

On 21 July 2006, pursuant to Section 36 (2) of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), the Czech Ministry of Education, Youth and Sports registered the Constitution of Palacký University in Olomouc under Ref. No. 10 742/200630. Amendments to the Constitution of Palacký University in Olomouc were registered by the Czech Ministry of Education, Youth and Sports pursuant to Section 36 (2) and (5) of the Universities Act on 28 February 2007 under Ref. No. 7 325/200730, on 29 May 2007 under Ref. No. 14 192/200730, on 11 April 2008 under Ref. No. 7 290/200830, on 17 October 2008 under Ref. No. 21 293/200830, on 13 March 2009 under Ref. No. 6 125/200930, on 4 November 2010 under Ref. No. 18 627/201030 and on 9 July 2013 under Ref. No. MSMT-29254/2013-30.

Seventh Consolidated Version of the Constitution of Palacký University, Olomouc as of 9 July 2013

Preamble

Pursuant to Section 9 (1) (b) and Section 17 (1) (a) of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), as amended, the Academic Senate of Palacký University in Olomouc, aware of the importance of knowledge, scholarship and culture for humankind, wanting to build its university on the principles of academic freedom and responsibility, which are the pillars of scholarly and educational activities, and bearing in mind the self-governing nature of the University and its indisputable independence of any power or political structure as recognized by the Universities Act, intending to make education accessible to anyone longing for it, subscribing to the idea of international cooperation among universities, not only as a basis for international scientific research, but also as a prerequisite for teaching young generations to be understanding and tolerant, has adopted the following Constitution of Palacký University.

PART I Fundamental Provisions

Article 1 Introductory Provisions

- 1) Palacký University in Olomouc is a public higher education institution of the university type.
- 2) The University was founded in Olomouc in 1573. Act No. 35/1946 Sb., on the reopening of the university in Olomouc, adopted by the National Assembly of the Czechoslovak Republic fully reopened the Czechoslovak state university in Olomouc under the name of “*Univerzita Palackého*” consisting of the following faculties: Sts. Cyril and Methodius Faculty of Theology, Faculty of Law, Faculty of Medicine and the Philosophical Faculty.
- 3) The name introduced in Act No. 35/1946 Sb., was modified in subsequently adopted acts¹ and “*v Olomouci*” (in Olomouc) was added to the name. In accordance with Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), as amended (hereinafter referred to as the “Act”), the University uses the official name “*Univerzita Palackého v Olomouci*” (Palacký University, Olomouc, see Appendix No. 5).
- 4) Palacký University in Olomouc (hereinafter referred to as “UP”) is based at Olomouc, Křížkovského 8.

Article 2 Mission and Activities of UP

- 1) The mission of UP consists in spreading knowledge, nurturing independent scholarly and artistic activities, as well as taking care of the cultural and educational development of the society.
- 2) UP is a higher education institution of the university type (a legal entity) which, on the basis of the rights and freedoms of the academic community of UP, independently carries out educational, scholarly, research, artistic and other activities.

¹ Act No. 58/1950 Sb., Act No. 163/1990 Sb., and Act No. 172/1990 Sb.

- 3) The educational activities at UP are based on general scientific knowledge and on the results of its own scientific research.
- 4) UP implements all types of accredited programmes of study as well as lifelong education programmes.
- 5) Fields of study implemented by UP are listed in Appendix No. 1.
- 6) UP provides appropriate information services both to the members of the academic community of UP and other employees, and to other interested members of the public.
- 7) UP carries out only such ancillary activities which are related to its mission in accordance with the Act, the Constitution of UP (hereinafter referred to as the “Constitution”) and other internal regulations of UP.
- 8) UP cooperates with both national and foreign universities, research and scientific institutions and other legal entities, or as the case may be individuals, and creates conditions for members of the academic community of UP to participate in this cooperation. The forms and means of such cooperation are defined in the respective treaties and agreements.
- 9) UP supports the activities of scholarly, professional, student, trade union and other organizations, which link together members of the academic community of UP and whose activities contribute to fulfill the mission of UP.
- 10) UP pays heed to the social needs of the members of the academic community and the other employees of UP.

PART II

Academic Community of UP

Article 3

Status of Members of the Academic Community of UP

- 1) Members of the academic community of UP ²(hereinafter the “academic community”) may
 - a) propose and elect members of academic senates and be elected members of academic senates,
 - b) in a manner stipulated by law, the Constitution or the constitution of the respective UP faculty, propose candidates for the Rector of UP (hereinafter the “Rector”) and candidates for the Dean of the respective UP faculty,
 - c) attend meetings of academic senates and scholarly boards unless the meetings of scholarly boards are held in camera,
 - d) acquaint themselves with minutes of the meetings of academic senates and scholarly boards, including their resolutions,
 - e) be given the floor at assemblies of the academic community,
 - f) present their suggestions, comments, complaints and other submissions to the self-governing academic bodies of UP; these bodies are obliged to consider, deal with and reply to such comments within the time limits stipulated by generally binding legal regulations.
- 2) Members of the academic community are obliged to comply with the internal regulations of UP and its constituent parts, as well as other decisions of the self-governing academic bodies of UP.
- 3) Members of the academic community are obliged to respect and protect the good reputation of UP.
- 4) Members of the academic community fulfill obligations stipulated by the self-governing academic bodies of UP in accordance with the Act.

Article 4

Assemblies of the Academic Community of UP

- 1) The academic community is mainly assembled:
 - a) to discuss or be informed about important information and measures,
 - b) before the election of the Rector,
 - c) before voting on a proposal to remove the Rector from office,
 - d) upon ceremonial occasions.
- 2) The assembly of the academic community may only be convened by the Rector or by the Chairperson of the Academic Senate of Palacký University in Olomouc.

² Section 3 of the Act.

PART III

Bodies of UP

Article 5

Self-governing Academic Bodies of UP

The self-governing academic bodies of a public university are the bodies listed in Section 7 (1) of the Act; other bodies of UP are the bodies listed in Section 7 (2) of the Act.

Article 6

Activities of UP Bodies

- 1) For the performance of their activities, UP bodies shall be bound by generally binding legal regulations, the Constitution and other internal regulations of UP, its faculties or other constituent parts.
- 2) For the performance of their activities, the bodies of the faculties and other constituent parts shall be bound by generally binding legal regulations, the Constitution and other internal regulations of UP, and by the Constitution and other internal legal regulations of the respective UP faculty, or by other internal regulations of the respective constituent part of UP.
- 3) Should it transpire that a decision made by a UP body, a body of a UP faculty or other constituent part is contrary to generally binding legal regulations or internal regulations of UP, the respective UP faculty or constituent part, the body of UP, of the UP faculty or constituent part in question shall adopt any and all measures necessary to remedy such a situation.
- 4) When exercising their powers, especially when making decisions, UP bodies and the bodies of UP faculties and other constituent parts pay heed to the fulfillment of the UP mission within the meaning of Article 2.

Article 7

Academic Senate of UP

- 1) The legal status of the Academic Senate of UP (hereinafter referred to as the “Academic Senate”) and its powers are governed by Sections (8) and (9) of the Act.
- 2) Each faculty is represented by two senators from among the academic staff and one senator from among students.
- 3) The election of Senators, the Chairperson of the Academic Senate, the establishment of the bodies of the Academic Senate, the rules of procedure for the meetings of the Academic Senate as well as other issues are governed by the Rules of Election and Procedure of the Academic Senate.
- 4) The Rector, Vice-Rector, Dean or Vice-Dean may not serve as senators.
- 5) The Academic Senate is presided over by the Chairperson elected from among the academic staff in the Senate and two Vice-Chairs, one being a member of the academic staff and the other a student.
- 6) Membership in the Academic Senate and the discharge of the mandate may not be substituted for by another person.
- 7) The Academic Senate and the Senators are accountable for their activities to the academic community. In the exercise of their functions, Senators are not bound by orders or resolutions of the self-governing academic bodies of UP faculties, but only by generally binding legal regulations, internal regulations governing the activities of the Academic Senate and their own consciences, and are obliged to respect the interest of UP as a whole. Senators are obliged to respond to questions related to the exercise of their functions asked by the academic senate of a UP faculty or a member of the academic community at a meeting of the academic senate of a UP faculty.
- 8) The Academic Senate may establish committees as its initiative-making or inspection bodies for the individual areas of its powers. Each committee is presided over by its Chairperson. Members of the committees may be either members of the academic community, or other experts in the field of the committee’s expertise.
- 9) The Academic Senate is entitled to be informed about the findings and resolutions of other UP bodies.

Article 8

Rector of UP

- 1) In accordance with the Rules of Election and Procedure of the Academic Senate, the Senate passes a resolution to appoint the Rector.
- 2) In accordance with the Rules of Election and Procedure of the Academic Senate, the Senate passes a resolution to remove the Rector from office.
- 3) Deans, Vice-Rectors, the Bursar and the heads of workplaces and special-purpose facilities of UP are directly accountable to the Rector; the managers of the Rector's Office are directly accountable to the Rector only if stipulated so by a generally binding legal regulation. The Rector may authorize a Vice-Rector or the Bursar to be directly superior to the manager of a workplace, special-purpose facility or a department or section of the Rector's Office.
- 4) Upon a request by the Academic Senate or its Chairperson, the Rector is obliged to attend its meeting. Furthermore, the Rector is obliged to answer a question related to his or her office asked by the Academic Senate at its meeting. Should the answer to such a question contain details which are not readily available to the Rector, he or she may answer the question at the next meeting or answer in writing.
- 5) The Rector establishes the Rector's Board or, as the case may be, other advisory bodies of the Rector.
- 6) The Rector submits to the Board of Trustees of UP proposals within the meaning of Section 15 (1) (d) of the Act and once the Board of Trustees of UP has agreed in writing the Rector proposes members of statutory bodies of such legal entities on behalf of UP.
- 7) The Rector convenes meetings of the Deans to deal with issues related to UP and its faculties. Resolutions adopted at such meetings are published without undue delay in the standard way on the official notice board of UP.

