

Constitution of the University of Hradec Králové



Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), the Ministry of Education, Youth and Sports registered this Constitution of the University of Hradec Králové as on the day of the registration signature.

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Mgr. Vojtěch Tomášek
Director, Higher Education Department

Constitution of the University of Hradec Králové

PART ONE

INTRODUCTORY PROVISIONS

Article 1

Basic Provisions

- 1) The University of Hradec Králové (*“the UHK”*) is a public higher education institution of university type under Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (*“the Higher Education Act”*), as amended (*“the Act”*).
- 2) The UHK activities are based on its legal predecessors. By the government decree No. 57/1959 Sb., to regulate teaching institutes, *“Pedagogický institut v Hradci Králové”* (Teaching Institute in Hradec Králové) was established in 1959 as a higher education institution. By the legal measure of the Presidium of the National Assembly No. 166/1964 Sb., to regulate teaching institutes, a separate *“Pedagogická fakulta v Hradci Králové”* (Faculty of Education in Hradec Králové) was established in 1964 as a higher education institution by merging the Teaching Institutes in Hradec Králové and Pardubice. Under the Czech National Council Act No. 375/1992 Sb., to regulate the change of the name of the Veterinary Higher Education Institute in Brno and on the change of position and name of the Faculty of Education in Hradec Králové, the name of the Faculty of Education in Hradec Králové was changed to *“Vysoká škola pedagogická v Hradci Králové”* (Teaching Higher Education Institution in Hradec Králové).
- 3) The UHK was given the present name in 2000 under Act No. 210/2000 Sb., by which the act regulating higher education institutions and changing and amending other laws. The registered office of the UHK is in Hradec Králové, Rokitanského 62, postal code 500 03.
- 4) The UHK is a higher education institution of university type. Its mission is to provide education in areas specified in accredited Bachelor’s, Master’s and doctoral programmes or fields of education. It also organizes lifelong learning aimed at both hobbies and exercise of profession, especially for the needs of the region.

The mission of the UHK as a research organization is to perform independent basic research, applied and contractual research or experimental development, and to spread publicly the results of these activities in form of instruction, publications, or another transfer of knowledge. Artistic creative activity is also developed at the UHK. The UHK fulfils the third role as well.

Article 2

The UHK Name and Symbols

- 1) The full name of the UHK is “*Univerzita Hradec Králové*”.
- 2) The UHK names in foreign languages are as follows:
 - English: University of Hradec Králové
 - Latin: Universitas Reginaegradecensis
- 3) The UHK uses:
 - a) An official round stamp in the centre of which the Czech national emblem is located. The text shows the full name of the university in the Czech language;
 - b) A coat of arms in the centre of which there is a heraldic figure used by the actual coat of arms of Hradec Králové, i.e. a crowned Czech lion looking to the left and holding the capital letter “G” in its front paws. The text shows the full name of the university is in the Latin language. The UHK coat of arms is illustrated in Annex 1 to this Constitution;
 - c) A university logo corresponding to the valid uniform visual style of the UHK.
- 4) The UHK coat of arms can be used exclusively by the UHK. The way of use of this UHK coat of arms and/or of other UHK attributes and rules governing their use are stipulated by the Rector in the Rules for the Internal Governance of the UHK.
- 5) The UHK faculties can have their own attributes that must comply with the valid uniform visual style of the UHK or the constitutions of the individual faculties.

Article 3

Academic Freedoms and Academic Rights

The UHK guarantees academic freedoms and academic rights in accordance with section 4 of the Act.

PART TWO

FIELDS OF THE UHK ACTIVITIES

Article 4

Fundamental Fields of Activities and their Evaluation

- 1) The fundamental fields of activities through which the UHK implements its mission include:
 - a) Educational activity (study and teaching activities);
 - b) Creative activity (scientific and research, developmental and innovative, artistic or any other creative activities);
 - c) University third role (direct social and expert actions).
- 2) The UHK has established and has been improving a system assuring the quality of the fields of activities specified in Article 4 (1) above in accordance with section 77b of the Act.

Article 5

Educational Activities

- 1) Study activities are the fundamental right and duty of students. The UHK creates optimum conditions for the study activities of its students.
- 2) Studies at the UHK are provided by the individual faculties or directly by the UHK in form of accredited study programmes or fields of education that are published on the UHK public website.
- 3) Details about the study at UHK are stipulated in Article 26.
- 4) Teaching activities are the fundamental right and duty of the academic staff. They are carried out under the conditions of the academic freedom of teaching, science, research and artistic work and publishing of their results.
- 5) Teaching activities are based on scientific results, results of the academic staff's own creative activity and knowledge from practice.
- 6) Pedagogical activities are organized in a way allowing the students to fulfil all their study requirements while applying the academic freedom of science, research, and artistic work.

Article 6

Creative Activities

- 1) Scientific and research, developmental and innovative, artistic or any other creative activities (*“the Creative Activities”*) are the fundamental right and duty of the academic staff. They are developed under the conditions of the academic freedom of science, research, and artistic work. Their results are published.
- 2) The general concept and the basic directions of the UHK scientific activity are discussed by the UHK Research Board (*“the UHK Research Board”*), taking account of the priority needs and interests of the UHK and its faculties.
- 3) The UHK creates conditions for the Creative Activities of its academic staff and students, including the application of their results in practice.
- 4) The UHK conducts scientific research the main directions of which are specified in (but not limited to) the documents relating the UHK strategy and development.

Article 7

University Third Role

- 1) The university third role includes the creation, exploitation, application and use of university knowledge out of the academic environment.
- 2) The UHK contributes to spreading of findings and cultural values in the society in many different ways. It transfers its knowledge gained by its professional activity and cooperates with the application domain. The UHK strengthens the relations in the region through the labour market enrichment, supports actively the cultural and social development of Hradec Králové and the region.
- 3) The UHK thus implements its third role mainly through the following activities:
 - a) Transfer of technologies and new findings;
 - b) Lifelong learning;
 - c) Cooperation with the Municipality of Hradec Králové, self-governing authorities and important institutions of the region;
 - d) Information and counselling services.

Article 8

International Relations

- 1) The UHK, its faculties and other parts and departments as well as the individual members of the UHK academic staff establish and develop international relations consisting of educational and Creative Activities, including the application of their results in practice. The UHK creates conditions for international relations development.
- 2) Establishment and development of international relations in accordance with Article 8 (1) must be in accord with the performance of work or study duties.

Article 9

Lifelong Learning

The UHK performs lifelong education of citizens in accordance with section 60 of the Act. Its organization and forms are stipulated in Annex 3 to this Constitution.

Article 10

The UHK Activities Related to Educational and Creative Activities

- 1) The UHK creates personnel, material and technical conditions to ensure its educational and creative tasks, in particular by organizing library services, publishing and editorial activities and services in the field of electronic information media.
- 2) The UHK ensures the application of results of the Creative Activities in practice (transfer of technologies) and protection of the UHK intellectual property.
- 3) The UHK may perform supplementary activities for a consideration within the meaning of section 20 of the Act under the condition that such supplementary activities are based on the UHK educational and creative activities and are aimed at its development and assurance of its tasks. For this purpose, the UHK can use its own and other facilities and may not compromise the quality, extent and accessibility of the educational and creative activities of the UHK academic staff. The rules on the management of the UHK supplementary activities are stipulated in Annex 4 to this Constitution.

PART THREE

ORGANISATIONAL STRUCTURE OF THE UHK

Article 11

The UHK Division

- 1) In order to implement its mission, the UHK is divided into the following units:
 - a) Faculties;
 - b) The Rectorate;
 - c) Special-purpose institutes and other UHK workplaces.
- 2) The faculties are the basic UHK units.
- 3) The Rectorate is the basic administrative UHK unit.
- 4) The list and structure of the individual UHK units is provided in Annex 2 to the Constitution.

Article 12

Legal Personality

- 1) The UHK is a legal entity. The UHK is headed by the Rector.
- 2) The bodies of the UHK faculties have the right to make decisions or act on behalf of the UHK in matters pertaining to faculties listed in section 24 (1) of the Act; this does not affect section 24 (4) of the Act.

