



Faculty of Medicine  
and Dentistry

**FACULTY OF MEDICINE AND DENTISTRY INTERNAL REGULATION**

**LF-B1-1/2017-  
ÚZ03**

**CONSTITUTION OF THE FACULTY OF  
MEDICINE AND DENTISTRY, PALACKÝ  
UNIVERSITY OLOMOUC**  
**(THIRD CONSOLIDATED VERSION)**

**Contents:** In line with the Higher Education Act and in accordance with the Constitution of Palacký University Olomouc, this Constitution regulates, in particular, the position of the Faculty of Medicine and Dentistry, its activities, organizational structure, management, financial management, as well as issues concerning the study at the Faculty of Medicine and Dentistry, Palacký University Olomouc.

**Responsibility:** Dean of the Faculty of Medicine and Dentistry

**Date the regulation comes into force:** As of the date of its publication

**Date the regulation comes into effect:** The day following the date of entry into force

*According to the Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Modification of Other Acts, as amended (hereinafter referred to as "the Act"), the Academic Senate of the Faculty of Medicine and Dentistry, Palacký University Olomouc has adopted the following Constitution of the Faculty of Medicine and Dentistry, Palacký University Olomouc as its internal regulation:*

## **PART I**

### **Introductory Provisions**

#### **Article 1**

##### **Introductory Provisions**

1. The Faculty of Medicine and Dentistry is part of the Palacký University Olomouc (hereinafter referred to as "UP"). It was established as one of the faculties of the reopened university in Olomouc by Act No. 35/1946 Coll., on the reopening of the university in Olomouc, adopted by the National Assembly of the Czechoslovak Republic. The mission of the faculty as part of UP is given by the Act.
2. The legal status, powers, rights and obligations of the UP Faculty of Medicine and Dentistry (hereinafter referred to as the "Faculty") are determined by the Act and by the UP Constitution. The bodies of the Faculty act and make decisions on behalf of UP within the scope of competences given by the Act, by the UP Constitution and other internal regulations and standards of UP.
3. The list of accredited programmes in which the Faculty may conduct proceedings to grant associate and full professorship according to the Act is posted on the Official Notice Board of the Faculty.

## **PART II**

### **Academic Community of the Faculty and its Bodies**

#### **Article 2**

##### **Academic Community of the Faculty**

1. The academic community of the Faculty consists of academic staff working at the Faculty and students enrolled to study at the Faculty.

1. The assembly of the academic community of the Faculty may only be convened by the Dean of the Faculty and by the Chairperson of the Academic Senate of the Faculty.

### **Article 3**

#### **Faculty Bodies**

1. Self-governing bodies of the Faculty are:
  - a) Academic Senate of the Faculty,
  - b) Dean of the Faculty,
  - c) Scholarly Board of the Faculty,
  - d) Disciplinary Committee of the Faculty.
2. Another body of the Faculty is the Secretary of the Faculty.
3. Other bodies may be established by the Dean of the Faculty or by the Academic Senate of the Faculty to solve urgent tasks arising from the principal and other activities of the Faculty.

### **Article 4**

#### **Academic Senate of the Faculty**

1. The legal status of the Academic Senate of the Faculty (hereinafter referred to as the “Senate”) and its powers are determined by the Act.
2. The Senate has 36 members (hereinafter referred to as the “senators”) elected from among members of the academic community of the Faculty, of which 12 are students.
3. The Senate is headed by a chairperson who is elected from among the senators representing the academic staff, and two vice-chairs, the first of whom is elected from among the senators representing the academic staff and the second from among the senators representing students.
4. The Senate may establish advisory committees. Each committee is presided over by its chairperson who is always elected from among the senators. Members of such committees may be either members of the academic community, or other experts in the field of the committee’s expertise.
5. Membership in the Senate and the discharge of the office of senator may not be substituted for by another person.
6. The method of elections of the senators is governed by the Rules of Election of the Academic Senate of the Faculty. The method of elections of the chairperson and vice-chairs, establishment of the Senate bodies, rules of procedure, as well as other related issues are governed by the Rules of Procedure of the Academic Senate of the

Faculty.

