

# **Charles University, Faculty of Arts**

## **Provision of the Dean no. 6/2017 Statutes of the Prague Centre for Jewish Studies Faculty of Arts, Charles University**

### **Part I Introductory Provision**

#### **Article 1 Basic Provisions**

1. The Prague Centre for Jewish Studies of the Faculty of Arts of Charles University (the “Centre” and the “Faculty”), abbreviated in Czech as PCŽS FF UK, was established by the Dean of the Faculty on 10 January 2012 and has been in existence since this date.
2. The Centre is an interdisciplinary platform geared to the study and research of Jewish history and culture. The Centre facilitates the coordination of educational and research activities in the area of Jewish Studies and related disciplines.
3. The Centre is an academic unit of the Faculty coordinated by the Centre’s Council. The Centre is not a department of the Faculty<sup>1</sup>. If not otherwise stipulated in this provision, other regulations, or a directive of the Dean, the Dean of the Faculty is the person authorized to make decisions in matters relating to the Centre.
4. This provision regulates the activity, organization, and financing of the Centre.

#### **Article 2 Mission and Activities of the Centre**

1. The basic mission of the Centre is to support the academic, pedagogical, and educational activities at the Faculty focusing on Jewish history and culture. The Centre provides a knowledge base for the professional and general public.

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<sup>1</sup> Article 17 of the Statutes of the Faculty, Section 27(1a) of Act no. 111/1998 Sb., on Institutions of Higher Education and on changes and amendments to other acts (the Higher Education Act), as amended

2. The Centre contributes to the implementation, maintenance, and development of Jewish Studies, an accredited study programme at the Faculty. The Centre facilitates the quality of teaching by coordinating faculty staff or external experts associated with the Centre. The Centre is committed to maintaining the accreditation of the Jewish Studies programme. The Faculty's Department of Near Eastern and African Studies (the "DNEAS") has provided a convenient link to the Centre via its web pages for subject areas financed or otherwise substantially backed by the Centre and listed in the Jewish Studies programme.
3. The Centre may also initiate commercial programmes directly related to the Jewish Studies programme and contribute to their implementation.
4. The Centre cooperates in fulfilling its mission with academic departments outside the Faculty and establishes and maintains contacts with Czech and foreign experts and institutions in the area of Jewish Studies. With respect to publicity, the Centrum also cooperates with the relevant social or other organizations, as well as other legal entities and individuals outside the Faculty. In all situations, the Centrum ensures that academic discourse is not burdened by political debate and does not promote any particular political interests.

## **Part II Organization of the Centre**

### **Article 3 Structure and Administration of the Centre**

1. The Centre's Council and Collegium manage, organize, and operate the Centre.
2. The Administrator ensures the administrative and technical functioning of the Centre.

### **Article 4 Centre's Council**

1. The Centre's Council (the "Council") has from six to nine members. The Chair of the Council and the Academic and Project Coordinator are always members of the Council; during the accreditation period for the Jewish Studies programme, also the guarantor of this programme.
2. The Chair of the Council represents the Centre when communicating with the Dean of the Faculty. The Chair coordinates the work of the Council members, convenes the Council's

meetings, and ensures the transparency of their work. The Chair is responsible for the due preparation of the annual report and submitting it to the Dean of the Faculty.