Article 12a

Powers of Faculties

The bodies of the UHK faculties have the right to make decisions or act on behalf of the UHK in the following matters pertaining to the faculty within the meaning of section 24 (2) of the Act:

- a) Creation and implementation of study programmes in accordance with the strategic plan of educational and creative activities and annual schedule of the UHK strategic plan implementation (hereinafter the UHK Strategic Plan), the UHK internal regulations and managing acts done by the Rector and the Vice-Rector responsible for educational activities at the UHK;
- b) Strategic aims of the Creative Activities in accordance with the UHK strategic plan, the UHK internal regulations and managing acts done by the Rector and the Vice-Rector responsible for the Creative Activities at the UHK;
- c) International relations and activities in accordance with the UHK Strategic Plan, the UHK internal regulations and managing acts done by the Rector and the Vice-Rector responsible for the UHK external relations;

- d) Supplementary activities and disposal of financial means gained from them in accordance with the UHK Strategic Plan, the UHK internal regulations and the Rector's and Bursar's managing acts.

Article 13

The Rectorate, Special-Purpose Institutes and Other UHK Workplaces

- 1) The Rectorate is an administrative and managing unit of the UHK. The Rectorate draws documentation for the Rector's decision-making. The Rector manages and provides economic and organisational activities of the UHK through the Rectorate. The structure and schedule of activities of the Rectorate are regulated by the Rules for the Internal Governance of the UHK.
- 2) The Rectorate arranges also the agreed administrative and economic matters of faculties.
- 3) The special-purpose and other UHK facilities serve the other UHK units to support the fundamental UHK activities. The schedule of activities of the special-purpose and other UHK facilities are regulated by the Rules for the Internal Governance of the UHK.

PART FOUR

SELF-GOVERNANCE OF THE UHK

Article 14

Academic Community

- 1) The members of the UHK academic community (*"the Academic Community"*) perform the self-governance either directly or indirectly through the self-governance academic bodies. Membership in the academic community is defined by section 3 of the Act.

- 2) Each member of the academic community enjoys the academic freedoms and rights specified in section 4 of the Act. The academic community is a joint guarantor of academic freedoms and rights of each of its members. The duty of all members of the academic community is to defend and develop these freedoms and rights.
- 3) The academic community is convened by the Board of the Academic Senate (*"the AS UHK"*) on the basis of the AS UHK resolution, request submitted by the Rector or the Vice-Rector acting as his deputy, request of at least one twentieth of the signed members of the academic community, or request of the Academic Senate of any faculty.
- 4) The request to convene the academic community is submitted in writing to the President of the AS UHK. The AS UHK Board decides on the academic community convening within 10 working days from the request receipt. The notice on the academic community convening is posted at least one week in advance on a place accessible to all people, in all UHK buildings, on the public UHK website, and is sent by an e-mail to each member of the academic community. The AS UHK President acquaints the academic community at least once in a year with the report on the AS UHK activities and the Rector acquaints the academic community with the report on the UHK activities and plans for its development.
- 5) The academic community may also be convened extraordinarily by the Rector.
- 6) The members of the academic community have the right to comment, through the AS UHK, on the UHK documents. They can also ask questions or submit comments on the activities of the academic self-governance bodies and on the Rector's and Vice-Rectors' activities (*"the UHK Academic Officers"*).

Article 15

The UHK Academic Senate

- 1) The AS UHK is a self-governing representative academic body of the UHK. It consists of the Academic Chamber and the Student Chamber. In the Academic Chamber, each faculty is represented by three members of the academic staff. In the Student Chamber, each faculty is represented by three students. For the purposes of elections to the AS UHK, students of the study programmes accredited at the UHK are members of the electoral district of that faculty which provides their instruction on the basis of the Rector's managing act. Members of the Academic Chamber are elected by the academic staff; members of the Student Chamber are elected by students. Other conditions of the AS UHK elections are stipulated in the Code of Electoral Procedure for the AS UHK.
- 2) The AS UHK powers are defined in section 9 of the Act and this Constitution.
- 3) The term of office of members of the AS UHK is three years.
- 4) Membership in the AS UHK is voluntary and unsubstitutable. It is defined in section 8 of the Act and in this Constitution.
- 5) The AS UHK elects its President. The President is the official representative of the AS UHK; he/she represents the AS UHK in public and manages the AS UHK activities and actions.

- 6) (The AS UHK rules of action, relations to autonomous academic bodies and academic officials of the UHK, and powers of the AS UHK President are governed by the Act and the Code of Procedure for the AS UHK.

Article 16

The UHK Research Board

- 1) The UHK Research Board is the supreme scientific body of the UHK.
- 2) The members of the Research Board are appointed and repealed from their office in accordance with section 11 of the Act by the Rector after a prior approval by the AS UHK. The term of office of the members of the Research Board is four years and ends always at the end of the Rector's term of office at the latest. At least one third of the members of the Research Board must be distinguished experts who are not members of the UHK academic community.
- 3) The Research Board is chaired by the Rector who convenes its meetings and chairs them. The Research Board rules of conduct are governed by the Rules of Procedure of the UHK Research Board.
- 4) The powers of the Research Board specified in section 12 (1) (b) and (c) of the Act are entrusted to the Internal Evaluation Board of the UHK (*"the UHK Internal Evaluation Board"*).

Article 16a

The UHK Internal Evaluation Board

- 1) The UHK Internal Evaluation Board deals with quality assurance and evaluation of the quality of the educational, creative and related activities.
- 2) The UHK Internal Evaluation Board has 15 members and is chaired by the Rector. The vice-chair is appointed by the Rector out of the UHK academic staff (associate professors or full professors). The President of the AS UHK is a member of the UHK Internal Evaluation Board on account of his/her office.

- 3) Other members of the UHK Internal Evaluation Board are appointed by the Rector, out of which four members are appointed on the proposal of the UHK Research Board, four members are appointed on the proposal of the AS UHK, and four members are appointed at the Rector's discretion. The AS UHK proposes at least one student to be a member of the UHK Internal Evaluation Board.
- 4) The vice-chairman and the members of the UHK Internal Evaluation Board are appointed and repealed from their office after a discussion by the UHK Research Board and after a prior approval by the AS UHK.
- 5) The term of office of the vice-chairman and members of the UHK Internal Evaluation Board appointed according to Article 16a (3) above is four years. A person may become the member of the UHK Internal Evaluation Board repeatedly.
- 6) Membership of the vice-chairman and members of the UHK Internal Evaluation Board appointed according to Article 16a (3) above is terminated on the lapse of the term of office, resignation, or recall. Membership of the vice-chairman of the UHK Internal Evaluation Board is also terminated if he/she ceases to be the member of the UHK academic staff. Membership of a member appointed out of students is also terminated if he/she ceases to be the student.
- 7) If the Board member's membership is terminated before the lapse of his/her term of office, the new member of the Board is appointed for the remaining part of such term of office only. Proposal for appointment of a new member is submitted by the body who nominated the member whose membership was terminated.
- 8) Within its powers, the UHK Internal Evaluation Board:
 - a) Performs activities specified in section 12a (4) (a-d) of the Act;
 - b) Submits proposals for development of the quality assurance and internal evaluation system to the UHK bodies for opinion;
 - c) Checks whether the UHK requirements related to the quality of educational activity are met in the study programmes and evaluates the quality of educational activity; evaluates systematically and regularly the quality of theses; and proposes measures to remove the deficiencies found;
 - d) Discusses substantial changes of a study programme implementation as compared to the approved application for accreditation;
 - e) Checks the fulfilment of measures to remedy the deficiencies found in a study programme implementation and approves the cancellation of the adopted measures;
 - f) Gives opinion to inputs submitted by the Rector for discussion, or discussed on the basis of the Board own decision.
- 9) In accordance with section 12 (3) of the Act, the Board has further the power to perform activities specified in section 12 (1) (b) and (c) of the Act.
- 10) The Internal Evaluation Board rules of conduct are governed by the Code of Procedure for the UHK Internal Evaluation Board.

