

**CHARLES UNIVERSITY
FACULTY OF MEDICINE IN HRADEC KRALOVE**

**CONSTITUTION
OF THE FACULTY OF MEDICINE IN HRADEC KRALOVE**

Under section 27 (1) (b) and section 33 (2) (a) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act) as amended, (“the Higher Education Act”)

we, the members of the Academic Senate of the Faculty of Medicine in Hradec Kralove, expressing the will of the academic community of the Faculty of Medicine in Hradec Kralove, have adopted this Constitution of the Faculty of Medicine in Hradec Kralove as the internal regulation:

**Part I
Introductory Provisions**

**Article 1
Fundamental Provisions**

1. The Faculty of Medicine in Hradec Kralove (“the Faculty”) forms a basic unit of Charles University (“the University”).¹ The relation between the Faculty and the University is defined by the Higher Education Act and the Constitution of Charles University (“the University Constitution”).
2. In legal relations the Faculty uses the name “Univerzita Karlova, Lékařská fakulta v Hradci Králové”. The Latin name is “*Universitas Carolina, Facultas Medica Hradec Kralove*”. The English name is “Charles University, Faculty of Medicine in Hradec Kralove”.² The short name of the Faculty is “Lékařská fakulta v Hradci Králové,” abbreviation “LF HK”.
3. The registered office of the Faculty is at Šimkova 870, 500 03 Hradec Králové.
4. The Faculty of Medicine in Hradec Kralove was established on 1 September 1958.
5. The predecessor of the Faculty of Medicine in Hradec Kralove, a branch of the faculty of medicine of Charles University in Hradec Kralove, was established on 23 October 1945. On 24 October 1951, the branch of the faculty of medicine of Charles University in Prague established in Hradec Kralove was dissolved, and based on an order of the President to

¹ Ss. 22 and 23 *et seq.* of Part 2 of the Higher Education Act.

² Appendix No. 1 to the Constitution of the University.

regulate the organisation of military schools of 15 August 1951 it was replaced by a Military Academy of Medicine. On 1 September 1958, the Military Academy of Medicine of Jan Evangelista Purkyně in Hradec Kralove was converted into the Faculty of Medicine in Hradec Kralove as one of the faculties of Charles University in Prague.

6. The Constitution of the Faculty of Medicine in Hradec Kralove (“the Faculty Constitution”) regulates, under the Higher Education Act and in accordance with the University Statute and other internal regulations of the University, in particular the activities, organisation, management, and financial management of the Faculty.

Article 2

The Aim and Activities of the Faculty

1. The aim of the Faculty is to spread learning in the field of medicine and to cultivate independent scholarly research. The Faculty is free to carry on research and educational activities, the necessary prerequisites of which are academic freedoms and academic rights.³ Pedagogical activities at the Faculty are based on scientific, research, development, innovative, artistic, or other creative activities (“creative activities”), including the results of its own research.
2. Supplementary activities assist the Faculty in achieving its aim.⁴
3. The Faculty may offer all types of study programmes as well as lifelong learning programmes.⁵
4. The Faculty provides in particular facilities for research, education, and the social life of the Faculty, including library and other information services. The Faculty cooperates with national and foreign higher education institutions, scholarly and research institutions, healthcare institutions, and other legal entities, and creates conditions for members of the academic community to participate in such cooperation. The forms and manner of cooperation between the Faculty as a unit of the University and other legal entities is usually regulated by a contract.

Part II.

Organisation of the Faculty, its Bodies, Academic Environment

Article 3

The Division of the Faculty

1. Faculty workplaces are either exclusive or common. Exclusive workplaces include institutes, clinics, departments, the Dean’s Office, and other units (“the workplaces”).
2. Institutes and clinics, depending on the nature of their activities, may be common

³ S. 4 of the Higher Education Act.

⁴ S. 20 (2) and s. 24 (2) of the Higher Education Act.

⁵ S. 2 (1) and s. 60 of the Higher Education Act.

