

The Ministry of Education, Youth and Sport registered the Statute of the Academy of Arts, Architecture and Design in Prague in accordance with Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendments to Other Acts (the Higher Education Act), on the 25th of July 2017, reference no. MSMT-20295/2017.

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Mgr. Karolína Gondková

Director of the Department of Higher Education Institutions

The Academic Senate of the ACADEMY OF ARTS, ARCHITECTURE AND DESIGN IN PRAGUE, in accordance with Section 9 Paragraph 1(b) point 3 and Section 17 Paragraph 1(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendments to Other Acts (the Higher Education Act), as amended, has made a resolution on the following Statute of the Academy of Arts, Architecture and Design in Prague:

STATUTES OF THE ACADEMY OF ARTS, ARCHITECTURE AND DESIGN IN PRAGUE

PART ONE

BASIC PROVISIONS

Article 1

Basic Provisions

- (1) The Academy of Arts, Architecture and Design in Prague (hereinafter as 'AAAD') is a university-type public higher education institution in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended (hereinafter as 'Act').
- (2) The Academy of Arts, Architecture and Design in Prague was founded in 1885 as the Imperial-Royal School of Decorative Arts. By Act No. 53/1946 Coll. it was transformed into the Academy of Arts, Architecture and Design in Prague.
- (3) The seat of the Academy of Arts, Architecture and Design in Prague are historical buildings no. 80 and no. 70 in Prague District 1, Old Town, with the entrance from Jan Palach Square.
- (4) The abbreviated title of the Academy of Arts, Architecture and Design in Prague and the legislative abbreviation for internal regulations is: 'AAAD'.
- (5) The official translation of the name AAAD is:
 - a) in the English language: Academy of Arts, Architecture and Design in Prague
 - b) in the French language: Académie des Arts, Architecture et Design in Prague
 - c) in the German language: Akademie für Kunst, Architektur und Design in Prag

Article 2

Academic Community

- (1) The academic community of the AAAD (hereinafter as 'academia') comprises the AAAD's academic staff and students.
- (2) The academic freedoms and academic rights of the AAAD are guaranteed by Section 4 of the Act.

Article 3

Mission Statement and Subject of Activity

- (1) The mission of AAAD is to educate and train experts in the area of art, research and scientific activities, cultivate free thinking, independent academic research and distinctive art creation and support the creative spirit of human society in all its aspects.
- (2) The AAAD's subject of activity, in accordance with the Act, consists of
 - a) educational activity,
 - b) art, science and research, development and innovation or other creative activity (hereinafter as 'creative activity'),
 - c) cooperation with the application sphere, connecting art and industry, and/or the application sphere, artistic creation and research.
- (3) Educational activity is pursued through
 - a) accredited study programmes, a list of which is published in the public section of the AAAD's website;
 - b) life-long learning programmes in accordance with the AAAD's Code of life-long learning.
- (4) Other legal entities active in this field can take part in creative and educational activities as well.
- (5) The AAAD's subject of activity further includes the following:
 - a) creating conditions for national and international university cooperation and the support hereof,
 - b) participation in national and supranational university institutions,
 - c) support of student mobility with regard to its benefits for education,
 - d) support of the direct application of the results of Academy's educational and creative activity, which is understood primarily as the organisation and strengthening of cooperation and links with:
 1. other universities,
 2. public research institutions and other legal entities involved in research, and experimental development or innovations,
 3. manufacturers, employers of university graduates and business persons active in the industrial or business sector,
 4. the public administration, municipalities and the non-profit sector,
 5. AAAD graduates
 6. business associations and other persons or subjects realising, supporting or using the AAAD's educational or creational activity or its results, and

- e) project activity for the AAAD's own needs and in connection with its educational focus on architecture, urban planning and design¹
- f) expert authority activity.
- (6) Faithful to its history, the AAAD takes part in forming the national culture and its place in the world not only through the creative, research or scientific activity of its academic staff and students but also through the adoption of principal stances on important social issues,
- (7) The subject of activity of the AAAD also involves additional activity realised in accordance with the Act and in connection with the activities stated in Paragraph 1. Principles for the realisation of additional activity are specified in the Rector's directives.
- (8) The AAAD freely and independently decides on the content and forms of education, elects and appoints academic bodies, autonomously employs its academic staff and enrolls its students, confers academic degrees, conducts habilitation procedures and procedures for the appointment of professor.