### **Article 5**

#### **Dean of the Faculty**

1. The legal status of the Dean of the Faculty (hereinafter referred to as the “Dean”) and his or her powers are determined by the Act, by the UP Constitution, by other UP internal regulations, and by this Constitution.
2. The Vice-Deans of the Faculty, the Secretary of the Faculty, the Heads of Departments and Special-purpose facilities of the Faculty, and other staff according to the Faculty organisational manual are accountable to the Dean.
3. The Dean establishes advisory bodies as needed.

### **Article 6**

#### **Vice-Deans of the Faculty**

1. The position of the Vice-Dean of the Faculty (hereinafter referred to as "Vice-Dean"), his or her powers, the method of appointment and removal from office are determined by the Act, by this Constitution, and by other internal regulations and standards of the Faculty.
2. The Vice-Deans act within the scope defined by the Dean’s authorisation.
3. The Vice-Dean is subordinate to the Dean and is responsible to him or her for his or her activities.
4. The Dean will appoint one of the Vice-Deans to represent the Dean in full.

### **Article 7**

#### **Scholarly Board of the Faculty**

1. The legal status of the Scholarly Board of the Faculty (hereinafter referred to as "SB") and its powers are determined by the Act, by this Constitution and by other internal regulations of the Faculty. SB has at least 21 members.
2. A member of the SB may not be substituted for by another person.
3. SB proposes to the UP Scholarly Board the award of the honorary degree of “doctor honoris causa” title (abbreviated as “dr.h.c.”).
4. The course of the SB’s meetings is governed by the Rules of Procedure of the Scholarly Board of the Faculty.

## **Article 8**

### **Disciplinary Committee of the Faculty**

1. The legal status of the Disciplinary Committee (hereinafter referred to as "DC") and its powers are determined by the Act, by the UP Constitution, by this Constitution, and by other UP internal regulations.
2. DC has 6 members and a member of the DC may not be substituted for by another person. In the event of a tie, the chairperson's vote is decisive.
3. DC elects and removes from the office its chairperson from among its members.
4. The meeting of the DC is convened by the chairperson of the DC on the basis of an initiative to convene such meeting of this committee. During meetings, DC follows the UP Disciplinary Code for Students.

## **Article 9**

### **Secretary of the Faculty**

1. The legal status and powers of the Secretary of the Faculty (hereinafter referred to as the "Secretary") are determined by the Act, by this Constitution, and by UP internal standards.
2. The Secretary in particular:
  - a) is responsible for managing the financial resources of the Faculty,
  - b) prepares background materials for the allocation of these resources and monitors their use,
  - c) deals with maintenance and development of the property entrusted to the Faculty as well as its operating activities,
  - d) organizes keeping the records, analyses and books of the Faculty.
3. The Secretary acts on behalf of the Faculty in economic, legal and administrative matters to the extent determined by the Dean.
4. The Secretary is subordinate to the Dean and is responsible to the Dean for his or her activities.
5. To ensure the coordinated progress of the faculties within the UP in the field of management, the Secretary is methodically controlled by the UP Bursar.
6. In his or her area of competence, the Secretary methodically manages units and parts of the Faculty and directly manages employees and divisions specified in more detail in the organizational structure of the Faculty, in accordance with the internal standards of the Faculty.
7. The Secretary controls the economic and administrative activities of all parts of the Faculty and proposes measures to eliminate the identified deficiencies to the

Dean.

**PART III**  
**Study at the Faculty**

**Article 10**  
**Study Programmes**

1. The Faculty implements accredited study programmes and specialised medical training in accordance with Act No. 95/2004 Coll., on the Requirements for Acquisition of Recognition of Professional Competence to Practise the Profession of a Physician, Dentist and Pharmacist, as amended, and in accordance with the public contract on the transfer of specialized medical training concluded between the Ministry of Health of the Czech Republic and UP.
2. The list of accredited study programmes is available on the Official Notice Board of the Faculty.
3. The list of attestation fields within the framework of specialised medical training is to be found on the website of the Faculty.

