

**STATUTE**  
**OF THE FACULTY OF ARTS**  
**OF THE UNIVERSITY OF WEST BOHEMIA**  
**from September 27<sup>th</sup>, 2017**

*On August 10<sup>th</sup>, 2017, the Academic Senate of the Faculty of Arts of the University of West Bohemia approved the proposed Statute of the Faculty of Arts of the University of West Bohemia, in accordance with section 27, article 1, letter b) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended.*

*On September 27<sup>th</sup>, 2017, the Academic Senate of the University of West Bohemia approved the Statute of the Faculty of Arts of the University of West Bohemia, in accordance with section 9, article 1, letter b), point 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended.*

**PART ONE**  
**Basic Provisions**

**Article 1**  
**Introductory Provisions**

- (1) The Faculty of Arts (hereinafter “FA”) is a part of the University of West Bohemia (hereinafter “UWB”).
- (2) The full name is: The Faculty of Arts of the University of West Bohemia.
- (3) The address is: Sedláčkova 38, 301 00 Plzeň, Czech Republic.
- (4) The FA is authorized to use a round stamp with the national emblem of the Czech Republic and the text “University of West Bohemia, Faculty of Arts”. The rules for using the stamp are defined in an internal regulation of the UWB.
- (5) Names of the FA in other languages are listed in Annex No. 1.

**Article 2**  
**Status and Subject of Activity**

- (1) The basic status of the FA and the scope of its authority is defined by Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter “the Act”), and the UWB Statute.
- (2) In accordance with the Act, other legislation, internal regulations, and internal norms of the UWB, the subject of activities of the FA is comprised of educational activities, scientific, research and development, artistic or other creative activities (hereinafter “creative activity”).
- (3) Educational activity has the form of:
  - a) accredited study programmes or study programmes realized within a field or fields of education, for which the UWB has institutional accreditation (hereinafter “accredited study program”),
  - b) further education programmes in accordance with the Lifelong Learning Regulations.
- (4) The FA performs habilitation procedures and professor appointment procedures in accordance with the Act in fields, in which the FA is authorized to perform such procedures based on the acquired accreditation. Detailed steps of habilitation and professor appointment procedures are defined by an internal regulation of the UWB.
- (5) The list of accredited study programmes realized by the FA and the list of fields in which the FA is authorized to perform habilitation and professor appointment procedures, and other information set in section 21, article 1, letter h) of the Act are published by the FA on the electronic notice board.
- (6) Creative activity is performed by the FA in its whole scope, from research to development, and to applied activities relating to the practical needs.

**Article 3**  
**The Academic Community**

- (1) The Academic community of the FA is formed by:
  - a) academic workers ranked according to their employment contracts with the FA, and
  - b) students enrolled at the FA.
- (2) Members of the FA academic community have the right to elect members of the Academic Senate of the FA and be elected to the Academic Senate of the FA.

**Article 4**  
**Academic Freedom and Academic Rights**

- (1) The academic freedom and academic rights are guaranteed.

**PART TWO**  
**Internal Regulations and Internal Norms**

**Article 5**  
**Internal Regulations**

- (1) The internal regulations of the FA are
- a) the Statute of the FA,
  - b) the FA Academic Senate Electoral Rules,
  - c) the FA Academic Senate Rules of Procedure,
  - d) the FA Scientific Board Rules of Procedure,
  - e) the Disciplinary Code for FA students.

**Article 6**  
**Internal Norms**

- (1) The internal norms of the FA are
- a) the Dean's decision, and
  - b) the Dean's decree.

**PART THREE**  
**Bodies**

**Article 7**  
**Autonomous Bodies and Another Body**

- (1) Autonomous academic bodies of the FA are:
- a) the FA Academic Senate,
  - b) the Dean,
  - c) the FA Scientific Board, and
  - d) the FA Disciplinary Committee.
- (2) Another body of the FA is the Secretary.

- (3) The fundamental obligation of the bodies of the FA is the protection and enforcement of the academic rights and freedoms of the members of the FA academic community.

