

CHARLES UNIVERSITY
FACULTY OF SOCIAL SCIENCES

STATUTES OF THE FACULTY OF SOCIAL SCIENCES OF CHARLES UNIVERSITY

Academic Senate of the Faculty of Social Sciences of Charles University in accordance with § 27 para 1 letter b) and § 33 para 2 letter a) of Act No. 111/1998 Coll., on Universities and on Amendments and Supplementations to Other Acts (Act on Universities) in accordance with the Statutes of Charles University, has resolved on the following Statutes of the Faculty of Social Sciences of Charles University as its internal regulation.

Part I

Initial Provisions

Article 1

Basic Provisions

1. The Faculty of Social Sciences (hereinafter referred to as “the faculty”) is part of Charles University (hereinafter simply “the university”).
2. The full name of the faculty is “Faculty of Social Sciences” or in Latin “*Facultas rerum socialium*”. The English name of the faculty is “Faculty of Social Sciences”.¹
3. The seat of the faculty is Prague 1, Smetanovo nábř. 6/995.
4. The bodies of the faculty take decisions and act in the name of the university in the faculty matters set out in § 24 of Act no. 111/1998 on Universities and on Amendments and Supplementations to other acts, as amended (Act on Universities) and in the matters set out in Article 6 para 2 of the Statutes of Charles University.

Article 2

The Mission and Activity of the Faculty

1. The faculty’s mission is the promotion of learning and the protection of knowledge, the cultivation of free thought, independent academic research and original artistic creation and the support, in every way, of the creative spirit of human society.
2. The faculty provides all types of degree programmes, as well as programmes of lifelong education.
3. The faculty engages in academic, research, developmental and other creative activities (hereinafter referred to as “creative activities”).
4. The faculty provides library and other information services.

¹ Appendix no. 1 Statutes of Charles University.

5. The faculty carries out editorial activities, including publishing activities. Editorial activities of the faculty are mainly related to the creative and teaching activities of the members of its academic community. Details of editorial activities are regulated by the Editorial Regulations, which are internal regulations of the faculty.

6. Supplementary activities must enhance the fulfilment of the faculty's mission.

7. The faculty co-operates with universities both in the Czech Republic and abroad, scientific and research institutions and other legal entities, and creates the conditions for members of the academic community to participate in this co-operation. The forms and methods of cooperation between the faculty and legal entities are regulated by agreements.

Part II

Organization and Bodies of the Faculty, Academic Self-Government

Article 3

Structure of the Faculty

1. The faculty is divided into institutes and centres. Institutes represent the basic unit of the faculty and are divided into departments and centres.

2. Institutes are faculty workplaces that provide, co-ordinate and develop the teaching and research activities at the faculty and do so in the academic fields and study programmes offered by the faculty.

3. Centres represent other units of the faculty.

4. Departments are the basic unit of the institutes for teaching and creative activity. Departments implement a degree programme or cultivate a recognised scientific discipline. The centres cultivate mainly recognised disciplines and carry out complementary activities.

5. The workplaces of the faculty (§ 27 Para 1 letter a) of the Act on Universities) are institutes, departments, and centres.

6. Each institute is headed by an institute director (hereinafter referred to as "director"), while departments and centres have their heads.

7. A list of the institutes is set out in Appendix no.1 of these Statutes. The Senate decides on the proposal of the Dean on the establishment, merger, division or closing of departments and centres. Their list is set out in the Dean's Measure.

8. The Dean's Office represents an independent body of the faculty.

Article 4

Self-Governing Bodies of the Faculty

1. The self-government of the faculty is conducted by the members of the faculty's academic community directly or through the self-governing academic bodies of the faculty.

2. The self-governing academic bodies of the faculty consist of

- a) the Academic Senate of the Faculty,
- b) the Dean,
- c) the Research Board of the Faculty,
- d) the Disciplinary Board of the Faculty.

3. The self-governing academic bodies of the faculty act and take decisions in compliance with the Act on Universities, other legal regulations, and the internal regulations of the university and faculty.

Article 5

The Position of Members of the Academic Community

1. The academic staff of the university working at the faculty and students enrolled at the faculty are members of the academic community of the faculty. Academic staff of the faculty are those professors, associate professors, extraordinary professors, assistant professors, assistants, lecturers and scientific, research, and development staff members, who are employees of the university, are assigned to the faculty and perform their duties there under labour relations in accordance with the agreed type of work, both teaching and creative activities.

2. Members of the academic community of the faculty have the right:

- a) To nominate candidates, elect members and be elected to the Academic Senate of the Faculty and to the Academic Senate of the University, unless an internal regulation of the university provides otherwise,
- b) To information about the activities of the Academic Senate of the Faculty and have the right to become acquainted with the annual reports submitted by the Dean for approval to the Academic Senate of the Faculty, in particular at the assembly of the academic community of the faculty,
- c) To nominate a candidate for the post of the Dean of the Faculty in the manner prescribed by the Statutes of the faculty,
- d) To attend the meetings of the Academic Senate of the Faculty and the Research Board of the Faculty, unless a meeting of the Research Board is declared as closed,
- e) To become familiar with the minutes of the meetings of the Academic Senate of the Faculty and the Research Board of the Faculty, including the content of the resolutions,
- f) To be given the floor at the meeting of the members of the academic community of the faculty,
- g) To present suggestions, comments and complaints to the academic self-governing bodies; these bodies are obliged to address them and deal with them without undue delay and respond to them.

