

**CHARLES UNIVERSITY  
CATHOLIC THEOLOGICAL FACULTY**

**Statute of the Catholic Theological Faculty of Charles  
University**

**The document was translated by artificial intelligence. The Czech version is  
binding for interpretation.**

*Academic Senate of the Catholic Theological Faculty  
pursuant to Sections 27(1)(b) and 33(2)(a) of Act No. 111/1998 Coll,  
on Higher Education and on Amendments and Supplements to Other Acts (the Higher  
Education Act),  
as amended,  
has resolved on the following Statute of the Catholic Theological Faculty  
as its internal regulation.*

**Part One  
Introductory provisions**

Article 1  
Introductory provisions

1. The Catholic Theological Faculty (hereinafter referred to as "the Faculty") was founded together with the University of Prague, which was established on 26 January 1347 by Pope Clement VI under the authority of canon law and on 7 April 1348 by King Charles IV of Bohemia under the authority of secular law. It survived the exclusion from the Charles University in 1950 (it existed under the name of the Roman Catholic Cyril and Methodius Divinity Faculty in Prague, since 1953 with its seat in Litoměřice) and was reintegrated into Charles University (hereinafter referred to as "the University") in 1990.<sup>1</sup>
2. The Faculty is a fundamental part of the University as a legal entity.

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<sup>1</sup> §1 (1) of Act No. 163/1990 Coll., on Divinity Faculties.

3. The faculty realizes the right of the Catholic Church to teach and educate its clergy and laity.<sup>2</sup>
4. The legal basis for the Faculty's activities is Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the Higher Education Act), together with Act No.3/2002 Coll., on Freedom of Religion and the Status of Churches and Religious Societies, as amended, other legal regulations, the internal regulations of the University and the internal regulations of the Faculty.
5. The canonical-legal bases for the faculty's activities are: Apostolic Constitution of Pope Francis *Veritatis Gaudium* of 2017 with the accompanying implementing regulations (*Ordinationes*), the 1983 Code of Canon Law, the 1990 Code of Canons of the Eastern Churches, and other provisions of the Apostolic See. The Faculty is governed by these regulations in accordance with bilateral and multilateral treaties between the Holy See and the Czech Republic.
6. The name of the faculty is: "Catholic Theological Faculty". In legal relations the faculty uses the name "Charles University, Catholic Theological Faculty" or "Catholic Theological Faculty of Charles University". Latin: "Facultas Theologiae Catholicae", "Universitas Carolina, Facultas Theologiae Catholicae", "Facultas Theologiae Catholicae Universitatis Carolinae". "Catholic Theological Faculty", "Charles University, Catholic Theological Faculty", "Catholic Theological Faculty of Charles University". The abbreviation used is: "KTF UK".
7. The faculty is located in Prague 6, Thákurova 676/3.
8. The faculty uses an official round stamp with the state emblem of the Czech Republic and the text "Charles University, Catholic Theological Faculty" in cases stipulated by law.<sup>3</sup> The rules for the use of other stamps shall be regulated by a measure of the Rector.

## Article 2

### Mission and activities of the Faculty

1. The mission of the faculty is to fulfill the mission of the university and to see to it that "Christian thought is publicly, continually, and universally present in all efforts toward a higher culture."<sup>4</sup> It fulfils this mission within its various disciplines, especially Catholic

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<sup>2</sup> § Section 6(3)(a) of Act No.3/2002 Coll., on Freedom of Religion and the Status of Churches and Religious Societies; Register of Registered Churches and Religious Societies of the Ministry of Culture of the Czech Republic. § Section 33(4) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Higher Education Act).

<sup>3a</sup> *Veritatis Gaudium*, art. 8.

Act No. 352/2001 Coll., on the use of the state symbols of the Czech Republic.

<sup>4</sup> Second Vatican Council, Declaration on Christian Education *Gravissimum Educationis*, 10.

theology, by educating students, conducting scholarly research, and seeking to apply its findings to evangelizing practice.<sup>5</sup> An important part of its activity is the care for the scientific formation of the clergy and lay workers of the Church and for their lifelong education.<sup>6</sup>

2. The Faculty implements accredited study programmes and lifelong learning programmes (hereinafter referred to as "educational activities") and carries out scientific, research, development, innovation, artistic and other creative activities (hereinafter referred to as "creative activities").
3. The Faculty supports educational and creative activities with library and other information services.
4. The Faculty may carry out publishing and editorial activities related primarily to the educational and creative activities of its academic community.
5. In complementary activities, the faculty carries out, for a fee, activities related to its educational and creative activities or activities serving to make more efficient use of human resources and property. Complementary activities help to fulfil the mission of the Faculty.
6. The Faculty cooperates with domestic and foreign universities, scientific and research institutions and other legal entities and prominent personalities and creates conditions for the participation of members of its academic community in this cooperation.
7. The Faculty cooperates with the Archbishop's Seminary.

### Article 3

#### Status of members of the academic community

1. The academic community of the faculty consists of academic staff working at this faculty and students enrolled at this faculty.
2. Members of the academic community of the Faculty exercise self-government of the Faculty, either directly or through self-governing academic bodies.
3. Members of the academic community of the faculty have the right to
  - a) nominate candidates and elect members of the Academic Senates and be elected as members of the Academic Senates,
  - b) to propose, in the manner prescribed by the Statutes of the University or the Statutes of the Faculty, a candidate for Rector or a candidate for Dean,

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<sup>5</sup> Veritatis gaudium , art. 3 ; Ordinationes, art. 4.

<sup>6</sup> § Section 6(3)(a) of Act No.3/2002 Coll., on Freedom of Religion and the Status of Churches and Religious Societies; Veritatis gaudium , Art. 3 § 2 and Article 76 .

