

CONSTITUTION OF THE 3RD FACULTY OF MEDICINE OF CHARLES UNIVERSITY

Under sections 27 (1) (b) and 33 (2) (a) of the Act No. 111/1998 Coll., on Higher Education and Changes in and Amendments to other Acts (Higher Education Act), the Academic Senate of the 3rd Faculty of Medicine has adopted the following Constitution of the 3rd Faculty of Medicine.

Part I **Introductory Provisions**

Article 1. General Provisions

- The 3rd Faculty of Medicine (hereinafter called "the Faculty") shall be an integral part of Charles University (hereinafter called "the University") implementing educational, scientific and research activities.

Article 2. Activities of the Faculty

Main activities of the 3rd Faculty of Medicine shall be:

- Carrying out accredited programmes of study
 - Master's programme of study, concluded in proper form by a State Rigorous Examination; the graduates in this programme of study shall be awarded the academic degree "Doctor of Medicine" (MUDr.);
 - Bachelor's programme of study, concluded in proper form by a State Final Examination; the graduates in this programme of study shall be awarded the academic degree "Bachelor" (Bc.);
 - Doctoral programme of study, concluded in proper form by a State Doctoral Examination and a defence of thesis; the graduates in this programme of study shall be awarded the academic degree "Doctor" (Ph.D.).
- Programmes of life-long study implemented according to the Rules of Life-long Education of the Faculty, including post-graduate specialist education.
- Scientific research in medical fields and in the connected branches, together with specialist work, organization of congresses and conferences.
- The provision of library and other information services to the members of the Academic Community of the Faculty.

Article 3. Legal Status of the Faculty

- The Faculty shall be a separate legal entity and the owner of property necessary for the activities for which it had been established. The bodies of the Faculty shall make

decisions and act on behalf of the University in matters concerning the Faculty stipulated in Art. 3 (6) of the Constitution of the University and in Art. 5 of the Constitution herein.

Article 4. Name, Seat, Insignia and Seal of the Faculty

- The full name of the Faculty shall be "The Third Faculty of Medicine" or "Facultas medica tertia" in Latin.
 - The seat of the Faculty shall be in Prague 10, Ruská 87.
 - The Faculty shall use the historical seal with the emblem of the University and its own emblem; guidelines for their use shall be prescribed by the Dean.
 - The Faculty shall use the official round stamp with the coat of arms of the Czech Republic and the inscription "Univerzita Karlova v Praze 3. lékařská fakulta" (Charles University in Prague the Third Faculty of Medicine) in cases provided for in a regulation.
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Part II Rights of the Faculty

Article 5. Bodies of the Faculty shall have the right to make decisions or to act on behalf of the University in the following matters concerning the Faculty:

- the creation and implementation of study programmes;
 - the organization and focussing of scientific, research and other creative activities;
 - employment relations;
 - habilitation procedure and procedure for professorial appointment in the extent prescribed in the Higher Education Act;
 - foreign contacts, activities;
 - establishment of self-governing academic bodies of the Faculty and the internal organization of the Faculty, unless provided otherwise in the Higher Education Act;
 - disposition with the allocated funds;
 - additional activities and disposition with the funds acquired through such activity in conformity with the Constitution of the University.
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Part III Bodies of Academic Self-Governance

Article 6. The self-governance of the Faculty shall be performed by the members of the Academic Community directly or through the bodies of academic self-governance.

- The bodies of academic self-governance of the Faculty shall be:
 - the Academic Senate of the Faculty
 - the Dean

 - the Scientific Council of the Faculty
 - the Disciplinary Commission of the Faculty

- (4) Another body of the Faculty shall be the Secretary of the Faculty (hereinafter called the "Secretary").

- The Academic Community of the Faculty shall consist of the academic staff of the University working at the Faculty and the students matriculated in the Faculty.

Article 7. Status of the Members of the Academic Community

- The status of the members of the Academic Community shall be provided for by Article 5 of the Constitution of the University.

Article 8. The Academic Senate

- The Academic Senate of the Faculty (hereinafter called the "Senate") shall be self-governing representative academic body of the Faculty. The members of the Senate shall account for their activities to the Academic Community. While executing their duties, members of the Senate shall only be bound by their conscience.