**Article 11**  
**Admission to Study**

1. The general conditions for admission to study at the Faculty and the requirements of the admission procedure are laid down by the Act, by the UP Constitution and by the Admission Procedure Code of UP.
2. The Senate approves the details for admission to study at the Faculty and the requirements of the admission procedure.
3. General conditions for the admission of foreigners are determined by the UP Constitution.

**Article 12**  
**Course of study**

1. The requirements of the course of study from the admission procedure to the end of the study are generally determined by the Act.
2. The details of the course of study are determined by the UP Study and Examination Code and by the relevant directives of the Dean.

**Article 13**  
**Study-related Fees**

Basic rules governing the study-related fees are defined by the Act and by the UP Constitution.

**Article 14**  
**Lifelong Learning**

1. As part of its educational activities, the Faculty participates in the provision of lifelong learning programmes. The rules of education are determined by the UP Constitution, the UP Lifelong Learning Code and the relevant directive of the Dean.
2. Students in lifelong learning programmes do not qualify as students within the meaning of the Act.
3. Participants are issued a certificate of completion of the lifelong learning programme.

**PART IV**  
**Organizational structure of the Faculty**

**Article 15**  
**Faculty units**

The Faculty consists of faculty units (hereinafter referred to as "units"), which are basic science departments, clinical departments, centres and other faculty facilities, which are listed in the organizational structure of the Faculty.

**Article 16**  
**Faculty and University Hospital Olomouc**

Organizational relations between the Faculty and the University Hospital Olomouc (hereinafter referred to as "UHO") are governed by the relevant applicable laws and regulations and by the contract concluded by the Dean and the Director of UHO.

**Article 17**  
**Status and scope of basic science departments, clinical departments, and centres**

1. Basic science departments, clinical departments, and centres are units where pedagogical, scientific, research, development, and other creative activities take

place, as well as therapeutic-preventive activities for UHO.

2. Pedagogical, scientific, research, development, and other creative activities, or therapeutic-preventive activities may also take place in other faculty facilities.
3. Basic science departments, clinical departments, and centres are led by a Head or a Director, who is appointed by the Dean following an open competition, for a maximum period of five years. The Dean has the power to remove the Head or Director from his or her office. In the case of a unit where activities for UHO also take place, the Head or Director is appointed and removed from office in accordance with the relevant generally binding legal regulations.
4. The Dean may, in exceptional circumstances and for the necessary period of time, entrust an employee with the management of the relevant unit without an open competition.
5. The Head or Director is responsible for his or her activities to the Dean, appoints and removes from office the Deputy head and the Person(s) responsible for programme instruction.
6. Relations between the Heads (or Directors) are based on the principle of equality. If there is a dispute regarding the rights of the respective units, these shall be resolved by the Dean.

## **Article 18**

### **Status and Powers of Faculty Special-purpose Facilities**

1. Faculty special-purpose facilities are units established to ensure activities necessary for the fulfilment of the mission of the Faculty, which cannot be ensured within the activities of other units of the Faculty, outside the Faculty, or for which such a procedure would be disadvantageous. Special-purpose facilities are listed in the organizational structure of the Faculty.
2. The special-purpose facility is led by a Head, appointed and removed from the office by the Dean. The Dean announces an open competition for this position, for a maximum period of 5 years. The Dean can delegate the Vice-Dean or the Secretary with the management of the special-purpose facility. The Head is accountable for their activities to the Dean.
3. The operation of a special-purpose facility may be governed by its own internal standards. The internal standards of the special-purpose facility must always be in accordance with the internal regulations and standards of the UP and the Faculty.