- workplaces with the University Hospital in Hradec Kralove.
3. Other units of the Faculty may include other establishments for educational and creative activities or for the provision of information services or the transfer of technologies, as well as special-purpose facilities for cultural and sports activities, accommodation, and catering, to serve primarily the members of the academic community or the needs of the Faculty.
 4. The details of the division of the Faculty are provided in the rules for internal governance of the Faculty which come in the form of a Dean's directive.

Article 4

Management of the Faculty

1. The Faculty is headed by the Dean.
2. The heads of workplaces are appointed by the Dean, usually based on a competitive hiring procedure. The heads of common workplaces with the Faculty Hospital in Hradec Kralove are appointed by the director of the Faculty Hospital in Hradec Kralove upon agreement with the Dean.
3. In addition to performing tasks arising from their employment, the heads of workplaces:
 - a) Are accountable to the Dean for the research and pedagogical activities of the workplace, or other activities depending on the focus of the workplace;
 - b) Are accountable to the Dean for the performance of tasks arising from legal regulations and internal regulations of the University and the Faculty, Rector's directives, and Dean's directives;
 - c) Assign tasks to their subordinate employees and check the performance of the tasks;
 - d) Perform other tasks based on the instructions of the Dean, unless stipulated otherwise in a special regulation.
4. To ensure a lower level of management, the following positions may be created:
 - a) Deputy head (chief) for specific fields of management;
 - b) Secretary to the clinic, institute, department;
 - c) Head of office.

These positions are hired for on the advice of the head of the workplace or the Secretary to the Faculty ("the Secretary") after previously obtaining the consent of the Dean.

Article 5

The Dean's Office

1. The Dean's Office engages primarily in organizational, coordinating, consultation, registration, and control activities in the fields of study, scholarly research, public relations, foreign relations and business, personnel, legal, and internal administration.
2. The Dean's Office arranges the material and administrative aspects of the activities of the Dean, the Vice-Deans, the Secretary, the Academic Senate of the Faculty, and other bodies.
3. The Dean's Office also arranges the material and administrative aspects of the grant funding of the Faculty.
4. The Dean's Office keeps records of matters concerning the activities of the Faculty stated

in Article 2, including the matters listed in section 24 of the Higher Education Act and in other cases stated in legal regulations or the internal regulations of the University and the Faculty. The Faculty has a duty to provide the required data to the Rectorate in the scope and manner stipulated in the Rector's directive.

5. The details of the organisation of the Dean's Office are provided in the rules for the internal governance of the Faculty.

Article 6

Self-Governance and Bodies of the Faculty

1. The self-governance of the Faculty is carried out by the members of its academic community directly and indirectly via self-governing academic bodies.
2. The academic community of the Faculty consists of the members of academic staff of the Faculty and of the students registered for study at the Faculty.⁶
3. The members of the academic staff of the Faculty are the members of the academic staff of the University who are assigned to the Faculty and perform both pedagogical and creative activities at the Faculty in an employment relationship depending on the agreed type of work.
4. The status of members of the academic staff of the Faculty is governed by Article 5 of the University Constitution.
5. The self-governing academic bodies of the Faculty are the Academic Senate of the Faculty, the Dean, the Research Board of the Faculty, and the Disciplinary Commission of the Faculty.⁷
6. Another body of the Faculty is the Secretary.⁸
7. The bodies of the Faculty are in their activities bound by the Higher Education Act, other legal regulations, the University Constitution and other internal regulations of the University as well as by the internal regulations of the Faculty.
8. The activities of the bodies of the Faculty are governed by Article 6, Article 15, and Article 17 of the University Constitution.

Article 7

Academic Senate of the Faculty

1. The Academic Senate of the Faculty of Medicine in Hradec Kralove⁹ ("the Senate") accounts for its activities to the academic community of the Faculty. While discharging their office, the members of the Senate are bound only by their conscience and are obliged to heed the interests of the entire Faculty. A member of the Senate answers any questions concerning the execution of his office asked by a member of the academic community of the Faculty at the session of the Senate.

⁶ S. 25 (3) of the Higher Education Act.

⁷ S. 25 (1) of the Higher Education Act.

⁸ S. 25 (2) of the Higher Education Act.

⁹ Ss. 26 and 27 of the Higher Education Act.