Article 9

Vice-Rectors of UP

- 1) The UP usually establishes the office of Vice-Rector for
 - a) study, educational and social affairs,
 - b) science and research,
 - c) development and internal organization, and
 - d) external and international relations.
- 2) Vice-Rectors of UP (hereinafter referred to as "Vice-Rectors") represent the Rector and act on behalf of UP to the extent of their authorization by the Rector.
- 3) Vice-Rectors are directly subordinate to the Rector, to whom they are directly accountable for the performance of their functions.
- 4) The Rector authorizes specifically one of the Vice-Rectors to represent him or her with full authority.
- 5) Should the Rector deem it to be convenient, he or she may appoint a Vice-Rector for another field, or distribute the affairs entrusted to the Vice-Rectors in a different way.

Article 10

Scholarly Board of UP

- 1) The activities of the Scholarly Board of UP (hereinafter referred to as the "Scholarly Board") are governed by Sections 11 and 12 of the Act.
- 2) Furthermore, the Scholarly Board
 - a) approves the development of fields of study at UP, and
 - b) proposes measures to develop the personnel background of the fields of study with academic staff.
- 3) When appointing the members of the Scholarly Board, the Rector ensures that the main fields of study at UP as listed in Appendix No. 1 are represented in it.
- 4) Membership of the Scholarly Board terminates:
 - a) on the day when a written declaration of resignation by a member of the Scholarly Board is delivered to the Rector;
 - b) on the date when the Academic Senate approves a proposal to remove a member of the Scholarly Board from office.
- 5) The Scholarly Board decides on the award of the honorary title of "doctor honoris causa" title (abbreviated as "Dr.h.c.").

- 6) Membership of the Scholarly Board is a question of honour and the member may not be substituted for by another person.
- 7) The rules for and the organization of the meetings of the Scholarly Board are governed by the Rules of Procedure of the Scholarly Board.
- 8) The Chairperson of the Academic Senate, the Deans and the Vice-Rectors shall be given the floor at meetings of the Scholarly Board whenever they so request.

Article 11
Field-of-study and Subject-area Boards
repealed

Article 12
Disciplinary Committee of UP

- 1) The establishment of the Disciplinary Committee of UP (hereinafter the “Disciplinary Committee”) is subject to the circumstances envisaged in Section 13 (4) of the Act.
- 2) The meetings and procedure of the Disciplinary Committee are governed by the Disciplinary Code for Students of UP.
- 3) Members of the Disciplinary Committee may not be substituted for by other persons.
- 4) The Disciplinary Committee shall meet whenever a legal interest so requires. Meetings of the Disciplinary Committee are convened by its President upon a motion to be considered by the Committee.

Article 13
Board of Trustees of UP

- 1) The legal status and powers of the Board of Trustees of UP (hereinafter the “Board of Trustees”) are governed by Sections 14 and 15 of the Act.
- 2) The Board of Trustees consists of 15 members.
- 3) The procedure and decision making of the Board of Trustees as well as other particulars are governed by its statutes.

Article 14
Bursar of UP

- 1) The Bursar of UP (hereinafter the “Bursar”) is appointed by the Rector on the basis of an open competition.
- 2) The Academic Senate expresses its opinion as to the Rector’s intention to appoint the Bursar.
- 3) The Bursar may dispose of the property of UP to the extent of Article 41 (3) (b).
- 4) The Rector may authorize the Bursar to undertake activities including, but not limited to;
 - a) the management of the Rector’s Office or a part thereof,
 - b) acting on behalf of UP in other issues related to UP economic and asset management,
 - c) acting on behalf of UP in labour issues concerning the employees of the Rector’s Office or, as the case may be, other constituent parts unless they are academic staff.
- 5) The powers of the Bursar include, but are not limited to:
 - a) fund raising for the activities and development of UP,
 - b) preparing background materials for the allocation of funds for the activities and development of UP, and monitoring their use
 - c) implementation of the investment construction of UP,
 - d) maintenance and development of the movable and real property of UP as well as its operating activities; the Vice-Rector in charge of the maintenance and development of the real property shall be informed of such issues by the Bursar,
 - e) keeping the records, analyses and books of UP,
 - f) preparing documents for the meetings of UP bodies, the content of which follows from the entrusted powers.
- 6) The Bursar reports directly to the Rector and is accountable to the Rector for the performance of his or her functions.

- 7) The Bursar may give tasks to the Secretaries of UP faculties in the areas of management and internal administration for which they are responsible at their respective faculties, and check upon the completion of such tasks unless the tasks include issues within the meaning of Section 24 (1) of the Act or Article 41 (3) (c). The Bursar informs the respective Deans of the tasks given and their completion.
- 8) The Bursar may suspend the implementation of the decisions made by the Secretaries of UP faculties should these be contrary to the generally binding legal regulations or economic interests of UP. The Bursar is obliged to inform the Rector and the respective Dean of such a suspension without undue delay.
- 9) Upon a request by the Academic Senate or its Chairperson the Bursar is obliged to attend meetings of the Senate. The Bursar shall respond to questions related to his or her office asked by a Senator at a meeting of the Academic Senate. Should the answer to such a question contain details which are not readily available to the Bursar, he or she may answer the question at the next meeting or answer in writing.
- 10) When completing his or her tasks, the Bursar cooperates with the Vice-Rectors.
- 11) The Bursar convenes meetings of Secretaries of UP faculties to discuss issues related to the economic management and internal administration of UP and its faculties. The Bursar shall provide the Rector and the Deans with a written record of such meetings.

Article 15 **Rector's Board**

- 1) The Rector's Board is the Rector's advisory body. Standing members of the Rector's Board include the Deans, the Vice-Rectors, the Bursar, the Chairperson of the Academic Senate and a student representative. A standing member of the Rector's Board may only be substituted for at the meeting by another person if the Rector so approves. At his or her discretion the Rector may increase or reduce the number of the Rector's Board members as long as the minimum number pursuant to sentence two is maintained.
- 2) The meetings of the Rector's Board are presided over by the Rector or an authorized Vice-Rector.
- 3) The Rector's Board discusses and expresses opinions on operational issues, cooperation among individual constituent parts of UP and documents submitted to the Academic Senate, the Scholarly Board or the Board of Trustees and the Ministry of Education, Youth and Sports (hereinafter the "Ministry") as well as other bodies.
- 4) The Rector convenes the meetings of the Rector's Board as necessary.
- 5) The background materials for the meetings of the Rector's Board are prepared by the Rector's Office.
- 6) A brief record of a Rector's Board meeting is published in the usual way.

Article 16 **Management of UP Faculties and Other Constituent Parts**

- 1) Deans are accountable for their activities to the Rector. This shall be without prejudice to the powers of the Dean under Section 24 of the Act and Articles 37 and 41.
- 2) Managers of university facilities report directly to the Rector unless the Rector authorizes an appropriate Vice-Rector or the Bursar to be in charge.
- 3) Should the Rector deem a measure adopted by a body of a UP faculty or other constituent part, the subsequent review of which is not regulated otherwise,³ to be contrary to the generally binding legal regulations or internal regulations of UP, of the respective UP faculty or other constituent part, the Rector shall notify such body thereof. Should the notified body still insist on its measure, it may ask the Rector for a hearing. Should this fail to happen without undue delay or should the Rector and the notified body fail to agree, or a remedy under Article 6 (3) not be achieved, the Rector may adopt remedial measures within the scope of his or her powers.
- 4) The procedure under Paragraph 3 shall be applied with necessary modifications when a UP body or a body of a UP faculty or other constituent part fails to act, which is contrary to regulations listed in Paragraph 3.

Article 17 **Bodies of UP Faculties and Other Constituent Parts**

³ Section 50 (7), Section 68 (4), Section 72 (14) and Section 74 (8) of the Act.

- 1) Bodies of UP faculties and managers of university facilities may submit their suggestions, comments, complaints and other submissions to the self-governing academic bodies of UP. The self-governing academic bodies shall discuss such submissions, respond to and deal with them without undue delay.
- 2) The self-governing academic bodies of UP and the Bursar may submit their suggestions, comments and other submissions to the bodies of UP faculties and other constituent parts. The bodies of UP faculties and other constituent parts shall discuss such submissions, respond to and deal with them without undue delay.

PART IV

Study at UP

Article 18

Programs of Study

- 1) UP implements Bachelor, Master and Doctoral programs of study.
- 2) The programs of study always follow on from one of the main fields of study at UP.
- 3) When preparing and implementing the programs of study, the effective use of funds and related optimal integration of educational activities shall be taken into account.
- 4) Programs of study may be implemented; a) independently by one UP faculty, b) independently by more than one UP faculty, c) jointly by more than one UP faculty, d) jointly by a UP faculty or faculties and a faculty or faculties of another university in the Czech Republic or abroad, e) jointly by a UP faculty or faculties and a junior technical college.
- 5) If the program of study is implemented under Paragraph 4 (c), it shall be determined at which faculty the student is enrolled.
- 6) Details concerning the programs of study are stipulated by the Study and Examination Code of UP.
- 7) A list of accredited programs of study is published on the official notice board of UP and of the faculty at which the program of study is accredited.

Article 19

Admission to Study at UP

Admission to study at UP including the decision review procedure shall be governed by Section 50 of the Act. Details are laid down by the Admission Procedure Code of UP.

Article 20

Study at UP

Details concerning study at UP, including the rights, obligations and legally protected interests of students as well as rules for the review of decisions on such rights, obligations and legally protected interests shall be laid down by the Study and Examination Code.

Article 21

Foreign Students at UP

- 1) Foreigners study at UP
 - a) as students under Section 49 of the Act,
 - b) under international treaties binding upon the Czech Republic,
 - c) under agreements on cooperation entered into in accordance with Section 6 (1) (i) of the Act, especially within international programs, EU programs for academic mobility and agreements between universities.
- 2) If foreigners do not study programs of study taught in foreign languages, the Dean may decide that the entrance exam include a test to check the knowledge of the Czech language.
- 3) Requirements for admission under Paragraph 1 (b) and (c) and the subsequent study shall be governed by the respective agreement or treaty.
- 4) If foreigners follow programs of study taught in foreign languages, they shall pay tuition fees in accordance with Article 22 (8).

