

Statute of the Faculty of Theology of USB in Č. Budějovice

The Academic Senate of the University of South Bohemia in České Budějovice approved pursuant to Section 9 (1) (b) of Act No 111/1998, on Higher Education on 16 May 2017 and the Rectorate of the University of South Bohemia in České Budějovice registered the University of South Bohemia in České Budějovice on 8 June 2017 under No 01/0358/17 the Statute of the Faculty of Theology of the University of South Bohemia in České Budějovice.

.....
PhDr. Iva Žlábková, Ph.D.

AS USB Chair

.....
Ph.D., Th.D.

.....
doc. Tomáš Machula,

USB Rector

1. STATUTE OF THE FACULTY OF THEOLOGY

2. OF THE UNIVERSITY OF SOUTH BOHEMIA IN THE CZECH REPUBLIC BUDĚJOVICE

PART ONE

BASIC PROVISIONS

Article 1

Introductory provisions

- (1)** The Faculty of Theology of the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Faculty') is a constituent part of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB').
- (2)** Identifying characteristics of the faculty are defined by the following basic information:
- a)** Name: Jihočeská univerzita v Českých Budějovicích, Teologická fakulta,
 - b)** Short name: Teologická fakulta Jihočeské univerzity,
 - c)** Name in Latin: Universitas Bohemiae Meridionalis, Facultas Theologiae,
 - d)** Legislative abbreviation for USB internal regulations: TF JU,
 - e)** Registered office: Kněžská 8, CZ - 370 01 České Budějovice,
 - f)** Legal predecessor: Teologická fakulta Jihočeské univerzity,
 - g)** ID No: 60076658.
- (3)** Valid names in world languages are:
- a)** English: Faculty of Theology,
 - b)** French: Faculté de Théologie,
 - c)** Italian: Facoltà di Teologia,
 - d)** German: Theologische Fakultät,
 - e)** Spanish: Facultad de Teología.
- (4)** The emblems and symbols of the Faculty are listed in Annexe 1.
- (5)** This statute is an internal regulation of the Faculty pursuant to Section 33 of Act No 111/1998, on Higher Education and Amendments and Additions to Other Acts (Higher Education Act), as amended (hereinafter referred to as the 'Act').

Article 2

Focus, long-term orientation and activities of the faculty

- (1)** The development intentions of the Faculty and its activities are generally governed by Section 1; Section 2 (1); Section 4 (a), (b), (c); Section 23 and Section 24 of the Act

and Article 2 of the USB Statutes.

(2) In the theological content of its instruction and research activities, the Faculty is bound to the faith of the Roman Catholic Church.

(3) The Faculty provides higher education:

- a)** in bachelor's degree programmes,
- b)** in master's degree programmes,
- c)** in doctoral degree programmes.

(4) The Faculty carries out and develops educational and related scientific and research, development and innovation, artistic or other creative activities (hereinafter referred to as 'creative activities'). In addition to educational and creative activities, the Faculty also carries out ancillary activities within the meaning of Section 20 of the Act, so that these activities help to fulfil the mission of the Faculty. An integral part of the fulfilment of the Faculty's mission is also the implementation of lifelong learning programmes.

Article 3

Relationship of the Faculty to the Roman Catholic Church

(1) The Diocesan Bishop of České Budějovice confirmed the establishment of the Faculty by decree on 31 December 1991 in accordance with Canon 821 of the CIC^[1]. The Czech Bishops' Conference expressed its positive opinion on the establishment of the Faculty of the University of South Bohemia at its meeting on 27 and 28 January 1992.

(2) The diocesan bishop of the Diocese of České Budějovice is the moderator of the faculty:

- a)** The Moderator of the Faculty approves the Statutes of the Faculty in accordance with Section 33(4) of the Act.
- b)** The Moderator shall also exercise the functions which properly belong to him according to the provisions of Canon 806 of the CIC towards the faculty.
- c)** The Moderator of the faculty is responsible for the orthodoxy of the instruction of theological disciplines and for the observance of the directives of the Apostolic See and the Czech Bishops' Conference of the Czech Republic in accordance with the meaning of Canon 810 CIC.
- d)** The Moderator of the Faculty grants 'nihil obstat' to the elected Dean and also grants 'mandatum' to teachers in theological disciplines within the meaning of canon 812 of the CIC.
- e)** The Moderator appoints a student chaplain in accordance with Canon 813 of the CIC.
- f)** The Moderator of the Faculty submits a report on the Faculty to the Apostolic See or the Congregation for Catholic Education every third

year.