2. The Senate is composed of 24 members from among the members of academic staff assigned to the Faculty and 12 members from among the students registered at the Faculty.
3. The term of office of the Senate members is three years for members of academic staff and two years for students.
4. The bodies of the Senate are the President, the Vice-President, the Board, and the Commission.
5. The Senate may request the opinion of another body of the Faculty.
6. The Senate has the right to familiarize itself with the conclusions of meetings of other bodies of the Faculty and the Dean's permanent advisory bodies.
7. The Senate elections are governed by the Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove. The activities of the Senate and its bodies are regulated by the Code of Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove.¹⁰

Article 8

The Research Board of the Faculty

1. When appointing members to the Research Board of the Faculty of Medicine in Hradec Kralove¹¹ ("the Research Board"), the Dean ensures that the main branches of science and areas of study pursued at the Faculty are represented.
2. Within two months after his appointment, the Dean submits to the Senate a motion to appoint the members of the Research Board.
3. The term of office of the members of the Research Board appointed by the Dean terminates on the last day of the calendar month following the date when the term of office of the next Dean starts.
4. Membership in the Research Board terminates:
 - a) on the date of delivery of a written statement to the Dean in which the member resigns his membership in the Research Board;
 - b) on the date when the Dean removes a member from the Research Board with the prior consent of the Senate.
5. The Dean may appoint a distinguished scholar who has provided outstanding service to the Faculty as an Honorary Member of the Research Board. An Honorary Member has the right to participate in the sessions of the Research Board without the right to vote. The Dean requires an opinion of the Senate before appointing an Honorary Member to the Research Board.
6. The Research Board may request the opinion of another body of the Faculty.
7. The Research Board has the right to familiarize itself with the conclusions of meetings of other bodies of the Faculty.
8. If they request it, the floor is given to members of the Board of the Senate and Faculty Vice-Deans at the meetings of the Research Board.
9. The activities of the Research Board are regulated by the Code of Procedure for the

¹⁰ S. 33 (2) (b) and (c) of the Higher Education Act.

¹¹ S. 29 and 30 of the Higher Education Act.

Research Board of the Faculty of Medicine in Hradec Kralove.¹²

Article 9

The Dean

1. The Faculty is headed by the Dean; the Dean manages the activities of the Faculty, acts in and decides on all affairs of the Faculty which are not reserved to other bodies of the Faculty or of the University.¹³
2. Within the scope of his powers, the Dean is accountable to the Rector and the Senate also for the sensible use of funds, settlement of contributions and subsidies, and for the proper management of the University property entrusted to him.
3. In managing the Faculty the Dean may, within the powers granted to him and within the scope of legal regulations and the internal regulations of the University and the Faculty and Rector's directives, adopt Dean's directives, and the Faculty acts in accordance with these directives. If required by an internal regulation of the University or the Faculty, the Senate must give an opinion on a Dean's directive before it is adopted.
4. The Dean attends a session of the Senate if so requested by the Senate or its President. The Dean answers any questions regarding the discharge of his office asked by the Senate or its members during the Senate session.
5. The election of a candidate for Dean is called by the Senate in sufficient time as to be held no later than 90 days before the expiration of the term of office of the sitting Dean.
6. The Dean's term of office starts on the date of his appointment to the office.
7. A motion to remove the Dean from office may be proposed to the Senate by at least one fifth of the members of the Senate. A motion to remove the Dean from office is proposed to the Rector by the Senate, if at least three fifths of all members of the Senate voted in favour.
8. The Rector may remove the Dean from office on his own initiative under the conditions stated in section 28 subsection 3 of the Higher Education Act.
9. The office of the Dean terminates before the expiration of the term on the date of delivery of a written statement to the Rector in which the Dean resigns his office.¹⁴
10. The details on the election of a candidate for Dean are provided in the Code of Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove.¹⁵

Article 10

The Vice-Deans

1. Vice-Deans are usually Full Professors or Associate Professors who are members of the academic community of the Faculty. The fields of activities of individual Vice-Deans are determined by the Dean upon an opinion issued by the Senate.

¹² S. 33 (2) (d) of the Higher Education Act.

¹³ S. 28 of the Higher Education Act.

