


Ministerstvo školství, mládeže a tělovýchovy registrovalo podle § 36 odst. 2 zákona č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách), dne 17. října 2017 pod čj. MSMT-28266/2017 Statut Vysoké školy technické a ekonomické v Českých Budějovicích.

Internal regulation of the Institute of Technology and Business in České Budějovice					
STATUTE OF INSTITUTE OF TECHNOLOGY AND BUSINESS IN ČESKÉ BUDĚJOVICE					
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Related regulations:	Act No. 500/2004 Coll., as amended Act No. 513/1991 Coll., as amended Act No. 40/2009 Coll., as amended				
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Distribution list	ITB employees and students				
					
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**STATUTE OF
INSTITUTE OF TECHNOLOGY AND BUSINESS IN ČESKÉ BUDĚJOVICE
AS OF 17 December 2017**

PART I.

BASIC PROVISIONS

**Section 1
General provisions**

- (1) The Institute of Technology and Business in České Budějovice (hereinafter referred to as "ITB") is a public college which is a part of a group of higher education institutions of the Czech Republic.
- (2) ITB was established by the Act No. 162/2006 Coll. According to the Act No. 111/1998 Coll., on Higher Education Institutions and on Modifications and Supplements to other Acts (Higher Education Act), as amended, its name in Czech is "Vysoká škola technická a ekonomická v Českých Budějovicích". In official external and internal relations, the acronym "ITB" can be used. The equivalent is the "Institute of Technology and Business in České Budějovice" ("ITB") in English, "Техническо-экономический институт г.Чешские Будейовице" ("ТЭИ") in Russian, "Hochschule für Technik und Wirtschaft in Budweis" ("HTW") in German, and "南捷克州科技商业大学" in Chinese.
- (3) ITB address is Okružní 517/10, České Budějovice, organization's ID: 75081431, Tax Identification Number: CZ75081431, internet domain: vstecb.cz.

**Section 2
Mission and activity**

- (1) ITB mission is defined in Article 1 of the Act.
- (2) ITB implements accredited study programmes and lifelong learning programmes, carries out creative and publishing activities, and creates conditions for the cooperation with economic and industrial sector.
- (3) ITB carries out publishing and editorial activities related mainly to scientific and pedagogical activities of its academic community, and carries out supplementary activities to fulfil the purposes for which it was established.
- (4) ITB cooperates with Czech and foreign higher education institutions, research and scientific institutions, and other subjects.
- (5) ITB has the right to award academic degrees and to award honorary academic degree doctor honoris causa.

Section 3 Academic Freedom

- (1) ITB guarantees academic rights and freedom under Section 4 of the Act, in particular the freedom of scientific research, artistic creation, teaching and the right to learn.
- (2) Freedom of scientific research includes, in particular, the formulation of problems, selection of methodology, as well as the evaluation of the research and their publishing.
- (3) In the context of the fulfilment of teaching tasks resulting from the study programmes and plans, freedom to teach includes organization of lectures, their content and methodology, as well as the right to express scientific opinion.
- (4) The right to learn is subject to the meeting the conditions resulting from the study and examination rules and includes mainly the free choice of lectures, the choice of teacher while meeting the conditions of Section 62 Article 1 c), the right to determine the focus of the own choice during the study, as well as to draft and publish own scientific opinions.

PART II.

ORGANIZATION AND ACADEMIC COMMUNITY

Section 4 ITB Academic Community

- (1) ITB Academic community consists of its academic workers and students.
- (2) ITB Academic community shall be a joint and integral guarantor of academic rights and freedom for each of its members. At the same time, each member of ITB academic community is obliged to defend and develop these rights and freedom.
- (3) ITB shall support the activities of scientific, expert, professional, student, trade union, and other interest groups grouping the members of ITB academic community whose activities help to fulfil the mission of ITB, and shall assist such groupings.
- (4) ITB shall take into account the needs of the members of its academic community and employees with special needs, and shall take appropriate measures to provide opportunities for their employment.
- (5) Members of ITB academic community are obliged to comply with ITB regulations and respect the goodwill of ITB.
- (6) The breach of the obligation to respect the goodwill of ITB especially refers to the breach of the rules of academic work at ITB.
- (7) ITB academic community is convened to discuss significant issues or measures taken within the ITB, namely in relation to the election of ITB Academic Senate members, proposal for appointment of the Rector and his/her removal from the post, or because of ceremonial acts.
- (8) The Rector has the right to convene a meeting of the ITB academic community.

- (9) In addition to the provisions of Section 4 of the Act, the members of the academic community have the right to attend meetings of the Academic Senate and Academic Council, unless the meetings of the Academic Council are announced closed or unless provided otherwise by the law.

Section 5

Self-governing academic bodies and other bodies of ITB

- (1) Self-governing academic bodies of the ITB include:
- a) Academic Senate,
 - b) Rector,
 - c) Academic Council,
 - d) Council for internal evaluation,
 - e) Disciplinary Board.
- (2) Other ITB bodies are:
- a) Management Board,
 - b) Bursar.