- c) attend meetings of the Academic Senates and Scientific Councils, unless the meetings of the Scientific Councils are declared closed,
  - d) to become familiar with the minutes of the meetings of the Academic Senates and Scientific Councils, including the content of the resolutions,
  - e) to be given the floor at a meeting of the faculty members,
  - f) address suggestions, comments and complaints to the academic self-government bodies; these bodies are obliged to consider them, deal with them without undue delay and respond to them.
4. The faculty supports the activities of scientific, professional, student, trade union and other interest associations of members of the academic community of the faculty whose activities help to fulfil the mission of the faculty. The conditions of support for the interest activities of students who are members of the academic community of the Faculty are laid down in the Rules of Support for Interest Activities of Students of Charles University.
5. The faculty takes care of the social needs of the members of the academic community of the faculty. The Faculty takes into account the needs of members of the academic community with specific needs and in its activities, as well as in the activities of academic self-governing bodies, takes available measures to balance their opportunities for employment at the Faculty.
6. Members of the academic community of the Faculty are obliged to comply with the laws of the Czech Republic and other legal regulations governing the activities of the University and the Faculty, and the internal regulations of the University and the Faculty.
7. Members of the academic community of the Faculty are obliged to uphold the good name of the University and the Faculty. They shall conscientiously perform the duties that arise from the exercise of the function of a self-governing academic body or from the exercise of any other function at the Faculty. They shall abstain from actions prohibited by the Statutes of Charles University.<sup>7</sup>
8. A member of the academic community of a faculty may simultaneously hold only one of the following positions: rector, vice-rector, dean, vice-dean, bursar, secretary or director of another unit of the university.
9. The provisions of paragraphs 4-7 shall apply *mutatis mutandis* to employees of the University employed by the Faculty who are not academic staff.
10. When using the faculty premises, everyone is obliged to behave in such a way as to avoid endangering life, health, or property, to ensure that no member of the academic community is restricted in his or her academic rights and academic freedoms, and to ensure that collegial relations in the academic environment are not disrupted. More detailed rules may be established by the Dean.

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<sup>7</sup> Article 5, paragraph 8 of the Statute of Charles University.

## **Part Two**

### **The Grand Chancellor**

#### Article 4

#### Rights and Duties of the Grand Chancellor

1. Canonically and legally, the faculty depends on the Grand Chancellor, who is the Archbishop of Prague.<sup>8</sup> The Grand Chancellor may be represented by the Vice-Chancellor.
2. The Grand Chancellor in particular<sup>9</sup>
  - a) ensures that the faculty fulfils its mission and develops continuously,
  - b) takes care that Catholic doctrine, morals, discipline and the decrees of the Apostolic See are observed at the Faculty,
  - c) fosters fellowship among members of the faculty and the fellowship of the faculty with the local and universal church,
  - d) represents the Apostolic See before the Faculty and the Faculty before the Apostolic See,
  - e) submits the Statutes of the Faculty to the Congregation for Catholic Education for approval,<sup>10</sup>
  - f) submits to the Congregation for Catholic Education for ecclesiastical confirmation by the Apostolic See the name of the elected candidate for dean and accepts the Dean's profession of faith,<sup>11</sup>
  - g) submits to the Congregation for Catholic Education the names of academics who teach theology and need "nihil obstat",<sup>12</sup>
  - h) grants or withdraws to academic staff ecclesiastical teaching credentials,<sup>13</sup>
  - i) informs the Apostolic See of more serious facts and provides it with the required reports and documents .
3. The Grand Chancellor shall require the self-governing academic bodies of the College to follow the values and regulations set out in paragraph 2(b) in their activities and actions. The self-governing academic bodies of the Faculty shall inform the Grand

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<sup>8</sup> Veritatis gaudium , Art. 13 § 1.

<sup>9</sup> Veritatis gaudium , Art. 12 ; Ordinationes, art. 9 .

<sup>10</sup> § Section 33(4) of the Higher Education Act; Veritatis gaudium, art. 7.

<sup>11</sup> Veritatis gaudium , Articles 9 and 18.

<sup>12</sup> Veritatis gaudium , Art. 27 § 2; Ordinationes, Art. 21.

<sup>13</sup> Veritatis gaudium , Art. 27 § 1; Ordinationes, art. 20.

Chancellor of all intended actions and significant facts of the life of the Faculty which concern the application of these values and regulations.

4. The Grand Chancellor shall have the rights referred to in Article 3(3)(c) to (f). He may also convene an assembly of the members of the academic community of the Faculty. He shall have the right to address meetings of the Academic Senate of the Faculty and of the Scientific Council of the Faculty whenever he so requests.

### **Part Three Bodies of the Faculty**

#### **Article 5 General provisions**

1. The bodies of the faculty have the right, unless otherwise provided for in the Higher Education Act, to decide or act for the university in the following matters concerning the faculty:

- a) establishment of self-governing academic bodies of the faculty,
- b) internal organisation of the faculty,
- c) Habilitation and appointment as professor,
- d) handling of funds allocated to the faculty,
- e) labour relations.

2. The bodies of the faculty have the right, unless otherwise stipulated by the Higher Education Act, to decide or act for the university to the extent stipulated by the statutes of the university in the following matters concerning the faculty:

- a) design and implementation of study programmes,
- b) strategic focus of creative activity,
- c) foreign relations and activities,
- d) supplementary activities and the use of funds obtained from these activities.

2. In the matters referred to in paragraph 1 (a) and (d), the faculty bodies decide and act in their entirety, In the matters referred to in paragraph 2 (b) and (c), the faculty bodies decide and act in their entirety, with the proviso that actions in these activities that are of fundamental importance in terms of the focus or development of these activities or the management of the faculty are discussed with the Rector in advance.

3. The bodies of the faculty also decide and act for the University in matters concerning the disposal of University property to the extent specified in Article 50(1)(c) of the Statutes of Charles University.

