

CONSTITUTION OF THE FACULTY OF MATHEMATICS AND PHYSICS OF CHARLES UNIVERSITY*

of 14 June 2017

Under sections 27 (1) (b) and 33 (2) (a) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, the Academic Senate of the Faculty of Mathematics and Physics of Charles University has adopted the following Constitution of the Faculty of Mathematics and Physics of Charles University as its internal regulation:

Under Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws, as amended, and in accordance with the Constitution of Charles University, this Constitution regulates in particular the status of the Faculty of Mathematics and Physics, its activities, organisational structure, management, financial management, as well as general requirements for admission to study and matters of study at the Faculty of Mathematics and Physics.

Part I Introductory Provisions

Article 1

1. The Faculty of Mathematics and Physics (“the Faculty”) forms a basic unit of Charles University (“the University”).
2. The full name of the Faculty is “Univerzita Karlova, Matematicko-fyzikální fakulta” in Czech, “Universitas Carolina, Facultas Mathematica Physicae” in Latin, and “Charles University Faculty of Mathematics and Physics” in English. A Dean’s directive (“Dean’s directive”) may provide names of the Faculty in other foreign languages.
3. The registered office of the Faculty is in Prague 2, Ke Karlovu 2027/3.
4. The Faculty was established by Government Decree No. 40/1952 Sb. of 19 August 1952.

Article 2

1. Within the scope provided in the Constitution of Charles University, the Faculty carries out its scientific, research, development, innovative, and other creative activities (“creative activity”) and educational activity independently and freely, and creates the conditions for these activities to take place. It cooperates with national and foreign education, scientific, and research establishments, in particular with Czech Academy of Sciences and other juridical persons.
2. In accordance with the strategic plan for the educational and creative activities of the Faculty (“Strategic plan of the Faculty”), the Faculty develops educational and creative activities in

*Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

physics, computer science (informatics), mathematics, and related scientific subject areas, and educational combinations including these areas of study and subject areas of science.

3. In accordance with the Higher Education Act, the Faculty offers higher education in bachelor's, master's, and doctoral programmes of study which lead to granting:
 - a) The academic degree of "bachelor" (abbreviated to "Bc." as pre-nominal letters);
 - b) The academic degree of "master" (abbreviated to "Mgr." as pre-nominal letters);
 - c) The academic degree of "doctor" (abbreviated to "Ph.D." as post-nominal letters).

The current list of programmes of study is published in the publicly accessible part of the Faculty website.

4. In accordance with the Rigorosum Examination Code of Charles University, the Faculty further grants the academic degree of Doctor of Natural Sciences (abbreviated to "RNDr." as pre-nominal letters). Other details on the granting of the degree of RNDr. are provided in the Rules for the Organisation of the State Rigorosum Examination at the Faculty of Mathematics and Physics of Charles University.
5. The Faculty offers lifelong learning programmes in physics, computer science (informatics), mathematics, and related areas of study. Participation in the life-long learning programmes offered is based on a contract.
6. The Faculty exercises its powers in the procedure for the granting of associate professorship and full professorship within the scope provided in the Higher Education Act and in accordance with the internal regulation of the University. The Faculty exercises these powers in the branches the current list of which is published in the publicly accessible part of the Faculty website.
7. The Faculty carries out independent publication activities. The principles of these activities are governed by the relevant Dean's directive.

Part II

The Division of the Faculty

Article 3

1. The Faculty is divided into three divisions:
 - a) Division of Physics;
 - b) Division of Computer Science;
 - c) Division of Mathematics; andother units of the Faculty.
2. The divisions are the basic units of the Faculty and are further divided into workplaces of the divisions for educational, scientific, research, development, innovative, or other creative activities in the given subject area (in particular into academic departments and Faculty institutes). Workplaces charged with specific partial tasks in ensuring the educational and creative activities of the division (offices, service units, etc.) may also form part of the divisions.