Section 6

ITB Academic Senate

- (1) The position of the Academic Senate (hereinafter referred to as “Academic Senate”), its establishment and activities are specified in Section 8 and 9 of the Act.
- (2) The election and conduct of the Academic Senate is governed by the internal regulations “Code of Electoral Procedure for the Academic Senate of ITB” and “Rules of Procedure for the Academic Senate of ITB”.
- (3) Membership in the Academic Senate and the performance of the office of the Academic Senate member are irreplaceable and incompatible with the functions of rector, vice-rector, bursar, and the director of the college institute.
- (4) The term of office of the Academic Senate is for three years.

Section 7

Rector

- (1) The ITB is headed by the Rector, whose legal status and competence is given by the law, this statute and internal regulations of the ITB.
- (2) The procedures and adoption of resolutions on a proposal of the appointment for the Rector, or a proposal for his/her removal are governed by the Rules of Procedures for the Academic Senate of ITB.
- (3) The term of office of the Rector shall commence on the date on which the Rector was appointed to this position.

- (4) Vice-rectors, bursar, directors of the faculties, and other employees are directly responsible for their activities to the Rector, as determined in the ITB Organizational Rules.
- (5) The Rector shall set up other advisory bodies if necessary.

Section 8 ITB Academic Council

- (1) After the approval of the Academic Senate, the members of the ITB Academic Council (hereinafter referred to as "Academic Council") are appointed and removed by the Rector, who is a Chairperson of the Academic Council.
- (2) The Rector may appoint permanent guests of the Academic Council, who participate in the meetings in an advisory capacity.
- (3) The membership in the Academic Council expires:
 - a) On the day of the delivery of written announcement by which the member renounces its membership in the Academic Council, the Rector;
 - b) On the day on which the Rector's proposal for the removal of a member of the Academic Council was approved by the Academic Senate;
 - c) By the expiration of the period for which the member was appointed.
- (4) The rules of meetings and procedure of the Academic Council are determined by the Rules of Procedure of the Academic Council of ITB.

Section 9 Internal Evaluation Board of ITB

- (1) Pursuant to Section 6 of the Act, ITB self-governing powers include, among other activities, internal evaluation of the quality of educational, creative, and the related activities, which is ensured by the Internal Evaluation Board of ITB (hereinafter referred to as "Internal Evaluation Board") in accordance with Section 12a of the Act.
- (2) The Chairperson of the Internal Evaluation Board is the Rector.
- (3) The Chairperson of the Academic Senate is a member of the Internal Evaluation Board.
- (4) Other members of the Internal Evaluation Board are appointed by the Rector.
- (5) The detailed procedure of the members' appointment, meetings, procedure, and the length of the term of office of the Vice-Chairperson and members of the Internal Evaluation Board is governed by the Statute of the Internal Evaluation Board of ITB.

Section 10 Vice-rectors

- (1) The Vice-Rectors shall act on behalf of the Rector to the extent specified by him / her.
- (2) The Vice-Rectors are appointed and removed by the rector after the pronouncement of the Academic Senate.
- (3) The Vice-Rectors are responsible to the Rector for their activities to the specified extent. The number of vice-rectors and their obligations are specified in the Organizational Rules of ITB.
- (4) The Vice-Rectors shall act on behalf of ITB in administrative matters and shall act in managerial and other relations to the specified extent.

Section 11 Disciplinary Board of ITB

- (1) In disciplinary proceedings, disciplinary offences of students are cases giving the right to expel a student from the study pursuant to Section 67 of the Act.
- (2) The members of the Disciplinary Board are appointed and removed by the Rector with a prior consent of the Academic Senate from the members of the Academic Community. Students represent 50 % of the members of the Disciplinary Board.
- (3) Terms of office of the Disciplinary Board members is 2 years.

Section 12 Management Board of ITB

- (1) The establishment, legal status, and competence of the Management Board of ITB (hereinafter referred to as "Management Board"), which has 9 members, are determined by Sections 14 and 15 of the Act.
- (2) The members of the Management Board are appointed and removed by the Minister of Education, Youth and Sports (hereinafter referred to as the "Minister") after the prior discussion with the Rector.
- (3) The election of the Chairperson of the Management Board, its meetings and procedure is governed by the Statute of the ITB Management Board registered by the Minister.

Section 13 Bursar

- (1) The Bursar is responsible for the management and internal administration of the ITB and shall represent it in commercial, economic, administrative and civil matters to the extent specified by the Rector's provision.

- (2) The Bursar is appointed and removed by the Rector and reports directly to him / her.
- (3) The Bursar cooperates with the Vice-Rectors and the directors of the individual sections in the performance of his / her tasks and is entitled to assign tasks to the secretaries of the faculties in the economic and internal administration matters which they are responsible for, and monitor the execution of such tasks.

Section 14 **College faculties and special-purpose facilities**

- (1) In accordance with the law, college faculties carry out creative activities and also participate in implementing the study programmes offered.
- (2) The rules of functioning and internal division of the higher education institution are governed by the Statute of the higher education institution and the Rules of Procedure of the Academic Council of the institute.
- (3) The Academic Senate decides on the establishment, merging, division or dissolution of faculties and special-purpose facilities upon the Rector's proposal.

PART III.

