



OSTRAVSKÁ UNIVERZITA
FILOZOFICKÁ FAKULTA

STATUTE OF THE FACULTY OF ARTS, UNIVERSITY OF OSTRAVA

Approved by the Academic Senate, Faculty of Arts: 29 June 2017

Approved by the Academic Senate, University of Ostrava: 18 September 2017

Valid from: 18 September 2017

Effective from: 19 September 2017

Ref. no.: OU-83968/25-2017

PART ONE INTRODUCTORY PROVISIONS

Article 1

Name, location and legal status of the Faculty of Arts

1. The Czech name of the Faculty of Arts of the University of Ostrava is “Filozofická fakulta Ostravské univerzity” (hereunder also “the Faculty”).
2. The names of the Faculty for purposes of communication in languages other than Czech are given in Appendix no. 1 to this Statute.
3. The Faculty is located in Ostrava.
4. In accordance with Sections 22 and 23 of Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), as amended (hereunder “the Act”), the Faculty is part of the University of Ostrava (hereunder also “the University”). The University is a public higher education institution with the legal status of a university.
5. The Faculty is a part of the University with its own academic community and powers of self-government stipulated by the Act and by the Statute of the University.

Article 2

History of the Faculty

1. The Faculty is a part of the University, which was established by Czech National Council Act no. 314/1991 Sb. on the establishment of the Silesian University, the South Bohemian University, the West Bohemian University, Jan Evangelista Purkyně University and the University of Ostrava, 9 July 1991. This Act became effective on 28 September 1991.
2. The Faculty was one of the three founding faculties of the University.
3. When the Faculty was established, it incorporated workplaces that had previously been part of the former Faculty of Education in Ostrava (“Pedagogická fakulta v Ostravě”, 1964–1991), the former Pedagogical Institute in Ostrava (“Pedagogický institut v Ostravě”, 1959–1964), and the former Higher Pedagogical College in Opava (“Vyšší pedagogická škola v Opavě”, 1953–1959).
4. As of 1 September 2016, the official Czech name of the Faculty is “Filozofická fakulta Ostravské univerzity”.

Article 3

The mission of the Faculty

1. The Faculty is a supreme institution engaged in education, scholarship and research.
2. The Faculty provides degree programmes at Bachelor’s, Master’s and doctoral levels; in conjunction with this activity it also engages in scholarship, research, development and innovation, artistic and other activities (hereunder subsumed under the term “creative activities”). The Faculty also provides lifelong learning programmes.
3. The Faculty conducts and develops the following types of activities:
 - a) educational,
 - b) creative, and

c) supplementary.

Educational and creative activities implement the Faculty's main mission; they are the fundamental entitlement and obligation of academic staff of the Faculty.

4. Educational activities are based on the results of pedagogical and creative activities conducted by academic and research staff and the results of scholarship and artistic activity throughout the world.
5. Educational and creative activities are conducted in accordance with academic freedoms.

Article 4

The legal status of the Faculty

1. The entitlements of the Faculty are set out in Section 24 of the Act and in the Statute of the University.
2. The Statute of the Faculty is a fundamental legal regulation of the Faculty in accordance with Section 33 of the Act, defining the system for the organization and management of all activities ensuing from the mission of the Faculty.

Article 5

The academic community

1. The academic community of the Faculty consists of the Faculty's academic staff and its students.
2. An academic staff member becomes a member of the Faculty's academic community on the date on which the academic staff member commences work for the Faculty having concluded a contract of employment with the Faculty.
3. A student becomes a member of the Faculty's academic community on the date on which the student enrolls (registers) as a student of the Faculty.
4. Membership of the Faculty's academic community expires:
 - a) in the case of academic staff, on the date on which the staff member's employment at the Faculty is terminated,
 - b) in the case of students, on the date on which their studies at the Faculty are terminated.

Article 6

Academic freedoms and academic rights

1. Academic freedoms and academic rights are applicable at the Faculty in accordance with Section 4 of the Act.
2. Academic premises of the Faculty are deemed to be all buildings, structures, rooms, spaces and land owned and administered by the University and at which activities of the Faculty take place.

PART TWO OFFICIAL FACULTY BODIES

Article 7

Official bodies of the Faculty

1. The academic self-government bodies of the Faculty are the following:
 - a) the Academic Senate (“Akademický senát”) of the Faculty,
 - b) the Dean (“děkan”) of the Faculty,
 - c) the Academic Council (“Vědecká rada”) of the Faculty,
 - d) the Disciplinary Committee (“Disciplinární komise”) of the Faculty.
2. The other official body of the Faculty is the Faculty Secretary (“tajemník”).