3. Other units of the Faculty include:
 - a) Special-purpose facilities;
 - b) The Dean's Office;
 - c) Other workplaces of the Faculty.
4. Workplaces of the Faculty in the sense of section 27 (1) (a) of the Higher Education Act are workplaces of the divisions, mentioned in Article 3 (2), and other workplaces mentioned in Article 3 (3) (c). Units of the Faculty mentioned in Article 3 (3) (a) and (b) are workplaces of the faculty as well.
5. The structure of the Faculty is described in more detail in the Rules for the Internal Governance of the Faculty of Mathematics and Physics of Charles University which forms Appendix No. I to this Constitution.

Part III Academic Community of the Faculty

Article 4

1. The academic community of the Faculty consists of members of the academic staff of the Faculty (Article 14 (1) and (2)) and the students enrolled in the Faculty.
2. The members of the academic community of the Faculty are obliged to comply with the internal regulations of the University and heed the good reputation of the University and the Faculty.

Part IV Bodies of the Faculty

Article 5

1. The self-governance of the Faculty is carried out by the members of its academic community, either directly or via the self-governing academic bodies of the Faculty.
2. The self-governing academic bodies of the Faculty are:
 - a) The Academic Senate of the Faculty;
 - b) The Dean;
 - c) The Scientific Board;
 - d) The Disciplinary Board.

Another body of the Faculty is the Secretary to the Faculty.

3. The bodies of the Faculty exercise their powers in accordance with the Higher Education Act, other generally binding legal regulations, and the internal regulations of the University and the internal regulations of the Faculty.

4. The bodies of the Faculty make sure that the members of the academic community of the Faculty are informed of their activities and have the opportunity to express their opinion on documents and measures of major importance discussed by the bodies.

Article 6 Academic Senate

1. The Academic Senate of the Faculty (“the Senate”) is its self-governing representative academic body.
2. The Senate is elected by the academic community of the Faculty. The Senate accounts for its activities to the academic community of the Faculty.
3. The Senate is composed of 25 members and consists of a chamber of employees and a chamber of students.
4. The chamber of employees is composed of 16 members who are elected generally for a term of office of three years. The members of the chamber of employees are elected by the members of the academic staff of the Faculty from among the members of the academic staff of the Faculty.
5. The chamber of students is composed of 9 members who are elected generally for a term of office of three years. The members of the chamber of students are elected by the students enrolled in the Faculty from among the students enrolled in the Faculty. One third of the members of the chamber of students is elected every year.
6. Persons who are both members of the academic staff and students may vote and be elected to the Senate as members of the academic staff and as students. If they are elected as both members of the academic staff and as students, they can exercise only one mandate, that is the mandate in the chamber of employees, the other mandate does not arise.
7. Membership in the Senate is incompatible with the office of the Rector, Vice-Rector, Bursar, Director of a higher education institute, Dean, Vice-Dean, and Secretary to the Faculty.
8. The Secretary to the Faculty ensures the administrative tasks related to the activities of the Senate.
9. The detailed rules for election to the Senate and termination of membership in the Senate are provided in the Code of Electoral Procedure for the Academic Senate of the Faculty of Mathematics and Physics of Charles University. The procedural rules for the Senate and its bodies are provided in the Code of Procedure for the Academic Senate of the Faculty of Mathematics and Physics of Charles University.
10. The Senate establishes commissions from among its members, the members of the academic community of the University, and the employees of the Faculty which have the task of examining the documents submitted to the Senate for consideration, preparing specific recommendations, and drafting resolutions. The details of the commissions, their establishment, the election of chairpersons, and membership in the commissions are provided in the Code of Procedure for the Academic Senate of the Faculty of Mathematics and Physics of Charles University.