STUDY AT ITB

Section 15 **Study programmes**

- (1) ITB implements study programmes (Section 2 Article 5 and Sections 44 - 46 of the Act). In preparation and implementation of study programmes, it is necessary to ensure the effective use of resources and the related level of interconnection and mutual continuity of educational activities.
- (2) Study plans determine the time and content sequence of courses, their form and the evaluation method of the outcomes (Section 44 Article 3 of the Act).
- (3) Study programmes are subject to institution accreditation or study programme accreditation.

Section 16 **Admission to study and course of study**

- (1) The conditions of admission to study, the requirements of the admission procedure and course of study are specified in Sections 48 - 57 of the Act, [PAttachment 1](#) , Study and Examination Rules of ITB and internal regulation.

- (2) The conditions of admission to study and the course of study for foreigners within international programmes and the programmes of the European Union are determined by the relevant programmes. The Rector decides on the admission to study. The conditions of study and its recognition are determined by the relevant programme.
- (3) The conditions of foreigners' admission to study, with the exception of the cases specified in Article 2 are determined by the relevant internal regulations.

Section 17 **Fees related to study**

- (1) ITB shall determine the fees related to the admission procedure and study.
- (2) Specification of the type of fees, calculation of their amount, due date, form of payment, as well as other conditions for their application are determined in [Attachment 2](#) under the title Fees related to study.
- (3) Reasons for reduction, waiving or postponing the due date of fee payment related to study are especially results of study, difficult health or social situation of a family, and family-related reasons.

Section 18 **Lifelong learning**

- (1) Within its educational activities, the ITB provides education free of charge or against payment in the lifelong learning programmes in accordance with Section 60 of the Act.
- (2) Further conditions of lifelong learning are determined by the internal regulation of the Rules of Lifelong Learning of ITB.

Section 19 **Students**

- (1) The applicant for study in a study programme implemented by the ITB becomes a student on the day of the enrolment for the study. The person whose study was interrupted pursuant to regulations of Section 54 of the Act becomes a student on the day of the re-enrolment for the study.
- (2) A person ceases to be a student on the day of the termination of the studies in accordance with Section 55 Article 1 and Section 56 Articles 1 and 2 of the Act or by the interruption of the study in accordance with Section 54 of the Act.
- (3) Students' rights and obligations are regulated by Sections 62 and 63 of the Act. Each student is particularly obliged to fulfil their duties in person, duly, honestly, refrain from any deception, comply with the Code of Ethics of ITB students, and respect the rights and legally protected interests of the ITB.

- (4) Decisions on the rights and obligations of a student, which are exhaustively defined in the provisions of Section 68 Article 1 of the Act, must be made in writing, including the reasons and instructions on the possibility of appeal, and must be delivered to the student “by hand”. The possibilities of the methods of substitute delivery in cases stipulated by law are determined by this Statute.
- (5) The Rector decides on the rights and obligations of students pursuant to Section 68 of the Act.
- (6) A student may appeal against a decision within 30 days from the day of the proper delivery of the decision in the matters specified in the provisions of Section 68 Article 1 of the Act; the expiry of the time limit is governed by the Act No. 500/2004 Coll., the Administrative Code, as amended. The appeal is submitted to the Rector. The appeal shall have suspensory effect.
- (7) The Rector may change or cancel the decision that was made in violation of legislation or ITB regulations.

Section 20 Scholarships

- (1) ITB students may be awarded scholarships.
- (2) The rules for awarding scholarships for the students are stipulated in the internal regulation ITB Scholarship Regulation in accordance with the law.

Section 21 Delivery of documents and official notice board

- (1) In proceedings pursuant to Section 50 of the Act, the ITB can deliver the applicants the decisions via the electronic information system available from is.vstecb.cz provided that the application for admission to study has been complied with and the applicant has agreed with this way of delivering the decision via the application form prior to the delivery.
- (2) The decisions in the matters specified in Section 68 Article 1 a), b) and d) of the Act, by which the application is granted, and the decisions in the matters specified in Section 68 Article 1 e) of the Act are delivered via the ITB electronic information system.
- (3) ITB publishes the information on the Notice Board in a manner allowing remote access at www.vstecb.cz/urednideska.

**PART IV.
ACADEMIC STAFF AND OTHER EMPLOYEES**

**Section 22
Academic staff**

- (1) Pursuant to Section 70 Article 1 of the Act, academic workers are considered the ITB employees performing pedagogical and creative activities in accordance with the agreed type of work within their employment. The specification of the functions of the academic workers are determined by the ITB Organizational Rules.
- (2) On the basis of the Agreement on work performed outside employment, other expert may participate in teaching activities.

**Section 23
Visiting professors**

- (1) Visiting professors may act at ITB in a position similar to the position of academic workers.
- (2) A visiting professor shall act at ITB either within a limited period of time (in particular during their creative leave) or to an agreed extent for a longer period of time for which they participate in ITB's academic activities, while still working for their home institution.
- (3) Employment relations of visiting professor shall be addressed in employment contracts.
- (4) Visiting professors can be members of the Committee for State Final Exams only if they meet the conditions stipulated by law.
- (5) A visiting professor is not a member of ITB academic community.