Article 17

The UHK Internal Regulations and Managing Acts

- 1) Internal regulations of the UHK are those specified in section 17 (1) of the Act. According to section 17 (1) (k) of the Act, the UHK has the following internal regulations:
 - a) The Code of Procedure for the UHK Internal Evaluation Board;
 - b) The Code of Procedure for Granting Associate Professorship and Full Professorship at the UHK;
 - c) The Accreditation Code;
 - d) The Lifelong Learning Code.
- 2) Managing acts of the AS UHK, the Research Board and the UHK Internal Evaluation Board include resolutions adopted in accordance with the appropriate codes of procedure of the said bodies.
- 3) The Rector's managing acts include:
 - a) Rector's decisions and measures;
 - b) Oral or written directives;
 - c) Letters of authorization, establishment and appointment; documents recalling the validity of managing acts, or other recalling documents;
 - d) Organisational directives regulating the relations between the cooperating UHK units;
 - e) Rector's decrees;
 - f) Codes of procedure;
 - g) Workplace constitution.
- 4) The Vice-Rectors' managing acts include Vice-Rectors' instructions and decisions.
- 5) The Bursar's managing acts include directives and communications.
- 6) The Vice-Rectors' and the Bursar's managing acts are issued after previous discussion with the Rector.

- 7) The Dean's managing acts include:
 - a) Dean's decisions and measures;
 - b) Oral or written directives;
 - c) Letters of authorization, establishment and appointment; documents recalling the validity of managing acts, or other recalling documents;
 - d) Organisational directives, decrees, communications.

PART FIVE

ACADEMIC OFFICERS OF THE UHK

Article 18

Rector

- 1) Powers are granted to the Rector by the Act, this Constitution and the Rules for the Internal Governance of the UHK. The performance of the function of Rector is incompatible with the performance of the function of Dean, Vice-Dean or Secretary of the Faculty.
- 2) Under section 10 (4) of the Act, the Rector:
 - a) Decides the number of Vice-Rectors and extent of their powers;
 - b) Appoints Vice-Rectors and one of them who will act in full extent as his/her deputy in the Rector's absence;
 - c) Grants written powers of attorney for representation in individual cases.
- 3) The Rector also:
 - a) Designates employees who are entitled to perform financial operations and to sign individual accounts;
 - b) Submits proposals to the UHK Board of Trustees (*"the Board of Trustees"*) within the meaning of section 15 (1) of the Act;
 - c) Issues the Rules for the Internal Governance of the UHK specifying the details of the UHK management.
- 4) The Rector appoints and repeals deans in accordance with section 28 (2) and (3) of the Act; the deans are liable to the Rector for all their activities performed within the faculty management.
- 5) The Rector decides employment issues submitted to him and justified by the Bursar or the heads of special-purpose facilities and other workplaces.

Article 19

Vice-Rectors

- 1) The legal status of the Vice-Rectors and the way of their appointment is specified in sections 9 (2) (b) and 10 (4) of the Act.
- 2) The Vice-Rectors' activities and their official duties are determined by the Rules for the Internal Governance of the UHK. The Vice-Rectors are authorized to act on behalf of the UHK in matters entrusted to them.
- 3) The Vice-Rectors are entitled to task the heads of the units subordinated to them under the Rules for the Internal Governance of the UHK.

PART SIX

STUDENTS, ACADEMIC STAFF AND EMPLOYEES

Article 20

The UHK Students

- 1) The legal status of the UHK students is governed by the Act.
- 2) The students are matriculated at the UHK or at the faculty at which they are enrolled.
- 3) The UHK students are members of the UHK academic community, or of the UHK academic community and the academic community of the UHK faculty at which they are enrolled.
- 4) Other rights and duties of the UHK students are defined by the Study and Examination Code of the UHK, the UHK Library Rules and Rules for Borrowers, the UHK Halls of Residence and Accommodation Rules, this Constitution, faculty constitutions, other special legal regulations and dean's managing acts.
- 5) The students get scholarship for outstanding academic achievement and other forms of scholarship according to the UHK Scholarship and Bursary Rules. Exemplary representation of the UHK may be appraised by the Rector's honourable mention and/or remuneration.
- 6) Consequences of disciplinary offences committed by students, specified by special legal regulations or the UHK internal regulations and their component parts, are stipulated in the UHK Student Disciplinary Code and student disciplinary codes of individual faculties.
- 7) The graduating students receive from the UHK, usually during a ceremonial graduation, documents about graduation in the study programme under section 57 (1) of the Act (Article 36).

Article 21

Employees

- 1) The following employees work at the UHK:

- a) Academic staff performing educational and creative activities;
 - b) Non-academic staff participating in creative activities or ensuring other professional, managing, administrative, economic and technical activities required for the UHK mission fulfilment.
- 2) The employees referred to in paragraph 1 are employed by the UHK. The dean acts and makes decisions on behalf of the UHK on employment of those employees who work or are to work at the faculty. The dean decides on the competitive hiring process, on admission and duration of employment, on classification in wage levels, on the amount of personal incentive bonus and functional bonuses according to the UHK Wages Regulation, on remunerations including extra bonuses and remunerations from the remuneration fund, and on notices of employment termination; this does not affect section 24 (4) of the Act.
 - 3) The Rector acts and makes decisions on employment of those employees who work or are to work at the Rectorate and at the special-purpose facilities and other UHK workplaces, unless the internal regulations of the UHK state otherwise.

Article 22

Members of the Academic Staff

- 1) The legal status, rights and duties of the members of the UHK academic staff and other professionals involved in teaching is regulated by sections 70 to 77 of the Act, other special legal regulations and this Constitution.
- 2) The members of the academic staff are employed by the UHK.
- 3) Only a person with appropriate qualification may become a member of the academic staff. Qualifying conditions for the members of the UHK academic staff are specified by the UHK Wages Regulations.
- 4) The members of the academic staff are appointed to their posts on the basis of a competitive hiring process. Details about the competitive hiring process are specified in the Code of Procedure for Selection of Academicians and Managerial Employees at the UHK.
- 5) Remuneration of the academic staff is governed by the UHK Wages Regulations.
- 6) In addition to the educational activities, the members of the academic staff have the duty to perform the Creative Activities.
- 7) Other details about the educational and creative activities of the academic staff are specified by the UHK Wages Regulations and the constitutions of the UHK faculties.
- 8) Both visiting professors and emeritus professors can work at the UHK. Their position is regulated by Annex 5.
- 9) The educational, creative and supplementary activities of a department/faculty institute are managed and organized by the head of the department/director of the faculty institute who are responsible to the dean. The department head/director of the faculty institute is appointed by the dean of the faculty on the basis of a competitive hiring procedure. The department head/director of the faculty institute is appointed for a limited period of time, four years at the latest.

PART SEVEN

FUNDAMENTAL PRINCIPLES OF STUDY IN STUDY PROGRAMMES

Article 23

Admission to Study

- 1) Admission to the corresponding study programme at the UHK takes place via admission procedure, which is defined:
 - a) In Part Five of the Act and in this Constitution;
 - b) By additional rules, including the method of submission of applications and deadlines for submission, the way of giving notice of the admissions procedure initiation which is issued and published within the statutory period of time by the UHK or the faculty performing the given accreditation programme.
- 2) Applicants for study in a study programme must give required information on the nature and results of his/her previous study in his/her application.
- 3) In accordance with section 6 (1) (b) of the Act, the Rector decides the number of applicants admitted to study in the individual study programmes after discussion in the Rector's Board and the AS UHK prior to the announcement of the admission procedure.

Article 24

Entrance Examination

- 1) An entrance examination usually forms a part of the publicly announced admissions procedure to study at all study programmes performed by the UHK. The entrance examination may be waived depending on the applicant's previous study results and study and other activities. Details of the entrance examination waiver are specified in the dean's and or the Rector's managing act.
- 2) Applicants for admission to study programmes requiring specific aptitude pass an aptitude test. If the nature of a study programme requires so, admission to study may also be conditioned by the applicant's medical fitness.
- 3) The form, general content of the entrance examination and criteria of its evaluation are published as minimum 4 months prior to the deadline for applications submission on the public UHK website. If the admission to study is conditioned by an aptitude test or the applicant's medical fitness, the requirements for the aptitude test or medical fitness are published as well.

