

**The Fourth Consolidated Version  
of the Code of Procedure for the Academic Senate  
of the Faculty of Arts of Charles University  
dated 4 March 2022**

*In accordance with Section 27(1b) and Section 33(2c) of Act no. 111/1998 Sb., on institutions of higher education, and changes to other acts (the Higher Education Act), as amended by later regulations (hereinafter the “Higher Education Act”), and according to Article 7(9) of the Statute of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted this Code of Procedure of the Academic Senate of the Faculty of Arts of Charles University as its internal regulation:*

**Part I**

**General provisions on meetings**

**Article 1**

**Introductory provisions**

This procedure regulates the details of the activities and meetings of the Academic Senate of the Faculty of Arts of Charles University (the “Senate”, the “Faculty”, the “University”)<sup>1</sup> and its bodies.

**Article 2**

**Constituent meeting of the Senate**

The current Board of the Senate convenes the constituent meeting of the newly elected Senate no later than 14 days after the end of the election term. The current President of the Senate chairs the constituent meeting until a new President of the Senate is elected.

**Article 3**

**Regular and extraordinary meetings of the Senate**

1. Meetings of the Senate are open to the public.<sup>2</sup>
2. The regular meetings of the Senate are held every month with the exception of summer break. The date, time, and place of the regular meetings for the entire academic year are set by the Senate based on a proposal of the Board at its September meeting at the latest. The Board informs all members of the Senate, the Dean, the vice-deans, and the heads of the basic units of the Faculty of the schedule of meetings of the Senate for the entire academic year; they are also published in the public section of the Faculty’s web pages.

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<sup>1</sup> Section 27 of the Higher Education Act

<sup>2</sup> Section 26(4) of the Higher Education Act

3. The President or a member of the Board authorized by the President convenes the regular meetings of the Senate according to the approved schedule. The Board of the Senate may decide on a change in the term of a regular meeting.
4. The Board of the Senate may convene extraordinary meetings of the Senate on its own initiative; the Board of the Senate is also required to convene an extraordinary meeting of the Senate if requested by at least one third of the members of the Senate, the Dean, or the Rector.<sup>3</sup> The subject of requests may only be matters that cannot be postponed. A request must be accompanied by supporting materials, and the provision of Article 4 of this Code of Procedure apply *mutatis mutandis*.
5. The date, place, and agenda of regular meetings must be announced to the persons and bodies set out in paragraph 2, or other persons who should participate in the meetings, at least seven days in advance; the time and place of extraordinary meetings must be announced at least three days in advance.
6. If a member of the Senate cannot attend a meeting of the Senate, the member must excuse itself in advance in writing to the Board of the Senate no later than the scheduled commencement of the meeting. If this is not done, the member's absence will be considered unexcused.<sup>4</sup>

### **Article 3a**

#### **Meetings held using remote means of communication**

1. In addition to in-person meetings, the Senate may meet remotely, i.e., using remote means of communication that allow members of the Senate to attend audio-visual meetings in real-time, and in a hybrid manner, i.e., a combination of in-person and remote participation. A meeting may be held in a hybrid manner or remotely in the following cases:
  - a. If, in accordance with a legal regulation or a measure thereunder, the Senate may meet remotely,
  - b. If, in accordance with an internal regulation of the University or conditions declared thereunder, the Senate may meet remotely,
  - c. If, for specific reasons, the Board of the Senate decides in this manner or if the Senate resolves in such a manner at its meeting.
2. If a meeting is held in a hybrid manner or remotely, the members of the Senate must be informed of this electronically no later than three days prior to this meeting.

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<sup>3</sup> Section 26(4) of the Higher Education Act

<sup>4</sup> Article 7(5b, point iv) of the Constitution of the Faculty

3. Voting by secret ballot as a part of hybrid or remote meetings is carried out via an electronic application ensuring the anonymity of the persons voting.
4. In other situations, hybrid and remote meetings are governed by the provisions of this regulation, and the chair may authorize another person to carry out the technical acts necessary for the proper running of the meeting and voting.
5. The public may attend meetings of the Senate either in the room where the meetings take place or via a link published on the Faculty's web pages where the meetings may be watched remotely.
6. The Senate may set out additional details relating to hybrid and remote meetings and electronic voting of the Senate in a resolution.