¹⁴ S. 28 (2) of the Higher Education Act.

¹⁵ S. 33 (2) (c) of the Higher Education Act.

2. The Vice-Dean attends a session of the Senate if so requested by the Senate or its President. The Vice-Dean answers any questions regarding the discharge of his office asked by the Senate or its members during the Senate session.
3. The Dean determines which Vice-Dean acts as his deputy in the period of his absence.

Article 11

Dean's Permanent Advisory Body

1. The Dean's permanent advisory body is the Dean's Board.
2. Specifically, the members of the Dean's Board are the Vice-Deans and the Secretary.
3. The members of the Dean's Board are appointed and removed from office by the Dean.

Article 12

Other Advisory Bodies and Commissions of the Faculty

The Dean creates other advisory bodies and commissions for specific issues, in accordance with the needs of the Faculty.

Article 13

The Disciplinary Commission of the Faculty

1. The Disciplinary Commission of the Faculty of Medicine in Hradec Kralove ("the Disciplinary Commission") considers infringements of disciplinary rules by students registered for study at the Faculty and submits a proposal for decision to the Dean.
2. The details of activities, composition, and term of office of the members of the Disciplinary Commission are provided in the Disciplinary Code for Students of the Faculty of Medicine in Hradec Kralove ("the Disciplinary Code for Students of the Faculty").

Article 14

The Secretary to the Faculty

1. The Secretary manages the finances and internal administration of the Faculty within the scope stipulated by the Dean's directive.¹⁶
2. The Secretary is appointed by the Dean based on a competitive hiring procedure.
3. The Senate expresses its opinion on the Dean's intention to appoint a Secretary.
4. The Dean may charge the Secretary in particular with the following:
 - a) Management of the Dean's Office;
 - b) Acting on behalf of the Faculty in other affairs related to the financial management and management of the University property entrusted to the Faculty;
 - c) Acting on behalf of the Faculty in employment matters of the Faculty employees assigned to the Dean's Office or to other units of the Faculty unless they are members

¹⁶ S. 32 of the Higher Education Act.

of the academic staff.

5. In exercising his managerial powers, the Secretary may within the scope of legal regulations, the internal regulations of the University and the Faculty, and Rector's directives and Dean's directives, adopt Secretary's directives to be applied in the financial management and internal management of the Faculty or the Dean's Office.
6. The Secretary attends a session of the Senate if so requested by the Senate or its President. The Secretary answers any questions regarding the discharge of his office asked by the Senate or its members during the Senate session.

Article 15

Using the Premises of the Faculty

1. While using the premises of the Faculty, every person is obliged to behave in such a way that life, health, and property are not endangered, that the academic rights and freedoms of members of the academic community are not curtailed, and that cooperative relations within the academic environment are not damaged.
2. More detailed rules on the use of the premises of the Faculty may be provided by the Dean.

Part III.

Study and Students

Article 16

Admission to Study

Admission to study at the University is governed by the Code of Admissions Procedure of Charles University ("the Code of Admissions Procedure of the University").

Article 17

Competence to Deal with Submissions of Applicants in the Matters of Admissions Procedure Organisation

1. Submissions of applicants in the matters of organisation of admissions procedure are processed by the relevant Vice-Dean.
2. The Dean is competent to deal with an application of an applicant to review the processing of his submission.

Article 18

Study and Programme of Study

1. Details regarding the performance of a programme of study, forms, the course of study, and participation in instruction, including the rights and duties of students as well as the manner of publication of successfully defended final theses and theses submitted for

defence are provided in Part III of the University Constitution and in the Code of Study and Examination of Charles University.

2. Additional details regarding study at the Faculty and the programme of study performed at the Faculty are provided in the Rules of Study at the Faculty of Medicine in Hradec Kralove.¹⁷

Article 19

Fees for Study

Fees for study, including their amount, manner of payment, and due date, are regulated in Appendix No. 2 to the University Constitution.