3. The Chair is deputized by the Academic and Project Coordinator as the Vice-Chair of the Council. If the position of Academic and Project Coordinator is vacant, the Coordinator's tasks are handled by the Chair of the Council for the period necessary during the vacancy. The Council members nominate the Chair and Vice-Chair from among the members. The designated Chair submits its nomination and the Vice-Chair's nomination to the Dean of the Faculty. The Dean of the Faculty may appoint a chair, vice-chair, and Council members other than those nominated. The Chair and Vice-Chair are not by virtue of their positions senior management, as defined in the labour laws<sup>2</sup>
4. The Academic and Project Coordinator coordinates and initiates the research and institutional (infrastructure) projects of the Centre, in particular:
  - a. In cooperation with the Grant Department of the Dean's Office, the Coordinator seeks out grant opportunities, supporting research, academic, conference, and publication activities, as well as institutional development, including instructional support;
  - b. The Coordinator consults potential opportunities with the Council, informs about specific issues, and recommends and initiates the submission of applications;
  - c. The Coordinator is responsible for the coordination of grant applications, in particular, for their content, with emphasis on relevance to the Centre's professional profile, academic excellence, and the strategic objective of the educational and creative activities of the Faculty;
  - d. When implementing projects, the Coordinator coordinates the fulfilment of their content, including the continuous and final reporting of their objectives in relation to the Faculty's management and grant providers;
  - e. The Coordinator assesses which existing research activities of the individual Faculty staff members in the area of Jewish studies are academically viable at the level of the Centre and from the standpoint of its medium-term profile;
  - f. The Coordinator contributes fully to the activities of the Centre also in the role of a grant project sponsor (co-sponsor) or grant administrator, provided that it is in accordance with its academic objective.
5. The members of the Council are appointed by the Dean of the Faculty from among the members of the academic community, or the head employees of the Faculty, as a rule, based on the proposals of the current Council or on their own initiative.
6. The term of office of the members of the Council is three years. Members may be appointed repeatedly. The term of office of a study programme guarantor for Jewish

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<sup>2</sup> Section 11(4) of Act no. 262/2006 Sb., the Labour Code, as amended

Studies in the role of a member of the Council is the same period as the performance of this position. The Dean may recall any member of the Council from their position for justifiable reasons, even prior to the end of their term of office. Membership in the Council also expires upon resignation of a member of the Council, delivered in writing to the Dean of the Faculty.

7. The members of the Council and other employees of the Faculty contributing to the activities of the Centre are assigned from an organizational and employment-law standpoint to their home base within the Faculty.
8. The Administrator is appointed by the Council. If this position is vacant, the members of the Council are responsible for the Administrator's tasks. Though not required, the Administrator may be a member of the Council. The Administrator ensures the administration and implementation of activities at the Centre, in particular:
  - a. Implementation of the Jewish Studies programme in those areas that exceed the ordinary administrative tasks carried out by the Department of Near Eastern and African Studies in the scope required for all study programmes at the Faculty;
  - b. Public relations, i.e. maintenance and the continuous updating of the web pages or social sites and promotion of the Centre and its activities;
  - c. In cooperation with the Academic and Project Coordinator, administration relating to the submission of grant applications and reporting on existing grants; the Administrator may contribute to grant projects even in the role of sponsor or co-sponsor, provided that it is in line with the Administrator's professional focus.
9. The head of the relevant faculty base to which the Administrator is assigned must agree with the activities of the Administrator for the Centre, and in accordance with this, the work must be adapted accordingly.
10. The Chair convenes and conducts the meetings of the Council, which must be held at least three times a year. The Council constitutes a quorum when at least two thirds of the members are present. Decisions are made with the agreement of a majority of the present members.
11. The members of the Council are obliged, in particular, to participate in the meetings of the Council and to actively contribute to the Centre's academic quality. Upon their appointment, members are obliged to uphold confidentiality with respect to the materials and information concerning the financial operations of the Centre, the project activities of the Centre, and know-how provided by the Faculty.
12. The Council
  - a. guarantees the pedagogical, research, and educational activities of the Centre;

- b. manages the activities of the Centre from a content and economic standpoint and proposes to the Dean of the Faculty any adjustments and changes to the operation of the Centre or the resolution of extraordinary circumstances;
- c. submits to the Dean of the Faculty proposals for cooperation with academic units, social and other organizations, as well as other legal entities and individuals as a part of the Centre
- d. prepares a proposal concerning Centre activities for each calendar year and submits it always by 30 November of the previous calendar year to the Dean of the Faculty:
- e. prepares a proposal concerning the Centre's budget for each calendar year and submits it always by 30 November of the previous calendar year to the Secretary of the Faculty;
- f. comments on the form of the documents needed for the instruction initiated and supported by the Centre and any evaluation of this, or at the Council's discretion, submits a recommendation for instructors and the manner of evaluation;
- g. monitors the evaluation of academic subjects initiated and supported by the Centre and proposes to the director of the Department of Near Eastern and African Studies or the head of another Faculty base any measures
- h. prepares the annual report on the activities of the Centre for each calendar year and submits it always by 31 March of the following calendar year to the Dean of the Faculty by way of the Chair of the Council.