#### **Article 4** **Materials for meetings of the Senate**

1. The Senate makes decisions based on written materials. The submitting party must submit these materials to the Board of the Senate no later than seven days before the meeting of the Senate in written or electronic form. In exceptional cases that cannot be postponed, the Board of the Senate or the Senate at its meeting may make an exception to this provision.
2. When discussing changes to internal regulations, a written opinion of the legislative committee of the Faculty is required. When discussing changes to the Rules for the Organization of Studies at the Faculty relating to bachelor and master study programmes, proposals for bachelor and master study programmes, and proposals for study plans of bachelor and master study programmes, an opinion of the study committee of the Faculty is required. When discussing changes to the Rules for the Organization of Studies at the Faculty relating to PhD study programmes, proposals for PhD study programmes, and proposals for study plans for PhD study programmes, an opinion of the Faculty's research committee is required. When discussing proposals for distributing the funds of the Faculty and annual reports on the Faculty's finances, an opinion of the economic committee of the Faculty is required.<sup>5</sup> The Dean of the Faculty may incorporate comments of the Faculty's committees into the proposals that are submitted to the Senate for approval; in such a case, the committees do not resubmit their opinion to these proposals.
3. The members of the Senate may submit to the Dean of the Faculty their amendments to the proposals that the Dean of the Faculty has submitted to the Senate for approval. The Dean of the Faculty will provide an opinion on them. If the Dean of the Faculty

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<sup>5</sup> Article 12(4) of the Constitution of the Faculty

incorporates the amendments into the submitted materials, additional opinions of the committees to such amended proposal is not needed unless requested by the Senate. This applies similarly to the submitting parties of the Code of Procedure of the Senate.

4. The Board of the Senate delivers all of the materials in electronic form to the members of the Senate and provides access to the other members of the academic community of the Faculty together with an invitation to the Senate's meeting no later than seven days before the meeting of the Senate,<sup>6</sup> unless it concerns an exception pursuant to paragraph 1.
5. If the Board or the Senate decides that the materials they received from the submitting party are not sufficient for discussing the matters, these will not be discussed at the meeting, and it will request that the proposing party supplement them by the next meeting of the Senate.

### **Article 5 Running of the meetings of the Senate**

1. The meetings of the Senate may be convened if an absolute majority of all members of the Senate is present. If it is discovered during a meeting that the number of present members drops has fallen below the quorum, the meeting will be closed after 15 minutes, unless the situation changes.
2. The meetings of the Senate are chaired by one of the members of the Board as the chair.
3. At the start of its meeting, the Senate approves the agenda of the meeting proposed by the Board of the Senate. The members of the Senate and the Dean may propose changes and additions to the agenda; the Senate decides on these proposals when approving the agenda.
4. Following approval of the agenda, the minutes of the last meeting are approved.
5. Every item on the agenda is debated. Any member of the academic community of the Faculty and any employee of the University working at the Faculty who is not a part of the academic staff of the Faculty may participate in the debate. Other persons may participate only if they are invited to the meeting of the Senate by the Board of the Senate or if the Senate has approved it by an absolute majority of the present members. The Dean of the Faculty or a deputized vice-dean, the Rector or a deputized vice-rector, and the President of the Academic Senate of the University or a deputized member of the

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<sup>6</sup> Section 27(3) of the Higher Education Act

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Academic Senate of the University are entitled to participate in the meetings whenever they make a request to do so.<sup>7</sup>

6. The Board of the Senate will always invite a proposing party or other persons to the meeting on a specific matter if necessary for the proper deliberation of a matter.
7. The introduction to a topic on the agenda is made by the proposing party, a member of the Board of the Senate, or the President or a deputized member of the respective Faculty committee.
8. In conducting the debate, the chair gives the floor to the speakers in the order in which they have requested the floor. The persons specified in paragraph 5, last sentence will be given priority. The Senate may decide to limit the time for speaking. This limit may not be less than five minutes. In addition, the Senate may limit the number of speakers debating a certain topic. This limit may not be less than three and will be counted from the moment of approval. This limit does not apply to the proposing party. A member of the Senate is entitled to make a remark relating to the debate. The opportunity will be given immediately after the person speaking has finished. The remark will not exceed two minutes.
9. No one may be interrupted when speaking during a debate. This does not apply to warnings from the chair that a speaker's entitlement to speak may be taken away. Exceptionally, the chair is entitled to take a speaker's entitlement away in the following cases:
  - a. Despite previous warnings, the speaker still deviates from the discussed matter or abuses the right of making a remark; any member of the Senate may object to such a procedure, which is decided without delay by the Senate,
  - b. The speaker exceeds the speaking limit pursuant to paragraph 8.
10. If not otherwise set out under law, in the internal regulations of the Faculty, including the provisions of this Code of Procedure or another code of procedure, members of the Senate may propose during a debate supplementary proposals or amendments to the proposals submitted to the Senate for decision-making or approval.
11. A proposing party may amend or supplement a proposal according to the debate.
12. At the end of a debate, the proposing party or person who has prepared the proposal will be allowed to speak if so requested.