4. The self-governing academic bodies of the Faculty are
  - a) Academic Senate of the Faculty,
  - b) Dean,
  - c) Scientific Council of the Faculty,
  - d) Disciplinary Committee of the Faculty.
5. Another body of the Faculty is the Secretary.
6. In exercising their powers, especially in making decisions, the faculty bodies shall observe the meaning of academic freedoms and academic rights, the principles of the Statute of Charles University as expressed in its preamble, the mission of the faculty as expressed in Article 2(1), and the values set out in Article 4(2)(b).
7. If an action, resolution or decision of a faculty body is found to be in breach of the regulations referred to in Article 1(4), that body shall take all available remedial action, including the amendment or revocation of the action, resolution or decision. Appropriate action shall be taken if that body is inactive in violation of those regulations. This provision shall not apply to decisions and other acts taken under the Administrative Procedure Code.<sup>14</sup>
8. Self-governing academic bodies shall ensure that members of the academic community are informed of their activities and have the opportunity to comment in a timely manner on documents and measures of major importance which are dealt with by these bodies. They shall also ensure that members of the academic community are able to comment on the work of these bodies.
9. Faculty bodies have the right to address suggestions, comments and complaints to the self-governing bodies of the University and the Bursar.
10. The self-governing academic bodies of the University and the Bursar have the right to address proposals and comments to the faculty bodies. The latter are obliged to deal with them, to process them without undue delay and to respond to them.

## Article 6 Academic Senate of the Faculty

1. The Academic Senate of the Faculty (hereinafter referred to as the "Senate") and its members are responsible for their activities to the academic community of the Faculty. In the performance of their duties, members of the Senate are bound by their conscience and are obliged to take into account the interests of the Faculty as a whole.

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<sup>14</sup> Act No. 500/2004 Coll., Administrative Code, as amended.

2. The members of the Senate are elected from among themselves by the members of the academic community of the Faculty in each part of the academic community of the Faculty, separately by the academic staff and separately by the students. The Senate shall have twelve members, eight elected from among the academic staff and four elected from among the students. The academic staff members shall form the academic staff chamber and the student members shall form the student chamber.
3. Membership in the Senate is incompatible with the office of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of the Faculty and Director of a university institute.
4. The method of election and the proceedings of the Senate are set out in the Electoral Rules of the Academic Senate of the Catholic Theological Faculty and the Rules of Procedure of the Academic Senate of the Catholic Theological Faculty, which are internal regulations of the Faculty.
5. The term of office of a member of the Senate is two years and begins on the date specified in the Election Regulations of the Academic Senate of the Catholic Theological Faculty.
6. Membership of the Senate shall cease on the expiry of the term of office. Membership of the Senate shall cease before the expiry of the term of office
  - a) together with the termination of membership in the relevant part of the academic community of the faculty,
  - b) the date of delivery of a written declaration by which the member of the Senate renounces his membership of the Senate to the President or Vice-President of the Senate,
  - c) in the event that the Senate votes to remove a member of the Senate from office; the details are set out in the Rules of Procedure of the Academic Senate of the Catholic Theological Faculty.
7. If membership in the Senate ceases under paragraph 6, an alternate appointed in accordance with the Electoral Regulations of the Academic Senate of the Catholic Theological Faculty shall join the Senate for the remainder of the term. If there is no replacement available to be called to serve as a member of the Senate, the Senate shall call a by-election.
8. The term of office of all members of the Board shall expire if the Board fails to act in accordance with paragraphs 14 and 15 for a period of six months. The Dean shall call new elections within 30 days at the latest.
9. The Senate shall elect and, where appropriate, dismiss by secret ballot from among its members its Bureau: a President and two Vice-Presidents. The Chairperson shall be elected from the Academic Staff Chamber, and at least one Vice-Chairperson from the Student Chamber.
10. The Senate may establish or abolish working committees.



11. The Senate may request the opinion of another faculty body or the head of a faculty organisational unit.

12. Meetings of the Senate are open to the public.

13. The timetable of meetings, minutes and resolutions of the Senate are published in the public section of the Faculty's website.

14. Senate

a) on the proposal of the dean, decides on the establishment, merger, amalgamation, division or abolition of faculty departments,

b) approves the draft internal regulations of the Faculty, on the proposal of the Dean or, in the case of the Rules of Procedure of the Senate, on the proposal of a member of the Senate, on which the Senate has requested the opinion of the Dean, and forwards them to the Academic Senate of the University for approval; the draft Statutes of the Faculty must be approved by the Congregation for Catholic Education before being forwarded to the Academic Senate of the University,<sup>15</sup>

c) approves the distribution of the faculty's financial resources submitted by the Dean and controls their use,

d) approves the annual activity report and the annual report on the Faculty's management submitted by the Dean,

e) approves the conditions for admission to study in study programmes implemented at the faculty,

f) gives prior approval to the Dean for the appointment and removal of members of the Faculty's Scientific Board and the Faculty's Disciplinary Committee,

g) decides on the proposal for the appointment of the Dean or proposes his/her removal from office,

h) on the proposal of the Dean, approves the strategic plan of the Faculty's educational and creative activities developed in accordance with the University's strategic plan after discussion in the Faculty's Scientific Council.

15. The Senate shall express itself in particular

a) on proposals for study programmes implemented at the Faculty,

b) on the dean's intention to appoint or dismiss vice-deans,

c) on the Dean's intention to appoint or remove Heads of Departments,

d) on any other issues brought before him by the Dean.

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<sup>15</sup> § Section 33(4) of the Higher Education Act; Veritatis gaudium , art. 7.