## **Article 19**

### **The Faculty and the Higher Education Institute**

1. In accordance with the Technical Agreement dated October 9, 2019, the faculty unit Institute of Molecular and Translational Medicine (hereinafter referred to as "IMTM") was divided into two parts, namely the part that remained part of the Faculty (hereinafter referred to as "Faculty IMTM"), and the part that became part of the higher education institute (hereinafter referred to as "IMTM-CATRIN"). This agreement regulates the relationship between the Faculty and the higher education institute regarding IMTM-CATRIN.
2. The Faculty IMTM is led by a Director, who is appointed by the Dean after an open competition in accordance with Article 17.
3. The scientific and research department of IMTM-CATRIN is led by the Head, who is appointed by the general director of the higher education institute for a maximum period of five years after an open competition led by the Dean and the general director of the higher education institute. The selection committee consists of five members, three of whom are nominated by the Dean and two by the general director of the higher education institute. The Dean or the general director of the higher education institute can submit a proposal for terminating the appointment for a position of the Head of IMTM-CATRIN as well as announce a new open competition for this position.

## **PART V**

### **Faculty Financial Management**

## **Article 20**

### **Rules for Faculty Financial Management**

1. The Faculty financial management is determined by the Act, by internal regulations and standards of UP and the Faculty and is carried out in accordance with applicable laws and regulations, UP internal regulations and standards, and this Constitution.
2. According to the Act, the distribution of financial resources of the Faculty for the calendar year is approved by the Senate on the proposal of the Dean.
3. Ancillary activities are carried out exclusively for the benefit of the Faculty.
4. The funds obtained by the Faculty from ancillary activities serve the Faculty's own needs.

5. Audit of the use of financial resources of the Faculty is carried out by the Senate and the Rector of the UP.

## **PART VI**

### **Strategic Plan and Assessment of Faculty Activities**

#### **Article 21**

##### **Strategic Plan for Faculty Teaching, Publishing and Creative Activities**

1. Strategic Plan for Faculty Teaching, Publishing and Creative Activities (hereinafter referred to as the "Strategic Plan") is the fundamental programming document of the Faculty based on the strategic plan of UP according to the Act and the UP Constitution.
2. The Strategic Plan is relied on when implementing changes to internal organization, opening new study programmes, defining the focus of scientific research and setting priorities.
3. An annual plan to implement the Strategic Plan is prepared.
4. The Strategic Plan, including the implementation plan, is approved by the Senate.

#### **Article 22**

##### **Activities Assessment Conducting**

1. The assessment of the Faculty activities takes place in accordance with the relevant provisions of the Act and the UP Constitution.
2. The assessment of the Faculty activities forms the basis of the annual report on its activities and the annual financial statement of the Faculty, which are submitted by the Dean to the Senate for their approval.
3. Individual units of the Faculty are obliged to submit the required data, which are necessary for processing the assessment, by the deadline specified by the Dean.

## **PART VII**

### **Academic Ceremonies and Symbols**

#### **Article 23**

##### **Academic Ceremonies**

1. According to the UP Constitution, the academic ceremonies held at the Faculty are matriculations and graduations.
2. Matriculation ceremonies are a public manifestation of the admission of a student

into the academic community of UP and the Faculty. During the matriculation ceremony, students shall take an oath; the wording of which, including the English version, is in Annex No. 1 of this Constitution.

3. Graduation ceremonies are such ceremonies at which the graduates of the study programmes implemented at the Faculty are awarded their university diplomas, as well as the diploma supplements. An oath is taken during the graduation ceremony. The wording of the oath for graduates from Master degree programmes, including the English version, is in Annex No. 2 of this Constitution.

#### **Article 24**

##### **Faculty Insignia**

The Faculty Insignia (scepter and chains) are the external expression of the dignity, authority and responsibility of the Dean and Vice-Deans on ceremonies.

#### **Article 25**

##### **Faculty Academic Gowns**

Conditions for the use of Faculty Academic gowns at ceremonies are given by the UP Constitution.

### **PART VIII**

#### **Components of the Faculty Constitution**

#### **Article 26**

##### **Components of the Faculty Constitution**

The following appendices are an integral part of this Constitution:

1. Matriculation oath in Czech and English version.
2. Oath for graduates from the Master degree programmes General Medicine and Dentistry in Czech and English version.
3. Oath for graduates from the Master degree programme Public Health in Czech and English version.