**Section 24
Selection procedures at ITB**

- (1) The positions of academic workers at ITB shall be filled on the basis of a selection procedure. It is possible to refrain from a selection procedure under the conditions specified in Section 77 of the Act and in the cases stipulated by internal regulations.
- (2) Selection procedure can be organized also in case of hiring experts and other ITB employees.
- (3) The details on selection procedure are described in the Rules for Selection Procedure for filling the positions of ITB academic workers. The Rules for Selection Procedure for Filling the Positions of ITB Academic Workers shall apply mutatis mutandis to the selection procedures organized pursuant to [Article 2](#).

Section 25

Other employees at ITB

- (1) Besides the members of the ITB academic community, there are other employees at ITB participating in the educational and creative activities or ensuring other professional, administrative, economic, and technical activities in order to fulfil the ITB mission.
- (2) The remuneration of employees specified in [Article 1](#) is governed by ITB Internal Wage Regulations.

Section 26

Code of Ethics of Employees

- (1) ITB academic workers and other employees are obliged to respect the goodwill of ITB and comply with the Code of Ethics of ITB employees.

PART V.

ORGANIZATIONAL STRUCTURE AND MANAGEMENT

Section 27

ITB Budget

- (1) ITB shall establish and manage its budget. The budget for a calendar year must not be drawn up as deficit.
- (2) ITB budget consists of current and capital expenditures ([Attachment 3](#)).
- (3) The ITB budget is submitted by the Rector and approved by the Academic Senate and the Management Board for a period starting from 1 January to 31 December of a calendar year. After 1 January, budget management is subject to provisional budget until the ITB budget is approved. Under the provisional budget, expenditure up to one-twelfth of the expenditure in the previous year can be made. The Rector is authorised to take the necessary measures to ensure budgetary management. Budget revenue and expenditure incurred at the time of provisional budget shall be accounted to the ITB budget after its approval.
- (4) The use of funds at ITB is governed by the rules of management ([Attachment 3](#)).
- (5) The allocation of ITB revenues shall take into account the achieved results in educational activities, the strategic plan of educational and creative activities, and annual implementation of ITB strategic plan, the type and financial costs of accredited study programmes and lifelong learning programmes, and the number of students. The allocation of funds intended for science, research, and innovations shall take into accounts the results achieved in scientific, research, and innovation activities and their complexity.

Section 28

ITB property and its handling

- (1) ITB owns property and assets necessary to perform the activities for which it was established and for the tasks performed within its complementary activities.
- (2) When disposing with the ITB property, namely in terms of acquisition and transfer of such property, the person acting and deciding on behalf of the ITB:
 - a) The Rector in matters specified in Section 15 Article 1 a) - d) of the Act and in handling with donations and objects of cultural value, as well in the matters specified by him / her.;
 - b) The Bursar to the extent specified by the Rector's provisions.
- (3) ITB management rules are specified in Attachment 3.
- (4) Provided that the conditions of the Act are met, ITB may put monetary and non-monetary deposits into legal persons. Detailed conditions and procedure are regulated by the internal regulation.

Section 29

Organizational structure

- (1) In accordance with Section 2 Article 5 of the Act, ITB is not divided into university faculties.
- (2) The competences of individual departments and other divisions is given by the internal regulation "ITB Organizational rules".

PART VI.

INTERNAL REGULATIONS AND STANDARDS

Section 30

Internal regulations and standards

- (1) ITB internal regulations are the regulations specified in Section 17 article 1 of the Act.
- (2) Internal standards include:
 - a) Measurements and
 - b) Rector's provisions.

PART VII.

Section 31

Annual reports, evaluation of activities, and long-term plan

- (1) ITB is obliged to prepare an annual report on ITB management and activities in the form of a non-periodic publication and submit it to the Ministry of Education, Youth and Sports after the prior approval of the Academic Senate in the form and dates specified in the Minister's regulation.
- (2) The basic contents of the reports specified in [Article 1](#) are stipulated by the law.
- (3) ITB is obliged to conduct internal evaluation of the quality of the educational, creative and the related activities under the conditions stipulated by Section 77b of the Act. Evaluation of the activities consists in regular evaluation of the efficiency of the ITB, the level of educational, research and development activities, as well as the use of available resources.
- (4) The report on the internal evaluation of the quality of educational, creative and the related activities is approved by the Academic Senate (Section 9 Article 1 e) and then published along with the annual report on the ITB activities. The approval of the internal quality evaluation reports is a part of the annual report.
- (5) The ITB is obliged to publish the strategic plan of its educational and creative activities including the annual plan of its update in the form and date specified by the minister. The strategic plan is published after its discussion with the Academic Council and the Ministry and after its approval by the Academic Senate and the Management Board.
- (6) The annual reports specified in Article 2, internal evaluation of the quality of educational, creative and the related activities according to Article 3 and the strategic plan of educational and creative activities including the annual plan of its implementation in accordance with Article 7 are published on the Official Notice Board.
- (7) Other ITB obligations are stipulated by Section 21 Article 1 of the Act. Further conditions are determined by the Rectors provisions as necessary.

PART VII.