Article 8

The Academic Senate of the Faculty

1. The Academic Senate of the Faculty (hereunder also “the Academic Senate”) is a representative academic self-government body of the Faculty.
2. The powers of the Academic Senate are set out in Section 27 of the Act.
3. Membership of the Academic Senate, and the activities of a member of the Academic Senate, are non-delegable. The number of members of the Academic Senate, the process for their election and the election of replacement members, and the process for the institution of the Chairperson(s) and/or other offices of the Academic Senate, are stipulated in the Electoral Regulations (“Volební řád”) of the Academic Senate.
4. The rules for the sessions, proceedings and decision-making of the Academic Senate are stipulated in the Procedural Regulations (“Jednací řád”) of the Academic Senate.

Article 9

The Dean of the Faculty

1. The highest office of the Faculty is the Dean.
2. The Dean’s legal status is defined by the Act, the Statute of the University, and internal regulations of the University.
3. The Dean’s term of office is four years. The office of Dean of the Faculty can be held by the same person for a maximum of two successive terms of office.

Article 10

The Academic Council of the Faculty

1. The Academic Council of the Faculty (hereunder also “the Academic Council”) consists of leading representatives of the fields in which the Faculty is involved in educational and creative activities. At least one-third of the Academic Council’s members are not members of the academic community of the University.
2. The Chairperson of the Academic Council is the Dean, who appoints and dismisses the other members of the Academic Council. The Academic Senate gives the Dean its prior consent to the appointment and dismissal of the other members of the Academic Council.

3. Membership of the Academic Council is honorary and non-delegable. The term of office is four years.
4. The legal status, scope of activities/responsibility of the Academic Council are defined in Sections 29 and 30 of the Act.
5. The procedures for the announcement of sessions, the proceedings of sessions and the decision-making of the Academic Council are stipulated in the Procedural Regulations (“Jednací řád”) of the Academic Council.

Article 11

The Disciplinary Committee of the Faculty

1. The Disciplinary Committee of the Faculty (hereunder also “the Disciplinary Committee”) consists of six members.
2. Members of the Disciplinary Committee are appointed and dismissed by the Dean following the prior consent of the Academic Senate of the Faculty to such appointments and dismissals. Members of the Disciplinary Committee are members of the academic community of the Faculty.
3. Half of the members of the Disciplinary Committee are students.
4. The Disciplinary Committee elects and dismisses its Chairperson; the Chairperson is a member of the Committee.
5. The period of office for members of the Disciplinary Committee lasts two years.
6. During the term of office of a member of the Disciplinary Committee, membership of the Disciplinary Committee is terminated:
 - a) on the date of the member’s dismissal,
 - b) on the date on which the member ceases to be a member of the academic community of the Faculty,
 - c) on the date on which a written notification of the member’s resignation is delivered to the Dean,
 - d) on the date of the member’s death.
7. If the membership of a member of the Disciplinary Committee is terminated during the course of said member’s term of office, a new member is appointed by the Dean only for the remaining part of the term of office.
8. The activities of the Disciplinary Committee and the course of disciplinary proceedings are governed by the Disciplinary Regulations for Students of the Faculty and the Disciplinary Regulations for Students of the University.

Article 12

The Faculty Secretary

1. The Faculty Secretary is in charge of the financial/economic operations and internal administration of the Faculty as stipulated in an Order issued by the Dean.
2. The Faculty Secretary is appointed and dismissed by the Dean.

PART THREE

ORGANIZATIONAL AND MANAGEMENT STRUCTURE OF THE FACULTY

Article 13

Subdivisions of the Faculty

1. The Faculty is subdivided into constituent parts.
2. The constituent parts of the Faculty are:
 - a) departments,
 - b) research centres,
 - c) the Dean's Office.
3. Decisions on the establishment, merger, division or dissolution of the constituent parts of the Faculty are taken by the Academic Senate on the basis of a proposal presented by the Dean.
4. The organizational structure and relations among the individual constituent parts of the Faculty are set out in the Organizational Regulations of the Faculty.
5. The Academic Senate issues a statement on the proposed Organizational Regulations of the Faculty. The Organizational Regulations of the Faculty are issued by the Dean in the form of an Order.

Article 14

Departments

1. A department ("katedra") is the basic constituent part of the Faculty for educational and creative activities.
2. A department is led by its Head ("vedoucí"), who manages the department and is accountable to the Dean for its activities.
3. The Head of a department is appointed and dismissed by the Dean in accordance with the Labour Code.
4. The status and structure of departments are set out in the Organizational Regulations of the Faculty.

Article 15

Research centres

1. A research centre ("vědecko-výzkumné centrum") is a constituent part of the Faculty engaged in scholarly research.
2. A research centre is led by its Director ("ředitel"), who manages the research centre and is accountable to the Dean for its activities.
3. The Director of a research centre is appointed and dismissed by the Dean in accordance with the Labour Code.
4. The status and structure of research centres are set out in the Organizational Regulations of the Faculty.

Article 16
The Dean's Office

1. The Dean's Office ("děkanát") supports the operations of the Faculty and conducts selected activities.
2. The Dean's Office is led by the Dean.
3. The organization, management and activities of the Dean's Office are set out in the Organizational Regulations of the Faculty.