Article 22

Study-related Fees at UP

- 1) Basic rules regulating the study-related fees at UP (hereinafter referred to as “study-related fees”) are defined in Section 58 of the Act.
- 2) The fees related to the admission procedure are defined by the Rector after consideration by the Academic Senate within the meaning of Section 58 (1) of the Act. This fee is non-refundable.
- 3) Study-related fees under Section 58 (3) of the Act are determined on the basis of the average amount corresponding to one student out of the total of non-investment expenditures of UP in the last calendar year expended to secure the implemented programs of study at UP (hereinafter the “UP standard”). After the Ministry has announced the base in accordance with Section 58 (2) of the Act, the UP standard shall be set by means of the Rector’s decision subject to the opinion of the Academic Senate. The fees for each commenced six months of study for individual programs of study are defined by the Rector after consideration by the Academic Senate and range from 20% to 150% of the UP standard; at the same time, the amounts defined in such a way shall comply with the requirement set by Section 58 (3) of the Act.
- 4) The period of study relevant for Paragraph 3 shall also include the period of previous study in Bachelor and Master programs of study, which were not duly terminated in accordance with Section 45 (3) or Section 46 (3) of the Act.
- 5) Study-related fees under Section 58 (4) of the Act equal the base under Section 58 (2) of the Act for each commenced year of study.
- 6) The decision on the fee assessment under Section 58 (3) and (4) is issued pursuant to Section 58 (8) and Section 68 (3) and (4) of the Act. When deciding on an application to have the fee assessment reviewed, the Rector may in individual cases reduce or waive the fee, or postpone the deadline for the payment of the study-related fees required by Section 58 (3) and (4) of the Act. This may be done on the following grounds; a) excellent study results, b) studying for a minimum period of one month at a different university abroad, c) in cases of hardship or for another reason of a serious nature which makes the interruption of studies impossible.
- 7) To apply the provisions of Paragraph 6, the student shall substantiate the alleged circumstances in writing together with a written application filed to the Rector through and with the consent of the Dean of the faculty at which he or she is enrolled.
- 8) Fees related to the study of foreigners incoming under treaties or agreements are regulated therein.
- 9) Fees related to following a program of study at UP in a foreign language shall not exceed CZK 300,000 per year of study. The exact amount of such study-related fees shall be determined by means of the Dean’s directive.

Article 23

Method of Payment and Maturity of Study-related Fees

- 1) Fees under Article 22 shall be paid by postal order or wire transfer to the account of UP.
- 2) The payment of the fee under Article 22 (2) shall be verified by the applicant in a way determined by the respective UP faculty.
- 3) The fee under Article 22 (3) for the first six months of commenced study is due for the respective academic year on 15 December, for the second six months of commenced study on 31 March, unless the decision on the fee assessment stipulates otherwise.
- 4) Fees under Article 22 (5) and (9) are due on the last day of the calendar month in which the academic year started. In justified cases, the Dean may decide on a different due date of fees under Article 22 (9).

Article 24

Payments for Other Activities

- 1) For activities defined by the Rector’s decision, payments may be charged up to the real costs related to such activities. The amount of such payment shall be decided by the Rector or by the Dean of the respective faculty in accordance with the Rector’s decision. Decisions under sentence one shall be approved by the Academic Senate.
- 2) Without the payment under Paragraph 1 the activities stated in Paragraph 1 shall not be performed.

Article 25
Personal Delivery of Documents to Students

- 1) Documents may be delivered to students personally at the faculty at which they are enrolled. The receipt of such a document shall be confirmed by the student's signature. Refusal to receive such a document shall be deemed to constitute delivery. A written record shall be made of the student's refusal to receive a document intended for personal delivery at a UP faculty. Such a record shall be signed by the person acting on behalf of UP and at least one witness being employed by UP or in a similar relationship to UP.
- 2) Should the document not be delivered as required by Paragraph 1 within eight days, the document shall be transferred for delivery by the postal service to the address ⁴designated by student for the delivery of documents. The document is deemed to be delivered on the day of its receipt, on the day of the refusal to receive the document or upon the lapse of period stipulated by the licensed postal service.
- 3) If the student is represented by a power of attorney, the document is delivered to his or her agent, through a licensed postal service. Provisions of Paragraph 2, sentence 2 shall apply with the necessary modifications.
- 4) Should it not be possible to deliver the document intended for personal delivery for whatever reason in accordance with Paragraph 2 or 3 or should the student fail to meet the obligation of stating his or her address under Paragraph 2, such a document shall be deposited at the Students' Office of the UP faculty and a notice thereof shall be displayed on the official notice board of the same UP faculty (alternative delivery at the faculty). The eighth day after the document has been deposited is deemed to be the day of delivery.
- 5) For decisions under Section 68 (3) (g) to (i) of the Act, the method under Paragraph 4 may not be used.

Article 26
State Comprehensive (Rigorosum) Examination not Included in the Course of Study

The procedure for admitting applications for the State Comprehensive (Rigorosum) Examination under Section 46 (5) of the Act, which is not included in the course of study, details regarding its organization, course and assessment shall be stipulated in the Code of the Rigorosum Procedure of UP. The fee and the payment shall be determined in an internal regulation of UP.

Article 27
Students of UP

- 1) The rights and obligations of students are governed by Sections 62 and 63 of the Act as well as by the Study and Examination Code of UP. The consequences of a breach of a student's obligations are regulated in Sections 64 to 69 of the Act.
- 2) Details concerning students' disciplinary infractions, imposing penalties for such infractions, as well the disciplinary proceedings, including the review procedure, are governed by the Disciplinary Code of UP.
- 3) Students studying one or more programs of study at two or more faculties of UP shall matriculate at only one faculty of those at which they are enrolled for study.
- 4) Students of UP may be awarded bursaries under Section 91 of the Act. Rules for the award of bursaries including the proceedings on applications and the review procedure shall be governed by the Bursary Code of UP.
- 5) Students who have completed their studies at UP in accordance with Section 55 (1) take an oath. The wording of the oath is defined in the Constitutions of individual UP faculties with the exception of the oath taken by doctoral students which is stated in Appendix No. 4.

Article 28
Accommodation and Dining for Students

- 1) Relations arising or ensuing from the accommodation and dining of students, employees, or other interested members of the public in the premises of the Accommodation and Dining Facilities (hereinafter referred to as "ADF") have a contractual basis.⁵

⁴ Section 63 (3) (b) of the Act.

⁵ Act No. 40/1964 Sb., the Civil Code, as amended.

- 2) Rules for the allocation of beds in the dormitories of ADF, rules for the selection from all those interested in staying in the dormitories of ADF, as well as details regarding accommodation, including the self-governance of the accommodated people shall be stipulated by the University Dormitories Code of UP.
- 3) Requirements and other details concerning dining in the UP canteen and related food outlets shall be governed by the Canteen Code of UP.

Article 29
Lifelong Education

- 1) Relations arising from lifelong education have a contractual basis.⁶ Students in lifelong education programs are not students within the meaning of the Act.
- 2) Rules for the preparation, approval and implementation of lifelong education programs, rules for the selection of applicants for lifelong education and for the determination of fees shall be governed by the Code of Lifelong Education at UP.

PART V
Members of the Academic Community and Other Employees of UP

Article 30
Academic Staff of UP

- 1) Academic staff of UP (hereinafter the “academic staff”) are employed by UP.
- 2) As a general rule, employment of the academic staff is entered into for a definite period of time.
- 3) Before entering into a contract of employment, a contract to provide services or an agreement to perform a specific task with a member of the academic staff, the Rector or the Dean shall verify whether entering into such employment is not contrary to generally binding legal regulations.
- 4) Should the member of academic staff be active at more than one faculty of UP, the Deans of the respective faculties shall agree on a mutual division of costs related to such an employee.
- 5) It is unacceptable to interfere with the academic rights and freedoms of the academic staff by giving them any instructions.
- 6) Professors of UP who have terminated their employment (hereinafter “professors emeriti”) may, subject to the Rector’s or the Dean’s approval, continue their creative activities at UP; the respective workplace, at which the professor in question worked, shall establish appropriate conditions.

Article 31
Recruitment

- 1) Rules for the recruitment of academic staff are laid down by the Code for the Recruitment of Academic Staff of UP.
- 2) Staff other than academic staff of UP, especially scientific and specialist staff of UP may also be recruited.

Article 32
Salaries

Rules for the remuneration of academic staff and other employees of UP shall be laid down by an Internal Salary Regulation within the limits stipulated by generally binding legal regulations⁷.

Article 33
Proceedings to Attain Associate or Full Professorship

- 1) The list of accredited programs in which UP may organize proceedings to attain associate and full professorship is published on the official notice board of UP. The Rector shall inform the Academic Senate

⁶ Act No. 40/1964 Sb., the Civil Code, as amended.

⁷ Act No. 262/2006 Sb., the Labour Code, as amended.

at its next meeting about new programs for which UP has been accredited to organize proceedings to attain associate or full professorship.

- 2) Details concerning the proceedings to attain associate or full professorship shall be laid down by the Code of Proceedings to Attain Associate and Full Professorship at UP.

Article 34 Visiting Professors

- 1) Teachers from foreign universities enjoying posts equivalent to associate or full professors may under the Act and the Rector's decision issued upon a proposal of the Scholarly Board of the UP faculty at which the foreign professor is active use the title "visiting professor at UP" during their stay at UP (a minimum of one uninterrupted semester).
- 2) Visiting professors have all the rights and obligations of members of the academic community except the right to elect and be elected members of the academic senates.

Article 35 Other Employees of UP

- 1) Apart from the members of the academic community, UP also employs other employees (hereinafter "other employees"). Other employees participate in the scientific, research, development, artistic or other creative activities, or are responsible for other specialized, administrative or economic activities necessary for the fulfilment of UP's mission.
- 2) Other employees are employed by UP.
- 3) When entering into a contract of employment, a contract to provide services or an agreement to perform a specific task with other employees, the Rector, the Dean or the Head of the ADF shall verify whether entering into such employment is not contrary to generally binding legal regulations.

PART VI Organizational Structure of UP

Article 36 Constituent Parts of UP

- 1) UP is divided into constituent parts which include faculties, workplaces, special-purpose service facilities and an economic-administrative center.
- 2) UP faculties (and their Czech abbreviations) are:
 - a) Sts. Cyril and Methodius Faculty of Theology (CMTF UP),
 - b) Faculty of Medicine and Dentistry (LF UP),
 - c) Philosophical Faculty (FF UP),
 - d) Faculty of Science (PřF UP),
 - e) Faculty of Education (PdF UP),
 - f) Faculty of Physical Culture (FTK UP),
 - g) Faculty of Law (PF UP),
 - h) Faculty of Health Sciences (FZV UP).
- 3) UP workplaces (and their Czech abbreviations) are:
 - a) Computer Centre (CVT UP),
 - b) Library (KUP),
 - c) Project Service (PS UP),
 - d) Science and Technological Campus (VTP UP),
 - e) University Press (VUP),
- 4) UP's special-purpose service facilities are:
 - a) Academic Sports Centre (ASC UP),
 - b) Accommodation and Dining Facilities.
- 5) The economic-administrative center of UP is the Rector's Office.

