



Guidelines

on the use of institutional stamps of the Faculty of Arts of Masaryk University

specifying the essential requirements defined by MU Faculty of Arts Directive No. 2/2022 On the methods and principles of internal and external communication

Last update of the guidelines: 2 August 2023

Basic starting points

The aim of the Faculty of Arts of Masaryk University (hereinafter referred to as "FF MU" or "Faculty") is to communicate externally as a serious institution that values aesthetic values and presents itself as an integral part of Masaryk University as a whole. FF MU Directive No. 2/2022 On the methods and principles of internal and external communication in Article 4 (2) stipulates the obligation to observe the university's Unified Visual Style requirements when communicating on behalf of the Faculty.

Such communication also includes institutional stamps. The form and method of making and using them are defined in these guidelines based on the principles of the Unified Visual Style of MU and the applicable legislation of the Czech Republic.

Mandatory form of the stamp

All stamps are made only in the Czech version, on plates of **58 × 22 mm**, use **blue ink**, and are provided with a **registration number**.

The stamps of the Faculty as a whole, used mainly by the dean's office, have the following form:



The stamps of official Faculty units (especially academic sub/departments according to the organizational structure) have the following form:



The name of the sub/department may be supplemented by an unofficial sub-level (division, journal, research project, etc.) as follows:



Round (official) stamps

The use of round stamps with the state emblem is governed by Sections 5 and 6 of Act No. 352/2001 Coll. on the use of the state symbols of the Czech Republic and may be used only on decisions and other documents certifying important facts issued in the execution of state power delegated to the University by law.

For the purposes of verification (second copies) of diplomas and diploma supplements, certificates of completion of accredited educational programs, decisions related to studies, etc., the Faculty has a single round stamp, which is stored at the head of the Office for Studies of the MU Faculty of Arts.

For the purposes of expert activities of the Faculty as an expert institute, the Faculty has a single round stamp, which is stored at the Dean's assistant and can only be used for expert opinions that are also subject to electronic registration in the system of the Ministry of Justice of the Czech Republic.

Production of new stamps

The graphic preparation of new stamps and their ordering is provided exclusively by the MU Faculty of Arts Office for External Relations. Please send your requests to propagace@phil.muni.cz.

Register of stamps

All institutional stamps are subject to registration by the MU Faculty of Arts Office for External Relations in cooperation with the Dean's Office Secretariat. The person responsible for its use is registered for each stamp with a unique registration number.

A handover protocol also records the delivery of a new stamp/plate.