Article 17
Advisory boards and commissions of the Faculty

1. The advisory boards of the Faculty are the Dean's Collegium ("kolegium děkana") and the Collegium of Department Heads and Research Centre Directors ("Kolegium vedoucích kateder a ředitelů vědecko-výzkumných center").
2. The Dean's Collegium is a permanent advisory board. Its members are the Dean, the Vice-Deans, and the Faculty Secretary. The Chairperson of the Academic Senate may participate in meetings of the Dean's Collegium. Other persons may also participate in meetings of the Dean's Collegium if invited by the Dean.
3. The Collegium of Department Heads and Research Centre Directors is an advisory board of the Dean; the Dean convenes its sessions and is in charge of its sessions. Its members are the Heads of departments and the Directors of research centres, as well as any other persons invited by the Dean.
4. The statements issued by the advisory bodies are merely advisory; they are not binding upon the Dean.
5. Faculty commissions ("komise") are instituted by the Dean to support selected activities of the Faculty.
6. Faculty commissions may be long-term or short-term bodies.
7. The composition and activities of long-term commissions are set out in the Organizational Regulations of the Faculty and (if appropriate) in Orders issued by the Dean.

Article 18
Vice-Deans

1. The Vice-Deans ("proděkani") deputize for the Dean in areas of responsibility defined by the Dean. Vice-Deans are appointed and dismissed by the Dean after the Academic Senate has issued a statement of opinion on the appointment/dismissal.
2. The scope of activities/responsibility and the duties of the Vice-Deans are defined by the Organizational Regulations of the Faculty.
3. In the Dean's absence, the Dean is represented in the full scope of his/her activities by a deputizing Vice-Dean appointed by the Dean for that purpose.
4. The Vice-Deans report directly to the Dean and are accountable to the Dean for their activities.

Article 19

Mutual exclusivity of offices

1. The offices of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary, Director of a higher education institute, and Director of another unit are mutually exclusive.
2. Membership of the Academic Senate is mutually exclusive with the offices of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary, Director of a higher education institute, and Director of another unit.

PART FOUR

INTERNAL REGULATIONS AND ORDERS

Article 20

Internal regulations of the Faculty

1. The internal regulations of the Faculty are the following:
 - a) the Statute of the Faculty,
 - b) the Electoral Regulations of the Faculty Academic Senate,
 - c) the Procedural Regulations of the Faculty Academic Senate,
 - d) the Procedural Regulations of the Faculty Academic Council,
 - e) the Disciplinary Regulations for Students of the Faculty.
2. The internal regulations of the Faculty, and any changes thereto, are approved by the Academic Senate of the Faculty on the basis of a proposal by the Dean or (in the case of the Procedural Regulations of the Faculty Academic Senate) on the basis of a proposal by a member of the Academic Senate, regarding which proposal the Academic Senate has requested a statement from the Dean.
3. An approved proposal for Faculty internal regulations is forwarded by the Chairperson of the Faculty Academic Senate to the University Academic Senate for approval.
4. The internal regulations of the Faculty become valid on the date of their approval by the University Academic Senate. The internal regulations of the Faculty become effective as of the date on which they become valid, unless a later date is stipulated by the internal regulations of the Faculty.
5. The internal regulations of the Faculty are published (including the dates from which they are valid and effective) in the public part of the University of Ostrava's website.

Article 21

Orders issued by the Dean

1. Orders ("opatření") issued by the Dean are binding internal directives (management instruments).
2. Such orders are issued by the Dean.

PART FIVE

CREATIVE ACTIVITIES, STRATEGIC DOCUMENTS AND QUALITY MANAGEMENT

Article 22

Creative activities

1. Educational and creative activities implement the Faculty's main mission; they are the fundamental entitlement and obligation of academic staff of the Faculty.
2. Priority areas of scholarly activity are set out in the Strategic Plan ("Strategický záměr") of the Faculty for the given period.
3. Creative activities are concentrated at the individual departments and research centres of the Faculty.
4. Creative activities at the Faculty are coordinated by the Department for Research ("Oddělení pro vědu a výzkum"). The relevant Vice-Dean is responsible for this coordination.
5. All responsibilities and powers in specific issues related to research tasks are held by the coordinators of the research tasks.
6. The Faculty may conclude contracts (agreements) with other legal entities in the Czech Republic and abroad regarding mutual research cooperation and the use of research results.
7. Scholarly activities are subject to regular evaluation.

Article 23

The Strategic Plan of the Faculty

1. The Strategic Plan of the Faculty is elaborated in the form and by the date stipulated in an Order issued by the Rector.
2. The Dean is accountable for the preparation of the Strategic Plan of the Faculty.
3. The Strategic Plan of the Faculty is approved by the Faculty Academic Senate on the basis of a proposal presented by the Dean following discussion with the Faculty Academic Council.

Article 24

Annual Reports of the Faculty

1. The Annual Report on the Activities and Economic/Financial Management of the Faculty is elaborated in the form and by the date stipulated in an Order issued by the Rector.
2. The Annual Report is elaborated for the preceding calendar year.
3. The Dean is accountable for the preparation of the Annual Report of the Faculty.
4. The Annual Report on the Activities and Economic/Financial Management of the Faculty is approved by the Faculty Academic Senate.