**Article 8**  
**The Academic Senate**

- (1) The Academic Senate of the FA (hereinafter “FA AS”) is the autonomous representative academic body of the faculty.
- (2) The scope of authority of the FA AS is defined by section 27 of the Act.
- (3) The FA AS has 15 members elected by the members of the FA academic community from their ranks. A third of the FA AS members are students.
- (4) The election of FA AS members and their position is described by the FA Academic Senate Electoral Rules.
- (5) The proceedings of the FA AS, its bodies and the establishing thereof are described by the FA Academic Senate Rules of Procedure.
- (6) Membership in the FA AS is incompatible with the position of the Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary, and the Director of University Institute.
- (7) The term of office of the individual members of the FA AS is two years. Term of office of all members ends if the FA AS does not abide by section 27 of the Act for six months. The Dean declares new elections within 30 days.
- (8) The FA AS sessions are open to the public. The Dean or Vice-Dean, the Rector or Vice-Rector, and the Chairman of the Academic Senate of the UWB or a representative member of the Academic Senate of the UWB appointed by the Chairman have the right to speak in a session anytime they ask. At the request of the Dean or Rector, the Chairman of the FA AS is obliged to call a special session of the FA AS immediately.
- (9) The FA AS publishes its resolutions at the electronic notice board of the FA.
- (10) The Chairman of the FA AS has the right to attend sessions of the Dean’s Board and of the Scientific Board of the FA. A student member of the board of the FA AS has a right to attend sessions of the Dean’s Board as well.

**Article 9**  
**The Dean**

- (1) The head of the FA is the Dean, who manages and decides the affairs of the FA, unless specified otherwise by the Act.
- (2) The Dean is appointed to and removed from office by the Rector, based on a proposal by the FA AS. If the Dean does not perform his or her duties or acts against the interests of the UWB or FA in a grave manner, the Rector can remove the Dean on his or her own initiative but only after a previous statement by the FA AS and by the approval of the Academic Senate of the UWB.
- (3) The term of the Dean's office is four years. The same person can take the Dean's office at the FA for not more than two consecutive terms.
- (4) Vice-Deans act as deputies for the Dean in an extent specified by the Dean. Vice-Deans are appointed and removed by the Dean.
- (5) The consultative body for the Dean is the Dean's Board. Its members are the Dean, Vice-Deans, Faculty Secretary, and other potential members named by the Dean.

**Article 10**  
**The Scientific Board**

- (1) The scope of authority of the Scientific Board of the FA (hereinafter "Scientific Board") is defined by section 30 of the Act.
- (2) The chairman of the Scientific Board is the Dean. Other members of the Scientific Board are important representatives from fields in which the FA performs educational and creative activities, and are named and removed by the Dean by the prior approval of the FA AS.
- (3) The Scientific Board has 25 members.
- (4) At least a third of members of the Scientific Board are not members of the UWB academic community, which the FA is part of.
- (5) The activities of the Scientific Board are described by the FA Scientific Board Rules of Procedure.

**Article 11**  
**The Disciplinary Committee**

- (1) The scope of authority of the Disciplinary Committee of the FA (hereinafter “Disciplinary Committee”) is defined by section 31 of the Act. The Disciplinary Committee deals with disciplinary offences of students enrolled at the FA and submits proposed decisions to the Dean.
- (2) Members of the Disciplinary Committee are members of the academic community of the FA named and removed by the Dean by the prior approval of the FA AS. The Committee has 10 members and as many substitutes. A half of the Disciplinary Committee are students. The Disciplinary Committee elects and removes the chairman from its ranks.
- (3) The term of office of the members of the Disciplinary Committee is two years.
- (4) The activities of the Disciplinary Committee are described by the Disciplinary Code for FA students.

**Article 12**  
**The Secretary**

- (1) The Secretary manages the economy and internal administration of the FA to the extent determined by the Dean’s decision.
- (2) The Secretary is named and removed by the Dean.

**PART FOUR**  
**Organization**

**Article 13**  
**Vice-Deans**

- (1) Vice-Deans represent the Dean to an extent determined by the Dean.
- (2) Vice-Deans are named and removed by the Dean following a statement by the FA AS.

**Article 14**  
**Workplaces**

- (1) The establishment, joining, merging, splitting or closing of workplaces at the FA is decided by the FA AS base on the Dean’s proposal.

**Article 15**  
**Dean's Office**

- (1) The Dean's Office manages above all
  - a) administrative matters of the Dean, Vice-Deans, Secretary, FA AS, Scientific Board, and Disciplinary Committee,
  - b) study, pedagogic, and scientific matters of the FA.
- (2) The position, scope of authority, and internal organization of the Dean's Office are described by an internal regulation of the FA.