Article 25

Rules for Admission Procedure and Conditions for Admission to Study

- 1) Detailed rules for admission procedure and conditions for admission to study are determined for the individual academic years by the relevant dean's or Rector's managing acts in accordance with the Act and the UHK internal regulations. They must particularly include:
 - a) The form and content of the entrance examination and specification of subjects and required knowledge;
 - b) Requirements for the aptitude test (if it is a part of the admission procedure) and its schedule;
 - c) The method of evaluation of the entrance examination results, previous study results, especially the results of the school-leaving examination, certificate of enrolment or state examination, and of other facts proving the fulfilment of prerequisites for study in the given study programme;
 - d) Binding deadlines for the applicants, in particular the entrance examinations dates and dates when the applicants may view their files in accordance with section 50 (5) of the Act;
 - e) The method of considering excuses for absence at the entrance examination and/or of the definition of the possibility to take the entrance examination on an alternative date;
 - f) The method of appointment of the examination and admission commissions and definition of their duties and powers.
- 2) The deadline for submission of applications for study in study programmes is determined by the dean's or the Rector's managing act. The dean or the Rector may set a second stage of

admission procedure for certain study programmes. In such case, the deadline for applications submission is announced on the public UHK website.

- 3) Applicants submit an electronic or printed application for study at the UHK study programmes on the prescribed form and in form specified in the announcement of the admission procedure. The admission procedure is started upon the receipt of the application by the appropriate faculty.
- 4) An applicant who fails to pay the fee for the admission procedure (determined in accordance with section 58 (1) of the Act and Article 2 of Annex 7) within the specified period of time and in the specified form will be asked for payment (using the contact information provided in the application) and will be given an appropriate period of time to it. If he/she fails to pay the fee even within the given period of time, his/her admission procedure will be discontinued. The applicant must be informed about the consequences of the failure to pay the fee.
- 5) Applicants are invited for the entrance exam by a written invitation. If the applicant fails to attend the entrance examination without a proper excuse, or if his/her excuse is not accepted, he/she cannot sit for the entrance exam. The way of excuses considering and the possibility to sit for the entrance examination on an alternative date are determined by the dean or the Rector. In justified cases, oral entrance examination may be performed via electronic communication platforms if the dean's or the Rector's managing act issued as per Article 25 (1) above specifies so. Such managing act will also determine conditions for the use of such possibility.
- 6) A record is drawn about the written entrance examination. It includes the results of the examination and evaluation of other facts relevant for admission. A separate record is drawn about the oral entrance examination and/or the aptitude test. It includes the course and assessment of the examination/test. The applicant is notified of the results of the entrance examination. The form of the record about the entrance examination is determined by the dean or the Rector.
- 7) If the applicant is admitted to study, he/she may be delivered the decision through the UHK electronic information system if the applicant agreed with such form of delivery in advance in his/her application.
- 8) The delivery of the decision to applicants is regulated by section 69a of the Act.

- 9) **Applicants may appeal against the decision. The Rector is the appeal body. When reviewing the decision on admission to study in the study programmes at the UHK, it is assessed whether it was not issued contrary to the legal regulations, internal regulations of the UHK and the faculty and applicable rules for the admission procedure to the given study programme. The evaluation of the entrance examination is checked, which is an essential basis for the decision.**

Article 26

Study in Study Programmes

- 1) The study is provided in accredited study programmes:
 - a) Bachelor's;
 - b) Master's;
 - c) Doctoral;their list is published on the public UHK website.
- 2) The study is divided into semesters and academic years. An academic year lasts 12 months and its beginning is determined by the Rector's decree.
- 3) The course of the study in the study programmes is regulated by the Study and Examination Code of the UHK. The internal regulation may be amended by the dean's managing act.

Article 27

Successful Completion of Study in Study Programmes

- 1) Chairs of examination committees for state examinations in study programmes carried out by the faculty are appointed by the dean of the appropriate faculty. Chairs of examination committees for state examinations in study programmes carried out by the UHK or by the UHK and the faculty are appointed by the Rector.
- 2) The conditions and the course of state examinations are regulated by section 53 of the Act, the Study and Examination Code of the UHK or by the study and examination code of the faculty if it is in accordance with section 33 (2) of the Act and another internal regulation of the faculty defined in the faculty constitution. The given internal regulations may be amended by the dean's managing act.

Article 28

State Advanced Master's Examinations

- 1) Chairs of examination committees for state Advanced Master's examinations at the faculty and their members who must be only full professors, associate professors and distinguished experts are appointed by the dean of the appropriate faculty after approval by the Research Board of the given faculty. Chairs of examination committees for state Advanced Master's examinations at the UHK and their members who must be only full professors, associate professors and distinguished experts are appointed by the Rector after approval by the UHK Research Board.
- 2) The conditions and the course of the state Advanced Master's examinations and the essentials of the Advanced Master's thesis are regulated by section 53 of the Act, the Study and Examination Code of the UHK and the Advanced Master's Examination Code of the appropriate faculty.

PART EIGHT

THE UHK FINANCIAL MANAGEMENT

Article 29

Rules of the UHK Financial Management

- 1) The UHK prepares its budget for the respective calendar year and manages the finances according to it; the budget may not be drawn up as a deficit budget.
- 2) The allocation of financial means for the calendar year is proposed by the Bursar.
- 3) The UHK budget is approved by the AS UHK and the Board of Trustees on the Rector's proposal for the period beginning on 1 January and ending on 31 December of each calendar year. From 1 January until the approval of the UHK budget, financial management is governed by a provisional budget under which each UHK faculty may spend quarterly means (funds including) according to Article 5 (2) (d) and (g) of Annex 4 up to the following limit:

One fourth of the annual contribution to the educational and creative activities of the faculty in the previous year and own revenues of the given faculty from the educational and creative activities in the previous year multiplied by the coefficient of the change of the UHK contribution to educational activities¹ and the factor 0.95.

The Rector is authorized to take necessary measures to ensure the financial management in order to ensure the economic stability of the UHK.
- 4) The individual faculties may allocate the financial means allocated to them at their own discretion. The budgets may not be drawn up as deficit budgets.

¹ The coefficient of the change of the UHK contribution to educational activities is obtained by dividing the amount allocated to educational activities in the actual year by the amount allocated in the previous year; its value exceeds 1 if the means increase, is lower than 1 if the means decrease, and equals 1 if the means are equal.

- 5) Allocation of allocated financial means is approved by the Academic Senate of the given faculty on the dean's proposal.
- 6) The UHK, its faculties and other units, if any, manage the financial means gained from supplementary activities in accordance with the Rules for the UHK Financial Management which form Annex 4.
- 7) Financial means obtained by the individual UHK units from supplementary activities serve their own needs after deduction of a pre-agreed proportionate amount in favour of the UHK in order to pay the administrative costs.
- 8) Responsibility towards the Rector for expedient and economical use of the faculty financial means is borne by the appropriate dean.
- 9) Responsibility towards the Rector for expedient and economical use of financial means of other UHK units is borne by the Bursar, the appropriate Vice-Rector and other unit heads according to the Rules for the UHK Financial Management, each of them for the respective units managed by him/her.

Article 30

Fees for Study

- 1) Fees for study (fee for the admission procedure, fees for extended study in the Bachelor's and Master's programmes and fees for study in study programmes taught in a foreign language), their amount, due date, form of payment and other conditions for their application are regulated by Annex 7.

Article 31

Bursar

- 1) The Bursar in particular:
 - a) Secures funding for the UHK activities and development;
 - b) Prepares documents for allocation of financial means referred to in subparagraph (a) above and monitors their use;
 - c) Provides for the implementation of the UHK investment projects;
 - d) Manages the assets entrusted to the Rectorate use (Article 2 of Annex 4) and cares for its reproduction;
 - e) Organizes the recording, analysis and reporting of UHK financial management.
- 2) The Bursar is subordinated to the Rector and is accountable for his/her activities to the Rector.
- 3) The Bursar manages methodologically secretaries of the individual faculties and meets them regularly, usually once in a month.

- 4) The Bursar is authorized to control the financial and administrative activities of all UHK units within the UHK control system. He/she is obliged to recommend solutions and measures to the Rector in case of a threat to a balanced financial management of any of the UHK units.

Article 32

The UHK Board of Trustees

- 1) The legal status of the Board of Trustees is regulated by sections 14 and 15 of the Act.
- 2) The Board of Trustees has twelve members.
- 3) The day of passing as mentioned in section 14 (5) sentence one of the Act is the first day following the sending of documents specified in section 15 (2) (b) and (c) of the Act via electronic mail to electronic addresses of all members of the Board of Trustees.

PART NINE

THE UHK CEREMONIAL

Article 33

The UHK Insignia

- 1) The academic traditions are embodied in the academic insignia of the UHK (academic maces and chains) that express the dignity, authority, and responsibility of the academic officers of the UHK, deans and vice-deans of its faculties (*“the Faculty Academic Officers”*).
- 2) The way of the insignia use is determined by the Rector and the deans of the appropriate faculties.
- 3) The documentation of the academic insignia is deposited in the UHK archives.

