

**Student Ombudsmen**  
**Faculty of Social Sciences**  
**Charles University**

**Preamble**

The Student Ombudsman is the protector of the rights of university students at the Faculty of Social Sciences of the Charles University (hereinafter, “FSV UK”). The Ombudsman’s function is to ensure the rapid and effective resolution of a wide range of problems experienced by students. On the most basic level such problems may be communication difficulties and misunderstandings. They may also result from questions of unfairness and involve rights which all students and employees of the faculty have in connection with their studies and activities in the academic community. They may also involve other entities of the existing structure of the FSV UK. Student Ombudsmen will be supported by the Academic Senate of the FSV UK (hereinafter, “the AS FSV UK”) and, as needed, by the Faculty leadership.

**Article 1**  
**Basic provisions, authorities, standing, and activities**  
**of the Student Ombudsmen of the FSV UK**

1. The office of Student Ombudsman is established in each Institute of the FSV UK, as an entity supervised by the faculty within the structure of each Institute. Every Student Ombudsmen in each Institute will have the same agenda and authority.
2. The Student Ombudsman serves in each Institute for all levels of study (and thus is available to students enrolled in Bachelor’s, Master’s, and doctoral studies).
3. Ombudsmen shall be elected by students of the FSV UK whose studies are ongoing on the first day of the election (hereinafter, “the voter(s)”.)
4. An Ombudsman shall serve in office for a period of one year, beginning on the day following the end of the term in office of the previous Ombudsman.
5. Each of the five Institutes of the FSV UK shall have its own ombudsman, who is responsible to the Social Committee of the AS FSV UK. If a Social Committee has not been established by the AS FSV UK, then its function will be performed by the Legislative Committee of the AS FSV UK.
6. A Student Ombudsman shall function as a mediator, an advisor, and an initiator.
7. The advisory body for the Ombudsmen shall be the Senators of the AS FSV UK and the members of the various committees established by the AS FSV UK.
8. The duties of an Ombudsman are:
  - a) to deal with complaints by students who believe that their rights have been violated by an inappropriate action of an academic worker or other employee of the FSV UK,
  - b) to resolve conflicts which have not been possible to resolve in the usual ways, whether they are between students and academic workers or other employees of the FSV UK or between students themselves.
  - c) In a case where it is determined that the Code of Ethics of the Charles University has been violated, the Ombudsman shall submit the matter and all material connected with it to the Ethics Committee of the Charles University for consideration.
9. Ombudsmen shall help to investigate the situations mentioned above.

10. Ombudsmen do not have decision-making power, but shall contribute to the speedy resolution of conflicts.
11. An Ombudsman may, on the Ombudsman's own initiative, notify the FSV UK of improper behavior, a violation of norms, or other irregularities.
12. Ombudsmen must keep sensitive matters in confidence, which in the course of their activities come to their knowledge about the cases of complainants. They are, however, required to inform the Social Committee of the AS FSV UK in a general way about their activities and findings, although they must act without revealing information that could directly or indirectly lead to identification of individuals who figure in such cases. If a Social Committee has not been established by the AS FSV UK, then the Legislative Committee of the AS FSV UK shall exercise its competences.

## **Article 2**

### **Announcement and organization of elections**

1. Regular elections shall be held no later than the first month after the end of the term in office of the Ombudsman in each Institute.
2. Voting in a special election shall take place no later than sixty (60) days after the termination of the mandate of a particular Ombudsman.
3. Elections shall be announced by the Social Committee of the AS FSV UK by a decree issued no later than two months before the first day of voting. If no Social Committee has been established by the AS FSV UK, then the Legislative Committee of the AS FSV UK shall perform that duty. The content of the decree will include the date for submission of candidacies, the composition of the electoral commission, the voting place and manner of voting on-line, and the dates for the opening and closing of the various phases of voting.
4. The electoral commissions shall be formed by the official student associations in the individual Institutes of the FSV UK (specifically, the E-klub, Miroslava, SIMS, Politologický klub FSV UK and Studenti IKSŽ). An electoral commission shall have an odd number of members (and a minimum of three). It shall be in all cases be elected by the particular student association, and will proceed to ensure the organization and process of voting from the time it is elected. A candidate for Ombudsman shall not be a member of the electoral commission. The Social Committee (or as appropriate, the Legislative Committee) of the AS FSV UK will appoint one independent observer (a member of the AS FSV UK) to each electoral commission formed by the student associations.
5. A student in a Bachelor's, Master's, or Doctoral program of the FSV UK may nominate a candidate (hereinafter "candidate") for Ombudsman, providing that he or she delivers the nomination to the chair of the electoral commission of the individual Institute, on or before the date established by the student association, in a document filed in the office of the FSV UK or a scanned document sent by e-mail to the chair of the electoral commission). The nomination must contain:
  - a) precise identification of the person making the nomination (name, surname, student number, department of study, and year of study),
  - b) the handwritten signature of the person making the nomination,
  - c) precise identification of the candidate (name, surname, student number, department of study, and year of study),
  - d) the consent of the candidate signed by his or her hand,
6. A student may nominate herself or himself as a candidate.
7. A candidate must be a student of the FSV UK in a Bachelor's, Master's, or doctoral program of study, in either an in-person or a distance-learning study program.
8. If no student in an Institute decides to be a candidate, the Senator for the Institute in the student chamber of the AS FSV UK (hereinafter, "the student chamber") shall be the candidate. In a case

