



*Internal Regulations of the Faculty of Arts of the University of South Bohemia in
České Budějovice*

On the Academic Senate of the University of South Bohemia in České Budějovice approved under Section 9 (1) b) of Act no. 111/1998 Coll., as amended, and on under Ref.the Rector of the University of South Bohemia in České Budějovice registered the Statutes of the Faculty Arts at the University of South Bohemia in České Budějovice.

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PhDr. Iva Žlábková, PhD
Chair of the Academic Senate of the USB

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Assoc.Prof. Tomáš Machula PhD, ThD
Rector of the USB

**STATUTES OF THE FACULTY OF ARTS
AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

**PART ONE
INTRODUCTORY PROVISIONS**

**Article 1
Basic Provisions**

1. Statutes of the Faculty of Arts at the University of South Bohemia in České Budějovice are an internal regulation of the Faculty according to Section 33 of Act no.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Other Acts, as amended (hereinafter referred to as the "Higher Education Act") and builds on the Statutes of the University of South Bohemia in České Budějovice (hereinafter referred to as the "USB Statutes").
2. The Faculty of Arts at the University of South Bohemia in České Budějovice (hereinafter referred to as "Faculty") is, according to Article 12 (2) of the USB Statutes one of the USB Faculties pursuant to Section 22, a) of the Higher Education Act.
3. The Faculty is defined by the following basic data:
 - a) Faculty Name: Faculty of Arts at the University of South Bohemia in České Budějovice,



- b) Faculty abbreviation: FA USB,
- c) Faculty Headquarters: Branišovská 1645 / 31a, 370 05 České Budějovice
- d) IN: 60076658,
- e) Faculty's website: www.ff.jcu.cz

4. Foreign language versions of the Faculty name are:

- a) English: "University of South Bohemia in České Budějovice, Faculty of Arts",
- b) Latin: "Universitas Bohemiae Meridionalis Budovicensis, Facultas Philosophica",
- c) German: "Südböhmische Universität in České Budějovice, Philosophische Fakultät",
- d) French: "Université de Bohême du Sud de Ceske Budejovice, Faculté de Lettres",
- e) Spanish: "Universidad de Bohemia del Sur de Ceske Budejovice, Faculty of Philosophy and Letters",
- f) Italian: "Università della Boemia meridionale di Ceske Budejovice, Facoltà di Lettere e Filosofia",
- g) Russian: „Южночешский университет в городе Ческе Будейовице, Философский факультет „

Article 2

Aims and Activities of the Faculty

1. The mission of the Faculty of Arts is to fulfil the role of an internationally recognized scientific and educational centre. The general objective of the Faculty is to reflect on, analyse and protect cultural heritage and care for languages, following a long-standing tradition and modern trends, while in the following areas it:
 - a) preserves and disseminates knowledge and develops scientific and research activities,
 - b) enables its students to gain appropriate professional qualifications and prepares the for research and pedagogical work,
 - c) provides other forms of education and contributes to lifelong learning,
 - d) plays an active role in public debate in the formation of civil society and preparation of young people for life,
 - e) contributes to the overall development in the given areas and cooperates with various levels of state administration, local authorities and the business sphere,



- f) develops international cooperation and supports joint projects with similar institutions abroad as well as the exchange of academic staff and students.
2. In addition to the activities referred to in paragraph 1, the Faculty also carries out supplementary activities within the meaning of Section 20 of the Higher Education Act, in order for this activity to help fulfil the mission of the Faculty and the USB.
3. The Faculty is guided by the Strategic Plan of the USB and the Faculty in the implementation of its activities.
4. In order to support the activities under Paragraphs 1 and 2, to support the development of students and to support the academic environment, the Faculty in particular:
 - a) supports the activities of scientific, professional, international, student associations and platforms,
 - b) creates information networks and ensures access to library and magazine funds and electronic information,
 - c) within the operational needs of the Faculty performs publishing activities in the area of study and professional literature,
 - d) provides additional information, advisory, service and support services to various target groups to the extent possible,
 - e) supports talented students and outstanding members of staff at the Faculty.