- The Senate shall have 32 members. The number of senators representing academic staff and those representing students shall be equal.

- The Rector, Vice-Rectors, the Dean, Vice-Deans and the Secretary may not serve as members of the Senate. The term of office of the Senate shall be three years.

- The term of office of all the members of the Senate shall terminate if the Senate does not act in conformity with Art. 11 of the Constitution for a period of six months. In such a case the Dean shall call new elections not later than in 30 days.

- The membership in the Senate shall terminate before the expiration of the term of office
 - on the date of the termination of membership in the Academic Community of the Faculty;
 - on the date of the delivery of written notice, in which the member resigns her/his membership in the Senate, on the President of the Senate;
 - if the Senate discharges the member from her/his office because of her/his non-attendance at minimally three successive sessions of the Senate without a previously declared excuse.

- If the membership in the Senate is terminated under paragraph (5) above, an alternate member shall be appointed according to the Rules of Elections to the Senate for the rest of the term of office.

- The sessions of the Academic Senate shall be open to public.
- The Dean, or the Vice-Dean acting on her/his behalf, shall have the right to speak at the session any time s/he wishes to do so. The President of the Academic Senate shall be obliged to immediately convene an extraordinary session of the Senate at the request of the Dean.

Article 9. Senate Elections

- Members of the Senate shall be elected by the members of the Academic Community of the Faculty from their ranks.
- Elections shall be by direct and secret ballot.
- For the validity of elections the minimum turnout shall be 30% of the members of the Academic Community of the Faculty. If the turnout of the members of the Academic Community is lower, the elections shall be repeated. If the required turnout of the members of the Academic Community is not achieved in the repeated elections, the elections shall be repeated regardless of the turnout of the members of the Academic Community.
- Further details governing elections to the Senate shall be regulated by the Rules of Elections to and Procedure of the Senate which is an internal regulation.

Article 10. Sessions of the Senate

- At its first session, the Senate shall elect its President and two Vice-Presidents, these three officers constituting the Board of the Senate which is a body of the Senate.
- The President, or a Vice-President authorized by the President, shall convene the Senate at least twice per semester; s/he shall preside over the sessions and supervise the execution of the resolutions of the Senate.
- The Board shall convene the Senate if at least one third of Senators requests so.
- The Senate shall decide by means of its resolution. Resolutions shall be signed by the President or the Vice-President authorized by him.
- A quorum of the Senate shall be constituted by the presence of a simple majority of all Senators.
- A resolution on the motion to appoint the Dean shall be passed if a simple majority of all members of the Senate vote for it. A resolution on the motion to discharge the Dean from her/his office shall be passed if at least three fifths of all Senators vote for it. Internal regulations of the Faculty shall be passed if a simple majority of all members of the Senate vote for it. Any other resolution shall be passed if a simple majority of all Senators present, however not less than one third of all members of the Senate, vote for it.
- If the Senate decides on a matter of activity of the Faculty, it will generally require the opinion of the Scientific Council of the Faculty.

- The administrative work of the Senate shall be supervised by a clerk from the Dean's Office nominated by the Secretary of the Faculty.
- A resolution of the Senate shall be publicly promulgated within one week after its approval through regular channels of the Faculty, i.e. on the official notice board of the Faculty and in the minutes of the session of the Senate which will be made public.
- Further details governing the sessions of the Senate shall be regulated by the Rules of Elections to and Procedure of the Senate.

Article 11 (1). Jurisdiction of the Senate

- The Senate
 - shall make decisions on the establishment, integration, fusion, division or dissolution of the organizational units of the Faculty;
 - shall approve drafts of internal regulations of the Faculty;
 - shall approve the allocation of funds proposed by the Dean and shall supervise their utilization;
 - shall approve the annual report on activities and the annual report on Faculty economy proposed by the Dean;
 - shall approve the conditions for admission to study on the study programmes organized at the Faculty;
 - shall approve the Dean's nomination for the appointment and removal of the members of the Scientific Council and of the Disciplinary Commission of the Faculty;
 - shall make a resolution on the appointment of the Dean, or shall propose the removal from her/his office;
 - shall approve the long-term plan for educational, scientific and research activities of the Faculty elaborated in accordance with the long-term plan of the University after a discussion in the Scientific Council of the Faculty.
- A motion under (1) (e) shall be submitted to the Senate by the Dean or the authorized Vice-Dean acting on her/his behalf. A motion to pass, amend or repeal an internal regulation of the Faculty shall be submitted by the Dean or the authorized Vice-Dean acting on her/his behalf. A motion concerning the Rules of Procedure of the Scientific Council shall be submitted to the Senate by the Dean.
- The Academic Senate expresses its opinions namely on the following issues:
 - proposals of programmes of study implemented at the Faculty;
 - the Dean's intention to appoint or discharge Vice-Deans; and
 - other matters if it is provided so in an internal regulation of the University or of the Faculty.