3. Members of the academic community of the faculty are bound to respect the internal regulations of the university and faculty.

4. Members of the academic community of the faculty are bound to act with care for the good name of the university.

5. The faculty supports the activity of academic, specialized, professional, student, union and other interest associations that bring together members of the academic community of the faculty, and assist in the fulfilment of the mission of the university.

6. A member of the academic community of the faculty can hold only one of the following offices at one time: Dean, Vice-Dean, Faculty Secretary, Director or Head of a centre. The posts of director and head of department are mutually incompatible. The posts of director and head of a centre are mutually incompatible.
7. Other rights and duties of members of the academic community of the faculty are governed by the Act on Universities and the internal regulations of the university and the internal regulations of the faculty.
8. The Dean or the academic senate of the faculty on their own initiative or at the written request of at least 100 members of the academic community of the faculty, convene an assembly of the academic community of the faculty, the details of which are regulated by the Rules of Procedure of the Academic Senate of the Faculty of Social Sciences of Charles University.
9. The provisions of paragraphs 3, 4, 6 and 7 apply mutatis mutandis to the faculty staff who are not academic staff members of the faculty.

Article 6

The Academic Senate of the Faculty

1. The Academic Senate of the Faculty of Social Sciences of Charles University (hereinafter referred to as the "Senate") is the self-governing academic body of the faculty. The senate has twenty members, of which half are students. Members from among the academic staff members of the faculty form the chamber of academic staff, while student members form the student chamber. The term of office of the members of the senate is two years.
2. Students and academic staff members of the faculty jointly elect their representatives to both chambers of the senate.
3. While performing their duties, members of the senate are bound only by their best knowledge and conscience and are obliged to endorse the interests of the faculty and the university as a whole.
4. At the faculty, the senate is the main guarantor of compliance with internal regulations, academic rights and freedoms expressed in the Statutes of Charles University.
5. Membership in the senate is incompatible with the office of Rector, Vice-Rector, Dean, Vice-Dean, Bursar, Faculty Secretary, directors and heads of centres.
6. The senate
 - a) Takes decisions on motions proposed by the Dean for the establishment, merger, division or closing of faculty workplaces,
 - b) Approves the proposal to adopt, amend or repeal the internal regulations of the faculty,
 - c) Approves the distribution of faculty funds submitted by the Dean (hereinafter referred to as "Faculty budget") and controls their use,
 - d) Approves the annual report on activities and annual report on economic management of the faculty submitted by the Dean,
 - e) Approves conditions for admission to studies in the degree programmes offered by the faculty,

- f) Gives prior approval to the Dean for the appointment and removal of members of the Research Board of the faculty and members of the Disciplinary Board of the faculty,
 - g) Votes on proposals for the appointment of Dean, and may also propose his/her dismissal from office,
 - h) On the proposal of the Dean, approves the strategic plan of the educational and creative activities of the faculty drawn up in accordance with the strategic plan of the university after discussion in the Research Board of the faculty and approves the proposals for the annual plan for the implementation of the strategic plan of the faculty.
7. A proposal for the adoption, amendment, or repeal of an internal regulation of the faculty is submitted by the dean, in the case of the rules of procedure of the senate, the proposal is made by a member of the senate and the senate requests the opinion of the Dean.
8. The senate expresses its views specifically
- a) on proposals for degree programmes to be offered at the Faculty,
 - b) on the Dean's intention to appoint or dismiss Vice-Deans,
 - c) on other matters if stipulated by the internal regulations of the university or the internal regulations of the faculty, or if the senate reserves so or is requested by the Dean.

The senate also monitors the overall personnel, teaching, research and economic development of the individual parts of the faculty. The senate also deals with the proposals and suggestions of members of the academic community of the faculty, and in justified cases deliberates them with the Dean.

9. In matters falling exclusively within the competence of the Dean, the opinions of the senate have the status of recommendations.

Article 7

Elections to the Senate and Senate Proceedings

1. Elections to the senate are governed by the Election Regulations of the Academic Senate of the Faculty of Social Sciences of Charles University, which is an internal regulation of the faculty.
2. The activities of the senate are regulated by the Rules of Procedure of the Academic Senate of the Faculty of Social Sciences of Charles University, which is an internal regulation of the faculty.

Article 8

Co-operation between the Senate and Other Bodies and Persons

1. The senate may require a standpoint from any body of the faculty or its unit.
2. The senate has the right to be informed of the conclusions of the proceedings of the Dean's Collegium, extended Dean's Collegium, and Research Board of the faculty.
3. The senate has the right, following agreement with the Dean, to send its representative, with an advisory voice, to the meetings of the Research Board of the faculty.

4. If the senate is taking a decision on matters of the establishment, merger, division or closing of a workplace of the faculty, it will request the viewpoints of the heads of the respective workplaces beforehand.

5. The senate or Dean may set up committees, including joint committees of the self-governing academic bodies of the faculty.

Article 9

The Research Board of the Faculty

1. The Dean is the chairman of the Research Board of the faculty (hereinafter referred to as "Research Board").

2. The members of the Research Board are appointed and removed by the Dean.

3. Within three months of his/her appointment, the Dean submits to the senate a proposal for the removal and appointment of members of the Research Board.