Article 7

1. The Senate:
 - a) Upon a proposal of the Dean, decides on the establishment, merger, consolidation, division, or closure of Faculty workplaces;
 - b) Approves the drafts of the internal regulations of the Faculty upon a proposal of the Dean or in the case of the draft of the code of procedure for the Senate upon a proposal of a member of the Senate after obtaining an opinion of the Dean, and refers the internal regulations, via the President of the Academic Senate of the University, to the Academic Senate of the University for approval;
 - c) Approves the distribution of the Faculty funds submitted by the Dean and checks the use of the funds;
 - d) Approves the annual report on the activities and the annual report on the financial management of the Faculty submitted by the Dean;
 - e) Approves the admission requirements for programmes of study offered by the Faculty;
 - f) Gives the Dean prior consent to appoint and remove from office members of the Scientific Board of the Faculty and members of the Disciplinary Commission of the Faculty;
 - g) Decides by resolution on a proposal for the appointment of the Dean and proposes the removal of the Dean from office;
 - h) Upon proposal of the Dean and after discussion with the Scientific Board of the Faculty, approves the strategic plan of the Faculty prepared in accordance with the strategic plan of the University.
2. The Senate gives an opinion on the following:
 - a) Proposals of programmes of study to be offered at the Faculty;
 - b) The plan of the Dean to appoint and remove from office Vice-Deans;
 - c) The proposal of the Dean to determine the scope of teaching duties of the members of the academic staff and the scope and detailed specification of scientific work for researchers;
 - d) Matters submitted to the Senate by the Dean.
3. The Senate monitors the overall personnel, educational, scientific, and financial development of the individual units of the Faculty. It uses as a primary source the annual report of the Dean on the activities and the statements of Vice-Deans of individual divisions on the distribution of funds within the division.
4. The Senate considers proposals and motions from the members of the academic community of the Faculty and in justified cases discusses them with the Dean of the Faculty.

Article 8

The Scientific Board of the Faculty

1. The powers of the Scientific Board of the Faculty (“the Scientific Board”) are provided by the Higher Education Act, internal regulations of the Charles University and internal regulations of the Faculty. The Scientific Board in particular expresses its opinion on the proposals

submitted to it by the Dean or if required to do so by an internal regulation of the University or by an internal regulation of the Faculty.

2. The chair of the Scientific Board is the Dean. The term of office of members of the Scientific Board appointed by the Dean terminates on the last day of the third calendar month following the date when the next term of office of the Dean starts.
3. The members of the Scientific Board are appointed and removed from office by the Dean with the prior consent of the Senate from among the members of the academic staff of the Faculty and other distinguished experts. No less than one third of the Scientific Board members are persons other than the members of the academic community of the University.
4. The Dean may, after obtaining the prior opinion of the Senate, appoint a distinguished scholar who has provided outstanding service to the Faculty as an Honorary Member of the Scientific Board. An Honorary Member is not the member of the Scientific Board in the sense of section 29 of the Higher Education Act.
5. The Dean convenes the Scientific Board meetings no fewer than three times per semester.
6. The detailed rules of procedure for the meetings of the Scientific Board are provided in the Code of Procedure for the Scientific Board of the Faculty of Mathematics and Physics of Charles University.
7. Within three months of the commencement of his term of office, the Dean submits to the Senate a proposal to appoint the members of the Scientific Board.
8. Membership in the Scientific Board terminates:
 - a) On the date of delivery of a written statement to the Dean in which the member resigns his membership in the Scientific Board;
 - b) On the date when the Senate approved the proposal of the Dean to remove a member of the Scientific Board from office;
 - c) For the Dean the on expiration of the term of office of the Dean, for other members of the Scientific Board on the expiration of the term of office provided in paragraph 2 of this Article;
 - d) On the date when a member of the Scientific Board dies.

Article 9

The Dean

1. The Faculty is headed by the Dean; the Dean acts and decides on all affairs of the Faculty unless the Higher Education Act stipulates otherwise. The Dean is responsible for his activities to the Rector and to the Senate at the same time to the academic community of the Faculty.
2. The Dean is appointed and removed from office by the Rector upon a proposal of the Senate. The Rector may remove the Dean from office on his own initiative upon obtaining the prior opinion of the Senate and in accordance with the Higher Education Act.
3. The term of office of the Dean begins on the date on which he is appointed to the office by the Rector, and the length of the term of office is governed by the Higher Education Act. The

office of the Dean terminates before the expiration of the term of office upon removal of the Dean from office or upon resignation.

4. The same person may hold the office of the Dean for no more than two subsequent terms of office.
5. The Dean is obliged to answer any questions regarding the discharge of his office asked by the Senate or its members during the Senate meeting.
6. The procedure for consideration of and deciding by resolution on the proposal for the appointment of the Dean, or for his removal from office, is governed by the Code of Procedure for the Academic Senate of the Faculty of Mathematics and Physics of Charles University.