- Resolutions of the Senate concerning matters under the exclusive power of the Dean shall be considered recommendations.

Article 12. Cooperation of the Senate with Academic Authorities and Other Persons

- The Senate may invite any person to be present at its sessions if that proves to be useful for the clarification of the issue in question. The Senate may also request opinions from the Academic Community or from a body of academic self-governance of the Faculty.
- The Senate may delegate a representative to be a member of the Dean's Advisory Board.
- The Senate shall be entitled to be notified of resolutions of the Dean's Advisory Board and the Scientific Council.
- In cases of conflict between the resolution of the Senate and the Dean's opinion, the Senate shall reconsider the matter with the Dean present. The Senate may also establish a Special Senate Committee for the relevant issue.

Article 13 (1). The Scientific Council

- The Scientific Council
 - shall put forward conceptions and be the primary body of the Faculty with respect to scientific and pedagogical activities;
 - shall discuss the long-term plan of educational, scientific and research activities of the Faculty elaborated in conformity with the long-term plan of the University;
 - shall approve the programmes of study to be implemented at the Faculty;
 - shall execute authority in habilitation procedure and in the nomination procedure for professors in the scope prescribed by law;
 - shall execute authority in other areas as provided in internal regulations of the University or Faculty.
- Members of the Scientific Council shall be appointed and discharged by the Dean subject to the approval of the Senate.
- Members of the Scientific Council shall be teachers, researchers and other distinguished specialists in various areas of medicine. At least one third of all members shall be persons other than the members of the Academic Community of the University.
- The Scientific Council of the Faculty shall be presided over by the Dean.
- Associate members of the Scientific Council of the Faculty shall be appointed by the Dean mainly from the ranks of top workers of the medical establishments in which the instruction of students is carried out.
- Honorary and associate members of the Scientific Council shall have consultative votes.

Article 14. Sessions of the Scientific Council

- The Dean shall convene the Scientific Council at least twice per semester. The Dean shall be obliged to convene the session if at least one third of regular members of the Council request so.
- The Dean shall preside over the sessions of the Scientific Council. In her/his absence, a member of the Council authorized by the Dean may preside over the session.
- The Scientific Council shall decide by means of its resolution.
- The Scientific Council shall constitute a quorum if a simple majority of members is present, unless otherwise provided.
- A resolution shall be passed if a simple majority of all present members votes for it, unless otherwise provided.
- The publicizing of plans and results of the Scientific Council sessions shall be regulated by the appropriate provision of Art. 10 (10) of the Constitution herein.
- The minutes of sessions of the Scientific Council as well as administrative work shall be provided by the Secretary.
- The details of the Scientific Council sessions shall be governed by the Rules of Order of the Scientific Council which is an internal regulation.

Article 15. Cooperation of the Scientific Council with Academic Authorities and Other Persons

- Members of the Board of the Senate and Vice-Deans may participate in sessions of the Scientific Council with only consultative votes unless they are themselves regular members of the Scientific Council.
- The Scientific Council may invite other persons to its sessions provided it is necessary for the clarification of the issue in question. It may also request opinions from the bodies of academic self-governance.