4. The members of the Research Board are important representatives of the fields in which the Faculty conducts teaching and creative activities. At least one third of the members are not members of the academic community of the university.

5. In appointing members to the Research Board the Dean takes care to ensure that the scientific study disciplines and areas of education taught at the faculty are evenly represented.

6. Membership in the Research Board terminates

- a) on the day of delivery to the Dean of a written declaration by which a member resigns membership of the Research Board,
- b) on the date on which the Dean, with the prior approval of the senate, removed the member of the Research Board.

7. The Dean may appoint a distinguished scientist who has contributed to the university in some important way to be an Honorary Member of the Research Board. An honorary member has the right to attend meetings of the Research Board without the right to vote. Before appointing an honorary member to the Research Board the Dean requests the opinion of the senate.

8. The Dean calls meetings of the Research Board at least five times per academic year. The timetable for meetings of the Research Board, and brief minutes of the meetings, are made public in the usual manner.

9. The Research Board

- a) Discusses the proposal for a strategic plan of the educational and creative activities of the faculty prepared in accordance with the strategic plan of the university and the proposals for the annual plan for the implementation of the strategic plan of the faculty,
- b) Approves degree programmes to be introduced at the faculty,
- c) Proposes to the Rector the intention to submit an application for accreditation, extension of accreditation or extension of the period of validity of the accreditation of degree programmes which are carried out at faculty.

- d) Proposes to the Rector the intention to submit an application for accreditation of the habilitation procedure and the procedure to appointment as professor, in the case of procedures carried out at the faculty,
- e) Exercises its competence in proceedings for appointments to professorships and in habilitation proceedings to the extent laid down by the Act on Universities,
- f) Expresses its opinion on the Dean's proposal for the appointment of a professor emeritus and through the Dean proposes to the Research Board of the university the appointment of a professor in memoriam,
- g) Proposes awarding the working title "Visiting Professor of Charles University",
- h) Discusses fundamental and conceptual questions relating to the Faculty and its involvement in international structures,
- i) Expresses its views on other questions submitted to it by the Dean or Vice-Dean or when this is stipulated by the internal regulations of the faculty or the internal regulations of the university.

10. The activities of the Research Board are governed by the Rules of Procedure of the Research Board of the Faculty of Social Sciences of Charles University, which is an internal regulation of the faculty.

Article 10

The Dean

1. The Dean is the head of the faculty; s/he acts and makes decisions in the affairs of the faculty, unless the Act on Universities or the internal regulations of the university provide otherwise. In order to manage the faculty, the Dean may issue Dean's Measures within the scope of his/her competence, within the limits of legal regulations, and the internal regulations of the university, according to which the faculty will be governed. The Dean may issue measures upon the prior opinion of the senate only in matters reserved in the internal regulations of the university or the faculty.
2. The Dean is answerable for his or her activity to the Rector and the senate; this provision does not affect the competence of the Dean in matters falling under § 24 of the Act on Universities.
3. The Dean will attend a meeting of the senate when called on to do so by the senate. The Dean will answer questions concerning the performance of his or her function asked by the senate or a member of the senate directly at the senate meeting. In the event that the answer to the question under the previous sentence requires preparation, the Dean will send the answer in writing within 15 days to the chair of the senate and to the person raising the question.
4. The Dean's term of office commences on the day on which s/he is appointed to the office, for the duration of four years.
5. Prior to the expiry of the term of office, the Dean ceases to hold office on the day of delivery of his or her written resignation to the chairman of the senate. Before the expiry of the term of office, the office of Dean will also cease on the date of delivery of a written declaration of the Dean's resignation to the chair of the senate and the Rector of the university or by removal of the Dean by the Rector on the proposal of the senate or on his or her own initiative.

6. Details of the election of a candidate for the office of Dean are set out in the Rules of Procedure of the Academic Senate of the Faculty of Social Sciences of Charles University.

Article 11
Vice-Deans

1. The number and powers of Vice-Deans are determined by the Dean in his/her Measure after the senate has expressed its view.
2. Vice-Deans are appointed and dismissed by the Dean after the senate has expressed its view.
3. Vice-Deans deputise for the Dean in a scope defined by the Dean. The Dean also determines which Vice-Dean will deputise for him/her in case of his/her absence.
4. A Vice-Dean will attend a senate meeting when called to do so by the Senate. A Vice-Dean will answer questions relating to the performance of his or her function asked by the Senate or a member of the Senate at a Senate meeting.
5. The Vice-Dean will attend a meeting of the senate when called on to do so by the senate or its chair. The Vice-Dean will answer questions concerning the performance of his or her function asked by the senate or a member of the senate directly at the senate meeting. In the event that the answer to the question under the previous sentence requires preparation, the Vice-Dean will send the answer in writing within 15 days to the chair of the senate and to the person raising the question. The Vice-Dean may convene meetings of authorized faculty members for the respective type of activity.