**Article 16**  
**Department**

- (1) A department is the basic workplace for educational and creative activities. Its activities are shaped according to the needs of the whole UWB.
- (2) A department is led by a head of department who is appointed by the Dean based on a selection procedure. The Dean can remove the head of department from office.
- (3) If necessary, a department can be split into sections whose field of activity is determined by the head of department.
- (4) Another functionary of a department is the deputy of the head of department and the department secretary who manages the economy and internal administration of the department to the extent determined by the head of department and cooperates with the FA Secretary. Other functionaries and their scope of authority are determined by the head of department after a prior discussion with the Dean.
- (5) A department can establish other workplaces to which department regulations apply appropriately.
- (6) Departments and other workplaces of the FA are listed in Annex No. 2.

**PART FIVE**  
**Study**

**Article 17**  
**Requirements for Prospective Students**

- (1) An admission requirement of BA and MA study programmes is secondary education finished by a school-leaving examination (maturita). An admission requirement of MA

study programmes subsequent to BA study programmes is a properly finished study programme of any type. An admission requirement of doctoral study programmes is a properly finished MA study programme.

- (2) Besides requirements from section 1, the FA can set other admission requirements regarding certain knowledge, skills or secondary school, higher professional school or university results, or conditions regarding the affinity of study programmes or even physical fitness of the applicant if the nature of a study programmes requires it.
- (3) The FA can also set a limit on the number of accepted applicants who met the specified requirements. If a higher number of applicants meet the requirements, the admission is determined by their ranking.
- (4) The FA can set different admission requirements for applicants who finished a study programme or its part or are attending another programme at a university in the Czech Republic or abroad, or who finished an accredited study program or its part at a higher professional school or are attending an accredited study program at a higher professional school in the Czech Republic or abroad.

### **Article 18** **Study Plan and Organization**

- (1) The academic year is divided into a winter term and a summer term. A term is divided into a teaching period, exam period, and holidays.
- (2) The schedule of the academic year is determined by the Rector's decision.

## **PART SIX** **Budget and economy**

### **Article 19** **Budget**

- (1) The budget of the FA is a part of the UWB budget. The FA is obliged to respect the UWB budget policy and rules, which are declared as the Rector's decision.
- (2) Based on the UWB budget, the FA managed its own. Costs and profits must be balanced. The distribution of resources of the FA is approved by the FA AS.

**Article 20**

**Economy**

- (1) The FA economy and internal matters are managed by the Secretary in an extent determined by the Dean's decision.
- (2) The Dean answers to the Rector for effective use of financial means and proper economy of the FA.

**PART SEVEN**

**Educational Activity, Creative Activity, and Related Activities Quality Assurance System and Internal Assessment of Educational Activity, Creative Activity, and Related Activities Quality**

**Article 21**

- (1) The rules of the educational activity, creative activity, and related activities quality assurance system and the internal assessment of educational activity, creative activity, and related activities quality are regulated by an internal norm of the UWB.

**PART EIGHT**

**Employees**

**Article 22**

**General Provision**

- (1) An employee of the FA is a person performing work for the FA based on a basic labour relation.
- (2) The rights and obligations of FA employees are defined by law, internal regulations and internal norms of the UWB and internal regulations and internal norms of the FA.
- (3) FA employees are obliged to heed the good name of the FA and UWB.

**Article 23**

**Academic Workers**

- (1) Academic workers are those professors, associate professors, extraordinary professors, assistant professors, assistants, lecturers, and scientific, research, and development workers

who are employees of the FA, based on an employment contract, performing both pedagogical and creative activity at the FA, depending on the agreed type of work.

- (2) The Dean decides the acknowledgment of an academic worker position as part of the employment contract.
- (3) Academic worker positions are filled on the basis of a selection procedure.

#### **Article 24 Creative Leave**

- (1) Academic workers ask the Dean for a creative leave in written form.
- (2) The Dean decides about the granting of a creative leave following a statement by the Rector. If the Dean declines the request, he or she gives the reasons leading to the denial.
- (3) Results achieved by a worker during a creative leave are included in the worker's evaluation.

#### **Article 25 Visiting Professor**

- (1) The admission of a visiting professor is decided by the Dean.
- (2) A visiting professor is a member of the academic community of the FA.