- 6) Organizational units created to comply with contracts entered into under Article 2 (8) may also be constituent parts of UP.
- 7) Workplaces and special-purpose service facilities under Paragraphs 3 and 4 shall be collectively referred to as “university facilities”.
- 8) Organizational and management relations at UP shall be laid down by the Organization Manual of UP.
- 9) English and Latin equivalents of the name “Univerzita Palackého v Olomouci” and its faculties are included in Appendix No. 5.

Article 37
Position and Powers of Faculties

- 1) The position and the powers of faculties shall be governed by Sections 23 to 33 of the Act.
- 2) Apart from issues listed in Section 24 (1) of the Act, faculties act and decide on behalf of UP in accordance with Section 24 (2) of the Act in the following areas:
 - a) entering into agreements with the Grant Agency of the Czech Republic, the Grant Agency of the Academy of Sciences of the Czech Republic, subject-specific grant agencies, including disposing of funds raised under such agreements,
 - b) procurement,
 - c) compliance in the area of fire prevention with regard to property with which the faculty was entrusted,
 - d) compliance in the area of health and occupational safety related to activities of the respective faculty,
 - e) entering into agreement on cooperation or association related to the respective faculty, entering into agreements with faculties of foreign universities concerning the study of foreigners or recognition of parts of such study,
 - f) admission of applicants for lifelong education programs implemented by the faculty,
 - g) granting awards to students enrolled at the faculty.
- 3) The Dean shall inform the Rector without undue delay of any issues decided on behalf of UP. All agreements entered into by the Dean on behalf of UP shall be registered at the Rector’s Office without undue delay.
- 4) All faculties may use UP property in accordance with Article 41.
- 5) Relations among the Deans are based on the principle of equality. Should there arise any disputes concerning the rights of faculties among the Deans, it shall be the Rector who decides.

Article 38
Position and Powers of University Facilities of UP

- 1) The university facilities of UP (hereinafter referred to as “university facilities”) are established to secure and support the activities of UP manifested in Article 2.
- 2) The operation of university facilities shall be in line with the main mission of UP.
- 3) Should the university facilities have available capacity, UP makes it possible for the members of the academic community and other employees to use such capacity for their free-time activities.
- 4) The capacity of university facilities not used for the UP’s own purposes may be used for ancillary activities.
- 5) There is a manager in charge of each university facility. Managers of university facilities are appointed by recruitment. Managers are managed directly by the Rector unless he or she authorizes the competent Vice-Rector or the Bursar to do so.

Article 39
Maintaining Order in UP Premises

- 1) When using UP premises (hereinafter referred to as “premises”) everybody shall behave themselves in such a way so as not to cause any threat to life, health or property and not to endanger or limit the academic rights and freedoms of any member of the academic community.
- 2) Further rules for the maintenance of order while using the premises may be determined by the Rector, or the Dean if faculty premises are concerned.

PART VII

Economic Management of UP

Article 40

Budget of UP

- 1) UP's economic management is based on a revenue and expenditure budget which shall not be a deficit one. For the purposes of the present document, budget revenue shall mean any income entered in the accounts in accordance with effective legal regulations, as well as income from accepted loans; for the purposes of the present document, expenditure shall mean any expenses entered in the accounts in accordance with effective legal regulations, as well as instalments of accepted loans.
- 2) Partial budgets of UP faculties and other constituent parts are part of the UP budget under Paragraph 1.
- 3) Partial budgets under Paragraph 2 may not be deficit ones.
- 4) The draft budget of UP is based on the long-term rules for the allocation of UP revenues determined by the Rector after approval by the Academic Senate. In relation to the budget approval procedure, the Academic Senate determines, upon the Rector's proposal, a more specific version of the rules for the given calendar year; furthermore, it may determine, upon the Rector's proposal, indicators relevant for the use and drawing of selected budget items.
- 5) When allocating UP revenues, the following criteria are taken into account: the achieved results of educational, scientific and research activities, the long-term plans of UP and its faculties, the type and financial intensity of accredited programs of study and lifelong education programs, and the number of students.
- 6) After 1 January of each calendar year until the approval of the UP budget, provisional budget arrangements apply. Under such provisional budget arrangements, the following limits apply to the drawing of funds:
 - a) allocated subsidies may be drawn without any restriction up to the monthly released limit in accordance with the rules of the respective subsidy provider,
 - b) funds raised individually by the constituent parts may be drawn without any restriction up to the disposable amounts,
 - c) funds from the contributions from the state budget to implement accredited programs of study and lifelong education programs and related scholarly, research, development, artistic and other creative activities (Section 18 (3) of the Act) (hereinafter the "contribution from the state budget"), the subsidy from the state budget for the development of UP (Section 18 (5) of the Act) (hereinafter the "subsidy from the state budget"), the subsidy for specific research and the subsidy from the state budget for accommodation and dining of students (Section 18 (5) of the Act) may be drawn each month by up to 1/12 of the amount of the contribution and the subsidy from the state budget and the subsidy for specific research allocated in the preceding calendar year,
 - d) funds for accommodation bursaries may be drawn without any restrictions in accordance with the Bursary Code of UP.

Funds not released for drawing under the previous sentence do not form part of the monthly released limit for constituent parts of UP under the provisional budget arrangements. The Rector may adopt any measures necessary to secure budget management. Budget revenues and expenditures under the provisional budget arrangements shall be entered against the UP budget after its approval.

Article 41

UP Property and its Use

- 1) UP owns property necessary for the activities for which it was established. Such property includes movable and real property, residential and non-residential premises, rights and other property values.
- 2) Subject to approval by the Academic Senate, the Rector decides which real property of UP will be used by individual constituent parts of UP and for what purpose.
- 3) In accordance with Section 19 (2) of the Act, when disposing of UP property, including, but not limited to, its acquisition, transfer and other use, UP is represented by:
 - a) the Rector, subject to prior approval by the Board of Trustees, in matters under Section 15 (1) (a) to (d) and in matters not included in (b) to (d),
 - b) the Bursar in matters defined by means of the Rector's measure under Section 16 (1) of the Act,

- c) the Dean or, as the case may be, the Secretary of the faculty to the extent defined by the Constitution of the respective faculty and by provision of the Dean, in relation to the property which the respective faculty may use under Paragraph 2, namely
 - disposing of movable property, including the elimination and liquidation of non-usable movable property, the written-down value of which does not exceed CZK 40,000 for each item of property,
 - negotiations related to the due management of entrusted movable and real property (mainly its maintenance, repair and operation) within the limit of its funds, with the exception of cases requiring the notification of minor construction, including the issuance of the building permit,
 - lease of non-residential premises, or real property, unless the term of lease for the individual case exceeds five business days,
 - lease of movable fixed assets unless the term of lease exceeds a period of one month,
- d) heads of university facilities in relation to property which the respective UP constituent part may use under Paragraph 2, namely
 - disposing of movable property, including the elimination and liquidation of non-usable movable property, the written-down value of which does not exceed CZK 40,000 for each item of property,
 - negotiations related to the due management of entrusted property within the limit of its funds, with the exception of cases requiring the notification of minor construction, including the issuance of the building permit,
 - lease of non-residential premises, or real property, unless the term of lease for the individual case exceeds five business days,
 - lease of movable fixed assets unless the term of lease exceeds a period of one month.
- 4) Should more than one UP constituent part be allowed to use an item of property, the regulation of its use is subject to an agreement among the respective Deans or heads of university facilities.
- 5) UP property may only be used in accordance with the generally binding legal regulations and internal regulations of UP.
- 6) UP employees' liability for damage to UP property shall be regulated by means of the Rector's directive.
- 7) The method of remedying any damage to UP property and related procedures shall be regulated by means of the Rector's directive.

Article 42

Purchase and Management of UP Property

- 1) The purchase of movable and real property of UP as well as its modification and repair shall be governed by special legal regulations and the Rector's directive. The acquisition of securities is governed by Section 19 (3) of the Act.
- 2) When acquiring fixed movable assets, heed shall be paid to minimizing ineffective duplications.
- 3) Management of UP property shall in particular mean related record-keeping as well as its basic maintenance, safeguarding and cleaning.
- 4) UP property is managed by the constituent part of UP which uses the entrusted property. Should the property be used by more than one UP constituent part, the management of such property is subject to an agreement among the Deans and heads of university facilities.
- 5) UP property is managed either by UP employees or other legal entities on the basis of a written contract with UP.
- 6) Details concerning the management of UP property shall be determined by means of the Rector's directive issued under Article 38 (1) of Appendix No. 2.

Article 42a

Establishing Legal Entities

In accordance with the Act, UP may establish or co-establish legal entities and may provide such entities with both monetary and non-monetary contributions.

Article 43
Rules for Economic Management of UP

The rules for the economic management of UP are laid down in Appendix No. 2.

Article 44
Pricing

The pricing of services, not corresponding to fees under Article 22, is regulated by generally binding legal regulations.⁸

This shall be without prejudice to the provisions of Article 24.

Article 45
Inspection of UP Economic Management

- 1) UP economic management (hereinafter “economic management”) is subject to both regular and extraordinary inspections carried out by the Rector or a person authorized by the Rector on the basis of the Rector’s decision or a resolution of the Academic Senate.
- 2) Economic management is subject to inspection by the Academic Senate⁹. Details shall be determined by the Rules of Election and Procedure of the Academic Senate.
- 3) UP faculties and constituent parts shall at any time provide the Rector or a person authorized by the Rector with all necessary documents for the purpose of the inspection of economic management. For the purposes of the inspection under Paragraph 1, all UP employees shall provide true and complete information and, if requested by the Rector or persons authorized by the Rector, shall provide a written statement on the findings of the inspection.
- 4) The inspection findings are used for budget drafting for the following budget period, for the management of UP and its constituent parts pursuant to Article 16 and for updating the Long-term Plan of Educational, Scholarly, Research, Development, Artistic and Other Creative Activities¹⁰ of UP (hereinafter the “Long-term Plan”) under Article 46.