Article 16. The Dean

- The Dean shall be a representative of the Faculty; s/he shall govern it and act on its behalf. The Dean shall account for her/his performance to the Rector; the Dean's jurisdiction under Art. 5 shall not be prejudiced by this provision.
- In particular, the Dean shall:
 - propose the establishment, integration, fusion, division or dissolution of the organizational units of the Faculty;
 - submit the annual report on activities and the annual report on the Faculty economy to the Academic Community;
 - appoint and convene the members of the Scientific Council;

- act on behalf of the University in employment matters concerning the Faculty staff.
- The Dean shall answer any question regarding her/his activities at the Faculty asked by the Senate or a member of the Senate.
- The Dean shall be appointed and discharged by the Rector upon a proposal by the Senate.
- The Rector may discharge the Dean on her/his own initiative only upon the approval of the Senate and the Academic Senate of the University in cases of serious non-performance of obligations or serious injury to the interests of the University and Faculty on the part of the Dean (Higher Education Act, s. (28) (3)).
- The term of office of the Dean shall be three years. The same person cannot perform the function of the Dean longer than for two successive periods.
- Candidates for the Dean's position shall be nominated by the Academic Community. Details concerning the selection of candidates and the election of the Dean shall be regulated by the Rules of Election to and Procedure of the Academic Senate.

Article 17. Vice-Deans

- As a rule, the Faculty shall have five Vice-Deans.
- Vice-Deans are appointed and discharged by the Dean upon hearing the opinion of the Senate.
- Vice-Deans shall represent the Dean as determined by him and shall account to the Dean for their activities.
- Vice-Deans shall substitute for each other as determined by the Dean.

Article 18. Disciplinary Commission of the Faculty

- Members of the Disciplinary Commission and its President shall be appointed by the Dean from the ranks of the Academic Community of the Faculty. One half of the members of the Disciplinary Commission shall be constituted by students.
- The term of office of the Disciplinary Commission shall be two years.
- The Disciplinary Commission shall hear infringements of discipline by students and it shall submit proposals for decisions to the Dean.

Article 19. The Secretary

- The Secretary shall supervise economic management and internal administration of the Faculty as determined by the Dean's measure.
- The Secretary shall be selected through a competitive hiring procedure, appointed by the Dean and discharged by him.

- The Secretary shall attend the sessions of the Senate upon request of the Senate.
- The Secretary shall provide answers to the questions concerning the performance of her/his function asked by the Senate or by a member of the Senate at a session of the Senate.
- The Secretary shall cooperate with Vice-Deans in the performance of her/his duties.
- The Dean may authorize the Secretary namely
 - to manage the Dean's Office;
 - to act on behalf of the Faculty in matters connected with property management and administration;
 - to act on behalf of the University in employment matters concerning all the employees of the Dean's Office.

Article 20. Advisory Bodies and Committees

- The Dean's Advisory Board shall be a permanent advisory board of the Dean. The Dean's Advisory Board shall consist of Vice-Deans, the Secretary and other persons appointed by the Dean or a representative delegated by the Senate (Art. 12 (2)).
- The Senate and the Dean may establish standing and/or temporary academic advisory committees. Resolutions of the committees shall be considered recommendations.

Part IV ***Organization of the Faculty***

Article 21. Organizational units.

The Faculty shall consist of the following organizational units:

- basic units providing pedagogical and scientific activities (departments, centres, clinics, laboratories, the Scientific Information Centre);
- units implementing other activities of the Faculty (special purpose establishments);
- executive bodies (the Dean's Office).

Article 22. Organization of the Faculty

- The organizational units of the Faculty shall be established, integrated, divided or dissolved by the Dean upon the approval of the Senate, unless otherwise provided by legislation.

- Heads of basic units and special purpose establishments (hereinafter the "Heads") shall be appointed by the Dean, save those under the jurisdiction of the Minister of Health. Heads shall be responsible to the Dean.
 - Heads of the centres and departments whose integral parts are divisions and/or clinics shall be appointed by the Dean, in the case of clinics by the Minister of Health.
- (4) The organizational structure and management of the Faculty shall be provided in the Rules of Internal Governance of the 3rd Faculty of Medicine which shall constitute Appendix No. 1 to the Constitution herein.