PART TWO ACADEMIC COMMUNITY, ACADEMIC SYMBOLS AND CEREMONIES

Article 3 Academic Community and Other Staff

1. The Faculty Academic Community consists of the academic staff of the Faculty pursuant to Section 70 of the Higher Education Act and Article 3, paragraph 2 and Article 4 of the USB Statutes and the students enrolled and currently studying at the Faculty according to Article 3, paragraph 3 of the USB Statutes.
2. The USB Academic Community is a common and integral guarantor of the academic freedoms and rights of each member. At the same time, it is the responsibility of all members of the Academic Community to defend and develop these freedoms and rights.



3. The Faculty Academic Community is convened to discuss important matters or measures, or for Faculty or social ceremonial occasions.
4. The right to convene a meeting of the Faculty Academic Community lies with the Dean of the Faculty or the Chair of the Faculty Academic Senate. It is the duty of the Dean to convene the Faculty Academic Community at least once a year to update the members on the Faculty's past year's activities. This gathering also provides an opportunity for an open discussion on fundamental issues of the Faculty's development.
5. The students' legal status is regulated by Sections 61 to 63 of the Higher Education Act. Persons studying in the Lifelong Learning Programme do not have the legal status of a student and do not belong to the Faculty's Academic Community. Another basic regulation governing the rights and obligations of students is the Study and Examination Regulations of the USB. Specific issues are addressed by Ordinances of the Rector and Bursar of the USB, and Decisions of the Dean of the Faculty. The consequences of non-fulfilment of the student's obligations or of actions against the internal regulations of the Faculty or the USB are defined by Section 64 to 69 of the Higher Education Act and the Faculty Student's Disciplinary Code.
6. Students may be awarded scholarships and bursaries (Section 91 of the Higher Education Act). Scholarships and bursaries are awarded according to the USB Scholarship and Bursary Regulations.
7. The rights and obligations of the academic staff and other staff at the Faculty are, in addition to the basic statutory regulations (Labour Code), stipulated mainly by the Organization Regulations of the Faculty, the Code of Conduct of the University of South Bohemia and other internal regulations of the Faculty of Arts and the Decisions of the Dean of the Faculty.

Article 4 Visiting Professors

1. The appointment and the function of a Visiting Professor is governed by Article 4 of the Statutes of the USB.

Article 5 Honorary Degrees and Professors Emeriti



1. Awards of honorary degrees and appointments of Professors Emeriti are governed by Articles 5 and 6 of the Statutes of the USB.

Article 6 Academic Insignia

1. Academic insignia of Faculty used at ceremonial occasions are an expression of the academic traditions, rights, freedoms and responsibilities of the academic officials.
2. Academic insignia of the Faculty are: the ceremonial mace, ceremonial chains of office and ceremonial robes. Description of the insignia can be found in Appendix 1 to the Faculty Statutes. The Dean of the Faculty is responsible for registration and management of the academic insignia of the Faculty. The academic officials are the Dean and Vice-Deans.
3. The chains of office and the ceremonial mace of the Faculty can be used at ceremonial occasions only by the Dean, Vice-Deans and the mace bearer. The Faculty ceremonial robes can be used at ceremonial occasions by:
 - a) the Dean and Vice-Deans of the Faculty,
 - b) the Promotor during the academic graduation ceremony,
 - c) other Faculty employees, according to the Dean's decision,
 - d) important guests, according to the Dean's decision,
 - e) members of the Scientific Board,
 - f) mace bearers.

Article 7 Academic Ceremonies

1. Academic ceremonies of the Faculty are mainly:
 - a) ceremonial inauguration of the Dean as their appointment into office,
 - b) ceremonial matriculation of students as an expression of their admission to the academic community,
 - c) graduation ceremony where the USB graduates are awarded a certificate of higher education.
2. The content, form and conduct of the academic ceremonies is proposed in the spirit of the university traditions by the relevant Vice-Dean and approved by the Dean of the Faculty.



3. The text of the matriculation and graduation Vows is stipulated in Annexes 2 and 3 of the Statutes.

Article 8 Medals and Awards

1. Medals and awards of the Faculty are awarded by the Dean of the Faculty after a discussion with the Faculty management as a merit for development of the Faculty, for activities related to the fulfilment of the Faculty mission and other merits according to the decision of the Dean of the Faculty.
2. A registry of awarded medals and awards is held at the Faculty Dean's Office.