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<sup>7</sup> Section 26(4) of the Higher Education Act

13. A member of the Senate may propose that a debate be terminated if it is clear that continuation cannot contribute to clarification of the discussed matter. The Senate will decide immediately on this proposal.

## **Article 6 Resolutions of the Senate**

1. The Senate expresses its will through resolutions, with the exception of the agenda and the minutes of the meetings, where its will is expressed through approval.
2. The Senate constitutes a quorum if an absolute majority of its members is present. A resolution is adopted if an absolute majority of the present members of the Senate, however, at least one third of all members of the Senate, votes in favour of the resolution, if not otherwise further stipulated.
3. A motion for adopting, changing, or repealing an internal regulation of the Faculty must be adopted by an absolute majority of all members of the Senate.
4. The Senate adopts resolutions for debating matters based on a motion from the proposing party or any member of the Senate. The precise formulation of a motion for a resolution may be entrusted to a group of Senate members. If at least one member of the Senate requests, the motion must be submitted in writing.
5. The motions for resolutions are voted on individually in the order in which they were submitted. If a motion for removing a point from the agenda of a meeting was submitted, this is voted on first. For motions formulated in an alternative manner, the last submitted motion is voted on first; if such an alternative receives enough votes to adopt the motion, voting does not continue.
6. Motions for resolutions are voted on publicly via an electronic voting device or by the raising of hands. Voting on specific appointed persons on which the Senate decides as a part of its powers is always secret; this does not apply to the establishment of election committees and committees for determining the results of voting or for decision-making on whether the floor will be given, pursuant to Article 5(5) of this Code of Procedure. If the Senate decides in such a way, voting may also be secret in other matters as well. If voting is secret, voting with electronic voting devices is administered by a member of the Senate deputized by the chair. If ballots are used for an election, a three-member election committee made up of members of the Senate are in charge of the secret voting and the results. The Senate sets the content of the ballots prior to voting.
7. After obtaining the election results, the chair announces the results by indicating the number of votes in favour of the motion, the number of votes against the motion, and the number of members of the Senate who abstained from voting.

8. Voting on procedural matters may be done in the form of tacit consent. In such a case, it is not necessary to determine the voting results. This form of voting cannot be used if a member of the Senate objects to it.
9. Any member of the Senate may lodge an objection against a vote immediately after the election. The Senate decides on such objection without a debate. If the Senate accepts the objection, the voting must be repeated.
10. A resolution immediately comes into force, if not otherwise stipulated in the resolution.
11. The resolution of the Senate is published in the public section of the Faculty's web pages no later than seven days after the meeting of the Senate. The President or a deputized vice-president immediately informs those persons and bodies to which the resolution directly relates of the content of the resolution. The entire resolution must also be stipulated verbatim in the minutes of the meeting of the Senate and in the annual report of the Senate.

## **Article 7**

### **Minutes of the meetings and records of the proceedings of the Senate**

1. Minutes and audio or audio-visual recordings are made of each meeting of the Senate.
2. The minutes contain the date and time of the meeting, which members of the Senate were present, who was excused, who was absent, who was present from the Dean's Board, who was present from persons invited to the specific points of the meeting's agenda, the agenda of the meeting, who delivered the introduction to the specific points of agenda, who participated in the debate, the content of the presented motions, what resolutions were adopted, and the statistical results of voting. Participants in the debate are required to present themselves if requested by the chair.
3. A draft of the minutes is sent to all members of the Senate, the Dean, the vice-deans, and the Secretary of the Faculty and all persons who participated in the debate. The Senate approves the minutes of the meeting at its next meeting. Corrections may be made in the minutes in the event of any objections to any of the points of the minutes with the consent of an absolute majority of the present members of the Senate. The President of the Senate or a deputized vice-president signs the approved minutes.
4. The minutes are published no later than seven days after being approved by the Senate in the public section of the faculty's web pages.
5. The administrative agenda of the Senate is handled by the Dean's Office.