PART VIII
Long-term Plan, Annual Reports and Evaluation of UP Activities

Article 46
Drafting of the Long-term Plan and its Use

- 1) The Long-term Plan is a fundamental programming document and one of the background materials used to determine the amount of the subsidy from the state budget to implement accredited programs of study and lifelong education programs as well as related scholarly, research, development, and other creative activities¹¹.
- 2) Primarily, the Long-term Plan is based on a strategy of development for individual fields of study at UP as listed in Appendix No. 1 and the long-term plans of UP faculties¹².
- 3) The Long-term Plan is relied on when implementing changes to internal organization, opening new programs of study, defining the direction of scientific research and setting priorities.
- 4) The Long-term Plan is updated on an annual basis¹³.
- 5) When updating the Long-term Plan, the results of the evaluation of UP activities at individual levels are taken into account.

⁸ Act No. 526/1990 Sb., on Prices, as amended.

⁹ Section 9 (1) c) of the Act.

¹⁰ Section 21 (1) b) of the Act.

¹¹ Section 18 (4) of the Act.

¹² Section 27 (1) b) of the Act.

¹³ Section 9 (1) i) of the Act.

Article 47
Annual Reports of UP

- 1) An annual report of UP on its activities and an annual report of UP on its economic management¹⁴ are drafted on the basis of the annual reports of UP faculties¹⁵ and documents submitted by other UP constituent parts.
- 2) The UP annual report under Paragraph 1 shall include the findings of the performed evaluations.
- 3) The Academic Senate and the Board of Trustees express their opinion on the annual report under Paragraph 1. The Bursar may be requested by the Rector to express an opinion on the annual report of UP on its economic management.
- 4) Findings of UP annual reports under Paragraph 1 are used for the management of the university and for updating or, as the case may be, specifying the Long-term Plan.

Article 48
Method and Content of the Evaluation of Activities at UP

- 1) The evaluation of activities at UP¹⁶ (hereinafter referred to as “evaluation of activities”) consists in the regular evaluation of the effectiveness and level of educational, scholarly, research, development, artistic, and other creative activities, and the effectiveness of the use of funds.
- 2) The evaluation of activities is performed as an evaluation of the fields listed in Appendix No. 1, as well as an evaluation of UP faculties and other constituent parts.
- 3) For the internal purposes of UP faculties, teachers are also evaluated by their students. Such evaluations are used by the Field-of-study Boards and the Deans to plan the personnel development of these fields.

Article 49
Rules for the Evaluation of Activities at UP

- 1) The Scholarly Board of UP designates the fields, the areas of activity, or, as the case may be, the organizational units of UP which will be evaluated in a given academic year, as well as the extent of and the criteria for the evaluation.
- 2) The evaluation of each UP faculty and other constituent part participating in educational, scholarly, research or development activity is carried out at least every five years. When determining such intervals, the results of previous activities shall be taken into account.
- 3) Every four years, UP is evaluated as a whole; such a period corresponds to the Rector’s term of office.
- 4) The evaluation of activities is based on inputs and outputs of the activities of all UP faculties and other constituent parts. All UP constituent parts are obliged to provide all required data in a timely manner and in a complete and true form.
- 5) The documents for the evaluation of activities are assessed and findings are drafted by an evaluation committee appointed by the Rector to draft a report on the evaluation of activities.
- 6) If needed, the Rector may request additional evaluation of activities, or the evaluation committee may carry out such evaluation on its own initiative.

PART IX
Academic Ceremonies and Symbols

Article 50
Academic Insignia

- 1) The academic insignia of UP and UP faculties used by the Rector, Vice-Rectors, Deans and Vice-Deans (hereinafter the “academic dignitaries”) at festive ceremonies represent the traditions and history of UP.

¹⁴ Section 21 (1) a) of the Act

¹⁵ Section 27 (1) d) of the Act.

¹⁶ Section 21 (1) f) of the Act.

- 2) The academic insignia of UP and its faculties include scepters, chains, and a standard.
- 3) The use of the academic insignia of UP and its faculties, how they are stored and who is responsible for the related record-keeping and administration shall be determined for UP by the Rector, and by the Deans for the respective faculties.

Article 51
Academic Gowns of UP

- 1) UP gowns may used at festive ceremonies by:
 - a) academic dignitaries and graduation officers (gowns in the colors of UP and the faculties),
 - b) other employees of UP in accordance with the Rector's or the Dean's decision (black gowns),
 - c) graduates from programs of study implemented at UP during their festive graduation (black gowns)
 - d) doctoral students when the honorary title of "doctor honoris causa" (abbreviated as Dr.h.c.) is conferred, and other important guests in accordance with the Rector's decision (black gowns),
 - e) beadles (beadles' gowns).
- 2) The Rector's office is in charge of any records related to the gowns.

Article 52
Academic Ceremonies, Official Inaugurations, Matriculations and Graduations

- 1) The Rector and the Dean are installed in office during a festive inauguration with the participation of members of the academic community and invited guests. The Rector and the Dean usually use the occasion to deliver an inauguration speech.
- 2) The course of a festive graduation to confer the honorary title of "doctor honoris causa" (abbreviated as "Dr.h.c.") may be determined by the Rector ad hoc.
- 3) Festive matriculation is a public expression of the admission of a student into the academic community. The matriculation includes the taking of an oath by the students; the wording of the oath is defined in the Constitutions of faculties at which the students are matriculated. The organization, particulars and course of matriculation shall be determined by the Dean of the respective faculty upon consultation with the Rector.
- 4) Graduations are festive ceremonies at which academic dignitaries award UP university diplomas proving the acquisition of the corresponding academic degree as well as the diploma supplements to graduates from all types of programs of study implemented at UP. Graduations are organized by the respective UP faculty in cooperation with the Rector. The graduation ceremony includes the taking of an oath. The wording of the oath for graduates from Bachelor and Master degree programs is set by the Constitutions of the faculties. The wording of the oath for graduates from doctoral degree programmes is set in Appendix No. 4.
- 5) Traditional Latin forms of address of academic dignitaries are used during academic ceremonies and graduations:
 - a) The Rector is addressed as "Your Magnificence".
 - b) Vice-Rectors are addressed as "Honorabilis" (Honourable). Should the Vice-Rector be substituting for the Rector, he or she is addressed as "Your Magnificence".
 - c) Deans are addressed as "Spectabilis" (Respectable).
 - d) Vice-Deans are addressed as "Honorabilis". Should the Vice-Dean be substituting for the Dean, he or she is addressed as "Spectabilis".

Article 53
Title, Emblem and Seal of UP

- 1) The title of UP is laid down and protected by generally binding legal regulations¹⁷.
- 2) The emblem of UP is depicted in Appendix No. 3, Part A.
- 3) The seal of UP is inspired by a historical stamping die. The seal is used in two sizes: a diameter of 3 or 6 centimetres. The imprint of the UP seal might be black and white, blue and white, gold or blind blocking. A sample of the imprint in black and white is shown in Appendix No. 3, Part B.

¹⁷ *The Act and Act No. 40/1964 Sb., the Civil Code, as amended.*

- 4) The rules for using the emblem and the stamping die of UP shall be determined by means of the Rector's directive.

Article 54
Medals and Awards

- 1) The Rector confers medals and grants awards to persons who have been instrumental in the development of UP.
- 2) Records connected to UP medals and related diplomas are kept by the Rector's Office. 3) The granting of awards is governed by the statutes of the individual awards.

Part X
Common Provisions

Article 55
Stamps of UP

The type, form, use, and protection of stamps used at UP as well as related records are laid down by an internal regulation of UP.

Article 56
Official Notice Board of UP and its Faculties

- 1) UP and each UP faculty has its own official notice board. Unless internal regulations of UP or its faculties stipulate otherwise, notices related to UP as a whole are published on the UP notice board and notices related to the faculties on their respective notice boards.
- 2) Each official notice board shall be labeled "Úřední deska" (Official Notice Board). The actual notice board shall be located in such a way so that anybody can access any published information at any time. UP and its faculties also operate the notice board in an electronic form.
- 3) Notices published on the official notice board are set by generally binding legal regulations and include information about:
 - a) the beginning of the academic year, its division into semesters, the teaching and exam periods, and holidays,
 - b) dates for enrollment in studies,
 - c) dates and venues of state final examinations,
 - d) date and venue of the next meeting of the Academic Senate or the meeting of the academic senate of the respective faculty,
 - e) the form of publishing annual reports, or where they can be consulted,
 - f) where the Long-term Plan may be consulted,
 - g) the amount of study-related fees and charges paid by students for certain activities,
 - h) notices about the depositions of decisions delivered to students personally in an alternative way,
 - i) shall be clearly labeled and well positioned so that anybody can access them in the building of the Rector's Office or the respective UP faculty as well as on the electronic notice boards.
- 4) Apart from the notices listed in Paragraph 3, other notices as required by an internal regulation of UP or its faculty or as decided by the Rector or the Dean shall also be published on the official notice board.
- 5) The content and method of publishing notices and other information on the official webpage of UP (www.upol.cz) is governed by an internal regulation of UP.

Article 57
Regulations of UP

- 1) The internal regulations of UP under Section 17 (1) of the Act registered by the Ministry under Section 36 of the Act are:
 - a) Constitution of UP,
 - b) Rules of Election and Procedure of the Academic Senate,

- c) Internal Salary Regulation of UP,
 - d) Rules of Procedure of the Scholarly Board of UP,
 - e) Code for the Recruitment of Academic Staff of UP,
 - f) Study and Examination Code of UP,
 - g) Bursary Code of UP,
 - h) Disciplinary Code for Students of UP,
 - i) Lifelong Education Code for UP.
- 2) Furthermore, the Academic Senate adopts;
- a) Code of the Rigorousum Procedure at UP,
 - b) Admission Procedure Code of UP,
 - c) Code of Proceedings to Attain Associate or Full Professorship at UP,
 - d) Organizational Manual of UP,
 - e) Rules for the Filing and Shredding of Documents at UP,
 - f) Dormitory Code of UP,
 - g) University Canteen Code of UP.