Article 9 Seal, Coat of Arms and Official Round Stamp

1. The Faculty uses the USB seal in cases stipulated by the Rector and the university round stamp with the national coat of arms of the Czech Republic in accordance with the general regulations on the use of state symbols of the Czech Republic and in accordance with the provisions of Article 10 of the USB Statutes.
2. The Faculty uses mainly Faculty or university coat of arms / logo in accordance with the valid uniform visual style of the USB.

PART THREE ORGANIZATION AND MANAGEMENT OF THE FACULTY

Article 10 Faculty Bodies

1. The self-governing academic bodies of the Faculty pursuant to Section 25 of the Higher Education Act are:
 - a) Faculty Academic Senate,
 - b) the Dean,
 - c) Faculty Scientific Board,
 - d) Faculty Disciplinary Board.



2. Another Faculty body is the Faculty Secretary.

Article 11 Faculty Academic Senate

1. The Faculty Academic Senate is a self-governing representative academic body according to Section 26 of the Higher Education Act.
2. The competencies of the Faculty's Academic Senate are regulated mainly by Section 27 of the Higher Education Act. The Dean of the Faculty may request statements on other matters than those stipulated in the Higher Education Act or the Faculty Statute in Article 16, paragraphs 1 - 2 from the Faculty Academic Senate.
3. The number of members of the Faculty Academic Senate, the way of their election and the election of the Chair of the Senate is determined by the Faculty Academic Senate Election Regulations. The course and manner of the Senate's meetings is determined by the Rules of Procedure of the Faculty Academic Senate.
4. Membership in the Faculty's Academic Senate is irreplaceable.
5. The Dean's office provides administrative, material and informational services for the activities of the Faculty's Academic Senate.
6. The Dean of the Faculty informs the Faculty Academic Senate about the outcome of the discussion of the strategic intention of the educational and creative activities discussed in the Faculty Scientific Board in accordance with Section 30, 1 a) of the Higher Education Act and its updates.

Article 12 The Dean

1. The tasks, rights, duties, the manner of appointment and dismissal and the length of the Dean's term of office is determined in particular by the Higher Education Act the Organizational Regulations of the Faculty, the Rules of Procedure of the Faculty Academic Senate or other internal regulations of the USB and the Faculty.
2. Upon a statement of the Faculty's Academic Senate, the Dean of the Faculty decides on the number of Vice-Deans and the extent of their competence.
3. The Dean of the Faculty decides which Vice-Dean is entitled to represent them during their absence.



4. The Dean of the Faculty issues decisions for substitution in individual cases.
5. The Dean appoints and dismisses Heads of Faculty units.

Article 13 **Faculty Scientific Board**

1. The tasks of the Faculty Scientific Board are defined in particular by Section 30 of the Higher Education Act or by other internal regulations of the USB and the Faculty.
2. Members of the Faculty's Scientific Board are appointed by the Dean of the Faculty in accordance with Section 29 of the Higher Education Act taking into account the fields of the Faculty activities and the scientific and pedagogical activities of those appointed. Within three months of their appointment, the Dean of the Faculty shall submit to the Faculty Academic Senate a proposal of revocation and appointment of the members of the Faculty Scientific Board.
3. Membership of the Faculty Scientific Board terminates by:
 - a) revocation,
 - b) renunciation of membership by a written notice to the Dean of the Faculty.
4. The Faculty Scientific Board is governed by the Rules of Procedure of the Faculty Scientific Board.
5. The Scientific Board is convened by the Dean at least once per semester.

Article 14 **Faculty Disciplinary Board**

1. The Faculty Disciplinary Board discusses the disciplinary offenses of students enrolled at the Faculty and submits proposals for decisions to the Dean of the Faculty.
2. The Faculty Disciplinary Board is governed by the Faculty Student Disciplinary Code and the provisions of Section 31 of the Higher Education Act.



Article 15 Faculty Secretary

1. The Faculty Secretary is appointed and dismissed by the Dean of the Faculty.
2. The Faculty Secretary provides and is responsible for financial, economic, administrative and technical management of the Faculty, represents the Dean and acts on behalf of the Faculty in civil, administrative and technical matters.
3. The activity of the Faculty Secretary is defined, in addition to their job description, by the Organizational Regulations of the Faculty and other internal rules of the USB and Faculty.