SYMBOLS OF ITB AND ACADEMIC CEREMONIES

Section 32

Insignia, academic dress

- (1) The external expression of the dignity, authority and responsibility of the Rector, Vice-Rectors and the Chairperson of the Academic Senate on formal occasions are the ITB academic insignia (ceremonial mace and academic chains of office) and academic dress.
- (2) The rules for using academic insignia and academic dress, as well as for academic ceremonies at ITB are determined by the internal standard Academic ceremonies and insignia.

Section 33

Academic ceremonies

- (1) The Rector is installed in the office usually by a ceremonial inauguration attended by members of the relevant academic community and invited guests. On this occasion, the newly elected Rector shall speak inaugural speech.
- (2) Matriculation is a solemn act of admitting students to a status of ITB students.
- (3) Graduation is a solemn act in which the Rector with the Vice-Rectors and the Chairperson of the Academic Senate hand in a university diploma static the academic title and the Diploma Supplement to the graduates in the study programmes. The course of the graduation for awarding honorary doctor's degree Doctor honoris causa is determined by the Rector.
- (4) The order of inaugurations, matriculation and graduation is determined by the Rector.

Section 34

Honorary academic degrees, medals and awards

- (1) At ITB, honorary academic degrees, medals and awards are awarded to the employees and other persons who made significant contribution to its development or development of science and general education.
- (2) For awarding honorary doctor's degree ("doctor honoris cause"), an outstanding personality can be proposed, whose creative contribution to the development of science and culture is internationally recognized. Awarding honorary doctor's degree (doctor honoris causa) and the ITB medal is approved by the Academic Council upon the Rector's proposal.
- (3) The awards specified in Article 1 do not create any property claims.
- (4) Further details on awards specified in Article 1 are determined by internal standard.

PART VIII

FINAL PROVISIONS

- (1) Attachments to the Statute:
 - a) Attachment 1 – Conditions for admission to study and submitting applications,
 - b) Attachment 2 – Fees related to study,
 - c) Attachment 3 – Rules of management,
 - d) Attachment 4 – Parts of ITB.
- (2) This Statute repeals the ITB Statute registered by the ministry on 27 Augusts 2012 under the registration number 34 578/2012, as amended.
- (3) This Statute was approved pursuant to Section 9 Article 1 b) (3) of the Act by the Academic Senate on 27 July 2017.
- (4) This Statute shall come into force according to Section 36 Article 4 of the Act on the day of its registration by the Ministry.

Prof. Ing. Marek Vochozka, MBA, Ph.D., m. p.
rector

Attachment 1

CONDITIONS FOR ADMISSION TO THE STUDY AND METHOD OF APPLICATION

Section 1

Basic conditions for admission to study

(1) The conditions for admission to study in a degree programme (Section 44 to 46 of the Act) shall be submitted to the Academic Senate for approval by the Rector (Section 9 (1) (g) of the Act).

(2) Admission to a Bachelor's or Master's degree program is conditional on the completion of secondary education with a school-leaving examination.

(3) Admission to the Master's degree program, which is a follow-up to the Bachelor's degree program, is also subject to the proper completion of studies in any type of degree program.

(4) Admission to study, including the degree programs for the current academic year, shall be regulated by the Rector's measures.

Section 2

Other admission conditions

1. The ITB may determine additional conditions for admission to study in a degree programme concerning certain knowledge, abilities, prerequisites or results from a secondary school or a higher professional school or university. In addition, it may determine the maximum number of students admitted. If the higher number of applicants fulfils the conditions for admission to study, the ranking of the best is decisive.
2. The fulfilment of the conditions for admission to study may be verified in the admission procedure, which includes a written examination, or a written and oral examination, if so determined by an internal standard.
3. If the condition under Article 2 is met, the internal standard shall also determine the course of the entrance examination.
4. If the applicant applies for admission to a Bachelor's degree program or a Master's degree program that is not linked to a Bachelor's degree program, the applicant who obtained a foreign secondary education by completing a secondary ed-

education program at a foreign secondary school, an international secondary school, at a European school operating under the Convention defining the Statute of the European Schools or at a school where the Ministry has authorized compulsory schooling under the Education Act, demonstrates the fulfilment of the condition of achieving secondary education with a secondary school-leaving exam:

- a) evidence of general recognition of the equivalence or validity of a foreign certificate of secondary education in the Czech Republic obtained under the Education Act or under previous legislation,
 - b) the European Baccalaureate award diploma or
 - c) a foreign certificate of foreign secondary education with a school-leaving exam if it is automatically equivalent in the Czech Republic according to its international obligations without further official procedure.
5. If the applicant applies for admission to the Master's degree program, which is a follow-up to the Bachelor's degree program, the applicant who obtained foreign higher education by completing his / her university degree study at a foreign higher education institution shall prove fulfilment of the third sentence or Section 48 Article 3 of the Act:
- a. evidence of general recognition of foreign higher education in the Czech Republic, obtained pursuant to Section 89 and 90 of the Act or under previous legislation, or
 - b. a foreign document proving foreign higher education, which is equivalent in the Czech Republic according to its international obligations without further official procedure.
6. The condition of the procedure under Articles 4 and 5 is to obtain ITB institutional accreditation for at least one area of education and provided the other conditions set out in Section 48 (6) of the Act are met.
7. The conditions for the admission of foreigners to study in a degree programme must enable fulfilment of obligations arising from international agreements by which the Czech Republic is bound. In the case that it is not a degree programme in a foreign language, a Czech language examination may be set as a condition for admission to study.

