


In accordance with the Article 36 (2) of the Act No. 111/1998 Coll. On Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), Ministry of Education, Youth and Sports registered the Statute of the Institute of Technology and Business in České Budějovice under the file number MSMT-25112/2021-1 on 17 September 2021.

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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Repealed regulations	Statute of the Institute of Technology and Business in České Budějovice as of 8 December 2020 (file number MSMT-44229/2020-2)				
Superior regulations	Act No. 111/1998 Coll., as amended Act No. 162/2006 Coll., as amended				
Related regulations:	Act No. 500/2004 Coll., as amended Act No. 513/1991 Coll., as amended Act No. 40/2009 Coll., as amended				
Subordinate regulations:	ITB internal standards				
Distribution list	ITB employees and students				
					
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**STATUTE OF
INSTITUTE OF TECHNOLOGY AND BUSINESS IN ČESKÉ BUDĚJOVICE AS
OF 17 / 9 / 2021**

**ARTICLE I.
BASIC PROVISIONS**

**Article 1
General provisions**

- (1) The Institute of Technology and Business in České Budějovice (hereinafter referred to as “VŠTE”) is a public college which is a part of a group of higher education institutions of the Czech Republic.
- (2) VŠTE was established by the Act No. 162/2006 Coll. In accordance with the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to the other Acts (the Higher Education Act), as amended (hereinafter referred to as “the Act”), its name is “Vysoká škola technická a ekonomická v Českých Budějovicích”. In official external and internal relations, the acronym “VŠTE” can be used. Its equivalent is “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) The address of the VŠTE is 517/10 Okružní, České Budějovice, organization’s ID: 75081431, Tax Identification Number: CZ75081431, internet domain: vstecb.cz.

**Article 2
Mission and activity**

- (1) The mission of VŠTE is defined in Article 1 of the Act.
- (2) VŠTE 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) VŠTE 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) VŠTE cooperates with Czech and foreign higher education institutions, research and scientific institutions, and other subjects.
- (5) VŠTE has the right to award academic degrees and to award honorary academic degree doctor honoris causa.

Article 3 Academic freedom

- (1) VŠTE guarantees academic rights and freedom under Article 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 Article 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

Article 4 VŠTE Academic Community

- (1) VŠTE Academic Community includes its academics and students.
- (2) VŠTE 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 VŠTE Academic Community is obliged to defend and develop these rights and freedom.
- (3) VŠTE shall support the activities of scientific, expert, professional, student, trade union, and other interest groups grouping the members of VŠTE Academic Community whose activities help to fulfil the mission of VŠTE, and shall assist such groupings.
- (4) VŠTE 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 VŠTE Academic Community are obliged to comply with VŠTE regulations and respect the goodwill of VŠTE.
- (6) The breach of the obligation to respect the goodwill of VŠTE especially refers to the breach of the rules of academic work at VŠTE.
- (7) VŠTE Academic Community is convened to discuss significant issues or measures taken within the VŠTE, namely in relation to the election of VŠTE 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 VŠTE Academic Community.
- (9) In addition to the provisions of Article 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.

Article 5 **Self-governing academic bodies and other bodies of VŠTE**

Self-governing academic bodies of VŠTE include:

- a) Academic Senate,
- b) Rector,
- c) Academic Council,
- d) Internal Evaluation Council,
- e) Disciplinary Board.

Other VŠTE bodies include:

- f) Administrative Board,
- g) Bursar,
- h) Ethics Commission.

Article 6 **VŠTE Academic Senate**

The position of the Academic Senate (hereinafter referred to as “Academic Senate”), its establishment and activities are specified in Article 8 and 9 of the Act.

The election and actions of the Academic Senate is governed by the internal regulations “Code of Electoral Procedure of the VŠTE Academic Senate” and “Rules of Procedure for the VŠTE Academic Senate”.

Membership in the Academic Senate and the performance of the duties of the Academic Senate member are irreplaceable and incompatible with the functions of rector, Vice-rector, bursar, and the director of the faculty.