Article 12
The Dean's Permanent Advisory Bodies

1. The Dean's permanent advisory bodies are
 - a) The Dean's Collegium
 - b) The extended Dean's Collegium.
2. Members of the Dean's Collegium usually include the Vice-Deans, Secretary of the Faculty (hereinafter referred to as "Faculty Secretary") and chair of the senate. The chair of the senate attends the Dean's Collegium with an advisory vote.
3. The members of the extended Dean's Collegium include the Vice-Deans, the Faculty Secretary, directors, the heads of the centres, the chair and the vice-chair of the senate, and a representative of the union of the faculty staff members.
4. The minutes of the meetings of the permanent advisory bodies are made public in the public part of the faculty website.

Article 13
The Faculty Secretary

1. The Faculty Secretary is appointed on the basis of selection procedure.

2. The senate expresses its view on the intention of the Dean to appoint or dismiss the Faculty Secretary.

3. The Faculty Secretary is authorised to dispose of the property of the university, the exercise of his/her administration is entrusted to the bodies of the faculty in accordance with Article 50, para 1, letter c) of the Statutes of Charles University within limits set out in a Dean's Measure.

4. Within the limits stipulated by the Dean's Measure the Faculty Secretary also:

- a) Administers the Dean's Office of the Faculty,
- b) Conducts the economic management and internal administration of the faculty,
- c) Acts on behalf of the university in the matters of labour relations concerning the staff of the Dean's Office or staff members of the centres provided they are not academic staff,
- d) Acts on behalf of the university in matters relating to the economic management of the faculty and the administration of property entrusted to the bodies of the faculty.

5. The Faculty Secretary will attend a meeting of the senate when called on to do so by the senate or its chair. The Faculty Secretary will answer questions concerning the performance of his or her function asked by the senate or a member of the senate directly at the senate meeting. In the event that the answer to the question under the previous sentence requires preparation, the Faculty Secretary will send the answer in writing within 15 days to the chair of the senate and to the person raising the question. The Faculty Secretary cooperates with vice-deans when performing his/her duties.

6. The meeting of the secretaries of the institutes is the advisory body of the Faculty Secretary for questions relating to the economic management and internal administration of the faculty.

Article 14 The Dean's Office

1. The Dean's Office is the executive centre of the economic and administrative management of the faculty. In particular, it performs organisational, co-ordination, advisory, record-keeping and controlling activity in the areas of study, creative, economic, personnel and international relations activities and in internal administration.

2. The Dean's Office provides the material and administrative support services for the activity of the Dean, Vice-Deans, Senate, Faculty Secretary and Research Board.

3. The Dean's Office provides on behalf of the whole faculty the necessary documentation for central record-keeping to the Rector's Office in the matters falling under § 24 of the Act on Universities, and does so to the extent and in the manner stipulated by the Rector.

4. Details of the organisation of the Dean's Office are laid down in its organisational regulations, issued by the Dean's Measure.

Article 15

Management and Organisation of the Faculty

1. The directors and heads of the centres are subordinate to the Dean. The heads of departments and heads of centres are subordinate to the relevant director unless the Dean's Measure stipulates otherwise.

2. The directors are appointed on the basis of selection procedure by the Dean, for a period of a maximum of four years. After this period, the Dean will announce a new selection procedure. In the eventuality of failure to fulfil obligations under Para 3, the Dean may remove a director.

3. The director

- a) Appoints the secretary of the institute and determines his or her powers in the framework of the institute,
- b) Submits to the Dean a proposal for the organisational regulations of the institute,
- c) coordinates the creative and educational activities of the institute and its units, takes care of their development and quality, and in this connection may impose tasks on the heads of the institute's departments and centres and check their fulfilment,
- d) Secures economic management of the funds entrusted and their economical use,
- e) Upon the proposal of the head of the department, submits a proposal to the Dean to announce selection procedure for a post at the department,
- f) Upon the proposal of the head of the centre, submits a proposal to the Dean to announce selection procedure for a post at the centre,
- g) At least once every academic year calls a plenum of the institute consisting of academic staff members of the faculty and other staff members employed at the unit of the institute and students enrolled in the degree programmes offered at the departments of the institute,
- h) Calls meetings of the management of the institute consisting mainly of the director, secretary of the institute and heads of the units of the institute,
- i) Submits to the Dean annual report on the activity of the institute for the academic year,
- j) Directly manages the economic, administrative, technical and professional staff members who provide the administrative operation of the institute, performs other tasks set out in the internal regulations of the faculty or by the Dean's Measure.

4. Heads of department are appointed by the Dean on the basis of a selection procedure, for a period of a maximum of four years. After this period, the Dean will announce a new selection procedure. In the eventuality of failure to fulfil obligations under Para 5 the Dean after discussion with the director may dismiss the head of department. The same applies to the heads of the centres.

5. The head of department

- a) Is responsible for creative and teaching activity of the department, ensures the quality and development of such activities,
- b) Imposes tasks on employees of the department and checks their fulfilment,
- c) Fulfils other tasks stipulated by the internal regulations of the faculty, the Dean's Measure, or the director.

6. The head of the centre

- a) Is responsible for creative activity of the centre, ensures the quality and development of such activity,
- b) Imposes tasks on employees of the centre and checks their fulfilment,
- c) Fulfils other tasks stipulated by the internal regulations of the faculty, the Dean's Measure, or the director.

7. The heads of the centre are appointed on the basis of selection procedure by the Dean, for a period of a maximum of four years. After this period, the Dean will announce a new selection procedure.