Article 4

AAAD Internal Regulations

- (1) The AAAD Internal Regulations are subject to the approval of the AAAD Academic Senate (hereinafter as 'Academic Senate') and registration by the Ministry of Education, Youth and Sport (hereinafter as the 'Ministry') under Section 36 of the Act.
- (2) The AAAD Internal Regulations are the following:
 - a) AAAD Statutes,
 - b) Election Code of the AAAD Academic Senate,
 - c) Rules of Procedure of the AAAD Academic Senate,
 - d) AAAD Internal Payroll Regulations,
 - e) Rules of Procedure of the AAAD Artistic Board,
 - f) Selection Procedure Code for the Employment of the AAAD Academic Staff,
 - g) AAAD Study and Examination Code,
 - h) AAAD Scholarship Regulations,
 - i) AAAD Student Disciplinary Rules,
 - j) Rules of the Quality Assurance System for Education, Creative and Related Activities and for the Internal Quality Assessment for Education, Creative and Related Activities
 - k) Rules of the Habilitation Procedure and Procedure for the Appointment of Professor,
 - l) AAAD's Code of life-long learning.
 - m) Statutes of the AAAD Board of Trustees,
 - n) Rules for the Creation of Legal Entities.

Article 5

AAAD Internal Norms

- (1) The AAAD Internal Norms are not subject to the approval of the Academic Senate or registration by the Ministry. They comprise the following:

¹ Sections 158 and 158 of Act No. 183/2006 Coll. on town and country planning and building code (Building Act) as amended, Act No. 360/1992 Coll. on practice of profession of authorised architects and authorised engineers and technicians working in the field of building constructions, as amended.

- a) The Rector's directives concerning in particular the AAAD's long-term, methodological, organisational or economic matters,
 - b) The Rector's decisions concerning in particular operational matters of the AAAD as a whole,
 - c) The Bursar's regulations concerning the AAAD's internal administration or management.
- (2) The AAAD's Internal Norms are amended or revoked by the body which had issued them or a body superior to it.
- (3) The following AAAD Internal Norms are subject to the opinion of the Academic Senate, and are not valid otherwise:
- a) Organisational Rules,
 - b) Rector's directives on defining serious operational reasons and specific nature of work for the application of procedure under Section 39(4) of Act. No. 262/2006 Coll., the Labour Code (hereinafter as the 'Labour Code').

PART TWO AAAD ORGANISATION AND BODIES

Article 6 Parts of AAAD

- (1) The AAAD is not divided into faculties. A basic workplace for the educational and/or creative activity is a studio or a department. A studio is always incorporated into one of the AAAD departments. The inner structure of the AAAD is governed by the Organisational Rules issued by the Rector as an Internal Norm in accordance with Art. 6.
- (2) The AAAD can, by the decision of the Academic Senate and the Rector's proposal, establish:
 - a) independent work places for educational or creative activity or for awareness activity or for providing information services or the transfer of technologies,
 - b) special-purpose facilities for cultural and sport activity, for accommodation and catering, especially for members of the academic community or for ensuring the school's operation.

Article 7 AAAD Self-Governance

- (1) The AAAD's self-governance is executed by members of the academic community² directly or through the self-governing academic bodies.
- (2) The AAAD bodies are in their activity subject to the Act, other generally binding legal regulations, these Statutes and other AAAD internal regulations.
- (3) The AAAD self-governance bodies include the following:
 - a) Academic Senate
 - b) Rector
 - c) Artistic Board
 - d) Disciplinary Committee.
- (4) Other AAAD bodies are:

² Section 3 of the Act

- a) Board of Trustees
- b) Bursar.

Article 8

Academic Senate

- (1) The Academic Senate is the highest representative body of the academic community. The Academic Senate has 15 members.
- (2) The Academic Senate³ and its members are responsible for their activity to the academic community. In performing their role, the Senate members are not bound by orders or resolutions of the AAAD academic self-governing bodies but solely by their conscience and are obliged to respect the interest of AAAD as a whole.
- (3) Details of the Academic Senate's structure, its bodies, elections and removal of its members are governed by the Election Code of the AAAD Academic Senate
- (4) The proceedings of the Academic Senate are governed by the Rules of Procedure of the AAAD Academic Senate.
- (5) The Academic Senate executes its authority under Section 9(1) (2) of the Act.

Article 9

Rector and Vice-Rectors

- (1) The head of the AAAD is the Rector, who acts and decides in the matters of the AAAD unless the Act specifies otherwise. In instances where a special legal provision assumes the authority of a statutory body, it is executed by the Rector. The Rector is the AAAD's representative in the representation of universities⁴.
- (2) The Rector appoints Vice-Rectors, one of whom deputises for the rector in full (Statutory Vice-Rector). More detailed division of the Vice-Rectors' agenda is governed by the AAAD Organisational Rules.
- (3) The Rector summons his/her advisory council, the Rector's Board whose members are usually the Vice-Rectors, other members of the academic staff, the Bursar and, optionally, other AAAD employees and the Chairman of the Academic Senate
- (4) According to the current needs of the AAAD and by the Rector's decision, further AAAD bodies or committees may be established and the scope of their authority defined.