The term of office of the Academic Senate is three years.

Article 7 **Rector**

- (1) VŠTE is headed by the Rector, whose legal status and competence is given by the law, this statute and internal regulations of VŠTE.
- (2) The procedures and adoption of resolutions on a proposal for the appointment of the Rector, or a proposal for his/her removal are governed by the Rules of Procedures for the VŠTE Academic Senate.
- (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 VŠTE Organizational Rules.
- (5) The Rector shall set up other advisory bodies if necessary.

Article 8 VŠTE Academic Council

- (1) Upon the approval of the Academic Senate, the members of the VŠTE 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:
 - i) On the day of the delivery of written announcement by which the member renounces its membership in the Academic Council, the Rector;
 - j) 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;
 - k) 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 VŠTE Academic Council.

Article 9 VŠTE Internal Evaluation Board

- (2) Pursuant to Article 6 of the Act, VŠTE self-governing powers include, among other activities, internal evaluation of the quality of educational, creative, and the related activities, which is ensured by the VŠTE Internal Evaluation Board (hereinafter referred to as “Internal Evaluation Board”) in accordance with Article 12a of the Act.
- (3) The Internal Evaluation Board is chaired by the Rector.
- (4) The Chairperson of the Academic Senate is a member of the Internal Evaluation Board.
- (5) Other members of the Internal Evaluation Board are appointed by the Rector.
- (6) 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 VŠTE Internal Evaluation Board.
- (7) Based on Article 12 (3) of the Act, VŠTE fully delegates the competence of the Academic Board in the area governed by Article 12 (1) b), c) and e) of the Act to the Internal Evaluation Board.

Article 10 Vice-rectors

- (1) Vice-rectors shall act on behalf of the Rector within the specified area of activities and to the extent specified by him / her.
- (2) Vice-rectors are appointed and removed by the rector upon the pronouncement of the Academic Senate.

- (3) Vice-rectors are answerable to the Rector for their activities to the specified extent. The number of Vice-rectors and their obligations are specified in the VŠTE Organizational Rules.
- (4) The Vice-rectors shall act on behalf of VŠTE in administrative matters and shall act in managerial and other relations within the scope of their duties.

Article 11 VŠTE Disciplinary Board

- (1) In disciplinary proceedings, disciplinary offences of students and cases that entitle to expelling a student from the study pursuant to Article 67 of the Act are discussed.
- (2) 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 the office of the Disciplinary Board members is 2 years.

Article 12 VŠTE Administrative Board

- (1) The establishment, legal status, and competence of the VŠTE Administrative Board (hereinafter referred to as "Administrative Board"), which has 9 members, are determined by Articles 14 and 15 of the Act.
- (2) The members of the Administrative 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 Administrative Board, its meetings and procedure is governed by the Statute of the VŠTE Administrative Board approved by the Minister.

Article 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 divisions 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 supervises the execution of such tasks.

Article 14
Faculties and special-purpose facilities

- (1) In accordance with the law, the faculties carry out creative activities and participate in implementing the study programmes.
- (2) The rules of functioning and internal division of the faculties 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 VŠTE

Article 15
Study programmes

- (1) VŠTE implements study programmes (Article 2 (5) and Articles 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 (Article 44 (3) of the Act).
- (3) Study programmes are subject to institution accreditation or study programme accreditation.

Article 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 Articles 48 - 57 of the Act, [Appendix 1](#), Study and Examination Rules of VŠTE and internal regulation.

Article 17
Fees related to study

- (1) VŠTE 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 [Appendix 2](#) entitled 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.