8. The head of the centre

- a) Coordinates the activities of the centre, assigns tasks to the staff members of the centre, and checks their fulfilment,
- b) Is answerable to the Dean for the economic management of the funds entrusted to the centre
- c) and for their economical use,
- d) Submits a report to the Dean on the centre's activities during the calendar year,
- e) Submits to the Dean a proposal for announcing a selection procedure for a position in the centre,
- f) Carries out other tasks set out in the internal regulations of the faculty or by the Dean's Measure.

9. The director, head of the department, and head of the centre will determine the employee of their workplace who will deputise for them in periods when they are absent.

10. Other details of the organisation and operation of the faculty may be regulated by the Dean's Measure.

Part III

Degree Programmes, Study, and Students

Article 16

Degree Programme

1. The faculty provides degree programmes in compliance with the Statutes of the University. Detailed provisions on degree programmes are laid down in the Study and Examination Regulations of the university and the Rules for the Organization of Study at the Faculty of Social Sciences of Charles University (hereinafter referred to "the Rules for the Organization of Study at the Faculty"), which are internal regulations of the faculty.

2. The degree programme is particularised in study plans.

3. Proposals for degree programmes to be offered at the faculty are drawn up by the guarantor and are approved by the Research Board after the senate has expressed its opinion. Institutional accreditation and award of the authorization to implement a degree programme and accreditation of degree programmes are regulated by Accreditation Regulations of Charles University.

Article 17

Organisation and Monitoring of Degree Programmes

1. The guarantor of the degree programme is responsible for drawing up the content and evaluation of bachelor's and master's degree programmes.
2. Only such academic staff member of the faculty may be appointed as guarantor, who meets the conditions laid down by legal and internal regulations of the university.
3. Guarantors of a degree programme offered at the faculty are commissioned and dismissed by the Rector. Proposals to commission or dismiss them are submitted to the Rector by the Dean after the Research Board has expressed its opinion.
4. The guarantor of a degree programme coordinates the preparation of study plans that specify the degree programme. On the basis of such a proposal and after the opinion of the respective research board, the Dean will issue the study plan. Other duties of the guarantor are laid down by legal and internal regulations of the university.
5. Coordination of the content and evaluation of the doctoral study programme is ensured by the subject board. The subject board of the doctoral degree programme consists of at least five members, at least two thirds of the members of the subject board must be associate professors or professors, at least one third of the members of the subject board must be persons other than members of the academic community of the faculty, at least one of them must be a person other than a member of the academic community of the university. The guarantor of the doctoral degree programme is the chair of the respective subject board.
6. The provisions of paragraph 3 of this Article apply mutatis mutandis to the appointment and dismissal of members of the subject board. It is the duty of the guarantor or the subject board to report on the implementation of the degree programme to the Dean or Deans, as appropriate, and the Rector. Implementation of the degree programmes at the faculty is continuously monitored by the Dean, who immediately takes any necessary measures. The quality of the doctoral degree programme is also monitored by the Board for Internal Evaluation. The details are set out in the Rules for the System of Provision and Internal Evaluation of Quality of Charles University.

Article 18

Admission to Studies

Admission to studies at the university including appeal procedures are governed the Regulations for Admissions Procedures for the study applicants at Charles University, which are internal regulations of the university. Specification of conditions for admission to study at the faculty in a given academic year is approved by the senate. Submissions of applicants regarding the admission procedure is handled by the respective vice-dean. The Dean of the faculty is responsible for the review procedure.

Article 19
Studies

The rules of study at the university including the rights and duties of students and the rules of procedure in the first instance and appeal procedure in decision-making on the rights and duties of students and handling submissions concerning the organisation of studies are subject to the provisions of the Study and Examination Regulations of Charles University. Any further details are governed by the Rules for the Organization of Studies of the Faculty.

Article 20
Conditions of Study for Foreign Nationals

Conditions of study for foreign nationals are governed by Article 23 of the Statutes of Charles University.

Article 21
State Rigorosum Examination

The procedure for accepting applications for the State Rigorosum Examination, which is not part of studies, details on the holding of these examinations, their course and evaluation as well as the admission fees and the holding of rigorosum examination and payment of costs associated with these examinations and preparation for them, is laid down in the Rigorosum Regulations of Charles University. Detailed provisions pursuant to these regulations applicable at the Faculty are laid down in the Rules for the Organisation of the State Rigorosum Examination, which are internal regulations of the faculty.

Article 22
Student Exchange

1. The principles and rules of student exchange are determined by co-operation agreements made by the university in accordance with § 6 para 1 Letter i) of the Act on Universities.
2. More detailed conditions for the selection of students of the faculty for participation in student exchange are determined by the Rector upon agreement with the Dean in the case of study stays within inter-university agreements, and the Dean in case of other agreements.

Article 23
Student Awards

1. The Dean may award a student or graduate a prize in the form of an official praise, scholarship, or a material gift.
2. In collaboration with the Josef and Petra Vavroušek Foundation the Dean awards the Josef Vavroušek Prize for student essays concerned with the issues addressing the relationship between nature, society, and culture. The competition is announced by the Research Board, and the papers are evaluated by the Committee for the Josef Vavroušek Prize in accordance with the statutes of this prize.