Article 58
Interpretation and Construction

Provisions of all internal regulations of UP may not be interpreted contrary to the principles laid down in the Preamble to the present Constitution. Should doubts arise, the provisions of the Constitution shall be interpreted by the Academic Senate.

PART XI
Final Provisions

Article 59
Repealing Provision

The Constitution of Palacký University in Olomouc registered by the Ministry on 18 October 2001 under Ref. No. 27 163/200130, as amended, is hereby repealed.

Article 60
Force and Effect of the Constitution of UP

- 1) The present Constitution was approved by the Academic Senate of UP pursuant to section 9 (1) (b) of the Act on 28 June 2006. 2) Pursuant to section 36 (4) of the Act, the present Constitution shall come into force upon its registration by the Ministry.

Pursuant to Section 9 (1) (b) of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), as amended, the Academic Senate of Palacký University in Olomouc approved amendments to the Constitution of Palacký University in Olomouc on 21 February 2007, 9 May 2007, 2 April 2008, 8 October 2008, 4 March 2009 and on 29 September 2010.

Pursuant to section 36 (4) of the Act, the amendments to the Constitution of Palacký University in Olomouc shall come into force upon its registration by the Ministry of Education, Youth and Sports.

prof. RNDr. Lubomír Dvořák, CSc., in his own hand,
Rector

Fields of Study at UP

- 1) Biology and Ecology
- 2) Economics
- 3) Philology
- 4) Philosophy
- 5) Theology
- 6) Physics
- 7) Geography, Geology and Mineralogy
- 8) Chemistry
- 9) Medicine
- 10) Mathematics and Information Science
- 11) History
- 12) Psychology,
- 13) Pedagogy, Education and Special Needs Education, Social Care
- 14) Law
- 15) Journalism
- 16) Sociology and Political Science
- 17) Physical Culture, Physical Education, Kinanthropology and Sports
- 18) Art and the Theory of Art
- 19) Healthcare

Rules for Economic Management of UP

PART I Fundamental Provisions

Article 1 Introductory Provisions

- 1) Palacký University is a legal entity.
- 2) Bodies listed in Article 41 of the Constitution are entitled to decide on the disposition of UP property and act on behalf of UP in related matters.
- 3) When disposing of funds, UP acts mainly in accordance with:
 - a) the Constitution
 - b) the Act
 - c) Act No. 218/2000 Sb., on Budgetary Rules and on amendments of some related acts (the Budgetary Rules), as amended, and applicable regulations,
 - d) Act No. 563/1991 Sb., on Accountancy, as amended,
 - e) Act No. 586/1992 Sb., on Income Taxes, as amended,
 - f) Act No. 253/2004 Sb., on Value Added Tax, as amended,
 - g) other tax laws,
 - h) Act No. 262/2006 Sb., the Labour Code, as amended.
 - i) Act No. 526/1990 Sb., on Prices, as amended,
 - j) Act No. 130/2002 Sb., on the Support of Research and Development, as amended.
- 4) Rules for receiving contributions and subsidies from the state budget are governed by generally binding legal regulations on the disposition of state budget funds, and rules for providing contributions and subsidies from the state budget to public universities for the relevant year.

Article 2 Definition of the Principal Activities of UP

- 1) Taking into consideration the mission and activities of UP under Article 2 of the Constitution, the principal activities of UP include, but are not limited to:
 - a) education in accredited programs of study and lifelong education programs in accordance with Section 60 of the Act,
 - b) scientific activities, research and development, artistic and creative activities in the fields listed in Appendix No. 1 to the Constitution and their economic use unless such use constitutes business activity as defined by the Commercial Code,
 - c) organization of study stays, specialized seminars, conferences and forums related to activities under Letters (a) and (b),
 - d) information services for members of the academic community, other UP employees, applicants for study and UP graduates,
 - e) publishing and sale of specialized books, university textbooks and support materials, periodical and non-periodical publications, and reprographic services for members of the academic community and other UP employees,
 - f) making audiovisual programs for the purposes of implemented programs of study or related to research and development at UP,
 - g) consultancy services within the meaning of Section 21 (1) (d) of the Act,
 - h) organizing and arranging for sports and PE activities for members of the academic community and other UP employees,
 - i) catering services for members of the academic community, other UP employees under an employment or similar contract, pensioners (former UP employees), participants in conferences, sports and study events, and study stays organized at UP under Letters (c) and (h),

- j) accommodation for members of the academic community, other UP employees under an employment or similar contract, participants in conferences, sports and study events, and study stays organized at UP under Letters (c) and (h),
- k) transport services related to the implementation of programs of study, research and development, as well as transport services for UP student and employees,
- l) other services unless they constitute business activity within the meaning of the Commercial Code,
- m) the lease of movable and real property which is not temporarily in use, the sale and liquidation of redundant and unserviceable property with the exception of property acquired and used solely for the ancillary activities of UP.

PART II

Budget of UP

Article 3

Budget of UP

- 1) The economic management of UP is based on a revenue and expenditure budget. UP drafts budgets for the period of one calendar year and the budget shall not be a deficit one.
- 2) Once the relevant calendar year has finished, UP makes a settlement against the state budget and submits the settlement to the Ministry within the stipulated time limits.

Article 4

UP Budget Structure

- 1) The general budget of UP for the respective calendar year includes the total of the expected revenues of UP according to individual sources as listed in Article 9 and the total of the expected expenditures on the UP operation related to selected items corresponding to the structure of synthetic and selected analytic accounts in accordance with the valid charts of accounts of UP.
- 2) The general budget of UP includes a division of revenues and expenditures according to individual entitlements to subsidies in accordance with the Ministry's rules for providing contributions and subsidies from the state budget to public universities; the division shall make it possible to adequately monitor the development of such revenues and expenditures in the respective calendar year, as well as the total of the expected gains and costs related to the ancillary activities of UP.

Article 5

Drafting and Approving the UP Budget and Budgets of UP Economic Units

- 1) Upon the Rector's orders and on the basis of methodological guidelines discussed and approved by the Academic Senate, the Bursar prepares a proposal for the distribution of contributions and subsidies from the state budget to central funds and funds for individual UP constituent parts (hereinafter the "UP economic units").
- 2) The proposal for the distribution of funds under Paragraph 1 shall be submitted by the Rector to the Academic Senate for approval.
- 3) On the basis of the approved distribution of resources under Paragraph 1, individual UP economic units shall prepare their own partial revenue and expenditure budgets within a deadline set by the Rector; such a budget shall not be a deficit one.
- 4) The procedure for drafting and adopting partial budgets of UP faculties and other UP economic units shall be determined by the internal regulations of the faculties, or by the managers of such units respectively.
- 5) After the deadline under Paragraph 3, the Bursar drafts a general budget of UP on the basis of approved partial budgets of UP economic units. Such a draft shall be submitted by the Rector to the Board of Trustees, and having had its opinion, subsequently to the Academic Senate for approval.

Article 6

Modifications of the UP Budget

- 1) The general budget of UP and the amount of contributions and subsidies from the state budget for individual UP economic units are modified during the calendar year: a) automatically, on the basis of decisions to grant a contribution or subsidy from the state budget and executed subsidy agreements, b) due to special-purpose funds (mainly grants) acquired by individual UP economic units.
- 2) On the basis of objective circumstances and the development of UP's economy, the Rector may submit a modification of the UP budget to the Academic Senate for approval even during the respective calendar year.

Article 7
Budget and Provisional Budget Arrangements

Details concerning the UP budget and provisional budget arrangements are regulated in Article 40 (6) of the Constitution.

Article 8
Transfers to Central Funds of UP

- 1) With regard to activities performed from the central funds of UP, the Rector may propose, when discussing the economic results of UP, that the Academic Senate approve that part of the taxed earnings of UP economic units be transferred to UP funds. Such a Rector's proposal shall always be submitted together with a proposal for the transfer of respective shares to the funds of individual UP economic units.
- 2) For the purposes of securing the investment needs of the whole university, the Rector may propose that parts of the write-off value of the tangible fixed assets of UP economic units be transferred to the Investment Property Reproduction Fund of UP. Such a transfer is subject to the approval by the Academic Senate.

PART III
Creating and Using UP Funds

Article 9
Sources of UP Funding

- 1) UP independently disposes of funds from contributions and subsidies from the state budget, its own revenues, as well as other funds raised under Section 18 (2) of the Act.
- 2) Funds to secure activities funded from capital funds are mainly acquired from:
 - a) individual and systemic capital transfers (investment subsidies) from the state budget,
 - b) public budgets, state funds and EU budgets,
 - c) its own sources under Article 21,
 - d) the pooling of funds,
 - e) loans and credits,
 - f) other domestic and international sources (mainly grants),
 - g) capital contributions and subsidies from the state budget.
- 3) Funds to secure activities funded from current funds are mainly acquired from:
 - a) contributions and subsidies from the state budget,
 - b) study-related fees,
 - c) gains on tangible, intangible and financial property,
 - d) other revenues from the state budget, state funds, municipal budgets and EU budgets,
 - e) revenues from ancillary activities,
 - f) income from gifts and inheritance, income from endowment funds and foundations,
 - g) the pooling of funds,
 - h) creating its own funds,
 - i) loans and credits,
 - j) revenue from accommodation and catering services,
 - k) other domestic and international sources.

Article 10
Contributions and Subsidies from the State Budget

Pursuant to Section 18 of the Act, UP qualifies for contributions and subsidies from the state budget. Funds from the state budget may only be used to fund the activities for which UP was established.

Article 11
Study-related Fees at UP

- 1) Fees under Article 22 (3) and (5) of the Constitution constitute the income of the Bursary Fund of UP. 2) Fees under Article 22 (2), (8) and (9) of the Constitution constitute revenues from the principal activity of UP.

Article 12
UP Revenue from Other Payments

Revenues under Articles 24, 26, 29 and 33 of the Constitution are deemed to be revenues of UP from its principal activity.

Article 13
Gains on UP Property

- 1) Gains on the lease of UP property shall be revenues from the principal activity of UP. Such gains are the revenue of the budgets of UP faculties and other constituent parts, which bodies have been entrusted with the use of such property.
- 2) Gains on the sale of movable property shall be revenue from the principal activity of UP faculties and other constituent parts, which bodies have been entrusted with the use of such property.
- 3) Gains on the sale of real property shall be revenue of the central funds of UP from its principal activity.
- 4) Financial gains shall be revenue of the central funds of UP from its principal activity.