Article 18 **Lifelong learning**

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

Article 19 **Students**

- (1) The applicant for the study in a study programme implemented by VŠTE becomes a student on the day of the enrolment for the study. The person whose study was interrupted pursuant to the regulations of Article 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 Article 55 (1) and Article 56 (1)(2) of the Act or by the interruption of the study in accordance with Article 54 of the Act.
- (3) Students' rights and obligations are regulated by Articles 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 VŠTE students, and respect the rights and legally protected interests of VŠTE.
- (4) Decisions on the rights and obligations of a student, which are exhaustively defined in the provisions of Article 68 (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 Article 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 Article 68 (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 VŠTE regulations.

Article 20 Scholarship

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

Article 21 Delivery of documents and official notice board

- (1) In proceedings pursuant to Article 50 of the Act, VŠTE 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 Article 68 (1) a), b) and d) of the Act, by which the application is granted, and the decisions in the matters specified in Article 68 (1) e) of the Act are delivered via the VŠTE electronic information system.
- (3) VŠTE publishes the information on the Notice Board in a manner allowing remote access at www.vstecb.cz/urednideska.
- (4) Shall the candidate fail to succeed pursuant to (1), the decision will be sent to him/her via the postal service provider in a standard way.

PART IV.

ACADEMIC STAFF AND OTHER EMPLOYEES

Article 22 Academic staff

- (1) Pursuant to Article 70 (1) of the Act, academic workers are VŠTE employees performing educational and creative activities in accordance with the agreed type of work within their employment. The specification of the functions of the academic staff is determined by the VŠTE Organizational Rules.
- (2) On the basis of agreement on work performed outside employment, other expert may ensure teaching activities.

Article 23 Visiting professors

- (1) Visiting professors may act at VŠTE in a position similar to the position of the academic staff.

- (2) A visiting professor shall act at VŠTE either for a limited period of time (in particular during their sabbatical) or for a longer period of time to agreed extent, for which they participate in VŠTE academic activities, while still working for their home institution.
- (3) Employment relations of visiting professor are 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 the VŠTE academic community.

Article 24 **Selection procedures at VŠTE**

- (1) The positions of the academic staff at VŠTE shall be filled on the basis of a selection procedure. It is possible to refrain from a selection procedure under the conditions specified in Article 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 VŠTE employees.
- (3) The details on selection procedure are described in the Rules for Selection Procedure for filling the positions of VŠTE academic staff. The Rules for Selection Procedure for Filling the Positions of VŠTE Academics shall apply mutatis mutandis to the selection procedures organized pursuant to [\(2\)](#).

Article 25 **Other VŠTE employees**

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

Article 26 **Code of Ethics of Employees**

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

PART V.
ORGANIZATIONAL STRUCTURE AND MANAGEMENT

Article 27
VŠTE Budget

- (1) VŠTE shall establish and manage its budget for a calendar year. The budget for a calendar year must not be drawn up as deficit.
- (2) The budget includes revenue and expenditure parts, where the use of funds represents the revenue ([Appendix 3](#)). The budget is distributed between the Rectorate and the individual faculties.
- (3) The VŠTE 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 VŠTE 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 VŠTE budget after its approval.
- (4) The use of funds at VŠTE is governed by the rules of management ([Appendix 3](#)).
- (5) The allocation of ITB revenues shall take into account the achieved results in individual activities. The specific criteria for the allocation of funds and reporting are given by the Budget Rules issued as a separate standard by the Rector.
- (6) Upon the approval of the budget by the Academic Senate and the Management Board, the budget shall be announced by the Rector's provision (hereinafter referred to as "Approved budget").
- (7) Proposals for budget adjustments shall be submitted at regular meetings of the Academic Senate. Upon the approval by the Academic senate and the Management Board, adjustments shall be announced in the form of an amendment to a relevant Rector's measure (hereinafter referred to as "Adjusted budget").
- (8) None of the budget's appropriations shall be drawn above 100 % of the approved budget upon considering the budget's adjustments in accordance with (7).
- (9) The school bodies approve changes in the total budget, the total budget of individual cost centres, budget of investments (allocated to individual events), personnel costs.
- (10) The Rector approves all other changes not specified in the above Section. This refers mainly to recharges between cost items within one cost centre.
- (11) The Rector is entitled to subdivide the rectorate's budget into the budgets of individual cost centres. In such a case, the Rector shall decide on the principals of sub-budgets in the Budget Rules.