Article 10

Bursar

- (1) The Bursar is in charge of the economic management and internal administration of the AAAD⁵ and represents the AAAD in the scope specified by the Rector's provision in the form of a decision.
- (2) The Bursar is in charge of the economic management and internal administration of the AAAD in accordance with the Act, other generally binding legal regulations, these Statutes

³ Sections 8 and 9 of the Act

⁴ Section 92(1) (b) of the Act

⁵ Section 6(1) of the Act

and other AAAD internal regulations and internal norms. He reports to the Rector for the results of the AAAD economic management and internal administration.

- (3) The Bursar
 - a) prepares the AAAD budget proposal including its implementation and submits it to the Rector;
 - b) is responsible for budget spending and submits its evaluation to the Rector if required;
 - c) prepares documents and information on the AAAD economic management for the Board of Trustees meetings (hereinafter as 'Board of Trustees').
- (4) The AAAD Organisational Rules specify the sections of the Rector's office that report to the Bursar directly.

Article 11

Artistic Board

- (1) The head of the AAAD Artistic Board (hereinafter as 'Artistic Board') is the Rector, who stipulates the number of the Artistic Board members, appoints and removes them. The term of office of other Artistic Board members ends, at latest, with the Rector's term of office.
- (2) The Artistic Board members are prominent representatives of the fields where the AAAD realises its educational and creative activity. At least one third of the Artistic Board members are not members of the academic community.
- (3) The Artistic Board executes the authority under Section 12 of the Act.
- (4) The Artistic Board also executes the authority of the Board of Internal Evaluation, if the AAAD does not establish the Board of Internal Evaluation under Section 12 (a) (2) of the Act.
- (5) The rules of procedure of the Artistic Board are governed by the Rules of Procedure of the Artistic Board.

Article 12

Board of Trustees

- (1) The Board of Trustees has 9 to 18 members. Their number must be divisible by three.
- (2) The Board of Trustees elects a Chairman and two Vice-Chairmen from among its ranks. The election of the Board of Trustees Chairman and Vice-Chairmen is governed by the Statutes of the Board of Trustees.
- (3) The Board of Trustees Secretary or a person who administers the meetings of the Board of Trustees is appointed and removed by the Rector after consultation with the Board of Trustees Chairman.
- (4) The Board of Trustees executes authorities under Section 15 (1-3) of the Act.

Article 13

Disciplinary Committee

- (1) The AAAD Disciplinary Committee (hereinafter as the 'Disciplinary Committee') hears the AAAD students' disciplinary offences. Its activities are governed by the AAAD Student Disciplinary Rules.

- (2) Members of the Disciplinary Committee are appointed and removed by the Rector from the ranks of the academic community members. One half is made up of students. The Disciplinary Committee elects and removes its Chairman from among its ranks.
- (3) Disciplinary Committee members' term of office is two years.

Article 14

Project Studio

The basic organisational unit of the AAAD for project activity implementation for the needs of the AAAD is the AAAD Architecture and Design Project Studio (hereinafter as 'Project Studio'). The activity of the Project Studio is governed by the AAAD's Organisational Rules.

PART THREE

STUDY PROGRAMMES AND STUDY

Article 15

Study Programmes

- (1) The AAAD provides university education in accredited study programmes within the following fields of study:
 - a) Art
 - b) Art and Culture Sciences.
- (2) In exchange for payment, the AAAD provides life-long learning programmes focused on professional or leisure qualifications. Relationships within life-long education programmes are based upon a contract. Life-long learning is realised under Section 6 of the Act both outside and within the framework of the AAAD study programmes; this mainly involves internships, international courses, educational programmes and workshops. Education in a life-long learning programme does not provide its participants with the legal status of a student under the Act. Graduates of life-long learning programmes do not attain academic degrees. The amount, form and due date of the payment connected with life-long learning is stipulated by the Rector's decision, who publishes it on the official notice board. Detailed provisions are defined in the AAAD Code of Life-long Learning.
- (3) Parts of a study programme and further details are defined in the AAAD Study and Examination Code.
- (4) Study programmes are specified in study curricula.
- (5) For the AAAD study programmes, the Rector appoints and removes guarantors of study programmes from within the ranks of the members of the AAAD academic staff in accordance with the rules stipulated by the AAAD Study and Examination Code. A member of the academic staff can only become a guarantor if s/he meets the requirements stipulated by the standards for the accreditation of a study programme⁶.
- (6) The AAAD publishes Bachelor's, Master's and doctoral theses in a manner allowing remote access and web crawling on its website.