## Article 7

### Dean

1. The faculty is headed by a dean appointed, as a rule, from among the academic staff of the faculty, usually professors or associate professors. He acts and decides on the affairs of the Faculty, unless otherwise provided by law or in canonical matters.
2. The Dean is appointed and dismissed by the Rector on the proposal of the Senate.
3. The Dean is responsible to the Rector for his/her activities; this is without prejudice to the Dean's authority in matters pursuant to Article 5(1) and Article 7(8).
4. The Dean shall attend a meeting of the Senate at the invitation of the Senate or its Chairperson. The Dean shall answer a question concerning the performance of his or her duties put to him or her by the Senate or a member of the Senate at a meeting of the Senate.
5. The term of office of the Dean is four years. The same person may hold the office of dean at the faculty for a maximum of two consecutive terms.
6. The Rector may dismiss a Dean on his/her own initiative, only after the prior opinion of the Senate and with the consent of the Academic Senate of the University, if the Dean fails to perform his/her duties in a serious manner or seriously harms the interest of the University or the Faculty.
7. Before the expiration of the term of office, the office of dean shall also cease on the date of delivery of a written statement by which the dean resigns his or her office to the rector.
8. The Dean in particular
  - a) represents the faculty externally,
  - b) manages, develops and coordinates the activities of the Faculty,
  - c) acts within the meaning of the internal regulations of the University and the Faculty and consistently supervises their observance,
  - d) appoints and dismisses Vice-Deans with the prior opinion of the Senate,
  - e) appoints and dismisses, with the consent of the Senate, members of the Faculty's Scientific Council, which it chairs,
  - f) appoints and removes members of the Faculty Disciplinary Committee with the approval of the Senate,
  - g) appoints and dismisses the secretary, determines the scope of his/her activities and controls them,
  - h) appoints and dismisses the heads of the departments after the prior opinion of the Senate, determines the scope of their activities and controls them,
  - i) act on internal rules in the manner provided for in Article 6(15)(b),

- j) submits to the Senate for approval a proposal for the distribution of the Faculty's financial resources,
  - k) submits to the Senate for approval the draft annual activity report and the annual report on the Faculty's management,
  - l) submits to the Senate a proposal for the establishment, merger, amalgamation, division or abolition of faculty departments,
  - m) convenes the academic community of the faculty,
  - n) within the scope set out in Article 50(1)(c) of the Statutes of Charles University, decides on the disposition of the property of the University and acts on its behalf in connection therewith,
  - o) decides on behalf of the University in labour law matters of academic staff and other employees of the Faculty,<sup>16</sup>
  - p) in accordance with Article 22 of the Statutes of Charles University, submits to the Rector of the University a proposal for the assignment and dismissal of the study programme guarantor and the members of the doctoral study programme's disciplinary board, following the prior opinion of the faculty's scientific council,
  - q) on the basis of a proposal by the study programme guarantor and after prior opinion of the faculty's scientific board, issues study plans,
  - r) together with the opinion of the Faculty's Scientific Council and in accordance with the canonical-legal procedures<sup>17</sup> submits a proposal to the Rector of the University for the award of an honorary doctorate.
9. The dean is represented by vice-deans. He/she assigns tasks to them and controls their activities. The scope of their competence is determined by a measure of the dean. The dean shall determine which vice-dean shall represent him/her in his/her absence.
10. The permanent advisory body of the Dean is
- a) the dean's college, whose members are the vice-deans, the secretary, or other members appointed by the dean; the chair of the senate or a member of the senate authorized by the senate is entitled to attend the meetings of the college in agreement with the dean,
  - b) an expanded college of the dean, whose members are vice-deans, the secretary, heads of departments and their deputies, or other members appointed by the dean; the chair of the senate or a member of the senate authorised by the senate is entitled to attend meetings of the expanded college in agreement with the dean.

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<sup>16</sup> Articles 35-40 of the Statute of Charles University.

<sup>17</sup> Veritatis gaudium , Ordinationes, art. 40.

11. Temporary advisory bodies to the Dean shall be established by the Dean at his/her discretion. He appoints and dismisses their members.

12. The dean convenes an assembly of members of the academic community of the faculty on his or her own initiative, on the basis of a decision of the Academic Senate or at the request of the rector.

13. For the management of the faculty, the dean may, within the scope of his/her competence and within the limits of legal regulations, the internal regulations of the university and the faculty, and the rector's measures, issue dean's measures, according to which the faculty shall proceed. If the internal regulations of the University or the Faculty so provide, the prior opinion of the Senate shall be required for the adoption of a dean's measure.

## Article 8

### Scientific Council of the Faculty

1. The chairman of the Faculty Scientific Council (hereinafter referred to as the "Scientific Council") is the dean, who appoints and dismisses the other members of the Scientific Council with the prior consent of the Senate.

2. Members of the Scientific Council are prominent representatives of the fields in which the Faculty carries out educational and creative activities. At least one third of the members are persons other than members of the academic community of the University.

3. The term of office of the members of the Scientific Council ends on the last day of the calendar month following the day on which the term of office of the incoming dean began. Within two months of the beginning of his/her term of office, the Dean shall submit to the Senate a proposal for the appointment of the members of the Scientific Council.

4. Membership in the Scientific Council shall furthermore cease

a) on the date of delivery of a written statement by which the member resigns from the Scientific Council to the Dean,

b) the date on which the dean dismissed the member of the Scientific Board with the prior consent of the Senate.

5. The Scientific Council shall in particular

a) discusses the draft strategic plan for the Faculty's educational and creative activities drawn up in accordance with the University's strategic plan and the draft annual plan for the implementation of the Faculty's strategic plan,

b) approves proposals for study programmes to be implemented at the faculty and forwards them through the Rector to the University's Scientific Council for approval,

- c) proposes to the Rector the intention to submit an application for accreditation, extension of accreditation or extension of the period of validity of the accreditation of study programmes implemented at the faculty,
  - d) proposes to the Rector the intention to submit an application for accreditation of the habilitation procedure and the procedure for appointment as professor, in the case of procedures carried out at the Faculty,
  - e) performs its activities in the habilitation procedure and in the procedure for appointment as professor to the extent provided for by the Higher Education Act,
  - f) expresses its opinion on the dean's proposal for the appointment and dismissal of the study programme guarantor and members of the doctoral study programme's disciplinary boards,
  - g) expresses its opinion on the Dean's proposal for the appointment of a professor emeritus,
  - h) expresses its opinion on the Dean's proposal for the award of an honorary doctorate,
  - i) proposes to the Rector the appointment of a professor in memoriam.
6. The Scientific Council shall express its opinion on other issues submitted to it by the Dean.
7. Meetings of the Scientific Council are open to the public. The Scientific Council may decide to declare all or part of its deliberations closed if the public deliberations would jeopardise the personal rights of an individual or an important interest of the Faculty; in such a case, the Scientific Council shall determine who may attend the closed deliberations. Voting shall be open to the public. The Scientific Council shall take decisions by secret ballot in cases provided for by law or by internal regulation, or where it has so decided.
8. The timetable of meetings, minutes of the meetings and resolutions of the Scientific Council are published in the public part of the Faculty's website.
9. Details of the proceedings of the Faculty's Scientific Council are set out in the Rules of Procedure of the Scientific Council of the Catholic Theological Faculty, which is an internal regulation of the Faculty.