Article 25

Management and internal evaluation of the quality of educational and creative activities

1. The management and internal evaluation of the quality of educational, creative and related activities at the Faculty are governed by an internal regulation of the University, i.e. the Rules for the Quality Management System for Educational, Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities at the University of Ostrava (hereunder "the Quality System Rules").

2. The Dean may issue Orders stipulating specific particulars related to the management and internal evaluation of quality at the Faculty; such orders must be in accordance with internal regulations of the University.

PART SIX ADMISSIONS PROCEDURES

Article 26

Admission to study

1. Applicants to study in degree programmes at the Faculty are admitted to study in accordance with Sections 48–50 of the Act and Part Six of the Statute of the University of Ostrava.
2. On an annual basis and following approval by the Academic Senate, the Dean stipulates conditions for admission to study in the following academic year.
3. Conditions for admission may vary depending on the type of degree programme, and concern especially the following particulars:
 - a) the deadline and procedure for submitting applications to study as hard copies or in electronic form,
 - b) the fee payable for the admissions procedure,
 - c) compulsory accompanying documentation to be submitted with the application to study,
 - d) conditions for admission related to the applicant's prior education,
 - e) further conditions for admission as per Section 49 of the Act,
 - f) information on entrance examinations.

PART SEVEN EDUCATIONAL ACTIVITIES

Article 27

Conditions for educational activities

1. Educational activities at the Faculty are conducted as part of accredited Bachelor's, Master's and doctoral degree programmes and lifelong learning programmes.
2. The conditions for studying in degree programmes and lifelong learning programmes at the Faculty, and the rules for conducting state rigorosum (post-Master's) examinations and awarding the academic degree "doktor filosofie" (PhDr.) at the Faculty, are stipulated by the Regulations on Study and Examinations at the University of Ostrava.
3. Further conditions and rules governing educational activities at the Faculty are stipulated by the Act and by Part Seven of the University Statute.

Article 28

Coordinators of degree programmes and programme boards

1. Each degree programme has a coordinator ("garant"), who is appointed and dismissed by the Dean.
2. Each degree programme also has its own appointed programme board ("programová rada").
3. A single programme board may be instituted for more than one related degree programme.
4. The obligations and activities of a degree programme coordinator are stipulated in the Quality System Rules.

PART EIGHT FEES AND PAYMENTS

Article 29

Fees connected with studies

1. For the purposes of this Statute, the term "fees connected with studies" refers to fees as per Section 58 of the Act. These fees are the following:
 - a) the fee for the admissions procedure,
 - b) the fee for the admissions procedure for a degree programme provided in a foreign language,
 - c) the fee for an extension of the period of studies,
 - d) the fee for studies in a degree programme provided in a foreign language.
2. The level of the fees as per 1 a), b) and d) is stipulated by the Dean, usually in conjunction with the announcement of conditions for admission as per Article 26.
3. The level of the fee as per 1 c), and other rules concerning fees connected with studies, are stipulated in Appendix no. 3 to the University Statute.

Article 30

The fee for the state rigorosum (post-Master's) examination

1. The level of the fee for the state rigorosum (post-Master's) examination is stipulated in the relevant provisions of Part Eight of the University Statute.
2. Applicants are notified of the current level of the fee, payment dates and forms of payment in the decision on the right to take the state rigorosum (post-Master's) examination.

Article 31

The fee for the conferral procedure for habilitations or professorships

1. The level of the fee for the conferral procedure for habilitations or professorships is stipulated in Article 43 of the University Statute.
2. The current level of the fee, payment dates and forms of payment are stipulated in an Order issued by the Rector.

Article 32

Payment for exceptional and non-standard actions

1. The level of fees for exceptional and non-standard actions, and the form of payment, are stipulated in an Order issued by the Rector.
2. The Dean may, in accordance with the Order as per Paragraph 1, issue an Order stipulating specific conditions applicable to the Faculty.

PART NINE STUDENTS

Article 33

Studies

1. An applicant to study at the Faculty becomes a student on the date on which the applicant enrolls (registers) for an accredited degree programme. The applicant must enroll (register) in person or via an appointed agent on the basis of an officially certified power of attorney on the date stipulated by the Faculty.
2. A person ceases to be a student on the date of the termination of said person's studies under Section 55, Subsection 1a) and Section 56, Subsections 1 and 2 of the Act.
3. A student may suspend (interrupt) their studies in accordance with the conditions stipulated by the Regulations on Study and Examinations at the University of Ostrava. During this period of suspension (interruption), the person is not classified as a student. A person who has suspended (interrupted) their studies becomes a student again on the date on which said person re-enrolls (re-registers) in accordance with Section 54 of the Act.
4. The rights and obligations of students are defined by Sections 62 and 63 of the Act, by Part Nine of the University Statute, and by the Regulations on Study and Examinations at the University of Ostrava.