Article 16 Constituent Parts of the Faculty

1. The Faculty consists of the following organizational units:
 - a) the Dean's office divided into units according to their purpose;
 - b) institutes whose task is mainly to carry out pedagogical, scientific and research activities. Institutes are led by Directors.
2. The Faculty Academic Senate decides on the establishment, merger, incorporation, division or cancellation of the organizational units of the Faculty.
3. Detailed structure of the Faculty and the purpose of individual organizational units are regulated by the Faculty's Organizational Regulations.

Article 17 Management Structure of the Faculty

1. The management of the Faculty consists of the Dean, Vice-Deans, Secretary and possibly other staff as decided by the Dean.
2. In addition to the self-governing bodies of the Faculty referred to in Article 8 (1), the Dean of the Faculty or other members of the Faculty management or Directors can within their powers and activities establish advisory bodies.
3. The Dean's Advisory Board is a permanent advisory body of the Dean of the Faculty. The composition of the Dean's Advisory Board is determined by the Dean of the Faculty, but it always consists of members of the Faculty management and Heads of Faculty units.
4. The Dean of the Faculty or the Rector of the USB can also establish other advisory bodies or Faculty Boards as necessary. Depending on the purpose of the relevant



advisory body, the meeting regulations or competence of such advisory bodies are governed by Ordinances of the Rector of the USB, the Dean of the Faculty or by Codes and Regulations.

5. The status of advisory bodies within the Faculty's governing structure must not be in contradiction with the Higher Education Act, the Statutes of the USB or other regulations of the USB and the Faculty.
6. Advisory groups or committees are established by members of the Faculty management to address specific tasks and activities.
7. Direct superiors of the members of the Faculty management self-governing and advisory bodies are obliged to create appropriate conditions for the work of the members of these bodies.

Article 18 **Internal Regulations of the Faculty**

1. The internal regulations of the Faculty referred to in Section 33 (2) of the Higher Education Act, which are approved by the Faculty Academic Senate and consequently submitted to the Academic Senate of the USB for approval, are:
 - a) Faculty Statutes,
 - b) Election Regulations of the Faculty Academic Senate,
 - c) Rules of Procedure of the Faculty Academic Senate,
 - d) Rules of Procedure of the Faculty Scientific Board,
 - e) Student Disciplinary Code of the Faculty.
2. Other Faculty regulations approved by the Faculty Academic Senate but not subject to approval by the Academic Senate of the USB are:
 - a) Organizational Regulations of the Faculty,
 - b) Code of Habilitation Procedure and Procedure for an Appointment of Full Professorship at the Faculty,
 - c) Faculty Doctoral Studies Regulations
 - d) Faculty Advanced Master's Proceedings Regulations,
 - e) Admission Procedure Rules and Conditions for Admissions to Studies in Degree Programmes Implemented by the Faculty.
3. In addition to the regulations referred to in paragraph 1, the Dean of the Faculty, or other members of the Faculty management and Directors, after the approval the of the Faculty management can issue:
 - a) Decisions (Ordinances) of the Dean or the Secretary,
 - b) Statements of the Dean or other members of the Faculty management,



- c) other methodological guidelines of mandatory nature or methodological recommendations.
4. All regulations referred to in paragraphs 1 to 3 are immediately upon their entry into force published on the Faculty's website. Regulations containing sensitive information will be accessible to employees and students of the Faculty of the USB only.

Article 19 Decision Making and Signing Authority

1. The following persons are entitled to make decisions, enter into legal transactions in accordance with the Act and act externally towards third parties on behalf of the Faculty:
 - a) the Dean of the Faculty in the matters stipulated by the Higher Education Act, the Statutes of the USB and the Faculty and other internal regulations,
 - b) a Vice-Dean in the scope stipulated by the Dean of the Faculty,
 - c) the Secretary in the matters stipulated by the Higher Education Act and the Dean of the Faculty,
 - d) Directors to the extent specified by the Dean of the Faculty.
2. Persons referred to in paragraph 1 a) to d) can authorize other persons to enter into legal proceedings only within the scope of their competencies.