Article 10 The Vice-Deans

1. Vice-Deans are appointed and removed from office by the Dean after receiving the prior opinion of the Senate usually from among the members of the academic staff of the Faculty who have been appointed as associate professors.
2. The Vice-Deans are responsible for their activities to the Dean.
3. The Dean may designate a Vice-Dean to act as the Dean's deputy in the partial or full scope of his office for a limited period, in particular for the period of the Dean's absence.
4. The Vice-Dean is obliged to answer any questions regarding the discharge of his office asked by the Senate or presented by its members during a Senate meeting.
5. The number of Vice-Deans and their powers are determined by the Dean upon an opinion issued by the Senate. A division Vice-Dean is always determined for each division. The powers of the division Vice-Deans are governed by the Rules for the Internal Governance of the Faculty of Mathematics and Physics of Charles University which form Appendix No. I to this Constitution.
6. In the period of a Vice-Dean's absence, the Dean determines the mode of deputising for the Vice-Dean. If such absence is longer than two months the Senate expresses an opinion on the mode of deputising for such Vice-Dean.

Article 11 Dean's Board

1. The Dean's Board is the permanent advisory body of the Dean. The members of the Dean's Board are in particular the Vice-Deans and the Secretary to the Faculty. The Dean and the Dean's Board form the management of the Faculty. In the Dean's Board, the Dean discusses in particular important matters concerning the Faculty.
2. Other advisory bodies of the Dean, the Vice-Deans, and the Secretary to the Faculty are stated in the Rules for the Internal Governance of the Faculty of Mathematics and Physics of Charles University which form Appendix No. I to this Constitution.

Part IV
Financial Management and Administration of the Faculty

Article 12

1. Under section 24 (1) (d) of the Higher Education Act the bodies of the Faculty have the right to decide or act on behalf of the University in matters concerning the Faculty when disposing of the funds allocated to the Faculty. The bodies of the Faculty have the right to decide and act on behalf of the University in other matters of financial management and the disposal of property in the scope arising from Article 14 (1) and (2) and Article 49 (1) (c) of the Constitution of Charles University.
2. The Faculty draws up a balance sheet of revenues and expenditures (Article 48 (4) of the Constitution of Charles University) for a calendar year which is balanced. Decisions on the financial operation of the Faculty are made by the Dean. The Dean's proposal for the annual distribution of funds of the Faculty to the Faculty units (Article 3) is approved by the Senate, which also checks the use of the funds. The Dean submits to the Senate for approval the partial accounts of the financial management of the Faculty as of 30 September and 31 December.
3. The Financial Management Rules of the Faculty of Mathematics and Physics of Charles University is an internal regulation of the Faculty.

Article 13

The Secretary to the Faculty

1. The Secretary to the Faculty ("the Secretary" or "the Bursar") is another body of the Faculty (section 25 (2) of the Higher Education Act) that manages the finances and internal administration of the Faculty within the scope stipulated by the Dean's directive.
2. The Secretary is subordinated to the Dean and is responsible to him for his activities. The Secretary cooperates with the Vice-Deans.
3. The Secretary is entitled to attend meetings of the Senate and meetings of the Scientific Board with an advisory vote. The Secretary is obliged to answer any questions regarding the discharge of his office asked by the Senate or presented by its members during the Senate meeting.
4. The Secretary manages, within the scope determined by a Dean's directive, the Dean's Office of the Faculty and other workplaces and special-purpose facilities defined in the Rules for the Internal Governance of the Faculty of Mathematics and Physics of Charles University which form Appendix No. I to this Constitution.
5. The Secretary issues Secretary's directives to the extent authorized by the Dean.
6. The Secretary is appointed by the Dean based on the result of a competitive hiring process.