Section 3

Publication of conditions and deadlines for admission to study

(1) ITB shall publish sufficiently in advance, but at least four months, the deadline for the submission of study applications and the manner of their submission, the conditions for admission to study, the deadline and the method of verification of their fulfilment, and, if the verification includes an entrance examination requirement, then also the form, framework content and evaluation criteria.

(2) All the information referred to in Article 1, including information relating to the application for study (hereinafter referred to as the “Application”), shall be published in the public part of the ITB website.

(3) If the degree programme is granted accreditation, ITB does not have to comply with the four-month deadline for submitting applications for study in order to maintain the beginning of the academic year. In such a case, the deadline for submitting applications for study may be shorter, but at least one month (Section 49 (6) of the Act).

Section 4

Admission procedure

(1) The application shall be submitted electronically, unless the internal standard provides otherwise. Only the applicant who applies to study is a participant in the admission procedure.

(2) The application shall be submitted within the deadline set by ITB. In exceptional cases, the Rector decides on the acceptance of the application at a later date.

(3) The Attachments to the application, the supplementing of documents, the method of removing deficiencies in the applications and the method of payment of the fee for acts connected with the admission procedure shall be laid down in an internal standard.

Section 5

Decision on admission to study

(1) The Rector decides on admission to the degree programme.

(2) The decision must be issued within 30 days from the end of the collection of applications for admission to study. Pursuant to Section 49 (5) of the Act, ITB shall not be obliged to notify the applicant of the possibility of commenting on the background of the decision before issuing a decision on the matter. The method of service is specified in Section 21 of the Statute.

(3) The applicant has the right to inspect the file only after the decision has been notified. Instead of allowing access to the file, ITB may provide the applicant with a copy of the file.

Section 6 Appeal procedure

1. The applicant may appeal against the decision within 30 days from the date of its notification.
2. The administrative appeal body is the Rector.
3. The Rector reviews the compliance of the contested decision and the proceedings preceding the issuance of the decision with the legal regulations, internal regulations of ITB and the determined conditions of admission to study.

Attachment N. 2

STUDY FEES

Section 1 Introductory provisions

- (1) Study fees are understood:
 - a) fee for acts related to the admission procedure under Section 58 (1) of the Act (hereinafter referred to as the “admission fee”),
 - b) study fee under Section 58 (3) of the Act (hereinafter referred to as the “Extended Study Fee”),
 - a) study fee in a study program in a foreign language under Section 58 (4) of the Act.

Section 2 Definition of some terms

- (1) The standard length of study given for an accredited study program in which a student is enrolled is the standard length of study; it is assessed separately for a particular study program and starts on the day of enrolment for studies.
- (2) Previous bachelor study program means a bachelor study program, on the basis of which the student was admitted to the follow-up master study program.

Section 3 Admission fee

- (1) Applicants are obliged to pay the admission procedure fee in programs accredited at ITB.
- (2) The admission procedure fee is payable at the latest on the day of application for study.
- (3) The admission procedure fee is always paid for each application, unless the Rector stipulates otherwise.
- (4) The admission fee is 20% of the base determined pursuant to Section 58 (1) of the Act, rounded down to the whole ten crowns down.

Section 4 Extended study fee

- (1) An extended study fee is payable by a student who has been studying in a degree program longer than the standard length of study plus one year.
- (2) In order to assess the extended period of study, all periods completed by the student in all bachelor's or master's degree programs completed otherwise than in accordance with Section 45 (3) or Section 46 (3) of the Act shall also be included in the period of study, unless Termination The student duly completed a study program of the same type. Periods in which a student studied in such study programs or in such

study programs and in the current study program concurrently are counted only once for the period of study. However, the recognized period of parenthood shall first be deducted from the total period of study calculated under this Article.

- (3) The period during which the study was interrupted is not included.
- (4) For each additional six months of commenced study, the fee for the extended period of study shall be six times the base determined pursuant to Section 58 (2) of the Act, rounded to the number divisible by six. If the fee calculated under the preceding sentence is less than CZK 15,000, the fee is set at CZK 15,000.

Section 5

Input data for setting fees for extended study periods

- (1) The input data for determining the obligation to pay a fee for an extended period of study are data:
 - a) directly created in the register of students (hereinafter referred to as “study records”) at ITB,
 - b) submitted from the registers of students of other universities in the Czech Republic through the Ministry,
 - c) supplemented and corrected based on the student's message.
 - d) Right to enter data referred to in [Article 1](#). a) and c) only persons authorized to manage the student's personal data (hereinafter referred to as the “Study Records Administrator”)
- (2) The student has the right of immediate access to his / her data mentioned in [Article 1](#), but he / she is not entitled to change these data independently. The student has the right to ask the administrator of the study records to correct the data specified in [Article 1](#) a) and c) on the basis of documents proving the correct wording of these data.
- (3) The student is obliged to notify without undue delay the inaccuracies he / she found in his / her data stated in [Article 1](#).