#### **Article 26 Other Employees**

- (1) Other employees are scientific, research, and development workers contributing to creative activities, and technical-economic workers securing administrative, technical, economic, and organizational activities and services at the FA.
- (2) Unless the concerned manager decides otherwise, a selection procedure is not required.

#### **Article 27 Membership in Bodies**

- (1) Activity of academic workers and other employees in bodies and boards defined by the Act is a significant part of their obligations resulting from the position of an FA and UWB employee.
- (2) This concerns membership in the following bodies above all:
  - a) in the FA AS and UWB Academic Senate,

- b) in the FA Scientific Board, UWB Scientific Board or scientific boards of other universities or their faculties,
  - c) in the UWB Accreditation Committee,
  - d) in university representative bodies,
  - e) in the Research and Development Council
  - f) in bodies of the European Union,
  - g) in programme boards, in working bodies of the Ministry of Education, Youth and Sports, and in committees of other grant agencies.
- (3) Managers are obliged to create conditions enabling their subordinates to attend sessions of bodies listed in section 2, and to reflect the activities of their subordinates in the evaluation of activities at the FA.

## **PART NINE**

### **Academic Insignia and Academic Ceremonies**

#### **Article 28**

#### **Academic Insignia and Academic Ceremonies**

- (1) The academic insignia and academic ceremonies of the FA are an external demonstration of the authority and responsibility of the bodies of the FA; they symbolize the independence and autonomy of the FA and they express its historical tradition.

#### **Article 29**

#### **Academic Insignia**

- (1) The academic insignia of the FA are
- a) the sceptre of the FA,
  - b) chains (of the Dean and Vice-Deans),
  - c) the gowns of the FA.
- (2) The academic insignia of the FA are used during academic ceremonies of the FA, UWB or their parts, and during academic ceremonies of other universities or during other events involving the representation of the faculty.
- (3) The academic insignia of the FA cannot be used if the good name of the FA or the UWB would be harmed.

**Article 30**  
**Academic Ceremonies of the FA**

- (1) The academic ceremonies of the FA are:
  - a) the matriculation,
  - b) the graduation,
  - c) ceremonial sessions of the FA Scientific Board,
  - d) meetings of the FA academic community,
  - e) the Dean's inauguration.

**Article 31**  
**Matriculation and Graduation**

- (1) Matriculation is an academic ceremony of the FA during which a student takes the matriculation oath in the presence of the academic dignitaries and is ceremonially entered into the students' register.
- (2) The Dean can decide that the matriculation will not have the form of an academic ceremony of the FA.
- (3) The matriculation oath is given in Annex No. 3.
- (4) Graduation is an academic ceremony of the FA which is an expression of a proper completion of a study programme provided by the FA.
- (5) The graduation formula and the students' pledge are given in Annex No. 3.
- (6) Detailed proceedings of matriculation, graduation, and other academic ceremonies of the FA are described by an internal regulation of the UWB.

**Article 32**  
**Ceremonial Sessions of the Scientific Board**

- (1) Ceremonial sessions of the Scientific Board are called by the Dean mainly at the occasions of a new Dean's inauguration, awarding a commemorative medal of the FA, significant events for the FA's development, and significant anniversaries or deeds of the FA academic community members.

**Article 33**  
**Commemorative Medal of the FA**

- (1) The commemorative medal of the FA (hereinafter “medal”) is a distinction awarded to important personalities who contributed to the development of humanities, social or natural sciences.
- (2) The medal is awarded by the Dean of the FA based on the decision of the Scientific Board.
- (3) Each member of the Scientific Board or the FA Academic Senate as a whole can make a proposal to award a medal.
- (4) The medal is awarded during a ceremonial session of the Scientific Board.

**PART TEN**  
**Final Provisions**

**Article 34**  
**Final Provisions**

- (1) The FA Statute approved by the Academic Senate of the UWB on June 27<sup>th</sup>, 2007, as amended, is hereby cancelled.
- (2) This FA Statute comes into effect on the day of approval by the Academic Senate of the UWB.
- (3) This FA Statute comes into force on the day of approval by the Academic Senate of the UWB.