Article 4

Internal regulations of the faculty

(1) The internal regulations of the faculty are as follows:

- a)** the Statute of the Faculty,
- b)** Election Regulations of the Academic Senate of the Faculty,
- c)** Rules of Procedure of the Academic Senate of the Faculty,
- d)** Rules of Procedure of the Scientific Board of the Faculty,
- e)** Disciplinary Regulations of the Faculty for students,

(2) In addition to the Faculty's internal regulations, the Faculty bodies are authorised to create and enforce ordinances, regulations, rules, decisions and methodological guidelines of a binding nature (hereinafter referred to as 'measures') and methodological recommendations at their discretion.

(3) The internal regulations and measures of the Faculty are published in the public section of the Faculty's website, including information on the period of their validity and effectiveness.

PART TWO STUDY

Article 5

Admission procedure and conditions of admission to studies

(1) The general conditions for admission to studies at the Faculty are set in Sections 48 to 50 of the Act and in Article 18 of the USB Statutes.

(2) The specific conditions for admission to studies and the rules of the admission procedure are set annually by the Dean of the Faculty by an ordinance published in the public section of the Faculty's website. The conditions for admission to studies pursuant to Section 27(1)(e) of the Act are approved by the Academic Senate of the Faculty.

Article 6

Tuition fees

(1) The general provisions on fees for admission procedures and tuition fees are set out in Section 58 of the Act and Articles 18 and 20 of the USB Statutes.

(2) The specific amount, method of payment and due date of payment of the fee for acts connected with the admission procedure shall be published as an integral part of the ordinances of the Dean of the Faculty pursuant to Section 3 of Article 5, in accordance with Section 58 (1) and (4) of the Act, Article 18 of the USB Statutes and the relevant ordinances of the USB Rector.

(3) The range for determining the tuition fees in a degree programme conducted in a foreign language is determined in accordance with Article 58(4) of the Act by Article 20(5) of the USB Statutes. Within this range, the Dean of the faculty determines the specific amount of this fee for each degree programme in a foreign language by an ordinance. In doing so, he/she shall take into account the financial requirements of the degree programme in question, the difficulty of providing it in a foreign language and whether the degree programme in question is offered simultaneously in Czech and in a foreign language or only in a foreign language. It shall also take into account whether and, where appropriate, to what extent the degree programme in question is financed by a contribution from the state budget for the educational activities of the public higher education institution, and shall compare this contribution, if any, with the costs of providing the degree programme in a foreign language. The amount of the fee determined shall correspond to the costs of the degree programme in question or, where appropriate, to costs exceeding the relevant amount of the state budget contribution.

Article 7

Conditions of studies for foreigners

(1) The conditions of admission of foreigners to studies and the general conditions of their studies are defined in Article 19 of the USB Statutes.

(2) The provisions of Article 5 apply correspondingly to the admission process and the conditions of admission for foreign students.

PART THREE

FACULTY BODIES, ORGANISATIONAL AND MANAGEMENT STRUCTURE

Article 8

Faculty bodies and their competence

- (1)** The self-governing academic bodies of the Faculty are, according to Section 25 of the Act:
 - a)** Academic Senate,
 - b)** Dean,
 - c)** Scientific Board,
 - d)** Disciplinary Committee.
- (2)** The Secretary is another body of the Faculty.

Article 9

Academic Senate

- (1)** Membership in the Faculty Academic Senate is irreplaceable.
- (2)** The Dean's Office of the Faculty provides administrative and material support for the activities of the Academic Senate of the Faculty.
- (3)** The Dean, Vice-Deans, Secretary and other senior staff of the Faculty shall provide the Academic Senate of the Faculty with the information necessary for its activities.

Dean

- (1)** The tasks, rights, duties, method of appointment and dismissal and the length of the term of office of the Dean are set out in Section 28 of the Act.
- (2)** The Dean issues a decision on the number of Vice-Deans and their competence after the Academic Senate of the faculty has expressed its opinion.
- (3)** The Dean issues a decision on which of the Vice-Deans is authorised to represent him/her in his/her absence.
- (4)** The Dean issues instructions for representation in individual cases.
- (5)** The Dean appoints and dismisses senior staff of faculty facilities.

Article 11

Scientific Board

(1) The Dean is the chairperson of the Faculty's Scientific Board and appoints and dismisses the other members of the Faculty's Scientific Board; the length of the term of office of the other members may be determined by the Rules of Procedure of the Faculty's Scientific Board.

(2) Members of the Faculty's Scientific Board 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 members of the USB academic community.

(3) The Scientific Board is governed by the Rules of Procedure of the Scientific Board.

(4) The Scientific Board is convened by the Dean at least once a year.

(5) The tasks of the Scientific Board are defined in Section 30 of the Act.