Section 6

Obligation to pay a fee for an extended period of study and its assessment

- (1) The fee for the extended period of study is set for the student separately for each study in the bachelor or master study program.
- (2) ITB shall charge the student a fee in accordance with Section 58 Article 3 and under Section 68 Article 1 letter f) of the Act under the conditions stipulated in this Attachment within 30 days from the date of the fact that the student has incurred a fee.
- (3) The input data referred to in Section 5 (1), which the Study Records Administrator is obliged to update at least once a month, shall be the basis for the decision on the assessment of the extended study fee.

Section 7

Fee for study in a foreign language study program

- (1) A student studying in a study program conducted in a foreign language is obliged to pay a fee under Section 58 Section 4) of the Act.
- (2) The fee for study in a foreign language study program is CZK 35,000 for each semester commenced.

Section 8

Appeal against the decision to charge a fee for an extended period of study and for a study program in a foreign language

- (1) The student has the right to appeal against the decision on the assessment of the study fee pursuant to Section 58 (3) or (4) of the Act within 30 days from the date of delivery of the decision on the assessment of the study fee.
- (2) The appeal may also include a request to reduce, waive or postpone the maturity of the study fee for the reasons specified in Section 17 (3) of the Statute. At the same time as the appeal is lodged, the student is obliged to submit supporting documents proving these reasons.
- (3) Filing an appeal against the decision to assess the study fee always has a suspensory effect on the maturity of the fee.
- (4) An appeal against the decision on the assessment of the study fee is submitted to the Rector.
- (5) The Rector shall amend or revoke the decision on the assessment of the study fee issued in violation of legal regulations or internal regulations.
- (6) Even if the Rector does not comply with the student's application and does not cancel the decision on the assessment of the study fee in accordance with [Article 5](#), he / she may waive, reduce or postpone the maturity of the study fee according to the principles set by the Rector's measures. He is not bound by the student's appeal.

Section 9

Maturity, form of payment and publication of study-related fees

- (1) The admission fee established pursuant to Section 3 shall be payable no later than the last day of the admission procedure. The fee is paid by bank transfer to the ITB account specified in the Rector's provision for announcing the relevant admission procedure, the variable symbol is 666 and the application number (e.g. 666125145).
- (2) The extended study fee is payable within 90 days from the date of delivery of the decision to assess the fee. As of the due date, the fee is deducted from the student's account, which must be topped up to the required amount in advance. The account can be topped up by depositing cash at the reception in the building of Hall D or by bank transfer - to the account specified in the relevant separate internal standard on fees, it is necessary to provide a unique variable symbol.
- (3) The tuition fee for a study program in a foreign language is payable within 30 days from the date of delivery of the decision on the fee assessment. The fee is deducted from the student's account on the due date, which must be topped up to the required

amount in advance. The account can be recharged by depositing cash at the reception in the building of Hall D or by bank transfer.

- (4) The amount of study-related fees is published in the public part of ITB's website before the deadline for submitting applications for the relevant academic year.

Section 10 **Disciplinary offense**

- (1) Failure to comply with the obligations set out in [Section 5, Article 5](#) and failure to pay the assessed charges under Sections 4 and 7 may be considered a disciplinary offense under Section 64 of the Act.
- (2) In the event of a breach of obligations pursuant to [Article 1](#), the administrator of study records shall be obliged to submit to the Rector a motion to initiate disciplinary proceedings within one month of the expiry of the time limit for payment of the fee pursuant to Section 9.

RULES OF ECONOMY MANAGEMENT AT ITB

Section 1 Introductory provisions

- (1) The management of ITB is governed by law, other legal regulations and conditions for the provision of earmarked funds.
- (2) The Rector is entitled to specify the conditions of ITB's financial management in the relevant calendar year in internal standards.

Section 2 Economy of ITB

- (1) ITB owns and economically uses assets to perform tasks in educational, creative and supplementary activities..
- (2) ITB keeps proper records of assets. The persons referred to in Section 28, Article 2 of the Statute, shall decide on the disposal of ITB's assets.
- (3) ITB keeps its accounts in accordance with the general accounting regulations, especially those for entities whose main business is not business.
- (4) ITB manages its budget, which must not be compiled as deficit for a calendar year.
- (5) ITB may deposit monetary or non-monetary deposits into legal entities, subject to the fulfilment of the conditions pursuant under Section 20, Article 3, of the Act. Detailed rules are laid down in an internal regulation.
- (6) The revenues of ITB budget are mainly:
 - a) contributions,
 - b) subsidies from the state budget,
 - c) tuition fees,
 - d) property incomes,
 - e) other incomes from the state budget, from state funds, from the National Fund and from budgets of municipalities and regions,,
 - f) revenues from ancillary activities,
 - g) incomes from gifts and inheritance,
 - h) incomes from loans.
- (7) After the end of the calendar year, ITB shall settle the publicly earmarked public funds, including the means of targeted and institutional support of research and development from public funds. Unused appropriations which could not be used in the financial year for which they were granted may be transferred to the Fund for the earmarked appropriations (Section 18, Article 10 of the Act). The resulting settlement shall be submitted together with the written notification of the transfer of funds to the Fund of the assigned funds within the set deadlines to the Provider. In accordance with Section 18, Article 7 of the Act, ITB shall transfer the balance of the contribution to the operating fund.