5. The imposition of sanctions for culpable breaches of obligations is governed by the Disciplinary Regulations for Students of the Faculty and the Disciplinary Regulations for Students of the University.
6. Students may be eligible to receive scholarships ("stipendia") under the conditions stipulated by the Regulations on Scholarships at the University of Ostrava.

PART TEN EMPLOYEES OF THE FACULTY

Article 34

Academic staff

1. The academic staff of the Faculty are those professors, associate professors, extraordinary professors, assistant professors, assistants, instructors and research/development staff who are employees of the Faculty and whose work incorporates both pedagogical (teaching-related) and creative activities. Academic staff are obliged to preserve the Faculty's good reputation.
2. If an employee is considered a member of academic staff within the framework of a particular employment relationship, this fact must be stated in the employee's contract of employment.
3. Other experts also contribute to teaching at the Faculty on the basis of contracts of services not establishing an employment relationship.
4. Remuneration to academic staff is governed by the Internal Wage Regulations of the University of Ostrava.

Article 35

Creative leave

1. Academic staff can, at their own request, be granted creative leave ("tvůrčí volno") by the Dean. Creative leave is granted for a period of six months, no more than once every seven years, unless the granting of creative leave is prevented by serious grounds related to the Faculty's educational activities.
2. A member of academic staff submits a written request to the Dean requesting the granting of creative leave; the request includes a brief description of the staff member's planned creative activities during the creative leave and a statement by the relevant department Head.
3. If the granting of creative leave is not prevented by serious grounds related to the Faculty's educational activities, the Dean grants the request.
4. After the expiry of the creative leave period, the member of academic staff submits a written evaluation of their creative activities during the creative leave; this evaluation is held on the employee's personal file.
5. Throughout the period of creative leave, the academic staff member is entitled to receive a wage in accordance with the conditions stipulated in the Internal Wage Regulations of the University of Ostrava.

Article 36

Procedures for the conferral of habilitations and professorships

1. The procedures for the conferral of habilitations (associate professorships) and professorships at the Faculty are stipulated by the Regulations on the Conferral of Habilitations and Professorships, which are an internal regulation of the University of Ostrava.
2. The Dean may specify field-specific requirements for the commencement of procedures for the conferral of habilitations (associate professorships) and professorships at the Faculty.

Article 37

Visiting professors and emeritus professors at the University

1. The status of visiting professors and emeritus professors are stipulated in Part Ten of the University Statute.
2. The procedure for the appointment of a visiting professor or an emeritus professor is initiated on the basis of a proposal submitted to the Dean by the Head or Director of a constituent part of the Faculty.

Article 38

Non-academic staff

1. Non-academic staff are those employees who conduct solely creative activities and not educational activities (i.e. research staff).
2. Non-academic staff are likewise those employees of the Faculty engaged in carrying out other professional, administrative, economic/financial and technical activities at the Faculty.
3. Remuneration to non-academic staff is governed by the Internal Wage Regulations of the University of Ostrava.

Article 39

Recruitment procedures

1. Recruitment of academic staff at the Faculty takes place on the basis of selection procedures in accordance with Section 77 of the Act.
2. Recruitment of academic staff and some non-academic staff takes place in accordance with the Regulations on Recruitment Procedures at the University of Ostrava, which is an internal regulation of the University of Ostrava.
3. The Dean appoints holders of other management positions at constituent parts of the Faculty for a maximum of three years on the basis of selection procedures, and dismisses said persons from these positions in accordance with the Labour Code. An employee may be appointed to a management position repeatedly in accordance with the Labour Code.

PART ELEVEN RULES FOR ECONOMIC AND FINANCIAL OPERATIONS AT THE FACULTY

Article 40

Economic and financial operations at the Faculty

1. The Faculty manages funds allocated on the basis of the approved University budget; the subsequent division (sub-allocation) of these funds is approved by the Academic Senate, which also monitors the use of the funds.
2. The methodology for the division (sub-allocation) of funds is stipulated in an Order issued by the Dean following prior discussion by the Academic Senate.

PART TWELVE ACADEMIC TRADITIONS

Article 41

Academic insignia

1. Academic traditions – academic insignia, academic ceremonies and the conferral of honorary awards and medals – are a symbolic expression of academic freedoms and academic rights.
2. The academic insignia of the Faculty are the sceptre, chains and gowns.
3. At academic ceremonies, academic insignia may be used by the following persons:
 - a) academic functionaries of the Faculty (the Dean, Vice-Deans, the Promoter),
 - b) members of the Academic Council,
 - c) other employees, subject to a decision by the Dean,
 - d) V.I.P. guests, subject to a decision by the Dean.
4. The use of the Faculty's academic insignia is stipulated by the Dean.

Article 42

Academic ceremonies

1. Academic ceremonies are:
 - a) student matriculation ceremonies,
 - b) graduation ceremonies,
 - c) ceremonial sessions of the Academic Council,
 - d) inauguration ceremonies for the Dean.
2. Student matriculation and graduation ceremonies are governed by Appendix no. 2 of this Statute.