Article 20

Scholarships and Bursaries

1. The rules for granting scholarships and bursaries are provided in the Scholarships and Bursaries Rules of Charles University (“the University Scholarships and Bursaries Rules”).
2. The details of granting scholarships and bursaries to students registered for study at the Faculty are provided in the Rules for Awarding Scholarships and Bursaries at the Faculty of Medicine in Hradec Kralove.¹⁸

Article 21

Infringements of Disciplinary Rules by Students

Detailed provisions concerning the consideration of infringements of disciplinary rules by students, the imposition of sanctions for such infringements, and disciplinary proceedings are provided in the Disciplinary Code for Students of Charles University and in the Disciplinary Code for Students of the Faculty.¹⁹

Article 22

Powers of the Dean in Decisions on the Rights and Duties of Students

1. In proceedings on the rights and duties of students, the decision is made by the Dean in the first instance, unless such proceedings concern a matter to which paragraph 2 is applicable.
2. In proceedings to assess a fee under section 58 (3) of the Higher Education Act and in proceedings to award a scholarship or bursary as stipulated in the University Scholarships and Bursaries Rules, the decision is made by the Rector in the first instance.
3. The Rector is the appeal body.

Article 23

¹⁷ S. 33 (2) (f) of the Higher Education Act.

¹⁸ S. 33 (2) (f) of the Higher Education Act.

¹⁹ S. 33 (2) (e) of the Higher Education Act.

Delivery of Written Documents to Applicants and Students

1. In the admissions procedure and the procedure on the rights and duties of students, written documents are delivered in accordance with the Higher Education Act and the Administrative Procedure Code.
2. A decision issued on procedure under section 50 of the Higher Education Act which complies with the applicant's request for admission to study is delivered by means of the electronic information system of the University, providing that the applicant gave prior consent to such manner of delivery on the application form.
3. Decisions on the matters listed in section 68 (1) (a), (b), and (d) of the Higher Education Act which comply with the student's request and decisions on matters listed in section 68 (1) (e) of the Higher Education Act are delivered to students by means of the electronic information system of the University.
4. If the delivery under paragraphs 2 and 3 of the Article is made by means of the electronic information system of the University, the day following the date of making the decision accessible to the applicant in the electronic information system is considered to be the date of delivery and notification of the decision.

Article 24 Lifelong Learning

The rules for the preparation, approval, and implementation of programmes of lifelong learning; requirements for the admission of applicants and for the completion of lifelong learning programmes; and rules for the determination of fees are provided in the Rules for Lifelong Learning of Charles University; the details in accordance with these rules are provided in a Dean's directive.

Article 25 Internationally Recognized Courses

1. The University offers internationally recognized courses focused on increasing the professional qualification of students or graduates of higher education institutions²⁰ ("internationally recognised course"). The decision on the implementation of a specific internationally recognized course is taken by the Rector after the Research Board of Charles University has expressed its opinion. The Rector also determines the period during which the internationally recognized course may be offered.
2. The intention of the Faculty to offer an internationally recognized course is submitted to the Rector together with the opinion of the Research Board of the Faculty.
3. The rules for the implementation of internationally recognized courses are provided in Article 34 of the University Statute. The details are provided in a Rector's directive or in a Dean's directive.

²⁰ S. 60a of the Higher Education Act.

Part IV.
Members of Academic Staff and Other Employees

Article 26
Employment of Members of the Academic Staff

1. Employment of members of the academic staff, including the rights and duties arising from such employment, are governed by the Labour Code.²¹
2. Employment relations must be in accordance with or in direct relation to pursuing the aim, performance of tasks, and activities of the Faculty and the University set out in the internal regulations.
3. Work instructions issued to members of the academic staff of the Faculty may not curtail academic freedoms and academic rights.

Article 27
Competitive Hiring Process

1. A competitive hiring process may, in addition to being used for the hiring of academic staff, be used to hire other employees, particularly scientific and research staff.
2. The rules of the competitive hiring process for the positions of academic staff and possibly of other employees are set out in the Competitive Hiring Process Code of Charles University.

Article 28
Wages

The rules for the determination of wages of the academic staff and of other employees are provided by the Internal Wage Regulations of Charles University.