## Article 9

### Disciplinary Committee of the Faculty

1. The Disciplinary Committee of the faculty discusses disciplinary offences of students enrolled at the faculty and submits a proposal for a decision to the Dean.
2. Details on the hearing of disciplinary offences committed by students of Charles University, on the imposition of sanctions for such offences and on disciplinary

proceedings are laid down in the Higher Education Act and the Disciplinary Regulations for Students of Charles University. Further details are laid down in the Disciplinary Code for Students of the Catholic Theological Faculty, which is an internal regulation of the Faculty.

#### Article 10 Secretary

1. The Secretary manages the management and internal administration of the Faculty within the scope set by the Dean's measure. The dean may delegate to the secretary in particular
  - a) under the control of the Dean's Office,
  - b) acting on behalf of the University in matters related to the management and administration of its property,
  - c) acting on behalf of the University in employment matters of employees of the Dean's Office, or other organisational units of the Faculty, unless they are academic staff or the Dean stipulates otherwise.
2. The Secretary is appointed and dismissed by the Dean. Appointment is made on the basis of a selection procedure in accordance with the Regulations of the Selection Procedure of Charles University and after the prior opinion of the Senate.
3. The Secretary is subordinate to the Dean and is responsible to him/her for his/her activities. In matters specified in Article 13(7) of the Statutes of Charles University, he/she shall perform the tasks assigned by the Bursar and shall be subject to his/her control.
4. The Secretary shall appear at a meeting of the Board at the call of the Board or its President and answer questions concerning the performance of his or her duties put to him or her by the Board or a member of the Board at a meeting of the Board.

### **Part Four Organisation of the Faculty**

#### Article 11 Faculty division

1. The organisational units of the Faculty are faculty departments, the establishment, merger, amalgamation, division or abolition of which is decided by the Senate on the proposal of the Dean.

2. The faculty departments, the dean's office and the library are faculty departments. Another organisational unit may be a purpose-built facility.
3. Where circumstances worthy of special consideration so require, a department may be designated by the term "institute" in its name. This shall be decided by the Senate on the proposal of the Dean.
4. A list of the Faculty's organisational units and a more precise description of their activities is set out in the Faculty's organisational regulations, which are issued by the Dean by means of a measure after the Senate's prior opinion.

## Article 12 Department

1. The Department is the basic organizational part of the Faculty. It brings together academic staff, scientific staff, other lecturers, or economic-administrative, technical and professional staff who are involved in the implementation of a discipline-specific segment of the educational and creative activities of the faculty. The dean decides on the assignment of staff to the department after the opinion of the head of the department.
2. The Department is headed by a Head of Department, who is appointed and dismissed by the Dean with the prior opinion of the Senate. The Head of the Department is responsible for his/her activities to the Dean. The scope of his/her authority shall be determined by the dean in a measure after the prior opinion of the Senate. His/her duties include, in particular:
  - a) to coordinate, develop and control the educational and creative activities of the department in cooperation with the dean, vice-deans and the guarantor of the study programme,
  - b) to comment on the employment decisions of members of the Department,
  - c) to take care of the material and information security of the department's activities.
3. The department may be divided into divisions. The dean, on the initiative of the head of the department or on his/her own initiative, decides on their establishment, merger or division; if he/she acts on his/her own initiative, he/she does so on the prior opinion of the head of the department. The department shall be headed by a deputy head of department, who shall be appointed and dismissed by the dean after the prior opinion of the head of department and the senate. The deputy head of the department's term of office and duties shall be subject to the provisions of paragraphs 2 and 5, as appropriate.
4. Specialized facilities may be established at the Department to develop its educational and creative activities. The dean, on the initiative of the head of the department or on his/her own initiative, decides on their establishment, merger or division; if he/she acts on his/her own initiative, he/she does so on the prior opinion of the head of the

department. The head of the specialised establishment shall be a member of staff of the department, who shall be appointed and dismissed by the dean after the prior opinion of the head of the department and the senate. The provisions of paragraphs 2 and 5 shall apply mutatis mutandis to the term of office and duties of the head of the special purpose establishment.

5. The term of office of the Head of Department is four years. Before the expiration of the term of office, this position shall cease

a) by appeal,

b) together with the termination of membership in the academic community of the faculty,

c) on the date of delivery of the written statement by which the head of the department resigns his/her position to the dean.

### Article 13

#### Dean's Office and Library

1. The Dean's Office is the executive apparatus of the faculty; in cooperation with the Rector's Office of the University, it provides administrative and material support for the organizational, coordinating, consulting, recording and controlling activities of the faculty's bodies in the areas of study, research, external relations and foreign relations, economic, personnel, legal and internal administration. A more precise definition of the individual departments of the Dean's Office and their activities is given by the Organisational Regulations of the Dean's Office, which are issued by a measure of the Dean.

2. The Faculty Library is a specialized library providing public information services in theology and art history and other related fields.<sup>18</sup> Its main task is to provide information for the educational and creative activities of the faculty. The details are regulated by the Library Regulations, which are issued by a measure of the Rector, and the Operating Regulations, which are issued by a measure of the Dean.

3. The dean's office and the library are staffed by economic-administrative, technical and professional staff, workers, service staff and commercial and operational staff; the dean decides on the assignment of staff to the dean's office or the library.