- (12) After the end of the quarter, the drawing of the budget is sent to school bodies to ensure the control function. The quarterly report shall include the state of the funds, school account, a list of receivables and payables, and other materials the bodies request in good time. The deadlines for the submission to the bodies for individual quarters are set out in the Budget Rules.

Article 28

VŠTE property and its management

- (1) VŠTE 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 handling the VŠTE property, namely in terms of its acquisition and transfer, the person acting and deciding on behalf of the VŠTE shall be:
- a) The Rector in matters specified in Article 15 (1) a) - d) of the Act and in handling the 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) VŠTE management rules are specified in Appendix 3.
- (4) Provided that the conditions of the Act are met, VŠTE may put monetary and non-monetary deposits into legal persons. Detailed conditions and procedure are regulated by the internal regulation.

Article 29

Organizational structure

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

PART VI.

INTERNAL REGULATIONS AND STANDARDS

Article 30

Internal regulations and standards

- (1) The operation of the organization is regulated by internal standards, specifically the internal regulations and other internal standards.
- (2) Pursuant to Article 17 (1) and Article 20 of the Act, VŠTE internal regulations include:
- a) VŠTE Statute,
 - b) Code of Electoral Procedure for the VŠTE Academic Senate,
 - c) Rules of Procedure for the VŠTE Academic Senate,

- d) VŠTE Internal Wage Regulation,
 - e) Rules of Procedure for the VŠTE Academic Council,
 - f) Rules of Selection Procedure for filling the positions of VŠTE academic staff,
 - g) VŠTE Study and Examination Rules,
 - h) VŠTE Scholarship Regulations,
 - i) VŠTE Disciplinary Code and Procedure,
 - j) System rules for ensuring the quality of educational, creative, and the related activities and internal evaluation of the quality of educational, creative and the related activities at VŠTE,
 - k) VŠTE Lifelong Learning Regulations,
- (3) Rules for the establishment, cancellation or transformation of VŠTE legal entities and the conditions of monetary deposits in these legal entities.
- (4) Other internal standards include:
- a) Regulations – internal standards with long-term validity determining the overall organizational and procedural setting of VŠTE, rules and processes of key activities at VŠTE and specifying competencies for the entities concerned,
 - b) Provisions – implementing internal standards for VŠTE internal regulations and directives concerning partial or operational matters.
- (5) Internal standards according to Section 3 are not subject to the approval of the Academic Senate or the registration of the Ministry of Education, Youth and Sports.
- (6) The preparation, management, reviewing, and approval of the internal standards is governed by the VŠTE internal standard.

PART VII.

ANNUAL REPORTS, EVALUATION OF ACTIVITIES AND LONG-TERM PLAN

Article 31

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

- (1) VŠTE is obliged to prepare an annual report on the VŠTE management and activities in the form of a non-periodic publication and submit it to the Ministry of Education, Youth and Sports upon 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) VŠTE is obliged to carry out internal evaluation of the quality of the educational, creative and the related activities under the conditions stipulated by Article 77b of the Act. Evaluation of the activities consists in regular evaluation of the efficiency of VŠTE, 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 (Article 9 (1) e) and then pub-

lished along with the annual report on the VŠTE activities. The approval of the internal quality evaluation reports is a part of the annual report.

- (5) VŠTE 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 Section 1, internal evaluation of the quality of educational, creative and the related activities according to Section 3 and the long-term plan of educational and creative activities including the annual plan of its implementation in accordance with Section 7 are published on the Official Notice Board.
- (7) Other VŠTE obligations are stipulated by Article 21 (1) of the Act. Further conditions are determined by the Rector's provisions as necessary.

PART VIII.