Article 24
Study-Related Fees

1. Study-related fees, their level, form of payment and due dates, as well as conditions for their reduction or waiving, are governed by Article 24 of the Statutes of Charles University and Appendix no. 2 to the Statutes of Charles University.
2. The level of fees is made public on the official notice-board of the faculty and in the public part of the faculty website.

Article 25
Fees Payable by Students for Certain Procedures

1. For procedures determined by the Rector's Measure, fees may be collected from students up to the level of the costs associated with these procedures. The amount of the fees is stipulated by the Dean or Rector in compliance with that which is stated in the first sentence in the Measure.
2. The level of fees for individual procedures is made public in the public part of the faculty website.
3. If fees are not paid a procedure set out in Paragraph 1 is not carried out.

Article 26
Delivery of Official Documents to Students to Their Own Hands

Delivery of official documentation to students to their own hands is governed by Article 29 of the Statutes of Charles University.

Article 27
Scholarships

The rules for the provision of scholarships, both on procedure in the first instance and review procedure in the matter, are governed by the Scholarship Regulations of Charles University. The Rules for Awarding Scholarship at the Faculty are the internal regulations of the faculty, which in accordance with the relevant provisions of the Scholarship Regulations of Charles University, set out details of awarding of scholarships at the faculty.

Article 28
Disciplinary Offenses by Students

Details on disciplinary offenses, the imposition of sanctions, and on disciplinary proceedings and review proceedings are governed by the Disciplinary Regulations for Students of Charles University. Disciplinary Regulations for Students of the Faculty of Social Sciences of Charles University are the internal regulations of the faculty, which in accordance with the relevant provisions of the Disciplinary Regulations for Students of Charles University, set out details of awarding of scholarships at the faculty.

Article 29
Life-Long Education

1. Relations in the provision of life-long education are based on agreement.
2. Rules for the planning, approval and implementation of programmes of life-long education, for the selection of applicants and setting the level of payment are stipulated by the Regulations for Life-Long Education of Charles University.
3. Other details relating to the provision of life-long education at the faculty are stipulated by the Dean's Measure.

Part IV
Academic Staff Members and Other Staff

Article 30
Labour Relations of Academic Staff Members and Other Staff

1. Academic staff at the faculty are employees of the university working at the faculty in the meaning of § 70 Paras 1 and 2 of the Law on Universities.
2. Vacancies for academic staff are filled on the basis of selection procedure. The rules of selection procedure are stipulated by the Regulations for Selection Procedure of Charles University.
3. The employment relationship of academic staff members classified in AP2, AP3, AP4 and L2 wage tariffs according to the Internal Wage Regulations of the University are usually concluded for an indefinite period of time.
4. An academic staff member of the university will be granted, at his/her request, a sabbatical leave of 6 months once every seven years. ² The details are laid down in the Dean's Measure.

Article 31
Visiting Professors

1. Teachers from universities abroad who have a position comparable to that of professors or associate professors, may on the basis of the decision of the Rector issued upon the proposal from the Research Board, for the period of their activity at the university use the working title "visiting professor of Charles University". The Dean submits the proposal to the Research Board.
2. Visiting professors have the rights and obligations of members of the academic community with the exception of the right to vote and to be voted into academic senates.

² § 76 of Act on Universities.

Part V

Strategic Plan, Annual Reports, Evaluation of Activity, and Provision of Quality

Article 32

The Drawing up of Strategic Plan and its Use

1. The strategic plan for the teaching and creative activities of the faculty (hereinafter referred to as the "strategic plan of the faculty) is the basic programme document of the faculty.
2. The strategic plan of the faculty is based primarily on the strategic plan of the university and the development plan of the faculty.
3. The institutes and centres share in the drawing up of the plan and may express their views on the proposal of strategic plan before it is officially debated in the Research Board.
4. The strategic plan of the faculty is the point of reference specifically for planning changes in the internal organisation of the faculty, new degree programmes or their modifications, and the direction of scientific research.
5. Further specification of the strategic plan of the faculty is carried out through annual plans of implementation.

Article 33

The Drawing Up of Annual Reports and their Use

1. The Annual Report on Activity and the Annual Report on the Economic Management of the Faculty also contain assessment of the institutes and other units from the point of view of the faculty as a whole.
2. All units of the faculty take part in drawing up the annual reports. The Dean's Measure may stipulate details for the drawing up of annual reports.
3. Annual reports are posted in the public part of the faculty website.

Article 34

System of Provision and Evaluation of the Quality of Activities at the Faculty

1. Within the framework of the system of quality assurance for educational, creative and related activities and internal quality assessment of educational, creative and related activities of the university (hereinafter referred to as "the system of quality assurance and internal quality evaluation"), the faculty will in particular:
 - a) Prepare and provide, in a timely, complete and truthful manner, all necessary data so as to set the rules for them regarding the system of quality assurance and internal quality evaluation of the university or other internal regulations of the university,
 - b) Comply with all legal provisions, the internal regulations of the university and the Rector's Measure.

2. The basic description of the system of quality assurance and its rules are laid down in the Statutes of Charles University, and more detailed procedures are to be found in the Rules for the System of Providing Internal Evaluation of Quality of Charles University.