where an Institute has more than one representative in the student chamber, the representatives shall elect the ombudsman from among themselves.

9. The chair of the electoral commission shall collect the nominations, ensure that the candidates fulfill the established conditions for candidacy, and prepare a ballot listing the candidates in alphabetical order.
10. The chair of the electoral commission shall publish the list of candidates on the web pages of the FSV UK no less than fourteen (14) days before the first day of voting. The electoral commission in each Institute will then ensure the preparation of a ballot using the electronic voting application of the Charles University.

### **Article 3 Voting**

1. Voting shall proceed on the days established by the student association, which will mutually agree on the specific dates. Voting shall last no less than forty-eight (48) hours and be in electronic form.
2. The voter shall indicate his or her choice of candidate in the system by marking the ballot for one candidate. The system shall not allow voting for more than one candidate.
3. In a case where a voter is studying in more than one Institute, he or she may vote for a candidate in each of them.

### **Article 4 Computing and announcing the results**

1. The results of the elections shall be communicated without delay after the end of voting to the chair of the electoral commission. The electoral commission shall then rank the candidates in the order of the valid votes they received in each institute. In case of a tie in the vote, the winning candidate will be selected by drawing lots, which will be done by the electoral commission.
2. The Ombudsman for each Institute will be the candidate who receives the largest number of votes in that Institute. Other candidates will be named as alternates to the position of Ombudsman in the order of the number of votes they receive.
3. The electoral commission shall prepare a protocol of the process of the election and its results.
4. The protocol of the election and its results must contain:
  - a) the total number of voters in the given Institute,
  - b) the number of voters who voted,
  - c) the number of valid votes received by each candidate,
  - d) the rank order of the candidates according to the number of votes they received, and
  - e) any other information about the process of voting that the electoral commission deems relevant.
5. The protocol shall be given by the chair of the electoral commission to the Social Committee of the AS FSV UK no later than forty-eight (48) hours after the end of voting. If a Social Committee has not been established by the AS FSV UK, the Legislative Committee of the AS FSV UK shall have this responsibility. The Social Committee (or the Legislative Committee) must announce the results of the voting immediately after receiving the protocol on the web pages of the particular Institute, after which the names of all five elected ombudsmen shall be made available on the web pages of the FSV UK.

**Article 5**  
**Termination of the mandate of an ombudsman and alternate ombudsmen**

1. The mandate of an Ombudsman shall immediately terminate:
  - a) on delivery to the chair of the appropriate student association of the FSV UK of the Ombudsman's written expression of his desire to give up the mandate,
  - b) on the expiration of the Ombudsman's term in office,
  - c) on the completion of the Ombudsman's studies at FSV UK.
2. An Ombudsman may be recalled from his or her position for reasons of inactivity or incompetent performance of duties. The Social Committee of the AS FSV UK (or if that committee has not been established by the AS FSV UK, the Legislative Committee of the AS FSV UK) shall decide upon recall.
3. In a case where the mandate of an Ombudsman terminates before the end of his or her term in office, the alternate who received the largest number of votes in the election shall replace the Ombudsman.
4. In a case where there is no alternate, an early election shall be held in accord with these provisions to select a new Ombudsman for the remainder of the former Ombudsman's term of office.
5. If an early election is held, one of the student senators from the particular Institute shall perform the duties of the Ombudsman in the period before the election.

Approved by the AS FSV UK in Prague, June 15, 2021.