6. Minutes, audio or audio-visual recordings of the meetings of the Senate, materials for the proceedings of the Senate, and other materials relating to the activities of the Senate, in particular, minutes of the meetings of joint advisory bodies of the Dean and the Senate<sup>8</sup>, are stored at the Dean's office at the Faculty as a part of the Secretariat of the Dean and the Bursar of the Faculty and, with the exception of audio or audio-visual recordings from the meeting of the Senate, are published on the Faculty's web pages. The Senate may decide on the publication of audio or audio-visual recordings of the meeting of the Senate by a resolution. Publication must be in accordance with the relevant legal regulations on personal data protection. Each member of the academic community of the Faculty is entitled to inspect such stored materials.

## **Part II Bodies of the Senate**

### **Article 8 Board of the Senate**

1. The Board of the Senate (the "Board") is an executive body of the Senate and acts on behalf of the Senate.
2. The Board has five members: the President, two vice-presidents, and two other members of the Board. The President, one vice-president, and one other member of the Board are elected from among the academic staff and one vice-president and one other member of the Board is elected from among the students.
3. The Senate elects the members of the Board from among its members at its constituent meeting by secret ballot using an electronic voting system or paper ballots. Voting with an electronic voting system is managed by a member of the Senate authorized by the chair. If ballots are used for the election, the member arranges voting by secret ballot and the results are determined by a three-member election committee selected from among the members of the senate. Only members of the Senate may submit to the election committee nominations for members of the Board and their positions in the Board. The acceptance of each nomination is subject to the consent of the nominated party. The chair is elected first, then the vice-chairs, and finally the members of the Board. The candidates with the most votes are elected. In the event of a tie, a decision is made by the drawing of lots. The drawing is organized by one of the members of the senate who was not a candidate for membership in the Board.
4. Membership in the Board is terminated
  - a. concurrently with termination of membership in the Senate,

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<sup>8</sup> Article 12(4) of the Constitution of the Faculty



- b. on the day of delivery of a written declaration to the President of the Senate, or in the case of the President, to the vice-president of the Senate, in which a member forfeits membership in the Board,
  - c. if the Senate decide in a resolution to recall a Board member from its position in the Board.
5. If membership in the Board is terminated, pursuant to paragraph 4, an election for a new member of the Board is held at the next meeting of the Senate.

### **Article 9 Powers of the Board**

1. The Board, in particular
  - a. convenes the meetings of the Senate,
  - b. proposes the agenda for the meetings of the Senate,
  - c. prepares materials for the deliberation and decision-making of the Senate and prepares the meetings of the Senate,
  - d. arranges for publishing the minutes and resolutions of the meetings of the Senate,
  - e. implements the resolutions of the Senate,
  - f. submits to the Senate the draft annual report of the Senate,
  - g. fulfils tasks entrusted to it by the Senate.
2. During the summer break, the Board may decide on matters in the competence of the Senate after informing the members of the Senate in advanced, with the exception of matters specified in Article 8(1) of the Constitution of the Faculty; if such a decision is not approved at the next meeting of the Senate, it is no longer valid.
3. In emergency cases, the Board may decide on matters in the competence of the Senate, with the exception of matters specified in Article 8(1) of the Constitution of the Faculty, even outside the summer break period. For this to occur, the members of the Senate must be informed in advance and a member of the Senate may not object by a reasonable deadline. If such decision is not approved at the next meeting of the Senate, it is no longer valid.

### **Article 10 Meetings of the Board**

1. The Board meets according to need, though at least once between the meetings of the Senate. The Board checks the implementation of the resolutions from the previous meetings of the Senate and prepares materials for the next meetings of the Senate.

2. The Dean of the Faculty, the vice-deans, and the Bursar, as well as other persons invited by the Board or the President of the Senate may participate in the meetings of the Board.
3. In addition to in-person meetings, the Board may meet remotely, i.e., using remote means of communication that allow members of the Board to attend audio-visual meetings in real-time, and in a hybrid manner, i.e., a combination of in-person and remote participation. The Senate may set out the details relating to hybrid and remote meetings of the Board in a resolution.
4. The minutes of the meetings of the Board are signed by the President of the Senate. They are published in the public section of the Faculty's web pages. All materials discussed at the meetings of the Board are stored at the Dean's Office of the Faculty as a part of the Secretariat of the Dean and the Bursar and are made available on the Senate's web pages. Publication must be in accordance with the respective legal regulations governing personal data protection.
5. If the Board decides pursuant to Article 9(2 and 3) of this Code of Procedure, the consent of at least three of its members is needed to adopt a decision.
6. The provisions of Part I of this Code of Procedure otherwise adequately apply to the meetings of the Board.