Article 43

Honorary awards

1. The Faculty may confer honorary awards on its employees, students, and other persons or organizations that have contributed to the development of the Faculty and/or the development of scholarship and education.

2. The criteria for the conferral of honorary awards are stipulated in an Order issued by the Dean.

PART THIRTEEN OTHER PROVISIONS

Article 44

The official noticeboard

1. In compliance with generally applicable legal regulations, the Faculty has its own official noticeboard.
2. The Faculty publishes information on the public part of its website as required by the Act.

Article 45

Rubber stamps

1. The Faculty's rubber stamp for official purposes is a circular stamp bearing a small state emblem of the Czech Republic and the text "Ostravská univerzita – Filozofická fakulta".
2. The constituent parts of the Faculty also use a rectangular rubber stamp with the University logo and the text "Ostravská univerzita – Filozofická fakulta" stating the address and the name of the relevant constituent part of the Faculty.

PART FOURTEEN TEMPORARY AND CONCLUDING PROVISIONS

Article 46

Temporary provisions

1. Until the date on which new internal regulations of the Faculty become effective, the existing internal regulations of the Faculty remain in force, with the exception of provisions that are at variance with the Act, with University internal regulations, or with this Statute.
2. Starting from the date on which this Faculty Statute becomes effective, new internal directives (management instruments) of the Faculty take the form of Orders ("opatření") issued by the Dean. Internal directives (management instruments) of the Faculty issued prior to this Statute becoming effective remain in force until they are revoked by an Order issued by the Dean.
3. Persons appointed, elected or instituted under the current Faculty Statute or the Regulations on Elections and Procedure of the Academic Senate are considered to be persons appointed, elected or instituted under this Statute.

Article 47
Appendices to this Statute

1. This Faculty statute has the following appendices:
 - a) Appendix no. 1 – Variant names of the Faculty of Arts of the University of Ostrava,
 - b) Appendix no. 2 – Academic ceremonies of the Faculty of Arts of the University of Ostrava.

Article 48
Concluding provisions

1. The Statute of the Faculty (including appendices), approved by the Faculty Academic Senate on 28 February 2013 and by the University Academic Senate on 22 April 2013 and effective from 2 September 2013, is revoked.
2. The Faculty internal regulation entitled “Statut emeritního profesora” (Status of an Emeritus Professor) is revoked. The status of emeritus professorships conferred according to the internal regulation entitled “Statut emeritního profesora” remains unaffected.
3. This Statute was approved by the Faculty Academic Senate on 29 June 2017 in accordance with Section 27, Subsection 1 b) of the Act.
4. This Statute was approved by the University Academic Senate on 18 September 2017 in accordance with Section 9, Subsection 1 b) 2) of the Act.
5. This Statute becomes valid on the date on which it is approved by the Faculty Academic Senate.
6. This Statute becomes effective on the date following the date on which it becomes valid.

prof. PhDr. Aleš Zářický, Ph.D., in his own hand
Dean

Appendix no. 1

Variant names of the Faculty of Arts of the University of Ostrava

Article 1

Names of the Faculty in foreign languages

The Faculty has the following names in foreign languages:

English:	Faculty of Arts of the University of Ostrava
French:	Faculté des Lettres de l'Université d'Ostrava
Latin:	Facultas Philosophica Universitatis Ostraviensis
German:	Philosophische Fakultät der Universität Ostrava
Russian:	Filosofskiy fakultet Ostravskogo universiteta
Spanish:	Facultad de Filosofía y Letras de la Universidad de Ostrava

Article 2

Variant names of the Faculty in the Czech language

The following variant names of the Faculty are used in the Czech language:

full name:	Filozofická fakulta Ostravské univerzity
abbreviated name:	Filozofická fakulta, or Filozofická fakulta OU
name for contractual purposes:	Ostravská univerzita, Filozofická fakulta
abbreviation:	FF OU

Appendix no. 2

Academic ceremonies of the Faculty of Arts of the University of Ostrava

Article 1

Matriculation

1. Matriculation is a traditional academic ceremony in which new students are ceremonially inducted into the academic community of the Faculty and the University. The matriculation ceremony includes a ceremonial oath sworn by new students via selected representatives appointed for individual degree programmes. Participants at the ceremony are the Dean, the Vice-Deans and the Bedel, all wearing gowns and insignia. Other participants include representatives of the Academic Council of the Faculty, and (if applicable) other members of the Faculty academic community, wearing gowns. Students wear formal dress.
2. At the matriculation ceremony, students (via selected representatives appointed for individual degree programmes) swear the following oath:

Slavnostně slibuji, že budu svědomitě plnit povinnosti vyplývající z mého studia na Filozofické fakultě Ostravské univerzity, dále že vynaložím veškeré úsilí k dosažení co nejhlubšího poznání a k zvládnutí všeho, čeho je třeba k odborné práci v oboru, k jehož studiu jsem byl přijat, a konečně že svým jednáním nepoškodím dobré jméno své Alma mater. [English translation: I ceremonially swear that I will conscientiously fulfil my obligations arising from my studies at the Faculty of Arts of the University of Ostrava, and that I will make all efforts to achieve the maximum possible level of knowledge and to master everything that is necessary for professional work in the field which I have been admitted to study, and finally that I will not damage the good reputation of my Alma Mater through my behaviour.]