Part VI

Economic Management of the Faculty

Article 35

Economic Management and Administration of Property

1. Faculty bodies decide and act on behalf of the university in the use of allocated funds, funds obtained from supplementary activities and also the faculty's own incomes including grant funds and gifts provided that neither legal regulations nor internal regulations of the university stipulate otherwise. Faculty bodies likewise decide and act on behalf of the university in the use of the property of the university to the extent laid out in Article 49 to 53 of the Statutes of Charles University.
2. The Dean decides on the economic operation of the faculty, without prejudice to the provisions of Article 13 paras 3 and 4.
3. The rules for economic management at the faculty are governed by the Statutes of Charles University, internal regulations of the university, the Act on Universities, and other legislation and the Dean's Measures issued within the scope of such regulations.
4. The rules for the administration of university property in the management of the faculty are governed by the Rules for the Administration of Property of Charles University and the Dean's Measures issued within the scope of such regulations.
5. A prior statement from the senate is required before the making of contracts on the lease of non-residential faculty premises or real property used by the faculty, or for steps by which the university intends to transfer this property or its use to another unit of the university.

Article 36

The Budget and Provisional Budgetary Arrangements

1. The budget of the faculty is drawn up as a balanced budget.
2. Before being approved by the senate, the budget is discussed in the economic committee of the senate and contains specifically:
 - a) The distribution of non-investment funds to institutes and centres,
 - b) The distribution of salary funds,
 - c) The principles of investment policy,
 - d) The general principles of the economic management of the faculty in the given year.
3. The senate may, in connection with the approval of the faculty budget submitted by the Dean first approve:
 - a) Priorities for the distribution of faculty funds in accordance with a proposal from the Dean,
 - b) Rules for the distribution of faculty funds in accordance with a proposal from the Dean,

- c) Indices important from the point of view of the creation and use of selected items of the budget.
- 4. The approved budget is published by the Dean in the Dean's Measure.
- 5. For provisional budget arrangements the provisions of Article 49 Para 3 of the Statutes of Charles University similarly apply.

Article 37

Control of Economic Management

- 1. At the faculty control of economic management is carried out by:
 - a) The senate, with details stipulated by the Rules of Procedure of the Academic Senate of the Faculty of Social Sciences of Charles University,
 - b) The Dean or persons entrusted with the task by the Dean on the basis of the Dean's Directive to carry out the control of economic management.
- 2. The relevant workplaces of the faculty must provide all documents necessary for such control at any time, and individual employees are obliged to provide true and full information and to submit a written statement on control findings.

Part VII

Academic Ceremonies and Honours

Article 38

Matriculation, Graduation Ceremonies and Promises

- 1. The procedure for matriculations and graduation ceremonies is set out in the Regulations for Matriculation and Graduation Ceremonies of Charles University.
- 2. During the graduation ceremony:
 - a) Graduates of degree programmes take the solemn oath, the text of which is contained in Appendix no. 2 to these Statutes, and receive their university diploma, including the supplement to the diploma,
 - b) Graduates of the State Rigorous Examination take the solemn oath and receive the diploma, including the certificate of the State Rigorous Examination.
- 3. The graduation ceremony takes place in the presence of the Rector or a Vice-Rector and the Dean or a Vice-Dean.

Article 39

Stamps of the Faculty

- 1. The faculty uses an official round stamp showing the state emblem of the Czech Republic and the text "Charles University Faculty of Social Sciences" in cases where stipulated by legal regulations.

2. The rules for the use of the other stamps are governed by the Dean's Measure issued in the framework of the Rector's Measure in accordance with Article 64 Para 2 of the Statutes of Charles University.

Article 40
Official Notice-Board

1. The official notice-board of the faculty is located in the building on Smetanovo nábřeží 6, Prague 1.
2. Documents displayed on the notice-board is also posted in the public part of the faculty website.
3. The public section of the faculty website posts all documents and information referred to in Article 63 para 2 of the Statutes of Charles University.

Article 41
Interpretative Rule

The provisions of these statutes are to be interpreted in the meaning of the principles set out in the preamble. In cases of doubt these provisions are to be interpreted by the senate.

Part IX
Transitional and Final Provisions

Article 42
Transitional Provision on Internal Regulations of the Faculty

Until the effective date of the new internal regulations or amendments to the internal regulations of the faculty, the existing internal regulations of the faculty will be followed, unless they contravene the Act on Universities or the internal regulations of the university.

Article 43
Transitional Provision on the Bodies under These Regulations

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

Article 44
Cancellation Provisions

The Statutes of the Faculty dated 11 June 1999, as amended and supplemented, are hereby repealed.

Article 45
Approval and Efficiency Date

1. These statutes were approved by the Academic Senate of the Faculty on 25 May 2017.
2. These statutes come into force on the date of approval by the Academic Senate of the University.³
3. These statutes take effect on the first day of the calendar month following the date on which they become effective.

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PhDr. David Emler, Ph.D.
Chair of the Academic Senate of UK FSV

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PhDr. Jakub Končelík, Ph.D.
The Dean

.....

PhDr. Tomáš Nigrin, Ph.D.
Chair of the Academic Senate of UK

³ § 9 para 1 letter b) of Act no. 111/1998 Coll., on universities, as amended. The Academic Senate of the University approved these regulations on 2 June 2017.