## **Article 11 Committees**

The Senate discusses and secretly votes on the chairs of the committees and members of the committees appointed by the Senate through an electronic voting device or by ballot, as a rule, at its constituent meeting. The chair. If ballots are used for the election, the member arranges voting by secret ballot and the results are determined by a three-member election committee selected from among the members of the senate. Proposals for members of the committees appointed by the Senate may be submitted only by members of the Senate. In order to adopt a proposal, the consent of the proposing party is necessary. Candidates for members of committees appointed by the Senate who acquire the most votes are appointed. If there is a tie, the winner is decided by a drawing; one of the members of the Senate who was not a candidate for membership in the Board is in charge of the drawing.

## **Part III Special provisions on the meetings of the Senate**

### **Article 12 Election of a candidate to the position of Dean of the Faculty**

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1. The Senate elects a candidate to the position of Dean<sup>9</sup>, as a rule, from among the academic staff of the Faculty.
2. Elections take place no later than one month before the end of the term of office of the Dean, and the Senate announces this at least four months before they take place. Resolutions on the announcement of elections are published in the public section of the Faculty's web pages.
3. Any member of the academic community of the Faculty is entitled to nominate a candidate for the position of Dean.<sup>10</sup>
4. Nominations are submitted to the Senate in writing through the Faculty's mail room no later than 30 days before elections.
5. The proposing party submits to the Senate through the Faculty's mail room:
  - a. the written consent of the candidate,
  - b. a brief CV,
  - c. a brief summary of the candidate's campaign platform.
6. The Board of the Senate convenes the pre-election meeting of the Faculty's academic community. This takes place no later than seven days before the election meeting of the Senate and is announced no later than 14 days in advance in the public section of the Faculty's web pages. The nominees may be present at the pre-election meeting. The Board of the Senate arranges for the minutes of this meeting and publishes them in the public section of the web pages at least five days before the election meeting of the Senate. The nominees are not to be present at the election meeting of the Senate.
7. The Board of the Senate announces the term of election meeting of the Senate at least 30 days in advance in the public section of the Faculty's web pages and also arranges for this information to be sent electronically to all members of the academic community.
8. Elections are carried out by secret ballot via an electronic voting system or by ballots. It is only possible to vote for one of the nominees. Voting by an electronic voting system is managed by a member of the Senate authorized by the Board. If ballots are used for the election, voting is organized and managed by a three-member election committee selected by the Senate from among its members. A member of the election committee may not be a nominee.

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<sup>9</sup> Section 27(1g) and Section 28(2) of the Higher Education Act, Article 8(1g) and Article 10(2) of the Constitution of the Faculty

<sup>10</sup> Section 24(1a) and Section 25(1b) of the Higher Education Act, Article 5(1b) of the Constitution of the University, Article 4(1b) of the Constitution of the Faculty

9. A candidate for the position of Dean who receives an absolute majority of the votes of all members of the Senate is elected. This decision of the Senate takes the form of a resolution on the proposal to appoint the Dean of the Faculty.<sup>11</sup>
10. If one of the nominees is not elected, a second round of elections takes place with the two nominees that acquired the most votes. In the event of a tie in second and other places, all of those nominated with this number of votes proceed to the second round. If none of the nominees are elected in the second round, a third round takes place using the same principle.
11. If none of the nominees acquire the necessary number of votes casted in the third round, the elections are terminated. In such a case, an election of newly nominated candidates will take place within one month. The new nominations for candidates are submitted no later than 14 days after the unsuccessful elections.
12. Any of the nominated candidates may withdraw their candidacy during the elections always prior to commencing the respective round.
13. Minutes are taken of each round of voting and the results of the elections. In the event of voting by an electronic voting system, minutes are taken by the Board of the Senate. If ballots are used for the election, the minutes are taken by the election committee, which submits the minutes to the Board of the Senate.
14. The President of the Senate announces the results of the elections to the elected candidate. The President of the Senate submits to the Rector of the University within three days a resolution on the proposal for appointing the elected candidate for Dean and publishes it in the public section of the Faculty's web pages. This resolution must be submitted to the Rector of the University together with the results of voting and other information needed to assess the validity of the resolution and must be signed by the President of the Senate.