Article 2

Graduation

1. Graduation is a traditional academic ceremony in which students who have completed Bachelor's, Master's and doctoral degree programmes receive their higher education diplomas entitling them to use the appropriate titles, i.e. "Bc." (upon completion of a Bachelor's programme), "Mgr." (upon completion of a Master's programme), "PhDr." (upon passing the state rigorosum examination), "Ph.D." (upon completion of a doctoral programme).
2. Participants at graduation ceremonies for Bachelor's degree programmes are the Dean, the Vice-Deans and the Bedel, all wearing gowns and insignia. Other participants include representatives of the Academic Council of the Faculty, and (if applicable) other members of the Faculty academic community, wearing gowns. Additionally to the above, participants at graduation ceremonies for Master's and doctoral degree programmes include the Rector (or Vice-Rector) and the Bedel, wearing gowns and insignia. Graduates wear formal dress.
3. Graduates of doctoral degree programmes ("Ph.D.") and graduates of Master's degree programmes who have passed the state rigorosum examination ("PhDr.") wear gowns.

4. Graduation ceremonies for doctoral degree programmes (“Ph.D.”) may take place (after approval by the Dean) as part of single graduation ceremonies for doctoral degree programmes from all faculties of the University.
5. A precondition for the conferral of the appropriate academic degree is the prescribed graduation pledge (in Czech: “sponze”), based on an oath which is sworn by the graduate to the Promoter. For doctoral degree programmes the pledge is in Latin; for Master’s and Bachelor’s degree programmes the pledge is partly in Czech and partly (the oath) in Latin.

Article 3 Graduation oath

1. The Latin text of the graduation oath for graduates of Bachelor’s and Master’s degree programmes (including those who have passed the state rigorosum examination) is as follows:

Latin text	English translation
<p><i>Scholares carissimi,</i></p> <p><i>spondebitis igitur:</i></p> <p><i>primum vos huius Universitatis, in qua doctoris/magistri/baccalaurei philosophie gradum ascenderitis, piam perpetuo memoriam habituros, eiusque res ac rationes, quoad poteritis, adiuturos,</i></p> <p><i>dein honorem eum, qui in vos conferendus est, integrum incolumemque servaturos,</i></p> <p><i>postremo studia 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.</i></p> <p><i>Haec vos ex animi vestri sententia spodebitis ac pollicebimini?</i></p>	<p><i>Dear students,</i></p> <p><i>you hereby swear:</i></p> <p><i>above all, that you will continue to honour and remember this university, at which you achieved the academic degree of Doctor/Master/Bachelor of Philosophy, and you will always support its activities and interests as far as you are able;</i></p> <p><i>and further, that you will maintain the degree that is to be awarded to you unblemished and untarnished;</i></p> <p><i>and finally, that you will work tirelessly to cultivate and develop the study of humanities, not for base profit, nor for vain glory, but in order to spread the truth, and in order for the light of truth – on which the welfare of humanity depends – shines ever brighter.</i></p> <p><i>Do you undertake to do so, and do you swear to this on your conscience?</i></p>

<i>Scholares (singulatim): Spondeo ac polliceor.</i>	<i>Graduates (individually): I do so undertake and swear.</i>
--	---

Article 4 Graduation text (pledge)

1. The Latin text of the graduation pledge for graduates of doctoral degree programmes is as follows:

Latin text	English translation
<p><i>Doctorandi clarissimi,</i></p> <p><i>examinibus, quae ad eorum, qui doctoris nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adiistis desiderantes, ut eo honore in hoc solemni consessu ornaremini.</i></p> <p><i>Prius autem fides est danda, vos tales semper futuros, quales vos esse iubebit dignitas, quam obtinueritis, et nos vos fore speramus.</i></p> <p><i>Spondebitis igitur:</i></p> <p><i>Primum vos huius Universitatis, in qua doctoris gradum ascenderitis, piam perpetuo memoriam habituros eiusque res ac rationes, quoad poteritis, adiuturos;</i></p> <p><i>Dein honorem eum, qui in vos conferendus est, integrum incolumemque servaturos;</i></p> <p><i>Postremo studia 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.</i></p>	<p><i>Dear doctoral graduates,</i></p> <p><i>You have passed the examinations that are legally prescribed to verify the knowledge of those who seek the title of doctor. Please step before us now and ask us to confer upon you, at this ceremonial gathering, the title to which you aspire.</i></p> <p><i>First, however, you must swear an oath that you will always act in a manner befitting of the dignity that you will hereby acquire, as we hope and expect of you.</i></p> <p><i>You therefore swear:</i></p> <p><i>above all, that you will continue to honour and remember this university, at which you achieved the academic degree of Doctor of Philosophy, and you will always support its activities and interests as far as you are able;</i></p> <p><i>and further, that you will maintain the degree that is to be awarded to you unblemished and untarnished;</i></p> <p><i>and finally, that you will work tirelessly to cultivate and develop the study of humanities, not for base profit, nor for vain glory, but in order to spread the truth, and in order for the light of truth – on which the welfare of humanity depends – shines ever</i></p>