### **PART IX**

#### **Common, Final and Cancellation Provisions**

### **Article 26a**

1. Internal Regulations of the Faculty according to § 33, paragraph. 2<sup>1</sup> of the Act and according to this Constitution are:
  - a) Faculty Constitution,
  - b) Rules of Election of the Academic Senate of the Faculty,
  - c) Rules of Procedure of the Academic Senate of the Faculty,
  - d) Rules of Procedure of the Faculty Scholarly Board,
  - e) Internal regulation of the Faculty to implement the Study and Examination Code of Palacký University Olomouc,
  - f) Organizational Manual of the Faculty.
2. Internal standards of the Faculty are the Dean's decisions, the Dean's directives and the Dean's methodological *guidelines*.

### **Article 26**

#### **Final and Cancellation Provisions**

1. The responsibilities of the Faculty and its bodies, which result from the Act and are not regulated by this Constitution, will be regulated gradually in accordance with the relevant decisions of the self-governing bodies of the UP and the Faculty and the state administration.
2. The Faculty Constitution of November 24, 2011 is repealed on the date this Constitution comes into effect.
3. The Faculty Constitution comes into force after approval by the Senate and the UP Academic Senate. The Faculty Constitution was approved by the Senate on May 02, 2017 and by the UP Academic Senate on May 24, 2017 with amendments, to which the Senate agreed on May 30, 2017.
4. The Faculty Constitution comes into effect on the day of its publication.

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<sup>1</sup> Disciplinary Code for Faculty students is not issued, as disciplinary proceedings are governed by the Disciplinary Code for Students of UP.

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Amendment No. 1 of the Faculty Constitution was approved by the Senate on April 23, 2019 and by the UP Academic Senate on May 22, 2019.

It comes into effect on September 01, 2019.

Amendment No. 2 of the Faculty Constitution was approved by the Senate on May 04, 2021 and by the UP Academic Senate on June 15, 2021 with amendments, which were approved by the Senate on September 14, 2021.

It comes into effect on September 18, 2021.

Amendment No. 3 of the Faculty Constitution was approved by the Senate on December 07, 2021 by the UP Academic Senate on January 26, 2022 with amendments, which were approved by the Senate on April 05, 2022.

It comes into effect on April 08, 2022.

Prof. MUDr. Milan Kolář, Ph.D.

Dean of the Faculty of Medicine and Dentistry of Palacký University Olomouc

MUDr. Jan Strojil, Ph.D.

Chairperson of the Academic Senate of the Faculty of Medicine and Dentistry

**Annex No. 1 of the Faculty Constitution**

## Matriculation oath

*Czech version*

Dnešním dnem, kdy se stávám členem akademické obce Univerzity Palackého v Olomouci, jako student (studentka) její Lékařské fakulty, slavnostně slibuji do rukou děkana a na insignie fakulty, že budu svědomitě plnit všechny povinnosti a závazky, které vyplývají z mého přijetí a studia na vysoké škole. Prohlašuji, že vysokoškolské studium nepovažuji jen za záležitost výlučně osobní, ale chápu je jako odpovědné a čestné povolání. Zavazuji se, že vynaložím veškeré své studijní i pracovní úsilí k tomu, abych dosáhl (dosáhla) vysokoškolského stupně odborných znalostí i umu. Jen tak mohu, jako akademicky vzdělaný člověk, sloužit ideálům humanitním a účinně pomáhat v dalším rozvoji své vlasti.

Slibuji, že jako student (studentka) Lékařské fakulty Univerzity Palackého v Olomouci pomlčím o skutečnostech, se kterými jsem se seznámil(a) při studiu lékařství, zejména ve styku s nemocnými, ve smyslu zásad lékařské etiky a platných zákonů, kterými se budu řídit. Svým jednáním i svou prací budu dbát cti a uchování vážnosti olomoucké alma mater.

*English version*

On this day, upon becoming a member of the academic community of Palacký University Olomouc, as a student of its Faculty of Medicine and Dentistry, I solemnly deliver into the hands of the Dean and promise on the Faculty insignia that I will carefully fulfil all my duties and obligations which result from my acceptance to university studies. I herewith proclaim that I do not consider my university studies an exclusively personal affair but take them as an honest and demanding mission. I promise to use all my effort to achieve a high level of professional knowledge and art. Only in this way, as an academically educated person, I will be able to serve the ideals of humanity and to effectively help in the further development of my country.