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<sup>18</sup> § Section 13 of Act No. 257/2001 Coll., on libraries and the conditions of operation of public library and information services.



## **Part Five**

### **Study and students**

#### Article 14

##### Study

1. The implementation of the Bachelor's, Master's and Doctoral degree programmes, the forms and course of study, participation in teaching, the rights and obligations of students and the manner of publication of defended theses and theses submitted for defence are governed by the Higher Education Act and the internal regulations of the University.<sup>19</sup>
2. The requirements of the study programme implemented by the Faculty and details on the organisation of studies in the Bachelor's, Master's and Doctoral study programmes are laid down in the Rules for the Organisation of Studies at the Catholic Theological Faculty, which are internal regulations of the Faculty.

#### Article 15

##### Admission to study

1. The Faculty is open to all applicants for study, lay and clerical.
2. The conditions for admission to study for a given academic year are set by the Dean after approval by the Senate.
3. If the published conditions for study so stipulate, the applicant shall submit a written testimony on the practice of religious life, describing the manner in which he or she exercises his or her freedom of religion; in connection with this written testimony, the admission examination shall then examine, among other things, whether the applicant has acquired, in the exercise of his or her freedom of religion, the knowledge and skills necessary for the study of theology to the extent appropriate and necessary.<sup>20</sup>
4. The Vice-Dean for Studies is responsible for dealing with the applicant's submissions regarding the organisation of the admission procedure, in particular regarding the setting of an alternative date or modification of the method of assignment or the course of the admission examination. The Dean is responsible for the review.<sup>21</sup>

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<sup>19</sup> Articles 21-23 of the Statute of Charles University; Study and Examination Regulations of Charles University.

<sup>20</sup> § Section 1(1) of Act No. 3/2002 Coll., on Freedom of Religion and the Status of Churches and Religious Societies; Section 49(1) of the Act on Universities; Section 1(1)(i) and Section 7(1) of Act No. 198/2009 Coll., on Equal Treatment and Legal Means of Protection against Discrimination and on Amendments to Certain Acts; *Veritatis gaudium*, Article 31; *Ordinationes*, Article 2 § 1.

<sup>21</sup> Article 14(2) of the Regulations of the Admission Procedure for Applicants of Charles University.

5. The rules for admission to study at the Faculty are laid down in the internal regulations of the University.<sup>22</sup>

#### Article 16

##### Scholarships, student and alumni awards

1. The rules for providing scholarships are set out in the Scholarship Regulations of Charles University. Further details are set out in the Rules for Awarding Scholarships at the Catholic Theological Faculty, which are internal regulations of the Faculty.
2. The rules for the awarding of students and graduates are set out in Article 26 of the Statutes of Charles University and the subsequent statutes of the awards in the form of a measure of the Rector or Dean.

#### Article 17

##### Study-related fees and fees charged for certain services

1. Fees associated with studies, including the rules for determining their amount, form of payment and due date, are regulated in Annex 2 to the Statutes of Charles University.
2. Students may be charged a fee corresponding to the costs incurred in connection with such actions for actions determined by a measure of the Rector on which the Academic Senate of the University has given its opinion. The amount of the reimbursement shall be determined by the dean or the rector.

#### Article 18

##### Delivery of documents to applicants and students

Article 29 of the Statutes of Charles University lays down the rules for the delivery of documents to applicants and students.

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<sup>22</sup> Articles 19-20 of the Statute of Charles University; Regulations of the Admission Procedure for Applicants of Charles University.

## Article 19

### State rigorosum examination, which is not part of the study

The State Rigorous Examination, which is not part of the study, is governed by the rules laid down in the Rigorous Examination Regulations of Charles University. Further details on the conduct of the State Rigorous Examination and on the academic degrees awarded are laid down in the Rules for the Organisation of the State Rigorous Examination at the Catholic Theological Faculty, which are internal regulations of the Faculty.

## Article 20

### Lifelong learning

The rules for the preparation, approval and implementation of lifelong learning programmes, the conditions for accepting applicants and for completing lifelong learning programmes, and the rules for determining the amount of fees are set out in the Regulations of Lifelong Learning at Charles University.

## Part Six

### Academic staff and other employees

## Article 21

### Basic provisions

1. Academic staff of the faculty are those professors, associate professors, extraordinary professors,<sup>23</sup> assistant professors, assistant professors, lecturers and scientific, research and development workers who are employees of the University assigned to the faculty and who perform both teaching and creative activities in an employment relationship according to the agreed type of work.
2. Other experts may also participate in teaching on the basis of agreements on work performed outside the employment relationship.
3. The academic staff member must have appropriate professional qualifications and ecclesiastical credentials.<sup>24</sup> In the event of loss of ecclesiastical credentials,<sup>25</sup> the dean shall proceed according to employment law.

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<sup>23</sup> Article 39 of the Statute of Charles University.

<sup>24</sup> Veritatis gaudium , Art. 27 § 1-2; Ordinationes, art. 20.

<sup>25</sup> Veritatis gaudium , art. 30; Ordinationes, art. .

4. The employment relations of academic staff and other employees, especially scientific and professional staff, are governed by the internal regulations of the University.<sup>26</sup>
5. Habilitation proceedings and proceedings for the appointment of professor and proceedings for invalidation of the appointment as associate professor are regulated by the internal regulations of the University.<sup>27</sup>
6. Details of extraordinary professors, emeritus professors, visiting professors, honoris causa doctors and professors in memoriam are laid down in the internal regulations of the University.<sup>28</sup>
7. At the request of an academic staff member, creative leave of six months is granted once every seven years, unless serious circumstances relating to the fulfilment of the Faculty's educational tasks prevent it. During the period of sabbatical leave, the staff member shall be entitled to a salary equal to the contractual salary awarded or the sum of the salary scale and the personal allowance as awarded prior to the commencement of the sabbatical leave.<sup>29</sup>

## **Part Seven**

### **Strategic plan, annual reports, performance evaluation and quality assurance**

#### Article 22

##### Development of the Faculty's strategic plan and its use

1. The Strategic Plan of the Faculty's Educational and Creative Activities (hereinafter referred to as the "Strategic Plan of the Faculty") is the basic programme document of the Faculty.
2. The Faculty's strategic plan is based mainly on the University's development concepts and the University's strategic plan.
3. The faculty participates in the preparation of the University's strategic plan and comments on its draft before its discussion in the University's Scientific Council. In doing so, it is based on the interests of the faculty and the university as a whole.
4. The strategic plan of the University and the Faculty is used as a basis for the preparation of changes in the internal organisation of the Faculty, new study programmes and the focus of creative activities.