.....  
PhDr. Linda PIKNEROVÁ, Ph.D.  
Chairwoman of the Academic Senate  
of the Faculty of Arts  
of the University of West Bohemia

.....  
doc. PhDr. Pavel VAŘEKA, Ph.D.  
Dean  
of the Faculty of Arts  
of the University of West Bohemia

**“University of West Bohemia, Faculty of Arts”**

**in other languages**

<b>Czech:</b>	Západočeská univerzita v Plzni, Fakulta filozofická
<b>French:</b>	L’Université de Bohême de l’Ouest, Faculté des Lettres
<b>German:</b>	Westböhmisches Universität, Philosophische Fakultät
<b>Spanish:</b>	Universidad de Bohemia Occidental, Facultad de Filosofía y Letras
<b>Russian:</b>	Западнoчешский университет, Философский факультет
<b>Latin:</b>	Universitas Bohemiae occidentalis, Facultas philosophica

## **A list of departments and other workplaces of the FA**

### **Departments:**

Department of English Language and Literature (KAJ)

Department of Anthropology (KSA)

Department of Archaeology (KAR)

Department of Middle Eastern Studies (KBS)

Department of Philosophy (KFI)

Department of Germanic and Slavic Studies (KGS)

Department of Historical Sciences (KHV)

Department of Political Science and International Relations (KAP)

Department of Romance Languages (KRO)

Department of Sociology (KSS)

### **Other workplaces:**

Dean's Office

## **The matriculation oath, graduation formula, and the graduate's pledge**

### **Matriculation Oath**

I solemnly promise to dutifully fulfil all my duties of a university student. I will make every effort to achieve excellent study results and to continuously work on expanding my knowledge for it to correspond to the most demanding requirements of a Faculty of Arts graduate. I will strengthen my knowledge of the law and my sense of justice. I promise that, as a student of the Faculty of Arts of the University of West Bohemia, I will represent my alma mater with dignity and thus contribute to its esteem.

### **Graduation officer's formula**

#### **Graduation officer's formula for Bachelor's study programmes graduation ceremony**

All gathered graduates of university study programmes of the Faculty of Arts of the University of West Bohemia have successfully passed final state examinations and defended their Bachelor's theses. In accordance with section 45, article 4 of Act No. 111/1998 Coll. on Higher Education Institutions, I give consent that, upon taking the pledge of university graduates, they be proclaimed Bachelors, awarded the academic title of "Bachelor", abbreviated as "Bc.", and handed their Bachelor's university diplomas with the seal of the University of West Bohemia in Pilsen.

#### **Graduation officer's formula for Master's study programmes graduation ceremony**

All gathered graduates of university study programmes of the Faculty of Arts of the University of West Bohemia have successfully passed final state examinations and defended their diploma theses. In accordance with section 46, article 4, letter f) of Act No. 111/1998 Coll. on Higher Education Institutions, I give consent that, upon taking the pledge of university graduates, they be proclaimed Masters, awarded the academic title of "Master", abbreviated as "Mgr.", and handed their Master's university diplomas with the seal of the University of West Bohemia.

### **Graduation officer's formula for Doctoral study programmes graduation ceremony**

All gathered graduates of a Doctoral study programme of the Faculty of Arts of the University of West Bohemia have successfully passed Doctoral state examinations and defended their dissertations. In accordance with section 47, article 5 of Act No. 111/1998 Coll. on Higher Education Institutions, I give consent that, upon taking the graduates' pledge, they be awarded the academic title of "Doctor", abbreviated as "Ph.D.", and handed their Doctoral university diplomas with the seal of the University of West Bohemia.

### **Graduation officer's formula for examen rigorosum graduation ceremony**

All gathered graduates of university study programmes of the Faculty of Arts of the University of West Bohemia have successfully passed final state examinations and defended their rigorosum theses. In accordance with section 46, article 5, letter b) of Act No. 111/1998 Coll. on Higher Education Institutions, I give consent that, upon taking the pledge of university graduates, they be proclaimed Doctors, awarded the academic title of "Doctor of Philosophy", abbreviated as "PhDr.", and handed their Doctoral university diplomas with the seal of the University of West Bohemia.

### **Graduate's pledge**

I solemnly promise to always act and behave in a manner honouring the title of Bachelor (Master) awarded to me by the Faculty of Arts of the University of West Bohemia. I will always remember my faculty and the whole University of West Bohemia and I will always support them according to my abilities. I promise to continue expanding the knowledge and skills that I gained and to use them for the benefit of humanity.