Appendix no. 1 – Organizational Regulations of the Faculty of Social Sciences

Article 1

Institutes

The basic units of the faculty are formed by the institutes (Article 3, para 1 of the Statutes of the Faculty), namely:

- Institute of Economic Studies
- Institute of Communication Studies and Journalism
- Institute of International Studies
- Institute of Political Studies
- Institute of Sociological Studies

The activities of the institute are governed by its organizational regulations, which are issued by the Dean on the proposal of the director.

Article 2

Other Units of the Faculty

Other units of the faculty are formed by the centres (Article 3, para 1 of the Statutes of the Faculty). The list of centres is contained in the Dean's Measure, on which the senate gives its opinion. The activities of the centres are governed by their organisational regulations, which are issued by the Dean on the proposal of the head of the centre.

Appendix no. 2 – Pledges of the Faculty of Social Sciences

MASTER'S PLEDGE

Scholares clarissimi, examinibus, quae ad eorum, qui magistri nomen ac honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc sollemni consessu ornaremus.

Prius autem fides est danda vos tales semper futuros, quales vos esse iubebit dignitas, quam obtinueritis, et nos vos fore speramus.

SPONDEBITIS IGITUR:

PRIMUM vos huius Universitatis, in qua magistri gradum ascenderitis, piam perpetuo memoriam habituros eiusque res ac rationes, quoad poteritis, adiuturos;

DEIN honorem eum, quem in vos collaturus sum, integrum incolumemque servaturos;

POSTREMO studia humanitatis impigro labore culturos et provecturos non sordidi lucri causa nec ad vanam captandam gloriam, sed ut veritas propageatur et lux eius, qua salus humani generis continetur, clarius effulgeat.

HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

SPONDEO AC POLLICEOR

ITAQUE IAM NIHIL IMPEDIT, QUOMINUS HONORES, QUOS OBTINERE CUPITIS, VOBIS IMPERTIAMUS. ERGO EGO PROMOTOR, RITE CONSTITUTUS VOS EX DECRETO ORDINIS MEI MAGISTROS CREO, CREATOS RENUNTIO OMNIAQUE MAGISTRI IURA AC PRIVILEGIA IN VOS CONFERO. IN CUIUS REI FIDEM HAEC DIPLOMATA UNIVERSITATIS CAROLINAE SIGILLO FIRMATA VOBIS IN MANUS TRADO.

BACHELOR'S PLEDGE

Scholares clarissimi, examinibus, quae ad eorum, qui baccalarii nomen ac honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc sollemni consessu ornaremus.

Prius autem fides est danda vos tales semper futuros, quales vos esse iubet universitas, cui membris hac dignitate adepta adnumerandi estis, et nos vos fore speramus.

SPONDEBITIS IGITUR:

PRIMUM vos huius Universitatis, in qua baccalarii gradum ascenderitis, piam perpetuo memoriam habituros eiusque res ac rationes, quoad poteritis, adiuturos;

DEIN honorem eum, quem in vos collaturus sum, integrum incolumemque servaturos;

POSTREMO prudentiam eruditionemque vestram, a facultate praeceptam, facultatis univrsitatisque iussa sequentes humani generis usui tantum atque hominum bono adhibituros.

HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

SPONDEO AC POLLICEOR

ITAQUE IAM NIHIL IMPEDIT, QUOMINUS HONORES, QUOS OBTINERE CUPITIS, VOBIS IMPERTIAMUS. ERGO EGO PROMOTOR, RITE CONSTITUTUS VOS EX DECRETO ORDINIS MEI BACCALARIOS CREO, CREATOS RENUNTIO OMNIAQUE BACALARII IURA AC PRIVILEGIA IN VOS CONFERO. IN CUIUS REI FIDEM HAEC DIPLOMATA UNIVERSITATIS CAROLINAE SIGILLO FIRMATA VOBIS IN MANUS TRADO.

DOCTORAL PLEDGE

Promotor:

Examiniibus, Doctorandi clarissimi, quae ad eorum, qui doctoris nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc solemni consessu ornaremus.

Prius autem fides est danda, vos tales semper futuros, quales vos esse iubebit dignitas, quam obtinueritis, et nos vos fore speramus.

/ the promotor gets up /

SPONDEBITIS IGITUR:

PRIMUM vos huius Universitatis, in qua doctoris gradum ascenderitis, piam perpetuo memoriam habituros eiusque res ac rationes, quoad poteritis, adiuturos; DEIN honorem eum, quem in vos collaturus sum, integrum incolumemque servaturos; POSTREMO studia humanitatis, theologiae que studia impigro labore culturos et provecturos non ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus humani generis continetur, clarius effulgeat:

HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

/ the doctoral students individually swear on the scepter /

Doctoral students:

SPONDEO AC POLLICEOR

Promotor:

ITAQUE IAM NIHIL IMPEDIT, QUOMINUS HONORES, QUOS OBTINERE CUPITIS, VOBIS IMPERTIAMUS. ERGO EGO PROMOTOR, RITE CONSTITUTUS VOS EX DECRETO ORDINIS MEI DOCTORES CREO, CREATOS RENUNTIO OMNIAQUE DOCTORIS IURA AC PRIVILEGIA IN VOS CONFERO. IN CUIUS REI FIDEM HAEC

DIPLOMATA UNIVERSITATIS CAROLINAE SIGILLO FIRMATA VOBIS IN MANUS
TRADO.