## **Article 5**

### **Centre's Collegium**

1. The Centre's Collegium (the "Collegium") provides suggestions and proposals to the Council, especially for the long-term planning of the Centre's activities. The members of the Collegium support and promote the activities of the Centre and provide advice in relation to the planning of the Centre's activities. In particular, they comment on the quality and content of the Centre's academic and promotional activities. They may also contribute to the Centre's grant projects.
2. The Collegium is made up of leading Czech and foreign experts in Jewish Studies interested in the professional activities of the Centre. Though not required, the members of the Collegium may be members of the Faculty's academic community. The Collegium is chaired and convened by the Chair of the Council.
3. The Dean of the Faculty appoints the members of the Collegium based on proposals from the Council or on its own initiative.

4. The term of office of the members of the Collegium is five years, and members may be appointed repeatedly. In justified cases, the Dean may recall members of the Collegium from their position, even prior to the end of a member's term of office.
5. The members of the Collegium are informed of the convening of a Council meeting sufficiently in advance, and they may participate in the meeting. The Chair of the Council excludes members of the Collegium from participating in certain topics of a meeting when discussing confidential information.

### **Part III**

#### **Financing of the Centre**

##### **Article 6**

1. The activities of the Centre are financed from the Faculty's disposable resources and from domestic and foreign subsidies, grants, gifts, and income from commercial activities carried out by the Centre. Sponsoring and the commercial activities of the Centre must not be in contradiction with the ethical standards of the Faculty's academic community.
2. The Centre's activities are financed according to the approved budget, which is a part of the Faculty's budget. Use of the resources is possible only after approval of the whole Faculty budget. The Secretary of the Faculty decides on any deposit for the Centre's financed activities prior to approving the budget, and this is assumed especially with respect to external funds that will be provided during the specified accounting year prior to approving the Faculty's budget.
3. The Chair of the Council or the main sponsors of the projects responsible in relation to their providers are accountable to the Dean of the Faculty for the management of the funds allocated to the Centre's activities.

### **Part IV**

#### **Transitional and Final Provisions**

##### **Article 7**

##### **Transitional Provisions**

1. The Dean of the Faculty will ensure the establishment of the Centre's bodies in a structure corresponding to this provision by the effective date of this provision.

2. The Chair of the Council will submit to the Dean of the Faculty a draft budget and business plan for the calendar year 2017 within three months of the effectiveness of this provision. Priority will be given to the quality implementation of the Jewish Studies programme.
3. The Chair of the Council together with the Academic and Project Coordinator submits to the Dean of the Faculty the draft medium-term academic outlook approved by the Council no later than with the draft budget for 2018, in particular, the Centre's research profile, including an analysis of the project opportunities that the Council considers to be potentially relevant.
4. Until the separate Jewish Studies programme is accredited, this term will be understood as the Jewish Studies programme accredited as a part of the Historical Sciences programme.

### **Article 8 Final Provisions**

1. The Statutes of the Prague Centre for Jewish Studies from 15 January 2012, as amended in Amendment 1, ref. no. 228b/SD/2012 dated 31 May 2012, are hereby repealed.
2. This provision was deliberated in the Collegium of the Dean of the Faculty on 21 March 2017.
3. The Faculty's Academic Senate provided a positive assessment of the proposal for this provision on 13 April 2017.
4. This provision comes into force on 24 April 2017.
5. This provision comes into effect on 27 April 2017.

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