Article 14
Other Revenue of UP from Public Sources

Other revenue of UP from the state budget, state funds, municipal budgets and other public sources shall be revenue of UP from its principal activity and shall be subject to settlement in accordance with special orders, or agreements.

Article 15
Ancillary Activities of UP

- 1) UP carries out paid ancillary activities¹⁸.
- 2) The ancillary activities of UP have separate entries in the UP accounts.
- 3) Ancillary activities shall not jeopardize the quality, extent, and availability of the principal activities of UP.

Article 16
Revenue from Gifts, Foundations and Endowment Funds

Revenue from gifts, foundations, and endowment funds, unless intended for the acquisition and technical appreciation of fixed assets, are, depending on their purpose, revenue of funds under Articles 22 to 24.

Article 17
Pooled Funds

- 1) To the extent defined by the Act and after approval by the competent body, UP may pool funds with other entities or individuals only if this is clearly effective or provides other benefits for UP.

¹⁸ Section 20 (2) of the Act.

- 2) Pooling of funds managed by the bodies of UP faculties is possible only subject to an agreement by the respective Deans.

Article 18
Loans and Credits

- 1) Loans and credits may be taken out only if necessary for UP and only if no claims against the state budget arise.
- 2) Loans and credits on behalf of UP may only be taken out by the Rector, always subject to approval by the Academic Senate and the Board of Trustees.

Article 19
Creation and Management of UP Funds

- 1) In accordance with the Act, UP creates the following funds:
 - a) Reserve Fund intended for the settlement of losses in subsequent financial years,
 - b) Investment Property Reproduction Fund,
 - c) Bursary Fund,
 - d) Remuneration Fund,
 - e) Special-purpose Fund,
 - f) Social Fund,
 - g) Operating Fund.
- 2) UP funds are UP's resources and their balance as of 31 December of the current year is transferred to the following budgetary year.
- 3) Contributions to funds under Paragraph 1 (a), (b), (d) and (g) from taxed earnings are approved by the Academic Senate upon the Rector's proposal when approving the economic results of UP in the previous year unless stipulated otherwise by the Act or by the Constitution.
- 4) Transfers of funds between funds listed in Paragraph 1 (a), (b), (d) and (g) are possible only if envisaged in Articles 20 to 26 and subject to the Bursar's approval.

Article 20
Reserve Fund

- 1) The Reserve Fund is consists of allocated funds from taxed earnings.
- 2) The Reserve Fund may be used to settle any losses in subsequent financial years. If the loss from the previous year has been settled, the Reserve Fund may be used to pay penalties, cover any temporary lack of funds, or for transfers to the Investment Property Reproduction Fund, Remuneration Fund, or Operating Fund.

Article 21
Investment Property Reproduction Fund

- 1) The Investment Property Reproduction Fund is made from:
 - a) funds equal to the write-off value of fixed assets of UP, including the net value of property retired less the written-down amount equaling the proportion of the received subsidy from the state budget over the acquisition price,
 - b) balance of the contribution from the state budget as of 31 December of a current year,
 - c) pooled investment funds under executed agreements on pooling,
 - d) allocated funds from taxed earnings,
 - e) funds from the Reserve Fund under Article 20 (2) and from the Operating Fund under Article 26 (3).
- 2) The Investment Property Reproduction Fund may be used for:
 - a) the investment activities of UP (in accordance with the applicable rules of the Ministry of Finance and of the Ministry),
 - b) providing other entities with investment funds under executed agreements on common investment activities,

- c) the repayment of loans and credits taken out to acquire fixed assets, including interest on such loans and credits until the assets are started to be used,
 - d) as a complementary source for the funding of repairs and the maintenance of the fixed assets of UP.
- 3) The use of the funds under Paragraph 2 (d) are entered as the revenue and expenditure of the respective economic unit of UP.

Article 22
Bursary Fund

- 1) The Bursary Fund includes:
 - a) tuition fees under Section 58 (7) of the Act,
 - b) monetary gifts intended for bursaries, and
 - c) expenditures booked for tax purposes in accordance with a special legal regulation¹⁹.
- 2) The Bursary Fund does not include funds provided to UP for bursaries within contributions or subsidies from the state budget. Contributions and subsidies from the state budget are to be annually settled against the state budget.
- 3) The Bursary Fund may only be used to pay bursaries in accordance with the Bursary Code of UP.
- 4) Funds used from the Bursary Fund are entered as revenue and expenditure of the respective economic unit of UP.

Article 23
Remuneration Fund

- 1) The Remuneration Fund includes:
 - a) allocated funds from taxed earnings,
 - b) monetary gifts intended for the remuneration of UP employees,
 - c) funds from the Reserve Fund under Article 20 (2) and from the Operating Fund under Article 26 (3).
- 2) The Remuneration Fund may be used to pay parts of salaries in accordance with the Internal Salary Regulation of UP.
- 3) Funds used from the Remuneration Fund are entered as revenue and expenditure of the respective economic unit of UP.

Article 24
Special-purpose Fund

- 1) The Special-purpose Fund includes:
 - a) special-purpose monetary gifts with the exception of gifts intended for the acquisition and valuation of fixed assets,
 - b) special-purpose money from foreign sources,
 - c) special-purpose public funds, including funds for the special-purpose and institutional support of research and development from public funds, which could not be used in the budgetary year in which they were provided under Section 18 (10) of the Act.
- 2) Pursuant to Section 18 (11) of the Act, money in the Special-purpose Fund may be used only for the purposes for which it was provided.
- 3) Other rules and conditions for the transfer of money to the Fund and the method of notification of its providers shall be defined by a specific internal regulation of UP under Article 38 (1) (p).
- 4) Funds used from the Special-purpose Fund are entered as revenue and expenditure of the respective economic unit of UP.

Article 25
Social Fund

¹⁹ Section 24 (2) (zr) of Act No. 586/1992 Sb., on Income Taxes, as amended.

- 1) The Social Fund consists of a basic allocation equaling 2% of the annual volume of the costs of salaries, salary compensations, and bonuses for on-call duties.
- 2) The exact amount of the proportion of costs under Paragraph 1 is included in the budget for the respective year.
- 3) The Social Fund may be used solely for the payment of social costs of UP employees, including, but not limited to:
 - a) contributions for supplementary pension insurance or life assurance,
 - b) contributions for canteen meals,
 - c) contributions for rehabilitation, or the purchase of healthcare equipment and vitamins,
 - d) costs of social and sports events organized for UP employees. Details shall be laid down by a special internal regulation under Article 38 (1) o).
- 4) Funds used from the Social Fund are entered as revenue and expenditure of the respective economic unit of UP.

Article 26 Operating Fund

- 1) The Operating Fund includes:
 - a) the balance of the contribution from the state budget as of 31 December of the current year,
 - b) allocated funds from taxed earnings,
 - c) money from the Reserve Fund under Article 20 (2).
- 2) The Operating Fund may only be used to cover operating expenses not covered by the budget in the current year.
- 3) In exceptional cases, part of the Operating Fund may be transferred to the Reserve Fund, to the Investment Property Reproduction Fund and to the Remuneration Fund.
- 4) Funds used from the Operating Fund are entered as revenue and expenditure of the respective economic unit of UP.

Article 27 Financial Management of UP

- 1) To fund its operation UP opens accounts with selected banks, both in CZK and in foreign currencies, as needed.
- 2) An account may be opened and closed by the Rector.
- 3) Contributions and subsidies from the state budget provided by the Ministry under decisions and executed agreements are transferred by the Ministry directly to UP accounts. Subsidies from other entities are transferred to UP accounts unless stipulated otherwise by the provider in the respective agreement.
- 4) Capital funds provided by the Ministry as individual and systemic subsidies and funds for the implementation of grant projects from the budgetary chapter of the Ministry or other chapters of the state budget are released as a limit.
- 5) Other revenue of UP not listed in Paragraphs (3) and (4) is transferred directly to the account of UP.
- 6) Expenditure and revenue related to the deposition of money in accounts kept with banks are expenditures, and revenues, of the central funds of UP, with the exception of cases when the respective agreement or decision require that they be entered in accounts within a project or a grant project.

Article 28 Basic Rules for Economic Management of UP

- 1) Funds allocated by the Ministry under a decision to provide a contribution or a grant from the state budget, or agreed grant contracts, may be used by the UP only for the purposes stipulated in such decisions and agreements and defined by these rules.
- 2) Special-purpose funds from other sources may only be used by UP for the purposes for which they were provided.
- 3) Funds from its own gains and its own funds may be used by UP to fund its activities at its own discretion in accordance with the Constitution of UP.

- 4) In accordance with Section 20 (3) of the Act, UP may not become a general partner in a general or limited partnership. UP may become a partner in other types of corporations, cooperatives or civic societies or may establish such a legal entity only if the following conditions are met:
 - a) the entity becoming the partner or establishing the new entity may be only UP, not its constituent part,
 - b) the contribution of UP may consist neither of real property acquired by public universities from the government under Section 101 (5) of the Act, nor of funds from the contribution or subsidy from the state budget,
 - c) in companies with UP's monetary or non-monetary contribution, the Memorandum of Association of such a legal entity shall provide for inspection powers of UP, or at least a majority or blocking share for decision-making,
 - d) non-monetary contribution shall be valued by an expert witness under generally binding legal regulations effective at the moment of the contribution, and
 - e) an approval by the Academic Senate and a written consent of the Board of Trustees is required for UP to become partner of any entity, and as to the amount and form of the contribution.
- 5) UP may fund the capital and current expenditure of its own economic units, including special-purpose facilities such as university canteens, dormitories, halls of residence, facilities for the education of youth and adults, libraries, gyms, and other sports facilities if these serve the students and employees of UP.
- 6) If UP uses such special-purpose facilities together with another legal entity or an individual, its share in revenues and expenditures corresponds to the proportionate use of such a facility agreed in the respective agreement, or is defined as a flat amount.
- 7) UP may not co-fund the catering of its students; however, in accordance with Paragraph 5, it may fund the operation of its own facilities securing catering for UP students up to the amount of the real costs, excluding the value of foodstuffs.
- 8) In accordance with Paragraph 5, UP may fund the operation of facilities providing one canteen meal a day for its employees, excluding the prices of raw materials.
- 9) Should any of the economic units of UP arrange for canteen meals on a contractual basis in other catering facilities, it may provide its employees with a contribution up to 55% of the price of one main meal a day, not exceeding 70% of meal expenses if the business trip lasts from 5 to 12 hours in accordance with the Bursar's methodological guideline on travel expenses. The exact amount of such a contribution may be determined by the respective economic unit of UP independently.
- 10) Paragraph 8 shall be applied with necessary modifications if canteen meals are provided in the form of meal tickets to be used in public dining places.
- 11) Contribution to other individuals or legal entities may be provided by UP only from taxed earnings in accordance with special legal regulations.
- 12) The payment of penalties shall be borne by the economic unit which is responsible for them.
- 13) In accordance with Section 60 (1) of the Act, a fee may be set for the study in lifelong education programs which constitutes revenue from the principal activity of the faculty implementing the program; the fee shall be determined by the respective Dean.