Article 23. Basic Units

- The staff of basic units shall consists of:
 - teachers teaching study subjects and working in scientific disciplines covered by the unit in question;
 - researchers;
 - other staff employed at the basic unit under their labour contracts.
- Other persons that may work at basic units shall be:
 - external teachers of subjects and courses and clerks;
 - scholarship holders during their study stays, students of Doctoral programmes of study and participants in specialized programmes of study within life-long education;
 - undergraduate students of Bachelor's or Master's programmes of study, mainly as student workers and members of research teams;
 - foreign guests.
- An advisory group of external specialists appointed by the Head may be affiliated with the basic unit; these specialists may be invited to expert sessions or co-operate in other ways with the unit.
- Pedagogical and research profiles of a basic unit, its organization and other details shall be provided in the Organizational Guidelines issued as a measure of the Dean.

Article 24. Head of the Basic Unit

(1) A basic unit shall be managed by a Head appointed by the Dean from the ranks of Professors and Docents upon competitive procedure, subject to the opinion of the Scientific Council of the Senate. The winner of the competition who is not a habilitated teacher of the

Faculty may, in exceptional cases, be the Head of the unit for a maximum period of three years.

(2) Provision of paragraph (1) shall apply unless otherwise provided by a legal regulation.

(3) The Head shall submit proposals to the Dean concerning

- activities of the basic unit and the Faculty, particularly in the area of study, education and research, specialization and programmes;
- material and financial support for these activities, including personnel, wages, and qualification;
- the management of the basic unit (a draft of Organizational Guidelines).

(4) The Head shall discuss substantial matters with the Dean, Scientific Council, Senate or another body.

(5) The Head shall be entitled to act on behalf of the Faculty only if authorized in writing by the Dean to do so.

(6) The Head shall be represented by a Deputy Head appointed by the Head in the scope determined by the Head and in the periods of the Head's absence. Prior approval of the Dean is required for the appointment of the Deputy Head. If there is no Deputy Head, the most senior Professor, Docent or other teacher shall represent the Head during her/his absence.

- Heads of the divisions of basic units shall submit their proposals under paragraph (3) (a) to (c) to the Head of the basic unit.

Article 25. Special Purpose Units

(1) The staff of special purpose units shall perform their duties under a labour contract.

(2) As a rule, the Head of a special purpose unit shall be appointed by the Dean through competition procedure.

(3) The Head of a special purpose unit shall be subordinate to the Dean. The representation of the Head shall be regulated by Art. 24 (6) accordingly.

Article 26. Scientific Information Centre

- The Scientific Information Centre (hereinafter the "Centre") shall participate in the implementation of main activities of the Faculty (Art. (2) (4) of the Constitution). The Centre shall provide library and information services for the members of the Academic

Community of the Faculty as a fundamental support to the educational and research processes of the Faculty.

- The specialization of the Centre shall generally be derived from activities of the Faculty under Art. 2 of the Constitution of the Faculty.
- The organization and structure of services provided by the Centre to its users shall be regulated by the Organizational Guidelines of the Scientific Information Centre of the 3rd Faculty of Medicine, approved by the Dean after consulting the Scientific Council.

Article 27. The Dean's Office

- (1) The Dean's Office shall be the executive body of the Faculty satisfying the needs of the Faculty. To achieve that end, the Dean's Office shall carry out organizational activities, co-ordinating, consultancy and advisory activities, keep records and exercise controls in the areas of study, research, economy, personnel, law, external relations including foreign relations, and internal administration.
- (2) The Dean's Office shall be divided into divisions.
- (3) Details shall be set in the Organizational Guidelines of the Dean's Office.

Article 28. Co-operation with Other Institutions

- A joint establishment of the Faculty and another legal entity to perform activities of the Faculty (Art. 2 (2)) shall be created under a contract made in the name of the University by the Dean after consulting the Senate, unless it is contrary to the Constitution of the University and legal regulations.
- Medical, pedagogical and other facilities and legal entities may serve the purposes of the Faculty under a contract made with the legal entity in question by the Dean under paragraph 1, in accordance with general legislation.
- Clinical and practical instruction in various areas of medicine shall be carried out in particular in Faculty hospitals and other medical facilities. Scientific and research activities shall also be performed in these hospitals and medical facilities. Details shall be regulated by a special legal regulation.

Part V ***Study at the Faculty***

Article 29. General Provisions

- (1) The Faculty shall perform study and educational activities in

- Bachelor's, Master's and Doctoral programmes;
 - life-long education of citizens in disciplines following higher education, including specialized programmes of study.
- The Faculty shall perform scientific activity in basic and applied disciplines of science.
 - The graduates of study programmes shall make solemn vows specified in Appendix No. 3 to the Constitution herein.