Article 29
Appointment of Associate Professors and Full Professors

1. The Dean informs the Senate of the accreditation of a branch for the procedure for granting associate professorship or for the procedure for granting full professorship at its nearest session.
2. The details regarding the submission of proposals concerning the accreditation of the procedure to attain associate professorship (“habilitation”) and the procedure for the

²¹ Act No. 262/2006 Sb., the Labour Code, as amended.

appointment of full professorship are provided in the Accreditation Code of Charles University.

3. The details regarding the procedure to obtain associate professorship and the procedure for the appointment of a full professorship, as well as the fees associated with acts in these procedures, are provided in the Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University.

Article 30

Special Professors, Visiting Professors, Emeritus Professor, Doctor Honoris Causa, Professor in Memoriam

1. The status of Special Professors, Visiting Professors, and Emeritus Professor is provided in Articles 39, 40 and 41 of the University Constitution.
2. A Doctor Honoris Causa degree (abbreviated to “Dr. h. c.”) may be awarded by the University under the conditions provided in Article 42 of the University Constitution.
3. A member of the academic staff may be appointed Professor in Memoriam in accordance with Article 43 of the University Constitution.

Part V.

Strategic Plan, Annual Reports, Evaluation of Activities, and Quality Assurance

Article 31

Drafting of a Strategic Plan and its Application

1. The strategic plan of educational, scholarly, research, development, innovative, or other creative activities of the Faculty (“the strategic plan”) constitutes the fundamental programme document of the Faculty.
2. The strategic plan is based in particular on the strategic plan of the University and the conception of the development of the Faculty.
3. The preparation of the strategic plan is based on the interests of the Faculty. The Faculty workplaces participate in the preparation of the strategic plan and may express their opinion on it before it is considered by the Research Board and approved by the Senate.
4. The strategic plan serves as a basis for the preparation of changes in the internal organization of the Faculty, new programmes of study, and choosing the focus of creative activities.
5. The Faculty participates in the preparation of the strategic plan of the University.
6. The strategic plan is further specified in annual implementation plans.

Article 32

Annual Report and its Use

1. The Faculty prepares the Annual Report on Activities and the Annual Report on Financial Management.²²
2. The annual report findings are used in management and in the further specification of the strategic plan and internal evaluation of the quality of the educational, creative, and related activities of the Faculty.

Article 33

System of Quality Assurance and the Related Internal Evaluation of the Quality of Activities, Rules for the System of Internal Evaluation and Quality Assurance of the Faculty

1. The system of quality assurance and the related internal evaluation of the quality of activities of the Faculty is governed by Article 46 of the University Constitution.
2. The rules for the system of internal evaluation and quality assurance of the Faculty are governed by Article 47 of the University Constitution. The details of the system of quality assurance and internal evaluation are provided in the rules for the system of internal evaluation and quality assurance of Charles University.

Part VI

Financial Matters

Article 34

Distribution of Funds

1. The Faculty prepares a balance sheet including the funds allocated based on the breakdown of contributions and subsidies of an institutional nature and other planned income of the Faculty and expenses. This balance sheet must not be prepared with a deficit. The breakdown of contributions and subsidies forms part of the balance sheet.
2. The Faculty breakdown of contributions and subsidies of an institutional nature is prepared based on the principles of allocation of the University income provided by the Academic Senate of Charles University upon the advice of the Rector within the University budget approval process.
3. The principles of income allocation of the Faculty are based in particular on the type and financial requirements of the programmes of study offered, number of students, outputs, and performance in educational and creative activities, taking into consideration the strategic plan.
4. From 1 January until the approval of the distribution of funds it is possible to realize on a monthly basis expenses up to the amount of one twelfth of the income of the previous calendar year. The Dean is authorised to take the necessary measures to ensure financial

²² S. 21 (1) (a) of the Higher Education Act.

management.