Article 29

Economic Management of UP Economic Units

- 1) The economic management of UP is carried out for the UP as a whole and through economic units of UP.
- 2) As a whole, UP manages central funds.
- 3) Economic units of UP manage the allocated funds independently pursuant to the rules set by the Constitution.
- 4) The economic management of UP economic units is entered separately in the UP accounts. The economic results constitute the total of the results of all economic units of UP.
- 5) The circulation of accounting documents is governed by an internal regulation under Article 38 (1) (b).
- 6) All UP property above a certain value determined by the Rector shall be insured.
- 7) The insurance of UP property is based on a UP contract subject to agreement with individual UP units and is paid from the central funds of UP or, as the case may be, the funds of the Accommodation and Dining Facilities.

- 8) The statutory motor vehicle insurance is taken out and paid by UP from its central funds, or from the funds of the Accommodation and Dining Facilities for its vehicles. Other types of motor vehicle insurance are taken out by UP and paid by the economic unit using the vehicle.
- 9) The insurance of employees during business trips abroad is taken out and paid by UP from central funds.

PART IV Bookkeeping

Article 30 Bookkeeping

- 1) UP is an accounting unit maintaining a double-entry bookkeeping system.
- 2) UP faculties and other constituent parts keep their accounts in accordance with a binding chart of accounts and bookkeeping rules issued under Article 38 (1) (a) to (i).
- 3) The main differentiating feature of UP faculties and other constituent parts is a numerical symbol allocated to them.
- 4) The Deans or, as the case may be, the Secretaries of UP faculties, or heads of university facilities shall be responsible for the timeliness, correctness, completeness and verifiability of the background materials.

Article 31 Accounting Documents

- 1) To draft accounting documents, numerical series are defined under Article 38 (1) (a).
- 2) Accounting documents accepted for entry in the accounts shall include all details of a tax certificate.
- 3) All economic transactions within UP, between individual UP faculties and other constituent parts are based on internal accounting documents, as a rule excluding value added tax.
- 4) Accounting documents are entered in the accounts according to numerical series defined under Paragraph 1; copies are kept by the original entity processing the document and originals are passed to the central accounting department of UP to be entered in the Central Accounting Archives of UP. In both cases, designated employees shall be responsible for the due record of the accounting documents, and shall present the stored documents for inspection if requested to do so by an authorized person.

Article 32 Annual Financial Statements of UP

- 1) The Bursar shall be responsible for compiling and submitting the annual financial statement of UP.
- 2) The annual financial statement of UP shall be part of an annual report on UP economic management under Section 21 (3) (a) of the Act.
- 3) The annual financial statement of UP also includes additional details required by the Ministry, inventory taking of the assets, liabilities and obligations of UP.
- 4) The annual financial statement of UP is always compiled as of 31 December of the respective year.

PART V Taxes and Levies

Article 33 Corporate Income Tax

- 1) In accordance with Section 18 (5) of Act No. 586/1992 Sb., on Income Taxes, as amended, all UP revenue excluding revenue from capital transfers (investment subsidies from the state budget) and interest on current-account deposits shall be subject to income tax.
- 2) The corporate income tax return shall be compiled by the Rector's Office and filed on behalf of the whole of UP with the Tax Authority in Olomouc within the statutory time limits.
- 3) The payment and settlement of the assessed tax is made by the Rector's Office.

- 4) The Bursar shall be accountable to the Rector for any tax matters under the present Article.

Article 34
Personal Income Tax

- 1) UP pays for its employees, under an employment or similar contract, advanced and withheld personal income tax.
- 2) On the basis of a declaration signed by an employee, UP compiles personal income tax returns for its employees and carries out the annual settlement of the tax.
- 3) The Bursar shall be accountable to the Rector for any tax matters under the present Article.

Article 35
Value Added Tax

- 1) UP is a registered value added tax payer with a one-month settlement period. In accordance with generally binding legal regulations on value added tax, UP, as an entity not established to do business, makes use of an exemption from value added tax on its principal activity.
- 2) Secretaries of UP faculties, managers of university facilities and managers of the Rector's Office shall be responsible for the due processing of tax certificates in the respective month, as well as for checking upon their completeness and particulars.
- 3) The Rector's Office shall compile the value added tax return on behalf of UP as a whole and file it with the Tax Authority in Olomouc within the statutory time limits.
- 4) The payment and settlement of the value added tax is made by the Rector's Office.
- 5) The Bursar shall be accountable to the Rector for any tax matters under the present Article.

Article 36
Property Taxes and Other Taxes

- 1) Should there arise other tax liabilities not listed in Articles 33 to 35 (mainly property, road or gift taxes), the Rector's Office complies the respective tax return on behalf of the whole of UP and files it with the respective tax authority within the statutory time limits.
- 2) The payment and settlement of the assessed tax is made by the Rector's Office.
- 3) The Bursar shall be accountable to the Rector for any tax matters under the present Article.

Article 37
Payment of Contributions and Insurance Premiums

- 1) UP shall pay contributions to pension schemes and social security schemes as well unemployment insurance premiums for itself and for its employees under an employment or a similar contract. Such payments are made on a monthly basis by the Rector's Office within the stipulated time limits.
- 2) UP shall pay corresponding general health insurance premiums for itself and its employees. Such payments to respective health insurance companies are made by the Rector's Office on a monthly basis within the stipulated time limits.
- 3) UP shall pay statutory liability insurance for damage associated with labour injuries or occupational diseases. The insurance premium is paid on a quarterly basis by the Rector's Office within the stipulated time limits.
- 4) The Bursar shall be accountable to the Rector for the payments under the present Article.

PART VI
Common Provisions

Article 38
Other Regulations on Economic Management

- 1) For the purposes of the economic management of activities within UP and further to these rules, the Rector adopts a measure listing the economic units of UP and issues directives on the following issues:
 - a) bookkeeping,
 - b) the circulation of accounting documents,
 - c) accounts of fixed assets of UP,
 - d) accounts of stock,
 - e) accrual of revenue and expenditure,
 - f) creation and use of statutory reserve funds,
 - g) creation and use of adjusting items,
 - h) accounting of exchange rate differences,
 - i) inventory taking of the assets and liabilities of UP,“
 - j) travel expenses and foreign business trips of UP employees,
 - k) ancillary activities of UP,
 - l) proceedings on damage and liability for damage,
 - m) procurement,
 - n) material responsibility,
 - o) use of the Social Fund,
 - p) creation and use of the Special-purpose Fund.
- 2) UP faculties and other constituent parts may issue more detailed directives on the economic management for its purposes and in accordance with generally binding legal regulations, these rules as well as other UP regulations in force.

Part A: UP Emblem

a) in black and white



b) in colour



Part B: Imprint of the UP seal in black and white



Oath Taken by a Doctoral Degree Graduate

Oath Taken by a Doctoral Degree Graduate (Latin)	Oath Taken by a Doctoral Degree Graduate (English)
<p>Primum: Vos almae matris Palackianae Universitatis Olomucensis, in qua summum gradum ascenderitis, gratos perpetuo memoriam habituros eiusque res ac rationes, quoad poteritis, esse adiuturos.</p> <p>Dein: Honorem, quem in vos collaturus (collatura) sum, integrum incolumemque servaturos neque umquam pravis moribus aut vitae infamia commaculatos.</p> <p>Postremo: Doctrinam, qua nunc polletis, in prosperitatem hominum tali modo conversuros, ut numquam rationes humanitatis et liberalitatis fallatis, et impigro labore culturos, non sordidi lucri causa aut ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus generis humani continetur, quantum in vobis est, clarius effulgeat.</p> <p>Haec vos ex animi vestri sententia spondebitis ac pollicebimini? Spondeo ac polliceor.</p>	<p>First: You will always have memories of gratitude towards your alma mater, Palacký University in Olomouc, at which you attained a supreme academic degree, and that you will, subject to your possibilities, support its benefit and interests.</p> <p>Furthermore: You will maintain the academic degree which I am going to award to you unsullied and unharmed and that you will never taint it with bad morals or a life devoid of honour.</p> <p>Finally: You will use the knowledge which you have now mastered to the benefit of people so as not to violate any principles of human nobility, that you will work hard to nurture it not for dirty profit or ephemeral fame, but to, subject to your possibilities, spread the truth and make it possible for its light, on which the well-being of the humankind is based, to shine brighter and brighter.</p> <p>Do you agree to this and swear by your conscience? I agree and I swear.</p>

English and Latin Names for *Univerzita Palackého v Olomouci* and its Faculties

Name of the University and its Faculties in Czech	Names in English	Names in Latin
Univerzita Palackého v Olomouci Faculties: 1. Cyrilometodějská teologická fakulta 2. Lékařská fakulta 3. Filozofická fakulta 4. Přírodovědecká fakulta 5. Pedagogická fakulta 6. Fakulta tělesné kultury 7. Právnická fakulta 8. Fakulta zdravotnických věd	Palacký University, Olomouc Faculties (schools): Sts Cyril and Methodius Faculty of Theology Faculty of Medicine and Dentistry Philosophical Faculty Faculty of Science Faculty of Education Faculty of Physical Culture Faculty of Law Faculty of Health Sciences	Universitas Palackiana Olomucensis Facultates: Facultas Theologica CyrilloMethodiana Facultas Medicinae Facultas Philosophica Facultas Rerum Naturalium Facultas Paedagogica Facultas Culturae Physicae Facultas Iuridica Facultas Sanitatis Artium