Article 34

The UHK Gowns

- 1) The following persons are entitled to wear the UHK gowns during ceremonial occasions:
 - a) Rector and other academic officers of the UHK and the faculties;
 - b) Members of the Research Board, members of the research boards of the individual faculties, members of the AS UHK and members of the academic senates of the individual faculties, full professors, associate professors and, upon a decision by the Rector, also other members of the academic community;
 - c) The Bursar, Chancellor and faculty secretaries;
 - d) Important guests upon a decision by the Rector;
 - e) Beadles.
- 2) The way of the gowns use is determined by the Rector and/or the deans at their faculties.

Article 35

Inauguration, Matriculation

- 1) The Rector is introduced into his office during a ceremonial inauguration attended by the AS UHK, members of the academic community and invited guests. On this occasion, he delivers an inaugural speech.
- 2) The matriculation ceremony for newly admitted students is organized by the faculties or the UHK. On this occasion, the UHK academic officers and academic officers of the faculties for the respective academic year are presented to the academic community. During matriculation, the students make a solemn academic oath the text of which is set out in the faculty constitutions or the UHK Constitution.

Article 36

Graduation Ceremony

- 1) The graduation ceremony for graduates of the Bachelor's and Master's programmes is organized by the faculties or the UHK. During the graduation, the graduating students of the Bachelor's and Master's programmes make a solemn oath the text of which is set out in the faculty constitutions or in the UHK Constitution.
- 2) The graduates of the Master's programmes who passed the state Advanced Master's examination receive at the appropriate faculty or at the UHK a diploma with an academic title awarded under section 46 (5) of the Act, usually on the occasion of graduates of the Master's programme as specified in paragraph 1 above.
- 3) The graduation ceremony of graduates of doctoral programmes may be a part of the graduation ceremony of the Master's programmes, or a part of a common ceremonial meeting

of the Research Board or the research board of the faculty which carries out the given doctoral programme. The graduates receive a diploma with the awarded academic title "*doctor*". The Latin formula of the doctoral oath is specified in the constitutions of the faculties or the UHK Constitution. The meeting is chaired by the Rector.

- 4) Associate professors can receive a diploma proving the attainment of associate professorship during the graduation ceremony for graduates of the Master's or doctoral programmes or at a ceremonial meeting of the Research Board. The associate professors' ceremony can also be a part of inauguration.
- 5) At academic ceremonies and graduations, traditional Latin titles of academic officers of both the UHK and the faculties are used:
 - a) The Rector is addressed "*Vaše Magnificence*" (Your Magnificence).
 - b) The Vice-Rector is addressed "*Honorabilis*" (Honourable).
 - c) If the Vice-Rector represents the Rector, he is addressed "*Vaše Magnificence*" (Your Magnificence).
 - d) The Dean is addressed "*Spectabilis*" (Respectable).
 - e) The Vice-Dean is addressed "*Honorabilis*".
 - f) If the Vice-Dean represents the Dean, he is addressed "*Spectabilis*".

Article 37

The UHK Medals

- 1) The UHK can award the UHK medals to its academic staff and other employees, students, and other persons who have played an important role in the development of the UHK, of science, culture, education and academic freedoms, or whose activity is otherwise socially beneficial and worth extraordinary social recognition.
- 2) The rules governing the medals award are stipulated in the Rules for the Internal Governance of the UHK.
- 3) The documentation of medals and related diplomas and the list of their holders are deposited in the UHK archives.

PART TEN FINAL PROVISIONS

Article 38

Parts of the UHK Constitution

The following appendices form a part of this Constitution:

- a) Annex 1: UHK Coat of Arms;
- b) Annex 2: Organisational Structure of the UHK;
- c) Annex 3: Lifelong Learning at the UHK;
- d) Annex 4: Rules of the UHK Financial Management;
- e) Annex 5: Directive Regulating the Position of Visiting and Emeritus Professors at the UHK
- f) Annex 6: Students' Oath – Matriculation and Graduation;
- g) Annex 7: Rules Regulating Fees for Study at the UHK.

Article 39

Transitional and Final Provisions

- 1) A *“degree programme”* means also a study subject area that obtained accreditation before 1 September 2016.
- 2) Where the generic masculine is used in this Constitution, it is done so in accordance with the Vice-Rector's Instruction No. 01/2021 with a view to maintaining the clarity, simplicity and precision of the internal regulation, and in no way is the use of the generic masculine intended to underestimate the contribution of any gender to the academic, research, innovation and other processes of the UGC. The generic masculine may also be used in the case of other internal regulations or other governing acts of the UHK based on legislation, bearing in mind the above.
- 3) This Constitution was approved by the UHK Academic Senate on 13 November 2024 under section 9 (1) (b) point 3 of the Act.
- 4) Until 31 August 2025, the provisions of the Constitution of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports (hereinafter the Ministry) on 19 February 2024 under No. MSMT-3574/2024-2 shall apply to the assessment of fees related to studies pursuant to Section 58 of the Act.

- 5) Until 11 December 2024, the number of members of the UHK Internal Evaluation Board shall be governed by Article 16a (2) of the Constitution of the University of Hradec Králové registered by the Ministry on 19 February 2024, under No. MSMT-3574/2024-2.
- 6) The Constitution of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports (*“the Ministry”*) on 19 February 2024 under No. MSMT-3574/2024-2 is hereby repealed.
- 7) This Constitution comes into force on the date of registration by the Ministry in accordance with section 36 (4) of the Act.

Assoc. prof. Jan Kříž, Ph.D., m.p.
Rector

UHK Coat of Arms



Organisational Structure of the UHK

Article 1

Faculties

The following faculties form the basic UHK units:

- a) Faculty of Education (abbrev. PdF);
- b) Faculty of Informatics and Management (abbrev. FIM);
- c) Philosophical Faculty (abbrev. FF);
- d) Faculty of Science (abbrev. PŘF).

Article 2

Rectorate

The UHK Rectorate is divided into the following parts:

- a) Rectorate departments;
- b) Bursar's Office.

Article 3

Special-Purpose Institutes and other UHK Workplaces

Special-purpose institutes and other UHK workplaces are:

- a) The University Library;
- b) The Halls of Residence;
- c) The Department of Information Technology Services;
- d) The UHK Point;
- e) The Gallery T.

Lifelong Learning at the UHK

- 1) The UHK carries out lifelong learning programmes in accordance with section 60 of the Act. The programmes are aimed at hobbies or exercise of profession. The programmes are linked to the educational and creative activities of the UHK units.
- 2) Lifelong learning is organized at the UHK units in accordance with their professional specialization, or at the UHK.
- 3) Lifelong learning is provided:
 - a) For consideration in accordance with the Rules for the UHK Financial Management;
 - b) Free of charge if the costs are covered by another provider (e.g. the European structural funds).
- 4) Proposals of the lifelong learning programmes, outputs and amount of payment for the relevant lifelong learning are approved by the dean of the appropriate faculty or, in case of programmes organized at the university, by the Rector.
- 5) Lifelong learning participants are informed in advance of the programme, outputs and amount of payment associated with this learning.
- 6) The appropriate UHK unit is obliged to issue certificates to the lifelong learning participants who completed successfully the whole programme.
- 7) The lifelong learning participants are not the UHK students within the meaning of the Act.
- 8) The details of the lifelong learning organisation at the UHK is determined by the Lifelong Learning Code.

Rules for the UHK Financial Management

Article 1

Introductory Provisions

The UHK financial management is governed mainly by the Act and other special legal regulations and decrees on provision of contributions and subsidies from the state budget (provided especially by the Ministry), their purpose, use and settlement of subsidies with the state budget. It is further governed by the UHK Constitution, especially by the Rules for the UHK Financial Management and other internal regulations and managing acts of the UHK.