Article 35

Disposition of Property

1. Within the scope defined in the Dean's directive, the Dean or the Secretary decide on and act on behalf of the University in matters of the disposition of property, the management of which was entrusted to the Faculty under the conditions provided in Article 50 (1) (c) of the University Constitution.²³
2. Entering into contracts for the use of non-residential premises or immovables not listed in Article 50 (1) (c) of the University Constitution is governed by Article 51 of the University Constitution.
3. The disposition of property must be in accordance with the directly applicable European Union regulations governing state aid.²⁴

Article 36

Financial and Property Management

1. The University property required for the activities provided in Article 2 is entrusted to the Faculty.
2. Financial management of the Faculty and the disposition of University property is carried out so that it does not involve any prohibited state aid.²⁵
3. The Faculty is functionally independent for the purposes of public procurement.
4. Other details of the rules for financial and property management are provided in the internal regulations of the University, internal regulations of the Faculty and Dean's directives issued within the scope of such regulations.

Article 37

Audit of Financial Management

1. The audit of financial management is carried out by the Dean, periodically or extraordinarily, and by persons authorized by him, upon the decision of the Dean or a resolution of the Senate. The Dean may establish a special unit of his office to carry out audits.
2. Financial management is also subject to the audit of the Senate.²⁶
3. For the purpose of the audit of financial management, workplaces and other units of the Faculty must provide all the necessary documents without unnecessary delay. Individual employees are obliged to provide true and complete information. They are obliged to

²³ Article 50 of the University Constitution.

²⁴ Legal regulation of the European Union on state aid, in particular Article 107 *et seq.* of the Treaty on the Functioning of the European Union.

²⁵ Legal regulation of the European Union on state aid, in particular Article 107 *et seq.* of the Treaty on the Functioning of the European Union.

²⁶ S. 27 (1) (c) of the Higher Education Act.

- submit a written statement on the findings of an audit upon request.
4. The results of audits are used in management and in the preparation of the strategic plan of the Faculty.

Article 38

Formation of Juridical Persons, Contributions of the Property of the University

The Dean may submit to the Rector a proposal to form a juridical person or to make a pecuniary or non-pecuniary contribution from the University to a juridical person. Such a proposal includes an analysis that must show that the proposed intention contributes to the performance of tasks provided in Article 2 or in Article 5 (2) to (4) of the University Constitution. The proposal will also include the opinion of the Senate on the intention.

Part VII

Academic Insignia, Ceremonies, and Distinctions

Article 39

Coat of Arms of the Faculty

1. The Faculty uses the coat of arms of the University²⁷ and the coat of arms of the Faculty.
2. The coat of arms of the Faculty embodies the identity of the Faculty as a basic unit of the University.
3. The Faculty coat of arms has the shape of a circle. Inside is an olive branch and a staff entwined by a snake. On the right side is the coat of arms of the city of Hradec Kralove, a lion holding the letter G. The inscription FACULTAS MEDICA HRADEC KRÁLOVÉ is located between the circles, with its beginning and end at the bottom of the circle being separated by a lime branch.
4. The Faculty coat of arms is used to mark in particular diplomas, certificates, attestations, correspondence, publications, press materials, and presentations of the Faculty.
5. The representation of the coat of arms of the Faculty and its use must be in accordance with the regulations listed in Article 56 (4) of the University Constitution. The coat of arms of the Faculty must be designed in such a manner as to enable its graphic use together with the coat of arms of the University in accordance with the above regulations.
6. The coat of arms of the Faculty is illustrated in Appendix No. 1 to the Faculty Constitution. The Principles of the Use and Protection of the University Coat of Arms apply with the necessary modifications to the use and protection of the Faculty coat of arms. The rules governing the uniform graphic use of the coat of arms of the Faculty are stipulated by a Dean's directive, and the Senate gives an opinion on such directive.

²⁷ Article 56 of the University Constitution.

Article 40
Matriculations and Graduations

1. Matriculations and graduations are governed by Article 59 of the University Constitution.
2. The procedure of matriculations and graduations is provided in the Matriculation and Graduation Code of Charles University.
3. The wording of the matriculation oath and of bachelor's, master's, and doctoral oaths including the formula of degree-awarding officials (the Promotor) are provided in the Appendix No. 2 to this Constitution.

Article 41
Memorial Medals of the Faculty

1. The Faculty awards memorial medals to academic staff, students, and other persons who have played an important role in the development of the University or faculty, science, education, or academic freedoms.
2. The documentation of medals is deposited in the Faculty archives.
3. Details are provided in the Rules for Awarding Medals of Charles University.