(6) Membership of the Scientific Board is terminated:

a) by dismissal,

b) by resigning membership by written notification to the Dean of the Faculty,

c) by the expiry of the appointment for the term of office in question.

Article 12

Disciplinary Committee

(1) The members of the Faculty Disciplinary Committee are appointed and dismissed by the Dean from among the members of the academic community of the Faculty. Half of the members of the Faculty Disciplinary Committee are students. The Faculty Disciplinary Committee elects and dismisses its chairperson from among its members.

(2) 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.

(3) The Disciplinary Committee of the Faculty is governed by the Disciplinary Regulations of the Faculty and the provisions of Section 31 of the Act.

Article 13

Secretary

The Secretary of the faculty is appointed and dismissed by the Dean, to whom he/she is responsible for his/her activities and manages the financial management and internal administration of the faculty to the extent determined by an ordinance of the Dean, represents the Dean and acts on behalf of the faculty in administrative and technical matters.

Article 14

Organisational and management structure

The faculty is divided into departments and units. The names of the departments are given in Annexe 2 to this Statute of the Faculty. The departments are regulated by the internal standards of the faculty. The Dean's office is the administrative unit of the faculty, which ensures the activities necessary for the faculty as a whole.

Article 15

Governance structure

The management structure of the Faculty consists of the Dean, Vice-Deans, Secretary and heads of departments and units.

Article 16

Advisory bodies

(1) Advisory boards and advisory groups are established to coordinate activities provided by the Faculty.

(2) The Faculty advisory boards are:

a) Dean's Board,

b) other permanent or temporary advisory bodies established by the Dean or, within the scope of their competence, by Vice-Deans, the Secretary or heads of departments.

(3) The Dean's Board is a permanent advisory body to the Dean. Its members are the Vice-Deans of the Faculty, the president of the Academic Senate of the Faculty, the Secretary of the Faculty and the heads of departments. Depending on the circumstances, the Dean may expand the board to include other members.

(4) The board is convened by the Dean as necessary to discuss matters relating to the activities of the Faculty.

PART FOUR
STUDENTS, STAFF, ACADEMIC COMMUNITY OF THE FACULTY

Article 17

Students

- (1) The status of a student is determined by Sections 61, 62 and 63 of the Act.
- (2) The rights and obligations of students are defined in Sections 62 and 63 of the Act. Consequences of student non-performance of duties or actions that are not in accordance with the internal regulations of the Faculty or USB are defined in Sections 64 to 69 of the Act and the Faculty Disciplinary Regulations.
- (3) Another basic regulation governing the rights and obligations of students is the USB Study and Examination Regulations, along with the Regulations for Studies in Doctoral Programmes at FTH USB.
- (4) Students may be awarded scholarships (Section 91 of the Act). Scholarships are awarded according to the USB Scholarship Regulations and the specifying ordinances of the Dean of the Faculty.
- (5) Students who have completed their studies (Section 55(1) of the Act) take the oath.

Article 18

Academic staff

- (1) The status of academic staff is defined in Section 70 of the Act and Article 3 of the USB Statutes.
- (2) In addition to the law, the conditions for exercising certain rights and carrying out certain activities of academic staff are defined in the articles of the USB Statute. These are:
 - a) Article 4 Visiting Professor,
 - b) Article 5 Professor Emeritus,
 - c) Article 6 Honorary ranks.

Article 19

Faculty academic community, assembly 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) The academic community of the Faculty is convened to discuss important information or measures, or on the occasion of festive acts of a Faculty or social nature.

(3) Only the Dean or the chair of the academic senate of the faculty has the right to convene an assembly of the academic community of the Faculty.

(4) It is the duty of the Dean to convene the academic community of the Faculty at least once a year in order to provide information on the evaluation of the faculty's activities over the past year. This assembly is also a venue for open discussion on major issues of Faculty development.

(5) At the request of the Dean or the rector, the chair of the Academic Senate of the Faculty is obliged to convene an extraordinary meeting of the Academic Senate of the Faculty without delay.

Article 20

Other staff

(1) In addition to academic staff, the faculty employs other USB employees who participate in scientific, research, artistic or other creative activities or provide professional, administrative and technical work necessary for the implementation of the mission and activities of the Faculty.

(2) These employees have an employment relationship with USB. Their remuneration is governed by the USB Wage Regulations.

(3) The competence, responsibilities and authority of these employees and their relationships are defined in the Faculty's internal regulations and their job description, which is transmitted and archived in writing.