### **Article 13**

#### **Proposal to recall the Dean of the Faculty**

1. At least one fifth of the members of the Senate or 200 members of the academic community of the Faculty may submit a proposal to the Senate for recalling the Dean<sup>12</sup>.

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<sup>11</sup> Section 27(4) of the Higher Education Act

<sup>12</sup> Section 27(1g) and Section 28(2) of the Higher Education Act, Article 8(1g) and Article 10(2) of the Constitution of the Faculty

2. A proposal for recalling the Dean must be submitted to the Senate in writing together with the reasons for the proposal. A reason for the proposal could be only circumstances relating to performance of the office of Dean.
3. The Senate assessed the admissibility of the proposal. The consent of the majority of present members of the Senate is needed to assess the proposal as admissible, however, at least one third of all members of the Senate. If the proposal is not admissible, the Senate rejects the proposal. A rejected proposal is not further deliberated.
4. If the proposal is not rejected, a special discussion on the proposal takes place at the next meeting of the Senate. The Dean is ensured a period of at least 15 days to prepare for such a meeting. In the discussion, the Dean responds to the reasons for the proposal and is entitled to interrogate the persons who submitted the proposal in relation to these reasons.
5. A resolution on the proposal for recalling the Dean must be adopted by at least a three-fifths majority of all members of the Senate.<sup>13</sup>
6. The President of the Senate announces the results of the voting to the Dean. The President of the Senate submits to the Rector of the University within three days a resolution on the proposal to recall the Dean and publishes it in the public section of the Faculty's web pages. This resolution must be submitted to the Rector of the University together with the results of voting and other information necessary for assessing the validity of the resolution and must be signed by the President of the Senate.

## **Part IV Transitional and final provisions**

### **Article 14 Transitional provisions**

The election of a candidate to the position of Dean announced prior to the effective date of this Code of Procedure is governed by the previously valid regulations.

### **Article 15 Final provisions**

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<sup>13</sup> Section 27(4) of the Higher Education Act

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1. Part II and Part III of the Code of Electoral Procedure and Code of Procedure of the Senate of the Faculty adopted by the Academic Senate of the University on 22 May 2009, as amended, are rescinded.
2. This regulation was approved by the Senate of the Faculty on 9 March 2017.<sup>14</sup>
3. This regulation comes into force on the day of its approval by the Academic Senate of the University.<sup>15</sup>
4. This regulation comes into effect on the first day of the calendar month following the day it came into force.

Mgr. Jan Chromý, Ph.D.  
President of the Academic Senate of the Faculty

doc. Mirjam Friedová, Ph.D.  
Dean of the Faculty

PhDr. Tomáš Nigrin, Ph.D.  
President of the Academic Senate of the University

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### **Information on amendments**

An amendment to the Code of Procedure of the Academic Senate of the Faculty of Arts of Charles University (first amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 14 June 2018. This amendment came into force on the day of approval of the Academic Senate of Charles University. It was approved on 19 October 2018 (ref. no 200/2018). The amendment to the regulation came into effect on the first day of the calendar month following the day it came into force, i.e. 1 November 2018.

An amendment to the Code of Procedure of the Academic Senate of the Faculty of Arts of Charles University (second amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 10 October 2019. This amendment came into force on the day of approval

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<sup>14</sup> This regulation was approved again by the Senate on 10 May 2017 with the incorporation of legislative technical changes in accordance with the objections of the legislative committee of the Academic Senate of the University dated 19 April 2017.

<sup>15</sup> Section 9(1b, point 2) of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 2 June 2017.

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of the Academic Senate of Charles University. It was approved on 29 November 2019 (ref. no 282/2019). The amendment to the regulation came into effect on the first day of the calendar month following the day it came into force, i.e. 1 December 2019.

An amendment to the Code of Procedure of the Academic Senate of the Faculty of Arts of Charles University (third amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 16 April 2020. This amendment came into force on the day of approval of the Academic Senate of Charles University. It was approved on 29 May 2020 (ref. no 105/e/2020). The amendment to the regulation came into effect on 1 July 2020.

This consolidated version is a document intended for internal use only. The Legal Services office of the Dean's Office of the Faculty is responsible for its accuracy.