- (8) Profit after tax is used by ITB to cover any losses from previous calendar years and to create funds created in accordance with Section 18, Article 6 of the Act.
- (9) Fund balances as at 31 December of the current year are carried forward to the following financial year.
- (10) ITB is entitled to accept loans, repayable financial assistance and loans if their acceptance does not give rise to claims against the state budget and if their return is secured within ITB's financial management. The state does not guarantee the liabilities of ITB.

Section 3 Reserve fund

- (1) The reserve fund is primarily intended to cover losses in subsequent accounting periods, the source of which is:
 - a) allocation of profit after tax,
 - b) funds transferred from other funds (investment property reproduction fund, reward fund, operating funds fund).
- (2) Fund resources can be used:
 - a) to cover losses from previous accounting periods and, if any loss was paid in previous accounting periods, also
 - b) to pay sanctions and to cover a temporary lack of funds,
 - c) to be transferred to the Fund under Section 18, Article 6 of the Act.

Section 4 Scholarship Fund

- (1) The sources of the Scholarship Fund are:
 - a) transfers of study fees,
 - b) transfers of tax deductible expenses under a special legal regulation.
- (2) The Fund may be used to pay scholarships in accordance with the Scholarship Regulations and to transfer to the Fund pursuant under Section 18, Article 6 of the Act.

Section 5 Fund of rewards

- (1) The resources of the Reward Fund are:
 - a) profit allocation after taxation,
 - b) funds transferred from other funds (investment property reproduction fund, reserve fund, operational funds fund).
- (2) Remuneration fund resources can be used:
 - a) to the payment of remuneration in accordance with the Internal Wage Regulations of ITB,
 - b) as a complementary source of wage financing,
 - c) to finance related contributions (in particular health insurance, social insurance),

d) to transfer to the Fund under Section 18, Article 6 of the Act.

Section 6 Fund of reproduction

(1) The resources of the Reproduction Fund are:

- a) profit allocation after taxation,
- b) the agreed portion of the contribution balance at 31 December of the current year,
- c) transfers of funds in the amount of accounting depreciation of fixed assets including book value of disposed assets,
- d) funds received for the pooling of fixed assets,
- e) funds transferred from other funds (reserve fund, reward fund, operating funds fund).

(2) Fund resources may be used in particular:

- a) acquisition of fixed assets,
- b) for pooling funds for the acquisition of fixed assets with another legal entity,
- c) to repay loans and borrowings for the acquisition of fixed assets, including interest on such loans and loans until the assets are put into use,
- d) for deposits into legal entities and payment of costs of ITB for establishment of legal entities,
- e) as a complementary source of financing the repair and maintenance of fixed assets,
- f) as a complementary source of financing the acquisition, repair and maintenance of short-term assets,
- g) to transfer to the Fund under Section 18, Article 6 of the Act.

Section 7 Purpose fund

(1) The resources of the Fund for the assigned funds are:

- a) special-purpose gifts, with the exception of gifts intended for the acquisition and technical improvement of fixed assets,
- b) assigned funds from abroad,

- c) special-purpose public funds, including targeted and institutional support for research and development from public funds that could not be used by ITB in the financial year in which ITB was provided, up to 5% of the volume of assigned public funds provided by ITB for individual research and experimental development projects and innovation in a given calendar year; in the case of other public support up to 5% of the volume of this support provided by ITB in the given calendar year, except for development grants related to student accommodation and meals pursuant under Section 18, Article 5 of the Act, which may be transferred indefinitely. ITB shall notify the provider in writing of the transfer of the funds earmarked (Section 18, Article 9 (c) and Section 18, Article 10 of the Act).
- (2) Fund resources may only be used for the purpose for which they were made available.

Section 8 Social fund

- (1) The Social Fund consists of a basic allocation to ITB's costs of up to 2% of the annual volume of ITB's costs charged to wages, wage compensation and remuneration for on-call time. The specific amount of wage costs in the creation of the fund is governed by an internal standard.
- (2) In particular, the Fund may be used for:
- a) Supplementary pension insurance for employees
 - b) catering,
 - c) loans;
 - d) recreation,
 - e) health care,
 - f) culture and physical education,
 - g) social assistance,
 - h) gifts and other.

Section 9 Operational fund

- (1) The resources of the Operational Fund are:
- a) profit allocation after taxation,
 - b) the agreed portion of the contribution balance at 31 December of the current year,
 - c) funds transferred from other funds (reserve fund, reward fund, investment property reproduction fund).
- (2) Fund resources may be used in particular:
- a) as a complementary source of financing ITB needs,
 - b) to be transferred to the Fund under Section 18, Article 6 of the Act.

COMPONENTS OF ITB

(1) Faculties of the institute:

- a) Faculty of Corporate Strategy.
- b) Faculty of Technology.
- c) School of Expertness and Valuation.

(2) Other workplaces for educational activities:

- a) Directorate of Study Administration and Lifelong Learning,
- b) Division of External Relations.

(3) Special purpose equipment:

- a) China centre of ITB,
- b) Chess Academy of ITB,
- c) Canteen of ITB,
- d) Dormitory of ITB.