PART FIVE
FINANCIAL MANAGEMENT PRINCIPLES AND RULES

Article 21

Budget

(1) The Dean submits the draft budget to the Academic Senate of the Faculty for discussion on dates following the dates given by the grant schedule approved by the USB Academic Senate and the USB Board of Trustees.

(2) In the event that the budget proposal submitted by the Dean is not approved by the Academic Senate of the Faculty, the Dean shall submit a new proposal within 14 days at the latest. Until the budget is approved, the Faculty's management shall be governed by a provisional budget, which shall be determined by a decision and an ordinance of the Dean.

Article 22

Financial management and assets

(1) The general binding principles on the management of the Faculty as part of the USB are defined by the financial legislation of the Czech Republic and Article 17 of the USB Statutes, as well as by the internal regulation on the management of USB.

(2) The Secretary and, within the scope of his/her competence, the heads of the facilities that are part of the Faculty are responsible to the Dean for the efficient use of funds and the proper management of the Faculty's property.

(3) The rules for the management of the USB constituent parts, including the conditions for carrying out ancillary activities, are regulated in detail in the USB internal management regulations.

(4) Further rules of financial management in the specific conditions of the Faculty, which would have the character of an implementing measure, may be issued by the Dean in connection with the regulations referred to in Sections 1 and 3 of this Article.

PART SIX
ACADEMIC OFFICIALS, SYMBOLS AND CEREMONIES

Article 23

Academic officers and insignia of the faculty, academic ceremonies

- (1) The academic officials of the Faculty are the Dean and the Vice-Deans. For the duration of the academic graduation ceremony, the ceremonial officer is also considered an academic official, even if he/she is not appointed from among the Vice-Deans.
- (2) The external expression of the academic traditions, rights, freedoms and responsibilities of the academic officers of the Faculty are the academic insignia of the Faculty and the academic ceremonies of the Faculty.
- (3) The academic insignia of the faculty are the sceptre, chains and gowns.
- (4) The provisions on the list of academic ceremonies, their content and conduct are set out in Article 8 of the USB Statutes.

Article 24

Annexes

- a) Annexe No 1 – Faculty emblems and symbols
- b) Annexe No 2 – Departments and other expert facilities providing educational, scientific, artistic and other creative activities.

Article 25

Effectiveness

- (1) The Statute of the Faculty of Theology of the University of South Bohemia in České Budějovice of 3 November 2004, which was approved by the Academic Senate of the University of South Bohemia in České Budějovice on 3 May 2005 and registered by the Rectorate of the University of South Bohemia in České Budějovice on 7 June 2005, is hereby repealed.
- (2) This statute of the Faculty was discussed and approved by the AS FTH USB on 3 May 2017.
- (3) This statute of the Faculty takes effect on 8 June 2017.

.....
doc. PhDr. Helena Zbudilová, Ph.D.

.....
doc. ThDr. Rudolf Svoboda, Th.D.

Chair of the USB FTH Academic Senate

Dean, FTH USB

Annexe to the Statute of the Faculty No 1

FTH USB emblems and symbols

The USB Faculty of Theology uses the following emblems and symbols:

- a)** a round stamp with the state emblem of the Czech Republic and the text 'University of South Bohemia in České Budějovice', in accordance with Act No 352/2001, on the use of state symbols of the Czech Republic, in cases where the faculty issues administrative acts or documents certifying important facts,
- b)** in cases defined by the Rector of the USB, university seals with the symbolism of Bohemia and the South Bohemian region and the text 'Sigillum Universitatis Bohemiae Meridionalis'; on official letterheads the faculty uses this symbolism together with the name of the University and Faculty, or facility.

Annexe to the Statute of the Faculty No 2

Departments and other expert facilities providing educational, scientific, artistic and other creative activities

Departments and other expert facilities providing educational, scientific, artistic and other creative activities at the Faculty are as follows:

- Department of Ethics, Psychology and Charity Work
- Department of Philosophy and Religious Studies
- Department of Education
- Department of Theological Disciplines
- Language Department
- Practical Training Department

[\[1\]](#) Codex Iuris Canonici (Code of Canon Law)

Amendment to the Statute of USB FTH

STATUTE OF THE FACULTY OF THEOLOGY
OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE – AMENDMENT

Č. Budějovice, 27 September 2017

Amendment to Annexe No 2 – Departments and other expert facilities providing educational, scientific, artistic and other creative activities

On the proposal of the Dean of the Faculty, the Lifelong Learning Office of the Faculty of Theology of the University of South Bohemia in České Budějovice is added to Annexe 2.

This amendment shall take effect on 11 October 2017 following the decision of the AS FTH USB.

doc. ThDr. Rudolf Svoboda, Th.D.
Dean, FTH USB