals or in cases stated in internal regulations of the University of Faculty.
2. Members of Scientific Board are appointed and withdrawn by the Dean upon approval of the Senate from members of academic staff and other experts. At least one third of Scientific Board members are people from outside Academic Community of the University. Vice-deans, Chairman of the Senate, and Secretary of the Faculty may participate in the meeting with an advisory vote.
3. Dean may appoint scientists who have significantly contributed to Faculty's development as honorary members of the Scientific Board. Honorary members may participate in the meetings without a right to vote. Before appointing honorary members, the Dean requests opinion of the Senate.
4. Dean summons Scientific Board meeting at least twice a semester.
5. Detailed rules of procedure of the Scientific Board are stated in an internal provision Rules of Procedure of Scientific Board Meeting.
6. Dean proposes a list of candidates for appointment and withdrawal from the Scientific Board as a rule within three months after his appointment.
7. Membership in Scientific Board terminates
 - a) upon delivery of resignation to the Dean,
 - b) upon the date of approval of Dean's proposal to withdraw as Scientific Board member by the Senate.

Article 11a

1. The competence of the Disciplinary Board of the Faculty is regulated by Sec. 31 of Act on Universities and internal regulations of UP.
2. Members of the Disciplinary Board are appointed and removed by the Dean upon approval by Academic Senate from members of Academia of the Faculty, whereas one half of the members are students. Proposal of the appointment of a member of Disciplinary Board may be submitted to the Dean by Academic Senate; this proposal is considered as the approval of the appointment according to the previous sentence.
3. The term of office of members of the Disciplinary Board are two years.

Article 12

1. The Dean is the leader of the Faculty, he decides in Faculty issues, if the Act on universities does not state otherwise.
2. The Dean is obligated to answer any questions concerning the performance of his duties from the Senate or asked at the Academic Senate proceedings by a member of the Senate.
3. Term of office of the Dean commences by the day of his inauguration by the University Rector.

4. Term of office of the Dean takes four years. The same person may serve as the Dean up to two consecutive four-year periods.
5. Course of procedure and approval of proposal of Dean candidate, eventually his withdrawal is regulated by the Rules of Procedure of Academic Senate.

Article 13

1. In a certain scope decided by the Dean, his Vice-deans act as his proxy. Vice-deans are appointed and withdrawn by the Dean with the opinion of Senate.
2. Vice-dean is obligated to answer any questions concerning the performance of his duties from the Senate or asked at the Academic Senate proceedings by a member of the Senate.
3. As a rule the Faculty has the following Vice-deans:
 - a) Vice-dean for Science and Research,
 - b) Vice-dean for Study, Education and Social Matters,
 - c) Vice-dean for Organizational and Developmental issues,
 - d) Vice-dean for External cooperation.
4. Dean may appoint a Vice-dean for other issues, if he considers it necessary.
5. Responsibilities of a Vice-dean are stipulated by Dean's provision.
6. Vice-dean during his absence is represented in a scope determined by the Dean. Should this absence take longer than two months, the scope of representation is determined by the Senate.
7. In time of the Dean's absence, he is represented in full scope by the Vice-dean he appointed.

Article 14

1. Collegium of the Dean is his permanent advisory body. Members of the Collegium are Vice-deans, Chairman of the Senate, Secretary of the Faculty, Head of the Department of Study, and Head of HR department.
2. Advisory bodies of the Dean, Vice-deans, and the Secretary are listed in the Organizational Code of the Faculty.

Article 14a

1. Scientific-educational board (hereinafter referred to as "VPRO") is an advisory body of the Dean, the Scientific Board, and the Academic Senate of the Faculty. It also coordinates educational and research activities of the field of study.
2. VPRO in particular
 - a) makes observations to intentions of study programs and applications for approval of study programs and applications for accreditation of study programs, habilitation procedure and procedure for the appointment of professors, prior to their discussion by the Scientific Board,
 - b) proposes to the Scientific Board indicators for the habilitation procedure and the procedure for appointing a professor,
 - c) in co-ordination with the Dean and relevant Vice-Dean coordinates the admission procedure in the field,

- d) ensures promotion of the field,
- e) discusses making teaching in the field more effective,
- f) comments on the Faculty's draft budget submitted by the Dean,
- g) adopts recommendations to economical use of funds in the field,
- h) makes observations to other matters at the request of the Dean or the Scientific Board.

3. VPRO may establish expert committees and delegate to them a portion of the above powers.

4. Heads of the departments are VPRO members. Other members are professors or associate professors appointed by the Dean, upon discussion at a Scientific Board meeting.