SYMBOLS OF VŠTE AND ACADEMIC CEREMONIES

Article 32

Insignia, academic dress

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

Article 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 VŠTE 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.

Article 34
Honorary academic degrees, medals and awards

- (1) VŠTE awards honorary academic degrees and titles, medals, and prizes to its employees and other persons who have made significant contribution to its development or the 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 VŠTE 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 IX.
FINAL PROVISIONS

Article 35
Final provisions

- (1) Appendixs to the Statute:
 - a) Appendix 1 – Conditions for admission to study and submitting applications,
 - b) Appendix 2 – Fees related to study,
 - c) Appendix 3 – Management Rules,
 - d) Appendix 4 – Parts of VŠTE.
- (2) This Statute repeals the VŠTE Statute registered by the Ministry on 8 December 2020, as amended.
- (3) This Statute was approved pursuant to Article 9 (1) b) point 3 of the Act by the Academic Senate on 29 June 2021.
- (4) This Statute shall come into force according to Article 36 (4) of the Act on the day of its registration by the Ministry.

Ing. Vojtěch Stehel, MBA, PhD. m. p.
rector

Appendix 1

CONDITIONS FOR ADMISSION TO THE STUDY AND METHOD OF APPLICATION

Basic conditions for admission to study

- (1) The conditions for admission to study in a study programme (Article 44 - 46 of the Act) shall be submitted to the Academic Senate for approval by the Rector (Article 9 (1) (g) of the Act).
- (2) Admission to a Bachelor's or Master's degree program is conditioned by 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 a degree program.
- (4) Admission to study, including the study programmes for the current academic year, shall be regulated by the Rector's provisions.

Article 2

Other conditions for admission

- (1) VŠTE may determine additional conditions for admission to study in a study programme concerning certain knowledge, abilities, prerequisites or results from a secondary school or a higher vocational school or university. In addition, it may determine the maximum number of students admitted. If a higher number of applicants fulfils the conditions for admission to study, the order of the best ones shall be the decisive factor.
- (2) The fulfilment of the conditions for the admission to study may be verified in the admission procedure, which includes a written examination, or a written and oral examination, if determined so by an internal standard.
- (3) If the condition under Section 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 study programme or a Master's study programme that is not a follow-up to a Bachelor's study programme, the applicant who completed a foreign secondary education by completing a secondary education programme at a foreign secondary school, an international secondary school, 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 in accordance with the Education Act or under previous legislation,
 - b) the European Baccalaureate diploma, or
 - c) a foreign certificate on 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) Shall the applicant apply for the admission to a Master's degree program which is a follow-up to a Bachelor's degree program, the applicant who obtained foreign higher education by completing his / her university degree study at a foreign higher education institution proves the fulfilment of the condition in the third sentence of Article 48 (3) of the Act or in Article 48 (3) of the Act:
 - a) evidence of general recognition of foreign higher education in the Czech Republic, obtained pursuant to Article 89 and 90 of the Act or under previous legislation, or
 - b) a foreign certificate on 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 VŠTE institutional accreditation for at least one area of education and provided the other conditions set out in Article 48 (6) of the Act are met.
- (7) The conditions for the admission of foreigners to study in a study 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 study programme in a foreign language, a Czech language examination may be set as a condition for admission to study.

Article 3

Publication of conditions and deadlines for admission to study

- (1) VŠTE 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 specified in Section 1, including information concerning the application for study (hereinafter referred to as the "Application"), shall be published in the public part of the VŠTE websites.
- (3) If the study programme is granted accreditation, VŠTE 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 (Article 49 (6) of the Act).

Article 4

Admission procedure

- (1) The application shall be submitted electronically, unless otherwise provided by the internal standard. 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 VŠTE. In exceptional cases, the Rector decides on the acceptance of the application on a later date.

- (3) The Appendixs 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.