Article 30. Programmes of Study

Accredited programmes of study implemented by the Faculty shall be listed in Appendix No. 4 to the Constitution of the University, Part 3rd Faculty of Medicine.

Article 31. Admission to Study

Admission to study at the University, including review procedures, shall be regulated by the Rules of Admission Procedure of Charles University, which shall be published in Appendix No. 5 to the Constitution of the University. Other conditions for admission to study at the Faculty shall be regulated by the Rules of Admission Procedure of the Faculty, which shall be published in Appendix No. 2 to the Constitution herein. Specification of conditions for admission to study at the Faculty for the academic year in question shall be approved by the Senate.

Article 32. Study at the Faculty

The rules of study at the University including the rights and obligations of students and the rules of procedure in the first instance and the review procedure in deciding the rights and obligations of students shall be provided by the Study and Examination Rules of the University. Further details concerning study at the Faculty shall be provided by the Study and Examination Rules of the Faculty and the Rules of Doctoral Programmes of Study which shall be internal regulations of the Faculty.

Article 33. Conditions of Study for Foreigners

Foreigners shall study at the Faculty under Art. 26 of the Constitution of the University and the internal regulation of the University issued under Art. 26 (6) of the Constitution of the University.

Article 34. Exchange of Students

- Principles and rules governing the exchange of students shall be provided in agreements on co-operation made under s. 6 (1) (i) of the Higher Education Act.

- Detailed conditions for the selection of students shall be provided by the Rector of the University after consulting the Deans. The conditions must be published on the official notice board of the Faculty.

Article 35. Students' Appraisal

The Dean may praise a student, grant her/him an award or a material gift. The rules for granting them shall be provided in an internal regulation of the Faculty.

Article 36. Scholarships

The rules for granting scholarships including application procedures and review procedures shall be provided by the Rules of Scholarships of Charles University. Details for granting scholarships to students enrolled at the Faculty shall be provided by the Rules of Scholarships of the Faculty, which shall constitute an internal regulation of the Faculty.

Article 37. Infringements of Discipline by Students

Detailed provisions concerning the infringements of discipline by students, the imposition of sanctions for the infringements and disciplinary proceedings shall be provided in the Code of Discipline of the Faculty in accordance with Higher Education Act and the Code of Discipline of the University. The Code of Discipline of the Faculty shall constitute an internal regulation of the Faculty.

Article 38. Tuition Fees

Tuition fees are provided in Art. 33 of and in Appendix No. 6 to the Constitution of Charles University.

Article 39. Certificates, Diplomas, Degrees

- The diploma shall be signed by the Dean and by the Promotor on behalf of the Faculty.
- The graduates of life-long education programmes shall be awarded Certificates under the Rules of Life-long Education of the University.
- The Dean's Office shall issue a transcript of passed examinations to the student or participant in life-long education programme who has not concluded the study properly.

Article 40. The Memorial Medal of the Faculty

The Faculty shall award memorial medals to its employees, students and other persons who significantly contributed to the development of the Faculty, science, education and academic

freedoms. Faculty medals shall be awarded by the Dean after consulting the Scientific Council and the Senate in conformity with the Rules of Awarding Medals of Charles University and of the Faculties.

Article 41. The Official Notice Board

- The Faculty shall have an official notice board.
 - The official notice board must be distinctly marked and located at an easily accessible place at the premises of the Faculty.
 - Written materials as provided by law (s. 49 (5) of the Act No. 111/98 Coll.) and by the Constitution of the University (Art. 64 (3) and (4)) as well as by other internal regulations of the University or Faculty shall be posted on the official notice board.
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Part VI ***Long-term Objectives, Annual Reports***

Article 42. Long-term Objectives of the Faculty

- The long-term object of educational, scientific, research and other creative activities of the Faculty shall constitute the fundamental programme document of the Faculty.
- The long-term object of the Faculty shall be based on the long-term objects of units with regard to the approved basic research objects of the Faculty.
- The preparation of the long-term object of the Faculty shall be based on the interests of the Faculty as a whole.
- The long-term object of the Faculty shall serve as a basis for the preparation of changes in the internal organization, new programmes of study and focusing of scientific research.
- Further details of the long-term object of the Faculty shall be provided at need.