Article 20 Faculty Financial Management Principles

1. The general principles binding for the Faculty's financial management as part of the USB are defined in Article 17 of the Statutes of USB, the Financial Management Principles of the USB and by other Ordinances of the Rector or Bursar of the USB or of the Dean or the Faculty Secretary as appropriate.
2. A proposal for allocation of the Faculty's funds for the given calendar year is submitted by the Dean of the Faculty to the Faculty Academic Senate for approval after the approval of the USB budget.
3. In the event that the proposal for allocation of the Faculty's funds submitted by the Dean of the Faculty is not approved by the Faculty Academic Senate, the Dean of the Faculty shall submit a new proposal within 14 days at the latest. The Faculty's financial management is in such situation governed by a provisional budget approved by the Dean of the Faculty until the budget is approved.



4. The Faculty Academic Senate also performs a supervisory function, checking the use of funds according to the approved budget.
5. The Dean of the Faculty presents an annual report on the Faculty activities together with the annual report on the Faculty's financial management for the previous calendar year to the Faculty Academic Senate.
6. The Faculty Secretary and, within the scope of their authority, Heads of other Faculty organizational units report to the Dean on the efficient use of financial resources and proper management of the Faculty's assets.

Article 21

Quality of Activities and its Evaluation

1. The long-term objective of the Faculty is to ensure, maintain and improve the quality of all activities described in Article 2 of the Faculty Statutes.
2. Performance requirements of Faculty staff and students are governed in particular by the Study and Examination Regulations of the USB and the Faculty Doctoral Studies Regulations, the Faculty Organizational Regulations or other partial regulations of the USB and the Faculty.
3. The system of quality evaluation of the Faculty, its organizational units and individuals is based on the rules and standards set by the University and the Faculty.

PART FOUR EDUCATIONAL ACTIVITIES

Article 22

Admission Procedure and Conditions for Admission to Studies

1. General conditions for admission to studies and rules of admission procedures at the Faculty are laid down in Articles 48 to 50 of the Higher Education Act and Article 18 of the Statutes of the USB.



2. Specific conditions for admission of applicants for studies and rules of the admission procedures for respective degree programmes are determined by the Dean's Decision, after their approval by the Faculty Academic Senate.

Article 23

Requirements for Foreigners Wishing to Study

1. Foreigners may be admitted to studies in a degree programme in Czech or a foreign language, if:
 - a) their education has been recognized to fulfil the education required by the Act for admission to the given type of degree programme
 - b) have met the conditions set for admission to studies.
2. In cases worthy of special consideration, the Dean of the Faculty may decide on an appropriate modification of the terms and conditions of admission of foreigners.
3. A foreigner who obtains the status of a USB student becomes a member of the USB Academic Community with all related rights and obligations.

Article 24

Study – Related Fees

1. General provisions on fees for administration of the admission procedure and fees study - related are defined in Section 58 of the Higher Education Act and Article 20 of the Statutes of the USB.
2. Fees for the given academic year and the way of their payment are determined by the Rector's Ordinance and the Decision of the Dean of the Faculty before the application submission deadline for the relevant round of admission procedure.

Article 25

Enrolment in Studies, Course of Study

1. General conditions for enrolment and studies are defined in Section 51 to Section 60a of the Higher Education Act.
2. Detailed conditions for enrolment in studies and the course of study at the Faculty are governed by the Study and Examination Regulations of the USB, the Faculty Doctoral Studies Regulations or other partial regulations of the USB and the Faculty.



3. Specific requirements for students within a given degree programme are determined by the relevant curriculum based on accreditation materials.
4. The delivery of documents to students is governed by Article 22 of the USB Statutes.

PART FIVE FINAL PROVISIONS

Article 26

1. The Statutes include Annexes 1, 2 and 3 with a description of the Faculty's insignia, Matriculation Vows and the Vows of the Faculty graduates.
2. Registration of these Statutes by the Rectorate of the USB revokes the Statutes of the Faculty of Arts of the University of South Bohemia in České Budějovice approved by the Academic Senate of the Faculty of Arts at the University of South Bohemia in České Budějovice on 19th February 2008 and registered by the USB Rectorate on 17th March 2008 under Ref. 02/11/2008/0.
3. These Statutes were approved by the Faculty Management on 6th June 2017 and by the Faculty Academic Senate on 12th June 2017 and by the Academic Senate of the USB on **XX. XX. 2017** pursuant to Section 27 (1) b) of the Higher Education Act.
4. These Statutes become effective on the day of their registration by the Rectorate of the USB.