<p><i>Haec vos ex animorum vestrorum sententia spondebitis ac pollicebimini?</i></p>	<p><i>brighter.</i></p>
<p><i>Doctrandi (singulatim): Spondeo ac polliceor.</i></p>	<p><i>Do you undertake to do so, and do you swear to this on your conscience?</i></p>
<p><i>Itaque iam nihil impedit, quominus honores, quos obtinere cupitis, vobis impertiantur. Ergo ego promotor rite constitutus vos ex decreto ordinis sui doctores creo, creatos renuntio omniaque doctoris iura ac privilegia in vos confero. In cuius rei fidem diplomata Universitatis Ostraviensis vobis in manus trado.</i></p>	<p><i>Graduates (individually): I do so undertake and swear.</i></p> <p><i>Nothing now prevents the conferral of the title to which you aspire. I, therefore, as the duly appointed Promoter, by virtue of my office, confer upon you said title, publicly announce this conferral, and grant to you all rights and privileges associated with the title of doctor. As evidence thereof I hand to you diplomas from the University of Ostrava.</i></p>

Article 5

Certificates of the completion of lifelong learning programmes

1. The ceremony for the award of certificates of the completion of lifelong learning programmes (if such a ceremony is announced by the Dean) takes place with the participation of the Dean, the Vice-Deans and the Bedel, all wearing gowns and insignia. Other members of the Faculty academic community may also be present, wearing gowns. The recipients of the certificates wear formal dress.

Article 6

Description of insignia

1. Insignia is the collective term for the ensemble consisting of the ceremonial chain worn by the Dean, the chains worn by the Vice-Deans, and the ceremonial sceptre. Together with academic gowns, these insignia are worn by the Dean and Vice-Deans at ceremonial occasions. The insignia of the Faculty of Arts were created by the sculptor and artist Igor Kitzberger.

a) The sceptre of the Dean

The ceremonial sceptre of the Dean is a typical combination of silver and bronze, with malachites in the silver base and the wrought silver hemisphere at the top of the sceptre. The sculptural features around the shaft of the sceptre symbolize humanity's eternal desire to reach ever-greater heights of knowledge and achievement, aiming for an imaginary summit, where they face several alternatives, from an Icarus-like fall to a more positive fate, embodied in the sculpture depicting Comenius. Standing above the Labyrinth of the World (symbolized by two hemispheres), Comenius is the central unifying feature of the sceptre both in terms of symbolism and in terms of sculptural detailing; a silver

band encircling the imaginary globe bears the Latin text FACULTAS PHILOSOPHICA UNIVERSITATIS OSTRAVIENSIS.

b) The Dean's medal and chain

The Dean's medal and chain are made of silver. The chain consists of 23 interlinked segments. The Dean's chain differs from the Vice-Deans' chains in that a ladies' or gentlemen's pendant of wrought silver may be attached to it. The plates forming the chain links correspond with each other in both content and form, and are decorative metal pieces inspired by the artistic heritage of the Great Moravian Empire from the beginning of the second millennium. They depict the motif of the human figure – an orant – flanked on both sides by the attributes of power: on the left a lebar, and on the right an anointing horn. The medal attached to the chain depicts the figure of Comenius in an original form. The sculptural work incorporates engraved details.

c) The Vice-Deans' medals and chains

The Vice-Deans' medals and chains are made of silver. The chains consist of 22 interlinked segments. The plates forming the chain links correspond with each other in both content and form, and are decorative metal pieces inspired by the artistic heritage of the Great Moravian Empire from the beginning of the second millennium. They depict the motif of the human figure – an orant – flanked on both sides by the attributes of power: on the left a lebar, and on the right an anointing horn. The medal attached to the chain depicts the figure of Comenius in an original form. The sculptural work incorporates engraved details.

d) Gowns

The gowns worn by academic functionaries of the University of Ostrava were introduced when the University was established in 1991. The gowns were designed by doc. PaedDr. Michaela Terčová. The garments are unified in form, featuring colour contrasts of red and dark blue. The Dean wears a dark blue velvet gown with fur trimming, while the Vice-Deans wear blue gowns with red trimming. The clothing worn by academic functionaries of the University of Ostrava also includes a biretta. Birettas are four-pointed headcoverings. Different colours and trimming distinguish between different academic positions.

Other academic functionaries at the University of Ostrava use simple, long, loose black cloth gowns with black mortarboards.