Article 43. Annual Report

- The Annual Report on Activities and the Annual Report on Economic Management shall be prepared on the basis of Faculty documentation annually.
 - Comments on the Annual Report on Activities shall be submitted to the Senate by the Dean, who may authorize the Secretary to comment on the Annual Report on Economic Management.
 - The findings of the annual reports shall be implemented in the management of the Faculty and in updating or further specification of the long-term object.
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Part VII
Economic Management of the Faculty

Article 44. Budget and Provisional Budget

- The budget of the Faculty shall be a part of the budget of the University if the Rector provides so (Art. 48 (1) of the Constitution of the University).
- The budget of the Faculty shall be drawn up balanced.
- >From the 1st January until the approval of the budget, the financial management of the Faculty shall be governed by a provisional budget, i.e. the monthly expenditures must not exceed one twelfth of the state subsidy obtained by the Faculty from the state budget in the previous calendar year. Budgetary incomes and expenditures realized within the period of provisional budget shall be settled on the budget after its approval.
- A mandatory part of the budget shall be a chapter concerning the payment of scholarships covered from the subsidies.

Article 45. Regulations Providing for Economic Management and Administration of Property

- The rules of economic management at the Faculty shall be governed by the Constitution of the Faculty, regulations provided in Art. 31 of Appendix No. 8 to the Constitution of the University, or a Dean's measure under the mentioned regulation.
- The rules of administration of the University property, which is administered by the Faculty, shall be governed by the Rules of Administration of Charles University Property and the Dean's measures under the mentioned rules.

Article 46. Control of Economic Management

- The control of economic management shall be carried out by the Rector or by the Dean, periodically or extra-ordinarily, and by persons authorized by them, upon decision of the Rector, the Dean, the Academic Senate of Charles University or the Senate.
- Economic management shall be subject to the control of the Senate; the details shall be provided in the Rules of Elections to and Procedure of the Academic Senate.
- For the purposes of the control of economic management, individual employees of the Faculty or the Faculty shall provide all the necessary documents and true and complete information any time. The employees shall submit a written statement on the findings of the control upon request.
- The results of controls shall be implemented in the management of the Faculty and in the preparation of the long-term object of the Faculty.

Part VIII

Academic Staff and Other Staff of the Faculty

Article 47. Fundamental Provisions

The position of employees of the Faculty working at the Faculty shall be governed by Art. 5, 37, 38 and 40 of the Constitution of the University.

Article 48. Employment Relations of the Academic Staff

- Professors and Docents (associate professors) shall usually be employed under an indefinite contract of employment; other academic staff shall usually be employed under a fixed-term contract.
- Before an employment contract, an agreement to perform work or an agreement to complete a job is made, the Dean shall satisfy himself in the central registry kept under Art. 17 (4) of the Constitution of the University that the intended creation of employment relation does not constitute a breach of legislation.
- Work orders given to academic staff must not infringe academic freedoms and academic rights.

Article 49. Competitive Hiring Procedure

- The rules of competitive hiring procedure for the positions of academic staff shall be provided in the Rules of Competitive Hiring Procedure, which is an internal regulation of the Faculty.
- Competitive hiring procedure can be organized also for hiring other employees, particularly scientific and research staff.

Part IX Final Provisions

Article 50. Interpretation Rule

Should any doubt concerning the sense or content of any provision of the Constitution herein arise, it shall be construed in accordance with the Preamble of the Constitution of the University. The provision shall be construed by the Senate.

Article 51. Repealing Provision

The Constitution of the Faculty of March 19, 1991, with all the amendments and appendices shall hereby be repealed.

Article 52. Approval and Effect

- The Constitution herein was approved by the Senate on May 20, 1999, and it shall come into force on the date of its approval by the Academic Senate of Charles University.
- The Constitution herein shall become effective on the first day of the calendar month following the date of legal force.

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MUDr. Alexander Čelko, CSc.
President of the Academic Senate

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Prof. MUDr. Michal Anděl, CSc.
Dean