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Prof. PaedDr. Vladimír Papoušek, CSc.
Dean of the Faculty

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Mgr. David Skalický, PhD
Chair of the Faculty Senate



Filozofická
fakulta
Faculty
of Philosophy

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice



LIST OF FACULTY STATUTES ANNEXES

- a) Annex no.1 - Description of Faculty insignia.
- b) Annex no. 2 - Matriculation Vows.
- c) Annex no. 3 - Graduation Vows.

Annex to the Faculty Statutes no. 1

Description of Faculty Insignia

Academic insignia of the Faculty consist of the ceremonial mace, ceremonial chains of office and ceremonial robes.

The mace of a total length of 130 cm is made of brass and an alloy of zinc and tin and gilded all over. The head is made up of two medals facing opposite directions with medallions decorated with a total of twelve pink synthetic ruby stones with a round diamond cut (the stones are produced by so-called "Verneuil" method). The medals are set in beds decorated with twenty-four smoothly cut green chrysoprase stones. The body of the mace is decorated with four larger and four smaller veneered and smoothly cut chrysoprases.

Ceremonial chains with medals are cast from an alloy of zinc and tin and galvanically gilded and rhodiated. The 10 cm diameter medal bears a symbol of a rose and the Latin name of the Faculty - *Facultas philosophica universitatis Bohemio meridionalis*.

The Dean's chain consists of a chain of dignity, a so-called *cathenae*, and a medal. It is richly gilded with dark red almandines inserted into the connecting links. The stones are cut to a hemisphere shape, so-called *cabochon*.

Ceremonial Chains of the Vice Deans consist of chains of dignity and medals. They are rhodium-plated, gilded with light blue turquoise stones inserted into the connecting links. The stones are also cut to the *cabochon* shape.

The Dean's Robe is dark blue, with a golden decorative purl sewn on the sleeves and the bottom of the robe. The tippet is made of Nivea blue coloured material with a golden purl. The cap is in the colour of Nivea blue, hemmed by a golden purl.

The robes of the Vice - Deans are dark blue in colour, with a silver decorative purl sewn on the sleeves and the bottom of the robe. The tippet is in Nivea blue colour and decorated with a sewn silver purl. The cap is in the colour of Nivea blue, hemmed by a silver purl.



The robes of the matriculation / graduation college are medium-blue; the lower part of the robes is adorned with a sewn dark blue port. The tippet is made from Nivea blue material and decorated with a dark blue purl. The cap is in the colour of Nivea blue, with a dark blue purl.

The mace bearer's robe is black with the sleeve cuffs in Nivea blue and a decorative blue purl sewn in the lower part. The cap is black, hemmed by a blue purl.

Annex to the Faculty Statutes no. 2

Matriculation Vows

I vow before the Academic Community that I shall deploy the best of my abilities and the opportunities offered by the higher education to pursue my education and that I shall do my best to contribute to the good name of the Faculty at Arts of the University of South Bohemia. I will honour the laws of the Academic Community, and in my acts I shall not betray the principles of ethics and humanity. This is my vow.

Annex to the Faculty Statutes no. 3

Graduation Vows

The Vows of Bachelor and Master's graduates:

I vow before the Academic Community that I shall use the knowledge and skills I acquired during my university studies in accordance with the ideals of humanity, freedom and democracy. I am aware that as a member of the higher education degree intelligencia community I bear a significant responsibility for their realization. That is why I will try to fulfil this promise with my deeds. This is my vow!

The Vows of doctoral studies graduates:

Primum nos huius Universitatis, in que doctoris gradum ascenderimus, piam perpetuo memoriam habituros, eiusque res et rationes, quoad poterimus, adiuturos; dein honorem eum, quem in nous collaturi estis, integrum incolumemque servaturos; postremo studie humanitatis impigro labore culturos et provecturos non sordidi lucri causa, nec adam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus humani generis continetur, clarius effulgeat.