Part V Employees of the Faculty

Article 14

1. There are academics and other experts who teach at the Faculty based on agreements to perform work outside the employment relationship. The members of academic staff of the Faculty are those full and associate professors, extraordinary professors, assistant professors, lecturers, and researchers who are employees of the University assigned to the Faculty performing at the Faculty, within their employment depending on the agreed type of work, both educational and creative activities.
2. The employment contracts of members of the academic staff of the Faculty are created on the basis of a competitive hiring process. The rules thereof are governed by the Competitive Hiring Process Code of Charles University. The holding of a competitive hiring process may be waived if an employment contract with a member of academic staff is created repeatedly for a position held by such member of academic staff.
3. The employment of full professors is generally for an indefinite period.
4. The employment of associate professors who were previously members of the academic staff of the Faculty or researches of the Faculty is generally for an indefinite period.
5. A member of the academic staff holding the position of assistant professor is assumed to be working on qualifying for associate professorship (habilitation).

Part VI Study and Students

Article 15

1. A student of the Faculty is a student enrolled in study at the Faculty under sections 51 (2) and 61 (1) of the Higher Education Act who studies in a bachelor's, master's or doctoral programme of study at the Faculty.
2. The bachelor's and master's programmes of study at the Faculty are ensured, and their implementation controlled, by the guarantors or boards of guarantors of these programmes. The guarantor and members of the board of guarantors of programme of study are appointed by the Rector upon the proposal of the Dean and after the Scientific Board of the Faculty has expressed its opinion; if it concerns a programme of study which is not offered by the Faculty alone, the Dean submits the relevant proposal in the manner in accordance with Article 21 (10) (b) of the Constitution of Charles University. The guarantor (or board of guarantors) of a programme of study performs in particular the tasks determined in Article 21 (11) and (12) of the Constitution of Charles University. In relation to the management of the Faculty they fulfil the role of advisors in expert issues of the programme of study.
3. The implementation of individual bachelor's and master's programmes of study is guaranteed or coordinated by workplaces determined by the Dean after the Scientific Board has expressed its opinion.

4. The Subject Area Board monitors and evaluates the study in doctoral programmes of study, it determines the content of the study and organises its implementation; the provision in paragraph 2 applies to the appointment of the Subject Area Board by analogy. The details concerning the organisation of this study are governed by Part III of the Rules of Study at the Faculty of Mathematics and Physics of Charles University.
5. Admission to study at the University are governed by the Code of Admissions Procedure of Charles University. Further requirements for admission to study at the Faculty are governed by the Code of Admissions Procedure of the Faculty of Mathematics and Physics which forms Appendix No. II to this Constitution.
6. The rules for study at the University including the rights and obligations of students are stipulated in the Code of Study and Examination of Charles University. Additional details on study at the Faculty are provided in the Rules of Study at the Faculty of Mathematics and Physics of Charles University.
7. The rules for awarding scholarships and bursaries are governed by the Scholarship and Bursary Rules of Charles University. The details of awarding scholarships and bursaries to students enrolled in the Faculty are stipulated in the Rules for Awarding Scholarships and Bursaries at the Faculty of Mathematics and Physics of Charles University.
8. The details concerning infringements of disciplinary rules and the imposition of sanctions are governed by the Disciplinary Code for Students of Charles University. The details of the Disciplinary Commission are governed by the Disciplinary Code for Students of the Faculty of Mathematics and Physics of Charles University.
9. The procedure for receiving applications for the state rigorosum examination which does not form part of study, the details of holding such examinations, their course and assessment, as well as the rules for determining the amount of payable costs related to the examinations and the preparation therefor are governed by the Rigorosum Examination Code of Charles University. The details related to this Code at the Faculty are provided in the Rules for the Organisation of State Rigorosum Examination at the Faculty of Mathematics and Physics of Charles University.
10. The conditions of study for foreigners are governed by Article 23 of the Constitution of Charles University.
11. The fees for study are governed by Article 24 and Appendix No. 2 to the Constitution of Charles University.
12. The payments collected from students for certain acts are governed by Article 31 of the Constitution of Charles University.
13. The rules for the preparation, approval, and implementation of lifelong learning programmes are provided in the Rules for Lifelong Learning of Charles University.