Article 5 Decision on admission to study

- (1) The Rector decides on admission to the study programme.
- (2) The decision must be made within 30 days from the end of the collection of applications for admission to study. Pursuant to Article 49 (5) of the Act, VŠTE is not be obliged to notify the applicant of the possibility of commenting on the background of the decision before rendering the decision on the matter. The method of service is specified in Article 21 of the Statute.
- (3) The applicant has the right to access the file only after the decision has been announced. Instead of allowing access to the file, VŠTE may provide the applicant with a copy of the file.

Article 6 Appeal procedure

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

FEES RELATED TO STUDY

**Article 1
Introductory provisions**

- (1) Fees related to study refer to:
- a) Fees related to activities concerning the admission procedure pursuant to Article 58 (1) of the Act (hereinafter referred to as “admission fee”),
 - b) Tuition fee pursuant to Article 58 (3) of the Act (hereinafter referred to as “Fees for Extended Studies”),
 - c) Fee for the studies in a study programme in a foreign language pursuant to Article 58 (4) of the Act.

**Article 2
Specification of some terms**

- (1) The standard length of the study for an accredited study programme in which a student is enrolled is the standard length of his/her study; it shall be assessed for a specific study programme separately, starting from the day of the enrolment in the study.
- (2) Preceding Bachelor’s study programme refers to a Bachelor’s study programme based on which the student was admitted to a follow-up Master’s study programme.

**Article 3
Admission fee**

- (1) Applicants are obliged to pay the admission procedure fee in programmes accredited at VŠTE.
- (2) The admission procedure fee shall be paid no later than on the day of submitting the application for the study.
- (3) The admission procedure fee is paid for each application submitted unless stipulated otherwise by the Rector.
- (4) The admission fee shall not exceed 20 % of the base determined pursuant to Article 58 (1) of the Act, rounded down to the nearest ten.

**Article 4
Fee for Extended Studies**

- (1) Fee for Extended Studies shall be paid by the student who has been studying in a study programme for longer than the standard length of study plus one year.

- (2) When assessing the extended period of study, all periods completed by the student in all bachelor's or master's study programmes completed otherwise than in accordance with Article 45 (3) or Article 46 (3) of the Act, unless it is a preceding study after whose completion the student completed a study programme of the same type. Periods in which a student studied in such study programmes or in such study programmes and in the current study programme 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 for which the study was suspended shall not be included in the calculation.
- (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 Article 58 (2) of the Act, rounded to the number divisible by six.

Article 5

Input data for setting fees for extended studies

- (1) Input data for establishing the obligation to pay the fee for extended studies shall include the following:
 - a) Directly arising from the student records (hereinafter referred to as "student records") at VŠTE,
 - b) Obtained from the student records of other universities in the Czech Republic by means of the Ministry,
 - c) Supplemented and corrected based on the student's information.
- (2) Only persons authorized to manage the students' personal data (hereinafter referred to as the "Student Records Administrator") shall have the right to enter the data specified in Section 1 a) and c) in the student records.
- (3) The student has the right of immediate access to his/her data specified in Section 1 but is not entitled to change these data on his/her own.
- (4) The student has the right to ask the administrator of the study records to correct the data specified in Section 1 a) and c) on the basis of documents proving the correct wording of these data.
- (5) The student is obliged to notify about the inaccuracies he / she found in his / her data stated in Section 1 without undue delay.

Article 6

Obligation to pay fee for extended studies and its assessment

- (1) The fee for the extended period of study is set for the student separately for each study in a Bachelor's or Master's study programme.
- (2) VŠTE shall determine a fee in accordance with Article 58 (3) and Article 68 (1) f) of the Act under the condition stipulated in this Appendix within 30 days from the day of discovering that the student is incurred the obligation to pay the fee.

- (3) The input data referred to in Article 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.

Article 7

Fee for study in study programme in foreign language

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

Article 8

Appeal against decision to assess fee for extended study and for study programme in foreign language

- (1) The student has the right to appeal against the decision on the assessment of the study fee pursuant to Article 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 Article 17 (3) of the Statute. At the same time as the appeal is submitted, the student is obliged to submit supporting documents justifying 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 Section 5, he / she may waive, reduce or postpone the maturity of the study fee according to the principles set by the Rector's provisions. The Rector is not bound by the student's appeal.