Article 2

Financial Management

- 1) The UHK manages finances according to a budget of revenues and expenses drawn up for a period of one calendar year. The UHK budget and its parts may not be drawn up as a deficit budget. After the end of the year, a settlement with the state budget is done and is submitted within the stipulated deadlines to the Ministry and other providers of funds from the state budget.
- 2) The basic source of the UHK financial management is formed by the capital and current subsidies and contributions from the state budget and other incomes pursuant to section 18 (2) of the Act and other special legal regulations.² The subsidies and contributions are allocated to the UHK by the Ministry according to annually published specified rules discussed with the representatives of the higher education institutions (section 92 (3) of the Act).
- 3) The UHK is obliged to manage the financial means provided from the state budget in an expedient and economical way in accordance with the Act and other special legal regulations³, in accordance with the decision of the Ministry about granting the subsidies and contributions from the state budget and in accordance with the material performance.
- 4) Where the UHK provides services and products necessary to perform activities for performance of which the UHK has been established, the UHK may provide such services and products for a price lower than the actual cost and/or free of charge.
- 5) The Rector is responsible to the Minister of Education, Youth and Sports for effective use of grants and subsidies from the state budget and settlement of subsidies with the state budget, and for proper management of property.

² For example, sections 12 to 14 of Act No. 218/2000 Sb., to regulate the budget rules and to change some related acts (Budget Rules), as amended; regulation of the Ministry of Finance No. 40/2001 Sb., to regulate participation of the state budget on the assets reproduction programmes financing; Act No. 130/2002 Sb., to regulate the support of research, experimental development and innovations from public means and to change some related acts (Research, Experimental Development and Innovations Support Act), as amended.

³ For example, Act No. 218/2000 Sb., to regulate the budget rules and to change some related acts (Budget Rules), as amended.

- 6) The UHK must keep proper records of assets and dispose of them in accordance with the Act and other special legal regulations⁴ and the UHK Constitution, especially these Rules for the UHK Financial Management.
- 7) The management of the UHK assets is performed and related decisions on the UHK behalf are made by:
 - a) The Rector in matters referred to in section 15 (1) (a) to (d) of the Act and at handling gifts and objects of cultural value, as well as in matters reserved to him by his/her measure;
 - b) The Bursar in all other matters.
- 8) The UHK may not invest any immovable assets acquired into the ownership of public higher education institutions from the state, any contribution provided from the state budget and any subsidy from the state budget into a commercial company or cooperative. Monetary and non-monetary investment contributions in other legal entities are decided by the Rector after a prior written consent of the Board of Trustees and opinion of the AS UHK.

Article 3

Management of Common Resources

- 1) The UHK obtains particularly the following funds to ensure activities financed from common resources:
 - a) The state budget contributions for educational and creative activities (*“the Contribution from the State Budget”*);
 - b) Support of research, experimental development and innovations from public funds under special legislation⁵;
 - c) The state budget subsidies for the UHK development (*“the Subsidy from the State Budget”*);
 - d) Fees for study;
 - e) Revenues from assets;
 - f) Revenues from supplementary activities;
 - g) Other income from the state budget, state funds, the National Fund, municipal and regional budgets, and the EU budget;
 - h) Income from donations and inheritance, income from foundations and endowment funds;
 - i) Cash pools based on contracts of association;
 - j) Its own funds;
 - k) Loans from financial institutions;
 - l) Other own revenues.

⁴ For example, Act No. 218/2000 Sb., to regulate the budget rules and to change some related acts (Budget Rules), as amended.

⁵ Act No. 130/2002 Sb., to regulate the support of research, experimental development and innovations from public means and to change some related acts (Research, Experimental Development and Innovations Support Act), as amended.

- 2) The study-related fees are not subject to the general regulations on fees.
- 3) The UHK may receive bank loans and repayable financial aid and loans if their receipt does not result in claims against the state budget and if their repayment from its own resources is secured; the state is not liable for the UHK obligations.
- 4) The UHK uses the obtained common resources from the Contribution from the State Budget mainly for:
 - a) Wages paid to the employees according to the approved UHK Wages Regulations, including all statutory levies;
 - b) Depreciation of long-term tangible and intangible assets;
 - c) Scholarships paid to students according to the UHK Scholarship and Bursary Rules;
 - d) Operating expenses – in particular the cost of consumables, purchase of machinery, devices, hardware, software and other equipment for education, research and other creative activities, cost of energies, repairs and maintenance of buildings and equipment.

Article 4

Management of Capital Resources

The UHK obtains funds to ensure activities financed from capital resources particularly from:

- a) Individual or systemic subsidies from the state budget; these funds can only be used for defined purposes and are subject to annual settlement with the state budget;
- b) Public budgets and state funds, municipal and regional budgets and the EU budget;
- c) The UHK own investment asset reproduction fund;
- d) Transfer between funds;
- e) Association of funds based on contracts of association;
- f) Loans from financial institutions under the same conditions as specified in Article 3 (1) (k);
- g) Income from donations and inheritance, income from foundations and endowment funds.

Article 5

UHK Funds

- 1) The UHK establishes the following funds:
 - a) The reserve fund which consists of:
 - Allocated earnings after taxation;
 - Transferred means from the investment asset reproduction fund, the remuneration fund, and the fund of operating resources.

The reserve fund serves mainly for:

- Cover of losses for the previous accounting periods;
- Transfer of means to the investment asset reproduction fund, the remuneration fund, and the fund of operating resources.

b) The investment asset reproduction fund which consists of:

- Balance of the Contribution from the State Budget on 31 December of each year;
- Allocated earnings after taxation;
- Depreciation of long-term assets that were not purchased from the Contribution from the State Budget or the Subsidy from the State Budget;
- Residual value (up to the book depreciation) of assets that were not purchased from the Contribution from the State Budget or the Subsidy from the State Budget;
- Association of financial means for common investment activity;
- Transfer of means from the investment asset reproduction fund, the remuneration fund, and the fund of operating resources.

The investment asset reproduction fund serves for:

- Purchase of long-term assets;
- Payment of instalments of loans and investment bank loans;
- Provision of financial means to other entities within contracts of associated investment activities;
- Transfer of means to the reserve fund, the remuneration fund, and the fund of operating resources.

c) The scholarship and bursary fund which consists of:

- Fees paid for study under section 58 (6) of the Act;
- Transfers of tax-deductible expenses under a special regulation.⁶

The scholarship and bursary fund may only be used to pay out scholarships and bursaries under the UHK Scholarship and Bursary Rules.

d) The remuneration fund which consists of:

- Allocated earnings after taxation;
- Transferred means from the reserve fund, the investment asset reproduction fund and the fund of operating resources.

The remuneration fund may be used:

- To pay out salaries and other remuneration to the UHK employees under the UHK Wages Regulations;
- To transfer means to the reserve fund, fund of capital assets renewal, and the fund of operating resources.

e) The fund of resources for a defined purpose which consists of:

⁶ Act No. 586/1992 Sb., to regulate the income tax, as amended.

- Defined-purpose donations, with the exception of donations designed for the acquisition and technical appreciation of long-term assets;
- Defined-purpose financial resources from abroad;
- Defined-purpose public resources, including the resources of defined-purpose and institutional support of research, experimental development, and innovations from public resources, that could not be used by the UHK within the budgetary year in which they were provided to it up to the amount of 5 % of the volume of the defined-purpose public resources provided to the individual projects of research, experimental development, and innovations within the given calendar year; in case of other support from public resources up to the amount of 5 % of the volume of such support provided in the calendar year. The defined-purpose means provider notifies the UHK in writing of such means transfer.

The resources of the fund of resources for a defined purpose may only be used for the purpose for which they were provided to the UHK.

f) The social fund which consists of:

- Allocations to the debit of the costs of the UHK up to the amount specified by the law. The specific amount of the allocation is determined by the Rector in his/her decree.

The social fund may be used:

- For supplementary pension insurance and private life insurance of the UHK employees in accordance with the rules specified in the Rector's decree;
- For payment of expenses related with cultural and sports events and events related to major events at the UHK;
- For in-kind contributions provided to the UHK employees in form of vouchers covering all areas of employee benefits;
- Up to the amount and under conditions specified by the law.

g) The fund of operating resources which consists of:

- Allocation from earnings after taxation;
- Balance of the Contribution from the State Budget on 31 December of each year;
- Transferred means from the reserve fund, the investment asset reproduction fund, and the remuneration fund.

The fund of operating resources may be used:

- For payment of common (non-investment) expenses in a common calendar year;
- For co-financing of grants that must be co-financed according to the relevant contracts;
- For transfer of means to the reserve fund, remuneration fund, and the fund of capital assets renewal.