Part VIII
Common Provisions

Article 42
Official Notice Board of the Faculty

1. The Faculty has an official notice board.
2. The official notice board must be clearly designated and located in an easily accessible place in the Faculty building.
3. The official notice board serves for posting documents in accordance with the Higher Education Act, the Administrative Procedure Code,²⁸ and other legal regulations and internal regulations of the University and the Faculty.
4. Documents posted on the official notice board are also made public in the publicly accessible section of the website of the faculty.

Article 43
Publishing of Information

The publicly accessible section of the website of the Faculty serves for the publishing of the following:

²⁸ Act No. 500/2004 Sb., Administrative Procedure Code, as amended.

- a) Minutes of the meetings of self-governing academic bodies of the Faculty and of the Dean's permanent advisory bodies and the schedule of meetings of these bodies including information on the date and location of the next meetings; the above does not apply to activities of the Disciplinary Commission;
- b) Dean's directives;
- c) Internal regulations of the Faculty including the consolidated regulations and a link to the internal regulations of the University;
- d) Annual reports on activities, annual reports on financial management, strategic plans of the Faculty and their specification, and similar documents of other units;
- e) Other information as stipulated by the Higher Education Act, other legal regulations, the internal regulations of the University, Faculty, or information published under a decision of the Dean.

Article 44 **Faculty Stamp**

1. The Faculty uses an official round stamp with the national emblem of the Czech Republic and the text "Univerzita Karlova, Lékařská fakulta v Hradci Králové" (Charles University, Faculty of Medicine in Hradec Kralove) in cases provided for in special legislation.²⁹
2. The rules for obtaining, use, and registration of other stamps are provided in a Dean's directive within the scope provided in a Rector's directive.

Article 45 **Interpretation Rule**

The provisions of this Faculty Constitution must be interpreted within the principles expressed in the Preamble of the University Constitution. In case of doubt, the provisions are interpreted by the Senate.

Article 46 **Internal Regulations of the Faculty**

The following are the internal regulations of the Faculty:

- a) The Constitution of the Faculty of Medicine in Hradec Kralove,
- b) The Code of Electoral Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove,
- c) The Code of Procedure for the Academic Senate of the Faculty of Medicine in Hradec Kralove,
- d) The Code of Procedure for the Research Board of the Faculty of Medicine in Hradec Kralove,

²⁹ Act No. 352/2001 Sb., to regulate the Use of the State Symbols of the Czech Republic and to change other laws, as amended.

- e) The Disciplinary Code for Students of the Faculty of Medicine in Hradec Kralove,
- f) The Rules of Study at the Faculty of Medicine in Hradec Kralove,
- g) The Rules for Granting scholarships and Bursaries at the Faculty of Medicine in Hradec Kralove.

Part IX
Final Provisions

Article 47
Transitional Provision

Persons elected or appointed to the bodies of the Faculty and workplaces of the Faculty before the date of effect of this Constitution are deemed to be elected or appointed under this Constitution. Their term of office is not affected by this Constitution. The members of the Research Board are an exception to this rule and their term of office expires in accordance with this Constitution.

Article 48
Repealing Provisions

1. The Constitution of the Faculty of Medicine in Hradec Kralove approved by the Academic Senate of Charles University on 10 October 2008 including the appendices, as amended, is hereby repealed.
2. The Rules for the Admissions Procedure for Study at the Faculty of Medicine in Hradec Kralove of 10 October 2008, as amended, are hereby repealed.

Article 49
Final Provisions

1. This Constitution was approved by the Academic Senate of the Faculty of Medicine in Hradec Kralove on 29 May 2017.
2. This Constitution was approved by the Academic Senate of Charles University on 2 June 2017.
3. This Constitution comes into force on the date of approval by the Academic Senate of Charles University and becomes effective on the first day of the calendar month following the date of coming into force.

Prof. RNDr. Jan Krejsek, CSc.
President of the Academic Senate
of the Faculty of Medicine in Hradec Kralove

Prof. MUDr. RNDr. Miroslav Červinka, CSc.
Dean
of the Faculty of Medicine in Hradec Kralove

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