Article 9

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

- (1) The admission fee established pursuant to Article 3 shall be paid no later than on the last day of the admission procedure. The fee is paid by bank transfer to the VŠTE 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 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 programme in a foreign language shall be paid 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 D or by bank transfer.
- (4) The amount of fees related to the study is published in the valid Rector's provision on the VŠTE Official Notice Board before the deadline for submitting applications for the relevant academic year.

Article 10 Disciplinary offence

- (1) Failure to comply with the obligations stipulated in Article 5 (5) and failure to pay the fees established under Articles 4 and 7 may be considered a disciplinary offence under Article 64 of the Act.

RULES FOR VŠTE MANAGEMENT

Article 1

Introductory provisions

- (1) The management of VŠTE 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 the VŠTE financial management in a relevant calendar year in internal standards.

Article 2

VŠTE management

- (1) VŠTE owns and economically uses assets to perform tasks in educational, creative and additional activities.
- (2) VŠTE keeps proper records of assets. The persons referred to in Article 28, Article 2 of the Statute, shall decide on the disposal of VŠTE's assets.
- (3) VŠTE keeps its accounts in accordance with the general accounting regulations, especially those for entities whose main business is not business.
- (4) VŠTE budget revenues include mainly:
 - a) contributions,
 - b) subsidies from the state budget,
 - c) tuition fees,
 - d) property revenues,
 - 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) revenues for using funds,
 - h) incomes from gifts and inheritance,
 - i) revenues from loans.
- (5) After the end of the calendar year, VŠTE shall settle the publicly earmarked public funds, including the means of targeted and institutional support of research and development from public funds. Unused funds which could not be used in the financial year for which they were granted may be transferred to the Fund for the earmarked appropriations (Article 18 (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 Article 18 (7) of the Act, VŠTE shall transfer the balance of the contribution to the operating fund and the investment property reproduction fund.
- (6) Profit after tax is used by VŠTE to cover any losses from previous calendar years and to create funds created in accordance with Article 18 (6) of the Act.

- (7) Fund balances as of 31 December of the current year are rolled forward to the following financial year.
- (8) VŠTE 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 the VŠTE financial management. The state does not guarantee the liabilities of VŠTE.

Article 3 Reserve fund

- (1) The reserve fund is primarily intended to cover losses in subsequent accounting periods arising from:
 - a) allocation of profit after tax,
 - b) funds transferred from other funds (investment property reproduction fund, reward fund, operating 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 Article 18 (6) of the Act.

Article 4 Scholarship fund

- (1) The resource of the Scholarship Fund include:
 - 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 Article 18 (6) of the Act

Article 5 Fond of rewards

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

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

Article 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 as of 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 fund).

(2) The fund can be used in particular:

- a) for 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 VŠTE 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 Article 18 (6) of the Act.

Article 7 Earmarked Fund

(1) The resources of the earmarked fund include:

- 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 VŠTE in the financial year in which VŠTE was provided, up to 5 % of the volume of assigned public funds provided by VŠTE 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 VŠTE in the given calendar year, except for development grants related to student accommodation and meals pursuant under Article 18 (5) of the Act, which may be transferred indefinitely. VŠTE shall notify the provider in writing on the transfer of the funds earmarked (Article 18 (9) (c) and Article 18 (10) of the Act).
- (2) The fund may only be used for the purpose for which they were provided.

Article 8 Social fund

- (1) Social Fund consists of a basic allocation at the expense of VŠTE of up to 2 % of the annual volume of VŠTE'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.

Article 9 Operational fund

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

Appendix 4

PARTS OF VŠTE

(1) VŠTE faculties include:

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

(2) Special-purpose facilities:

- a) VŠTE refectory,
- b) VŠTE dormitory.