Part VII
Academic Insignia and Ceremonies

Article 16
Academic Ceremonies

1. Students of bachelor's and master's programmes of study take the matriculation oath, the text of the oath is provided in Appendix No. III to this Constitution.
2. The bachelor's oath during the graduation ceremony is spoken in the Latin language, the text of the oath is provided in Appendix No. III to this Constitution.
3. The master's oath during the graduation ceremony is spoken in the Latin language, the text of the oath is provided in Appendix No. III to this Constitution.
4. The doctoral oath during the graduation ceremony is spoken in the Latin language, the text of the oath is provided in Appendix No. III to this Constitution.
5. The procedure for matriculations and graduations is provided in the Matriculation and Graduation Code of Charles University.

Article 17
Insignia and Faculty Coat of Arms

1. The Faculty insignia are deposited at the University Rectorate. The details of the academic insignia are governed by Article 55 of the Constitution of Charles University.
2. The Faculty coat of arms is a representation of the impression of the face of the Faculty memorial medal of 1985 by Zdeněk Kolářský, an academic sculptor. The Faculty coat of arms expresses the identity of the Faculty as one of the basic units of the University and is a protected trademark (Reg. No. 248420).
3. The Faculty coat of arms forms an integral part of the Faculty logo. The use of the Faculty coat of arms and the logo is governed by the Dean's directive.

Article 18
Faculty Stamp

1. The Faculty uses an official round stamp with the national emblem of the Czech Republic and the text "Univerzita Karlova, Matematicko-fyzikální fakulta" (Charles University, Faculty of Mathematics and Physics) in cases provided for in the legislation.
2. The rules for the use of other stamps and the seal with the University coat of arms and the text "Facultas Mathematica Physicaque" are provided in a Dean's directive.

Article 19
Official Notice Board and Disclosure of Documents

1. The official notice board of the Faculty is located on the ground floor of the building at the Ke Karlovu 3 address. It serves for posting documents in accordance with the Administrative

Procedure Code, the Higher Education Act, the internal regulations of the University, and other legal regulations.

2. Documents posted on the official notice board are simultaneously made public in the publicly accessible section of the website of the Faculty. The specific content published in the publicly accessible part of the Faculty website is provided in Article 63 of the Constitution of Charles University.

Part VIII Common, Transitional, and Final Provisions

Article 20

1. In case of doubt, the provisions of this Constitution are interpreted by the Senate.
2. The following are the internal regulations of the Faculty:
 - a) The Constitution of the Faculty of Mathematics and Physics of Charles University;
 - b) The Financial Management Rules of the Faculty of Mathematics and Physics of Charles University;
 - c) The Rules of Study at the Faculty of Mathematics and Physics of Charles University;
 - d) The Disciplinary Code for Students of the Faculty of Mathematics and Physics of Charles University;
 - e) The Rules for the Organisation of the State Rigorous Examination at the Faculty of Mathematics and Physics of Charles University;
 - f) The Rules for Awarding Scholarships and Bursaries at the Faculty of Mathematics and Physics of Charles University;
 - g) The Code of Electoral Procedure for the Academic Senate of the Faculty of Mathematics and Physics of Charles University;
 - h) The Code of Procedure for the Academic Senate of the Faculty of Mathematics and Physics of Charles University;
 - i) The Code of Procedure for the Scientific Board of the Faculty of Mathematics and Physics of Charles University;
 - j) The Rules of Procedure for the Granting of Associate Professorship and Full Professorship at the Faculty of Mathematics and Physics of Charles University.
3. Persons elected or appointed to the bodies of the Faculty in accordance with the current regulations are deemed to have been elected or appointed under this regulation. Their term of office is not affected by this regulation with the exception of the term of office of the members of the Scientific Board, which will expire in accordance with this Constitution.

Article 21

1. The Constitution of the Faculty of Mathematics and Physics of Charles University of 11 June 1999 (including the appendices), as amended, is hereby repealed.

2. This Constitution was approved by the Senate on 14 May 2017.
3. This Constitution comes into force on the date of approval by the Academic Senate of Charles University.¹⁾
4. This Constitution becomes effective on the first day of the calendar month following the date of coming into force.

Doc. RNDr. Zdeněk Drozd, Ph.D.
President of the Academic Senate

Prof. RNDr. Jan Kratochvíl, CSc.
Dean

PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of the University

1) Section 9 (1) (b) point 2 of the Higher Education Act.
The Academic Senate of Charles University approved this Constitution on 23 June 2017.