5. VPRO is headed by its chairman, appointed by the Dean on a VPRO proposal. The same person may hold the office of the chairman for no more than two consecutive terms. The chairman is represented by Deputy Chairman appointed by the Dean on the proposal of VPRO. The term of office of the Chairman and Deputy Chairman are three years.

6. VPRO Chairman in particular

a) convenes and directs VPRO meetings; meetings are summoned based on the initiative of the Dean, the Scientific Board, Academic Senate, one of the organizational units of the field or their own decision,

b) organizes cooperation with other fields at the faculty and acts on behalf of the field with other organizational units of the faculty, submits proposals to the Dean, Scientific Board or Academic Senate in accordance with VPRO resolutions.

Part IV – Economy and Maintenance of the Faculty

Article 15

1. Faculty bodies have the right to make decisions and act on behalf of Palacký University when dealing with allocated financial resources and resources gained from supplementary activities (to the extent stipulated in University Constitution and by Sec. 24 (1) (d) and (2) (d) of Act on universities). Faculty bodies also decide about handling University's property to the extent determined by University Constitution.

2. Economic operation of the Faculty is determined by the Dean. Dean's annual budget proposal is approved by the Senate who also audits budget spending of individual departments. Senate approves of the Annual report proposed by the Dean and comments on the interim economic report as of 31. 8. of the respective year.

3. Rules for economy and maintenance of Faculty facilities are subject to Attachment no. 2 thereof.

Article 16

1. Secretary of the Faculty (hereinafter referred to as the "Secretary") is a body of the Faculty (sec. 25 (2) of Act on universities) which runs the economy and internal maintenance of the Faculty to the extent determined by the Dean.

2. The Secretary is subordinate to the Dean and is accountable for his/her performance to the Dean. Secretary has the right to attend Academic Senate and Scientific Board meeting with an

advisory vote. The Secretary is obligated to answer any questions concerning the performance of his duties from the Senate or asked at the Academic Senate proceedings by a member of the Senate.

3. The Secretary runs the Economic department and Maintenance of Faculty facilities to the extent determined by the Dean. He/she has the right to audit economic results of individual organizational units and fields of study.
4. The Secretary prepares documents for distributing of financial resources and audits their spending. He/she organizes evidence, evaluation and reporting of Faculty's economy and drafts reports on Faculty's economic situation. In order to ensure a unified approach to reporting and auditing of all faculties of Palacký University, the Secretary cooperates with the Questor.
5. The Secretary handles the maintenance of Faculty properties and connected operation activities.
6. The Secretary is appointed by the Dean based on a selection process.

Part V – Faculty staff

Article 17

1. Staff members employed at the Faculty are employees of Palacký University.
2. There are academic workers who have the right and are obliged to take part in educational and scientific activities. Professors, Associate Professors, Expert Assistants, Assistants, Teachers, Scientific, Research and Development workers all fall under the category of academic workers, provided they also take part in educating students.
3. Employment contracts of academic workers are based on selection process. Its rules are regulated by the Selection process code, which is an internal provision of the University.

Part VI - Students and studies

Article 18

1. Student of the Faculty is a student enrolled in Bachelor, Master, or Doctoral study program taught at the Faculty pursuant to Sec. 51 (2) and Sec. 61 (1) of Act on Universities.
2. In order to audit execution of Master and Bachelor study programs, there are guarantors appointed by the Dean in compliance with University regulations² upon discussion with the respective Scientific-educational Board. The study program's guarantor fulfills an advisory role regarding questions concerning the study program.
3. Execution of each Bachelor or Master study program is secured by a guaranteeing department determined by the Dean upon proposal of the Scientific-educational Board of the respective Field of study.
4. Studies in Doctoral study programs are organized and evaluated by the Study field Board appointed by the Dean upon proposal of the Scientific-educational Board of the respective Field of study and upon agreement by the Scientific Board. Apart from that each field of study has a Study

² E.g. Rules of quality assurance system for educational, creative and related activities and internal quality assessment of educational, creative and related activities UP, accreditation and approval of study programs and accreditation of habilitation procedures and procedures for the appointment of professors at UP.

field Committee, appointed by the Dean based on proposal by the Study field Board.

5. Admission procedure including the review procedure is regulated by the Admissions Code of the University.

6. Rules for studying at the University including the rights and obligations of students as well as rules of first instance procedure and of review procedure of deciding students' rights and obligations are regulated by the Study and Examinations Code of the University.