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<sup>26</sup> Articles 35-37 of the Statute of Charles University; Internal Wage Regulations of Charles University; Regulations of the Selection Procedure of Charles University.

<sup>27</sup> Article 38 of the Statute of Charles University; Rules of Procedure of the Scientific Council of Charles University; Rules of Habilitation and Professor Appointment Proceedings of Charles University.

<sup>28</sup> Articles 39-41 of the Statute of Charles University.

<sup>29</sup> § Section 76 of the Higher Education Act; Article 19 of the Internal Wage Regulations of Charles University.

5. The strategic intent of the faculty is concretized in annual plans for its implementation.

#### Article 23

##### Annual reports and their use

The Faculty prepares an annual activity report and an annual management report. The conclusions of the annual reports are used in management activities and for the purpose of specifying the strategic plan and internal evaluation of the quality of the educational, creative and related activities of the Faculty.

#### Article 24

##### Quality Assurance System and Internal Evaluation of Faculty Activities

The rules of quality assurance and evaluation of the faculty's activities are laid down in the internal regulations of the University and the Rector's subsequent measures.<sup>30</sup> Further details are laid down in the measures of the Dean.

### **Part Eight**

#### **Economic affairs**

#### Article 25

##### Balance sheet of income and expenditure

1. The Faculty prepares a balance sheet of income and expenditure for the calendar year in relation to the University budget. The revenue balance sheet shall include the funds allocated in the schedule of institutional contributions and subsidies, which is a separate part of the University budget, and other anticipated revenue. The balance sheet shall not be drawn up as a deficit.
2. The balance sheet of income and expenditure, the indicators relevant to the creation and use of selected items and the rules for their distribution are approved by the Senate on the proposal of the Dean.

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<sup>30</sup> Articles 46-48 of the Statutes of Charles University; Rules of the Quality Assurance and Internal Evaluation System of Charles University; Accreditation Regulations of Charles University; Regulations of the Internal Evaluation Board of Charles University; Regulations for the Evaluation of Educational Activities by Students and Graduates of Charles University; Regulations of Habilitation Proceedings and Proceedings for Appointment as Professor of Charles University; Regulations of Lifelong Learning of Charles University.

3. After 1 January, until the University budget is approved, budgetary management is governed by a budget provision, within the framework of which monthly expenditure may be made up to one-twelfth of the income in the previous calendar year. The rector, the dean of the faculty and the director of other units are authorised to take the necessary measures to ensure budgetary management. Budgeted income and expenditure incurred during the period of budgetary provision shall be charged to the University budget once it has been approved.

## Article 26

### Management and asset management

1. The rules of faculty management and property management are laid down in the internal regulations of the University and in the related measures of the Rector, the Bursar and the Dean.<sup>31</sup>
2. The management control is carried out by the Rector or persons authorised by him or by a specialised department established by him. The management of the Faculty is also subject to the control of the Senate.

## Part Nine

### Academic insignia, ceremonies and honours

## Article 27

### Academic insignia, university emblem and faculty emblem

1. The academic insignia are an expression of the traditions of the university and the faculty. Their description and the rules for their use and protection are laid down in the internal regulations of the University.<sup>32</sup>
2. The emblem of the University is the imprint of the "seal of the University of Prague", which is one of the University's insignia. Its depiction and the rules for its use and protection are laid down in the internal regulations of the University.<sup>33</sup>
3. The faculty emblem expresses the identity of the faculty as a fundamental part of the university. The emblem of the Faculty is depicted in Annex 1. The rules for its use and

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<sup>31</sup> Articles 50-54 of the Statute of Charles University; Rules of Management of Charles University; Rules for Management of Charles University Property.

<sup>32</sup> Article 55 of the Statute of Charles University; Annex 3 of the Statute of Charles University - insignia.

<sup>33</sup> Article 56 of the Statute of Charles University; Appendix No. 4 of the Statute of Charles University - the emblem of Charles University; Principles of the use and protection of the emblem of Charles University.

protection are laid down by a measure of the Dean, on which the Senate gives its opinion, in accordance with the regulations in force<sup>34</sup>.

4. The rules for the use of university gowns and pedlars' clothing are laid down in Article 58 of the Statutes of Charles University.

## Article 28

### Matriculation and graduation

1. Matriculation is an academic ceremony that takes place at the beginning of a degree programme. Graduation is an academic ceremony that takes place after the proper completion of studies in a degree programme, after the state rigorous examination, on the occasion of the appointment as associate professor and on the occasion of the award of honorary doctorates of the University.

2. The procedure for matriculation and graduation is laid down in the internal regulations of the University.<sup>35</sup> The formula of the promoters and the text of the graduation oath of the graduates of the Faculty is given in Annex 2.

## Article 29

### Commemorative medals

1. The Faculty awards the Arnošt of Pardubice Memorial Medal to academic staff, students and other persons who have contributed to the development of the Faculty, science, education or academic freedom.<sup>36</sup>

2. The Dean decides on the awarding of the medal. The proposal for awarding the medal together with the justification is entitled to submit

- a) Senate,
- b) Dean,
- c) Scientific Council,
- d) Secretary,
- e) Head of Department.

3. The medal is presented on behalf of the faculty by the dean or the vice-dean authorised by the dean in a ceremonial manner. At the same time, the diploma of the

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<sup>34</sup> Article 57 of the Statute of Charles University; Act No. 441/2003 Coll., on Trademarks.