2) The UHK may, on the basis of justified needs, transfer means between the funds, namely the reserve fund, the investment asset reproduction fund, the remuneration fund, and the fund

of operating means. Such transfer can be performed by the Rector's order on the dean's or Bursar's proposal.

- 3) The allocation of earnings after taxation between the individual UHK funds will take account of the specific needs of the UHK and the participation of the individual units in its achievement; the AS UHK decides on the distribution within the discussion and approval of the Annual Report on Financial Management.
- 4) Earnings after taxation can be allocated to the funds only if the losses from the previous periods have been paid.
- 5) The fund balances on 31 December of the current year are transferred to the next budget year.
- 6) The use of the investment assets reproduction fund is debited to this fund; in other funds, the use is accounted for in the revenues and expenses.
- 7) The financial means obtained from earnings derived from the basic research, applied research or experimental development, and from their results spreading through education, publication or transfer of technology supported by the public funds must only be used for such activities or for their results spreading, or for teaching.

Article 6

Bookkeeping and Chart of Accounts

- 1) The UHK uses double-entry bookkeeping and is obliged to follow the general accounting rules.⁷
- 2) In its accounting, the UHK is obliged to separate strictly the revenues and expenses associated with supplementary activities.

Article 7

Supplementary Activities

- 1) The UHK owns property which must be used to perform tasks in educational and creative activities. This property may also be used for supplementary activities in accordance with the Act.

⁷ For example, Act No. 563/1991 Sb., to regulate accounting, as amended; regulation of the Ministry of Finance No. 504/2002 Sb., by which some provisions of Act No. 563/1991 Sb., to regulate accounting, as amended, are implemented for accounting units whose main sphere of activity does not include business undertaking, if they use double-entry bookkeeping, as amended; the Czech Accounting Standards for accounting units using the accounting as per the regulation No. 504/2002 Sb., as amended.

- 2) The UHK performs supplementary activities for a consideration. Such activities are built on its educational and creative activities or activities serving for more efficient use of human resources and property. Supplementary activities may not compromise the quality, extent, and availability of activities for which the UHK has been established.
- 3) The conditions for the supplementary activity performance are determined by the Rector's managing act.

Article 8

Financial means from contributions and subsidies from the state budget are released to the UHK according to the methodology on implementation of the act on the state budget or the provisional budget issued by the Ministry of Finance and the Ministry for the given calendar year.

Article 9

Other Provisions

- 1) The UHK finances capital outlays and current expenses of its faculties, special-purpose facilities, all-university workplaces and operations.
- 2) If the UHK uses special-purpose facilities together with another entity, they share the costs and/or revenues per ratio indicators of use agreed by a contract. It is also possible to stipulate payment of the proportional part of the use of the special-purpose facilities by means of a lump sum.
- 3) The UHK is authorized to finance the operation of its own canteens (except for the price of the food) providing one main meal daily to the UHK employees, or to contribute to its employees up to 55 % of the price of one main meal daily, however, up to 70 % of allowance provided for a 5 to 12-hour business trip under a special legal regulation in case the UHK employees take meals at other catering establishments on the basis of a catering contract.
- 4) The UHK may finance the operation of its own catering facilities providing meals to students, up to the actual cost (except for the price of the food). It also may pay the same costs to school canteens and/or facilities providing catering to students (after consultation with the Ministry) at a detached UHK unit where the UHK does not have its own catering facilities.

- 5) Current and capital resources for the individual faculties, all-university workplaces and special-purpose facilities are divided on the basis of a budget approved by the AS UHK.
- 6) The UHK activates assets generated by its own activities (mainly the long-term intangible assets, minor long-term intangible assets, long-term tangible assets, minor long-term tangible assets, and inventories). Activation means an increase in assets while increasing own UHK revenues. Assets generated by own activities are valued at real costs.

Directive Regulating the Position of Visiting and Emeritus Professors at the UHK

Article 1

Status of a Visiting Professor of the UHK

- 1) An expert with the academic title Ph.D. or corresponding scientific degree who develops extraordinarily the UHK teaching, scientific, research, development, innovation or publication activity may be appointed a Visiting Professor.
- 2) The title “*Visiting Professor*” may be used for the period of his/her operation at the UHK by an expert from a foreign higher education or scientific institution who has been granted such title by the Rector. An appointment letter is issued for this purpose.
- 3) Granting of a Visiting Professor status is usually proposed by the dean to the UHK Rector.
- 4) The proposal for granting the status of a Visiting Professor includes a professional curriculum vitae containing the applicant’s personal, professional and qualification data.
- 5) If the Visiting Professor is a member of the UHK academic staff, he/she has the rights and duties of members of the academic staff except for the right to vote and be elected in academic senates.
- 6) The status of a Visiting Professor is granted by the Rector for a definite period of time, usually for minimum three and maximum thirty-six months.

Article 2

Status of an Emeritus Professor of the UHK

- 1) The purpose of granting the status of an emeritus professor of the UHK (“*the Emeritus Professor*”) is to praise the lifelong work of an outstanding UHK professor, to recognize his/her contributions to the educational and creative activities of the UHK, and to create or strengthen the traditions and continuity in the excellent creative and educational activity at the UHK.
- 2) The status of an Emeritus Professor is granted in justified cases to outstanding professors of the UHK after their retirement.
- 3) The Emeritus Professor may enjoy reserved rights and benefits of a member of the academic community, especially the right to give lectures at the faculty and department or the faculty institute in his/her specialization, the right to use services of specialized UHK units (library, publishing house, electronic networks), and the right for appropriate working conditions.
- 4) When assessing the proposal to grant the status of an Emeritus Professor, the UHK bodies follow the following uniform rules:

- a) The status of an Emeritus Professor may be granted to a full professor with exceptional merits in development of the UHK or some of its faculties in whose appointment is the UHK (its faculty) interested and whose lifelong work shows high-quality teaching and scientific erudition and indisputable results recognized by the international scientific community.
 - b) The proposal to grant the status of an Emeritus Professor is submitted by the dean to the UHK Research Board, usually upon of a proposal submitted by the head of the department or the faculty institute. The proposal to grant the status of an Emeritus Professor may also be submitted to the UHK Research Board by the Rector.
 - c) The proposal for granting the status of an Emeritus Professor includes a detailed professional curriculum vitae containing the applicant's personal, professional and qualification data and his/her merits in increase of the UHK eminence (some of its faculties). An extract from such curriculum vitae in the Czech language (structured according to the qualification criteria pre-set by the UHK) is submitted for consideration to the UHK Research Board.
 - d) The UHK Research Board decides on the proposal to grant the status of an Emeritus Professor on the basis of the submitted data and documents about the candidate, in accordance with the criteria laid down in its code of procedure.
 - e) The candidate is notified of the UHK Research Board positive opinion to granting the status of an Emeritus Professor by the Rector's letter. The candidate gets a letter of an Emeritus Professor appointment at a suitable ceremonial occasion.
- 5) The status of an Emeritus Professor is granted by the Rector for life.

Students' Oath – Matriculation and Graduation

MATRICULATION OATH

I promise that during my studies at the University of Hradec Kralove I will acquire maximum knowledge and skills for my future profession so that I can perform it competently and responsibly in accordance with the needs of each individual and free civil society as a whole.

I promise to be a valid member of the academic community of this higher education institution and I will do everything for its benefit and reputation.

BACHELOR'S GRADUATION OATH

In English language

I solemnly promise that I will, to the best of all my possibilities, selflessly and responsibly contribute to the flourishing of our country and its democratic society. I will continue to expand my education and acquire new knowledge and I will be conscious of the fact that learning is a lifelong matter.

I promise to take care of the academic traditions of the University of Hradec Králové which I graduated from.

MASTER'S GRADUATION OATH

In Latin language

Spondeo ac polliceor me, quoad facultate consequi potero, cultus atque humanitatis, virtutis bonorumque societatis humanae progressionem semper provecturum/provecturam,

- rebus in meis veritati et humanitati colendae reverentiaeque unius cuiusque hominis atque omnis vivi operam daturum/daturam,
- animum meum soli saluti hominum observandae intenturum /intenturam,
- ne quo malo divitiae gentis nostrae, quae in natura, cultu atque humanitate civibusque ipsis sita sunt, corrumpantur, curam habiturum/habaturam,
- huius Universitatis Reginae Gradecensis, in qua gradum magistri assecutus/assecuta ero, institutorum et famae memoriam semper habiturum/habaturam.