7. Rules for granting scholarships students as well as rules of first instance procedure and of review procedure in this matter are regulated by the Scholarship Code of the University. Detailed rules for granting scholarships are regulated by an internal Faculty provision – Scholarship Code of the Faculty.

8. Rules for disciplinary offenses, imposing sanctions as well as for disciplinary and review procedure in this matter are regulated by Disciplinary Code for University students. Details on Disciplinary Committee are regulated by an internal Faculty provision – Disciplinary Code for Faculty students.

9. Procedure for accepting applications to Rigorous State exam which is not a part of the study, details about organization and evaluation, administration fees of such exams are regulated by the Rigorous Code of the University.

10. Rules for study of foreigners are regulated by the Constitution of the University.

11. Tuition and other fees connected to study are regulated by the Constitution of the University.

12. Rules for preparation, confirmation, and execution of programs of lifelong education are regulated by Lifelong education code of the University.

13. Rights and obligations of students are determined by Act on Universities and internal provisions of the University and Faculty.

Part VII – Academic insignia and ceremonies

Article 19

1. Students of Bachelor or Master study program take matriculation oath whose text is stated in Attachment no. 3 thereof.

2. Graduates of Bachelor or Master study program take an oath at the graduation ceremony, whose text is stated in Attachment no. 4 thereof.

3. Graduates of Doctoral study program take an oath at the graduation ceremony, whose text is stated in an Attachment thereof; the oath is taken in Latin.

4. Course of matriculation and graduation ceremonies is regulated by the Matriculation and Graduation Ceremony Code of the University.

Article 20

Faculty insignia are stored at the Dean's office. Details about academic insignia are regulated by the Constitution of the University.

Article 21

Official bulletin board is located in the publicly accessible part of Faculty's website. It is used for posting documents stipulated by Act on Universities, University Constitution, Faculty Constitution including but not limited to the following:

- a) information about acceptance to study,
- b) information about academic year schedule,
- c) reports from Scientific Board and Academic Senate meetings,
- d) information about commencement of habilitation procedure and procedure to be appointed a Professor,
- e) information about selection procedures.

Article 21a

Internal regulations of the Faculty are the following

- a) regulations stated in § 33 sec. 2 l. a) to e) of the Law on Universities³;
- b) Internal regulation of Faculty of Science UP on execution of certain provisions of Study and Examinations Code of UP.

Part VIII – Common and final provisions

Article 22

In case of any disputes provisions thereof are interpreted by the Senate.

Article 23

1. This constitution is available for inspection at any time at the Dean's office.
2. This constitution was approved by the Senate as of 2.6.2004 and becomes effective upon approval by the Academic Senate of the University as of 22.9.2004.
3. This constitution becomes effective as of the first day after entering into force.
4. The constitution of the Faculty of 26.1.2000 as amended is hereby cancelled.

Alternations of this Constitution approved by the Senate on 6.10.2005 and 29.3.2006 were approved by the Academic Senate of the University on 24.5.2006 and entered in to effect as of this date; alternations of this Constitution approved by the Senate on 15.9.2009 were approved by the Academic Senate of the University on 23.9.2009 and entered in to effect as of this date; alternations of this Constitution approved by the Senate on 10.11.2010 were approved by the Academic Senate of the University on 1.12.2010 and entered in to effect as of 1.1.2011;

³ Disciplinary Code for students has not been published, since disciplinary issues are regulated by Disciplinary Code for UP students.

alternations of this Constitution approved by the Senate on 8.3.2011 were approved by the Academic Senate of the University on 16.3.2011 and entered in to effect as of this date; alternations of this Constitution approved by the Senate on 5.10.2011 were approved by the Academic Senate of the University on 2.11.2011 and entered in to effect as of 1.1.2012; alternations of this Constitution approved by the Senate on 16.11.2011 were approved by the Academic Senate of the University on 21.12.2011 and entered in to effect as of 1.1.2012. Alternations of this Constitution approved by the Senate on 18.4.2014 were approved by the Academic Senate of the University on 8.10.2014 and entered in to effect as of this date.

Alternations of this Constitution approved by the Senate on 16.12.2016 were approved by the Academic Senate of the University on 24.2.2017 and entered in to effect as of this date.

Alternations of this Constitution approved by the Senate on 6.2.2019 were approved by the Academic Senate of the University on 28.2.2019 and entered in to effect on this date.

In Olomouc, on 4.3. 2019

Doc. RNDr. Martin Kubala, Ph.D.
Dean of the Faculty of Science

Prof. RNDr. Tomáš Opatrný, Dr.
Chairman of the Academic Senate
of the Faculty of Science UP