I promise that as a student of the Faculty of Medicine and Dentistry of Palacký University Olomouc, I will not disclose the confidential matters which I will have become familiar with during my medical studies, especially in my contacts with patients. In all my actions, I will follow the basic rules of medical ethics and will act in accordance with the laws of the Czech Republic. Through my behaviour and my work, I will spread the fame of Palacký University Olomouc, my alma mater, and will not harm its acknowledged dignity.

**Annex No. 2 of the Faculty Constitution**

Oath for graduates from the Master degree programmes General Medicine and Dentistry

*Czech version*

Slibuji, že

- všichni svou činnost zaměřím ku prospěchu všech svých spoluobčanů bez rozdílu rasy, politického a náboženského přesvědčení,
- své povinnosti budu konat řádně s plným vědomím své odpovědnosti,
- budu pečovat o zdravé i nemocné podle současného stavu lékařské vědy,
- budu své vzdělání a získané vědomosti neustále prohlubovat a obnovovat,
- budu zachovávat svůj život a své lékařské umění čisté a nezneužiji je proti zákonům lidskosti,
- budu zachovávat lékařské tajemství,
- budu neúnavně usilovat o mírové soužití mezi národy,
- ve všech svých činech se budu řídit zásadami lékařské etiky, ústavou a dalšími platnými zákony své vlasti,
- budu zachovávat v paměti Univerzitu Palackého v Olomouci a její Lékařskou fakultu a snažit se o to, abych jí dělal(a) vždy jen čest.

*English version*

I vow

- that all my activities will serve to benefit all people regardless of race, political beliefs, or religious orientation,
- that all my obligations will be carried out properly with full awareness of my responsibilities,
- to care for the healthy and the sick in accordance with the current state of medical science,
- to continually deepen and improve my education and skills,
- to lead my life and make use of my medical abilities honourably, and never to breach the laws of humanity through abuse of these skills,
- to maintain medical confidentiality,
- to continually work for peace among nations,
- to manage all my activities in accordance with medical ethics and the laws of my country,
- to remember Palacký University Olomouc and its Faculty of Medicine and Dentistry gratefully, and make every effort to bring credit to them.

### **Annex No. 3 of the Faculty Constitution**

Oath for graduates from the Master degree programme Public Health

#### *Czech version*

Slibuji, že:

- všechnu svou činnost zaměřím ku prospěchu všech svých spoluobčanů bez rozdílu rasy, politického a náboženského přesvědčení,
- své povinnosti budu konat řádně s plným vědomím své odpovědnosti,
- ve svém konání se budu řídit principy práva, humanismu, morálky a etiky a pomlčím o skutečnostech týkajících se zdravotního stavu druhých osob,
- budu své vzdělání a získané vědomosti neustále prohlubovat a obnovovat,
- budu zachovávat svůj život a své umění čisté a nezneužiji je proti zákonům lidskosti,
- budu neúnavně usilovat o mírové soužití mezi národy,
- ve všech svých činech se budu řídit ústavou a dalšími platnými zákony své vlasti,
- budu zachovávat v paměti Univerzitu Palackého v Olomouci a její Lékařskou fakultu a snažit se o to, abych jí dělal(a) vždy jen čest.

#### *English version*

I vow

- that all my activities will serve to benefit all people regardless of race, political beliefs, or religious orientation,
- that all my obligations will be carried out properly with full awareness of my responsibilities,
- that in my actions I will follow the principles of law, humanism, morality and ethics and will keep confidential facts concerning the health status of others,
- to continually deepen and improve my education and skills,
- to lead my life and make use of my abilities honourably, and never to breach the laws of humanity through abuse of these skills,
- to continually work for peace among nations,
- to manage all my activities in accordance with the laws of my country,
- to remember Palacký University Olomouc and its Faculty of Medicine and Dentistry gratefully, and make every effort to bring credit to them.”