In English language

I solemnly promise

- That I will, to the best of all my possibilities, take care of the spiritual and moral development, and hence of material values of human society;

- That in my activities I will be loyal to the truth, humanity and tolerance towards every human individual and all living creatures on this planet;
- That I will strive for the good of every individual and thus for the good of the whole society, and I will not let the consequences of ignorance, violence and disrespect undermine the cultural, natural and human resource of our nation;
- And that I will take care of the educational and academic traditions of the University of Hradec Králové which I graduated from.

OATH TAKEN BY THOSE WHO ARE AWARDED THE TITLE “DOCTOR” AND DOCTORAL GRADUATION OATH

In Latin language

Spondeo ac polliceor me gradum doctoris, quem obtinero, integrum incolumemque servaturum/servaturam et numquam eum moribus malis aut infamia polluturum/polluturam;

doctrinam, qua polleo, populi commodo adhibiturum/adhibituram principiaque humanitatis atque libertatis numquam proditurum/prodituram; ut ubique et semper veritas propagetur et lux eius, in quibus praesidium generis humani situm est, summa diligentia id acturum/ acturam;

quantum cultus ingenii et scientia ad societatem promovendam valeat, in memoria habens omnia incrementa, quae progrediente tempore haec ars, cui me consecravi, ceperit, culturum/ culturam et provectorum/provectoram;

Universitas Reginae Gradecensis, almae matris meae, memoriam perpetuam habiturum/ habituram eiusque res ac rationes, quoad facultate et iudicio consequi poterō, adiuturum/ adiuturam.

In English language

I solemnly promise that I will preserve the bestowed title “*doctor*” honest and intact and that I will never taint it with bad manners or bad reputation.

I promise that the education I achieved will make such a way for the benefit of humanity which will never betray the principles of humanity and freedom. I promise that I will work as hard as I can so that the truth and the light that are the shields of the humankind will be spreading always and everywhere.

Being aware of the mission which scientific knowledge has in the society, I will continue to deepen it and develop its level in the profession which I devoted myself to.

I promise to preserve the lasting memories of my alma mater, the University of Hradec Králové; and I will be doing my best to support its aspirations and its benefits.

Rules for fees associated with studying at the UHK

Article 1

Introductory Provisions

Under the Act and this Appendix, the term “Fees for Study” means:

- a) Fee paid for activities related to admission procedure under section 58 (1) of the Act; 1 zákona,
- b) Fee paid for study under section 58 (3) of the Act;
- c) Fee paid for study in a study programme taught in a foreign language under section 58 (4) of the Act.

Article 2

Fee Paid for Activities Related to Admission Procedure

- 1) The fee paid for activities related to the admission procedure for Bachelor's, Master's and Doctoral degree programmes at the UHK amounts, pursuant to Section 58 para. 1 and 4 of the Act, to CZK 600 per one application for a study programme in case of a study programme conducted in the Czech language and € 30 in case of a study programme conducted in a foreign language, unless the Dean stipulates otherwise for the study programme conducted in a foreign language and publishes the amount of the fee in the public part of the UHK website no later than on the last day of the deadline set for the submission of applications for study. In exceptional cases, the Dean may waive or reduce the fee for activities to the admission procedure pursuant to Section 58(1) and (4) of the Act, or postpone its due date.
- 2) The fee paid for activities related to admission procedure cannot be repaid. The applicant pays it via postal order type A or bank transfer to the UHK account, or by any other means if specified by a managing act.

Article 3

Fee for Extended Study

- 1) Should a student in a Bachelor's or Master's programme provided by the UHK and its faculties study longer than for the standard period of study plus one year, he/she is obligated to pay a study fee for extended studies under section 58 (3) of the Act. For the purposes of the fee determination, students of the study programmes accredited at the UHK are students of that faculty which teaches them on the basis of the Rector's managing act. This fee amounts CZK 24,000 for each commenced six months of study.
- 2) The standard period of study means the period of time specified in the decision on the accreditation of the relevant study programme. Such period is considered separately for each study programme and begins to run on the day the student enrolls to study. The standard periods of study of the individual study programmes are published on the UHK public website.
- 3) The period relevant for the determination of the fee for extended study includes, according to section 58 (3) of the Act, the period of study in a Bachelor's or Master's programme that the student has not completed properly unless it is a previous study after successful completion of which the student completed successfully and properly a study programme of the same type. The period during which the student studied in such study programmes, or concurrently in such study programmes and in the current study programme, are included only once in the duration of study. The recognized duration of statutory parental care is deducted from the overall duration of study calculated according to this paragraph. The student is obligated to declare the said duration of study at his/her enrolment and confirm it by an affidavit.
- 4) The fee for an extended study under section 58 (3) of the Act is payable within 90 days from the day the decision specifying the fee was issued. The applicant pays the fee by bank transfer to the UHK account or by any other means if specified by a managing act.

Article 4

Fees Paid for Study in a Study Programme Taught in a Foreign Language

- 1) Students studying a study programme taught in a foreign language are obliged to pay a fee under section 58 (4) of the Act.

- 2) The fee under section 58 (4) of the Act for study in the Bachelor's, Master's and doctoral programmes provided by the UHK and its faculties is determined for each UHK faculty by the dean of the given faculty in a managing act, taking account of, but not limited to, the financial demands of the study, expenses to ensure the quality of the study, and of the current situation in a similar field of education. The fee is determined not later than on the last day of the period for filing of applications for study in the academic year preceding the academic year for which the fee under section 58 (4) of the Act is to be paid.
- 3) The student pays the fee by a bank transfer to the UHK account or by any other means if specified by a managing act. The maturity of the fee is decided by the dean.
- 4) For the purposes of the fee determination according to this Article, students of the study programmes accredited at the UHK are students of that faculty which teaches them on the basis of the Rector's managing act.

Article 5

Common Provisions

- 1) The first-instance decision on fees charged under section 58 (3) of the Act is made by the respective dean.
- 2) The student may appeal against the decision on the charged fee for the study under section 58 (3) of the Act and the Rector may reduce the fee, remit it or postpone its payment, taking account mainly of the student's study results, study activities and social or health situation, or for any other specific reasons. The amount of relief relating the fee charged under section 58 (3) of the Act is decided by the Rector individually after assessing the student's situation according to the principles specified in paragraph 5. The Rector notifies the student and the study department of the appropriate faculty of his/her decision on the fee charged under section 58 (3) of the Act. Filing an appeal against the decision on the fee charged for the study under section 58 (3) of the Act has suspensive effect.
- 3) The student who suspends his/her studies under Article 19 of the UHK Study and Examination Code does not have to pay the fee for study under section 58 (3) and (4) of the Act for the period of the study suspension.
- 4) Failure to pay in time the fee for study under section 58 (3) of the Act, duly charged by a decision that came into legal force and is enforceable, and the due fee under section 58 (4) of the Act gives rise to initiation of disciplinary proceedings under section 64 of the Act.

- 5) The fee under section 58 (3) of the Act may be reduced, remitted, or its payment may be postponed especially for the following reasons:
- a) Social and health reasons:
- Difficult social situation:
- Receipt of emergency benefit under Act No. 111/2006 Sb., as amended;
 - Receipt of child benefit under Act No. 117/1995 Sb., as amended;
 - Receipt of bursary for a student in a difficult social situation;
 - Difficult financial situation of the family.
- Other social reasons:
- Necessary care for a disabled or long-term ill close person (parents, siblings, grandparents, wife/husband, child and/or other persons proved as close by the student;
 - A student under the age of 26 who lost one of his/her parents;
 - Single-parent home; the parent(s) do not provide any financial support to the student;
 - Other serious social reasons.
- Health reasons:
- Disability – full or partial disability pension of such an amount or in such a context that the applicant cannot earn any money on his/her own or his/her possibility to study was impaired due to health reasons;
 - Long-term hospitalization and serious disease.
- b) Study reasons:
- Excellent study results combined with another reason specified under letter (a);
 - Study visit abroad organized by the UHK;
 - Exceeding the standard time limit of study extended by one year due to not completed study at a private higher education institution.
- c) Other specific reasons:
- If there are any other specific reasons, reduction of the fee may be proposed on the basis of assessment of the student's individual situation.