<sup>35</sup> Article 59 of the Statute of Charles University; Order of matriculation and graduation of Charles University.

<sup>36</sup> Article 5-7 of the Regulations for the Awarding of Medals of Charles University.

awarding of the faculty medal is presented.

4. Records of medals awarded are kept by the Dean's Office in a special faculty register.

## **Part Ten Common provisions**

### Article 30 Official board

1. The faculty has its own official board.
2. The official board must be clearly marked and located in a public, easily accessible place of the faculty.
3. Documents are posted on the official notice board in accordance with the Administrative Code, the Higher Education Act and other legal regulations.
4. Documents posted on the official notice board are also published in the public section of the Faculty's website.
5. In the public part of the faculty's website are published
  - a) minutes of meetings of the self-governing academic bodies of the Faculty and the Dean's standing advisory bodies and the timetable of meetings of these bodies, including information on the date and place of the next meetings,
  - b) Dean's action,
  - c) the internal regulations of the faculty, including full texts and a reference to the internal regulations of the university,
  - d) annual activity reports, annual management reports, strategic plans of the faculty and their concretization,
  - e) other information that the Higher Education Act, another legal regulation, an internal regulation of the university or faculty, or information that the dean so decides.

### Article 31 Interpretive rule

If any doubt arises as to the meaning or content of any provision of any internal regulation of the Faculty, the Senate shall interpret it.



Article 32  
Internal regulations of the faculty

The internal regulations of the faculty are

- a) Statute of the Catholic Theological Faculty,
- b) Election rules of the Academic Senate of the Catholic Theological Faculty,
- c) Rules of Procedure of the Academic Senate of the Catholic Theological Faculty,
- d) Rules of Procedure of the Scientific Council of the Catholic Theological Faculty,
- e) Rules for the organization of studies at the Catholic Faculty of Theology,
- f) Rules for awarding scholarships at the Catholic Theological Faculty,,
- g) Disciplinary rules for students of the Catholic Theological Faculty,
- h) Rules for the organization of the State Rigorous Examination at the Catholic Faculty of Theology.

**Part Eleven**  
**Transitional and final provisions**

Article 33  
Transitional provisions on the authorities under this Regulation

1. Persons elected or appointed under the existing regulations shall be deemed to be elected or appointed under this regulation. Their term of office as provided for under the former regulations shall not be affected by this Regulation.
2. Until the effective date of the new internal regulations of the faculty, the existing internal regulations of the faculty are followed, unless they contradict the Higher Education Act or the internal regulations of the University.

Article 34  
Final provisions

1. The Statute of the Catholic Theological Faculty of Charles University in Prague of 15 March 2011 is hereby repealed.
2. This Statute is drawn up in the Czech text and in English translation.
3. This Statute was approved by the Academic Senate of the Faculty on 29 March 2017 and comes into force on the date of approval by the Academic Senate of the University,

subject to prior approval by the Congregation for Catholic Education.<sup>37</sup>

4. This Statute shall enter into force on the first day after its entry into force.

David Vopřada, Dr.  
Chairman of the AS KTF UK

ThLic. Prokop Brož, Th.D.  
Dean of the Faculty of Arts, Charles  
University

PhDr. Tomáš Nigrin, Ph.D.  
Chairman of the AS UK

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The Congregation for Catholic Education approved this statute on May 26, 2017.

The Academic Senate of Charles University approved this Statute on 23 June 2017.

### **Validity and effectiveness**

1. The amendment to the Statutes is drawn up in the Czech text and in English translation.
2. The amendment to the Statutes was approved by the Academic Senate of the Faculty on 15 September 2021.
3. The amendment to the Statutes shall enter into force on the date of approval by the Academic Senate of the University, subject to the prior approval of the Congregation for Catholic Education.
4. The amendment to the Statutes shall take effect on the first day after it becomes effective.
5. The Congregation for Catholic Education approved this Statute on July 23, 2021.
6. The Academic Senate of Charles University approved this Statute on 1 October 2021.

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<sup>37</sup> § Section 33(4) of the Higher Education Act.

## Annex 1

### Representation of the faculty emblem



## Annex 2

### Promoter formula and promise wording

Examiniibus, Scholares clarissimi,  
quae ad doctrinam explorandam eorum,  
qui *N (baccalarii, magistri, doctoris)* nomen et honores consequi student,  
lege constituta sunt,  
cum laude superatis,  
nos adistis desiderantes,  
ut vos eo honore in hoc solemni consessu ornaremus.

Prius autem fides est danda, vos tales semper futuros,  
quales vos esse iubebit dignitas, quam obtinueritis,  
et nos vos fore speramus.

Spondebitis igitur:

Primum - vos huius Universitatis,  
in qua *N (baccalarii, magistri, doctoris)* gradum ascenderitis,  
piam perpetuo memoriam habituros  
eiusque res ac rationes, quoad poteritis, adiuturos;

Dein - honorem eum, quem in vos (*collaturus/collatura*) sum,  
integrum incolumemque servaturos;

Postremo - spondebitis coram Deo Trino et Uno vos studia (*sacrae theologiae, humanitatis*) impigro labore culturos et provecturos  
non sordidi lucri causa, nec ad vanam captandam gloriam,  
sed ut veritas propagetur et lux eius,  
qua salus humani generis continetur,  
clarius effulgeat.

Haec vos ex animi vestri sententia spondebitis ac pollicebimini?

*Resp.:* Spondeo ac polliceor.

Itaque iam nihil impedit,  
quominus honores, quos obtinere cupitis,  
vobis impertiamus.

Ergo ego (*promotor/promotrix*) rite (*constitutus/constituta*)  
vos ex decreto ordinis mei magistros creo, creatos renuntio

omniaque magistri iura ac privilegia in vos confero.  
In cuius rei fidem  
haec diplomata Universitatis Carolinae sigillo firmata  
vobis and manus trado.