⁶ Section 44(6) and (7) of the Act

- (7) Further details regarding study programmes are specified in the AAAD Study and Examination Code.

Article 16

AAAD Admission Procedure

- (1) The maximum number of students admitted to study in a given year is stipulated by the Rector.
- (2) For admission to study in the Bachelor's or Master's study programme the applicant must complete secondary education with a School Leaving Exam; a prerequisite for admission to the Master's study programme following a Bachelor's study programme is the due completion of university education in a study programme of any type.
- (3) A prerequisite for admission to the doctorate study programme is the due completion of a Master's study programme.
- (4) Further conditions for study admission, in particular the method of submitting an application form, the process of the admission procedure and method of applicant assessment is stipulated by the AAAD Study and Examination Code.
- (5) Foreigners must demonstrate an adequate knowledge of Czech language. An exception to this is admission to study programmes with accredited instruction in a foreign language.

Article 17

Foreign Citizens Study Provisions

Foreign citizens take part in study at AAAD

- a) as students in accordance with the Act,
- b) on the basis of international agreements binding for the Czech Republic
- c) on the basis of cooperation agreements concluded in accordance with Section 6(1) (j) of the Act, in particular within international programmes, EU programmes for academic mobility as well as agreements with universities,
- d) on the basis of the agreement on participation in the life-long learning programme.

Article 18

Fees Related to the Studies

- (1) AAAD stipulates fees related to Studies in accordance with the provisions of Section 58 of the Act and the amount of these fees is published in the publicly accessible section of the website annually.
- (2) Rules for stipulating the amount, form of payment and due date of fees related to Studies and principles for waiver or abatement of fees related to studies is regulated by the AAAD Study and Examination Code.

Article 19

Fees for Actions Related to the Admission Process

- (1) The fee for actions related to the admission process is 20% of the basis stipulated in accordance with Section 58(1) of the Act after rounding down to whole tens of CZK. The fee for the actions related to the admission process is revenue from the AAAD's educational and creative activity.

- (2) The fee for actions related to the admission process is non-refundable and the applicant pays it by a money order or a documented bank transfer; evidence of payment must be delivered at the earliest upon submission of the study application and at the latest 5 working days before the commencement of the first part of the entrance examination.
- (3) In the admission process for foreign citizens within international agreements binding for the Czech Republic, a fee for actions related to the admission process is generally not required.

Article 20

Tuition Fee

- (1) The AAAD stipulates a tuition fee
 - a) for students who study in a given Bachelor's or Master's programme one year longer than the standard period of study (Section 58(3) of the Act)
 - b) for students who study in a foreign language study programme (Section 58(4) of the Act)
- (2) The tuition fee under Section 1 is paid in due dates announced for an academic year.
- (3) The amount of the fees is stipulated by the Rector.
- (4) The Rector can reduce or waive the tuition fee or postpone the due date of tuition fee payment under Section 58(3) of the Act within a decision making process on a student's appeal against the assessed amount of tuition fee, which the student lodges in accordance with the following principles:
 - a) the student lodges the appeal in writing,
 - b) the student lodges the appeal through the Vice-Rector for Graduate Studies,
 - c) the student is obliged to give true and complete information about the reasons for the appeal,
 - d) the student attaches documents to the appeal that are also referred to in the appeal to evidence circumstances relevant to the appeal;
 - e) the competent Vice-Rector may require the student to complete the appeal before submitting it to the Rector for a decision unless s/he revokes or changes the decision himself/herself, if s/he fully allows the appeal herewith;
 - f) the statement of the competent Vice-Rector on the appeal is either that of recommendation or non-recommendation while stating the reasons;
 - g) The Rector shall review the agreement of the contested decision and the procedure preceding the issue of the decision with legal provisions and the AAAD internal regulations and revokes or changes the contested decision or rejects the appeal in accordance with Act No. 500/2004 Coll., Code of Administrative Procedure as amended (hereinafter as the 'Code of Administrative Procedure').
- (5) When deciding on an appeal under Section 4 the Rector shall in particular take into account documented health or social reasons.
- (6) Payment for the life-long learning programmes under Section 60 of the Act is stipulated with regard to the demanding nature of the given life-long learning programme and amounts at least to the basis per calendar month. This payment does not form a part of the scholarship fun under Section 60 of the Act.

Article 21

Delivery of Documents

- (1) Under Section 50 of the Act in a proceeding the AAAD delivers documents to the study applicant itself or by means of a postal service operator.
- (2) In proceedings that the AAAD conducts under the Code of Administrative Procedure, the AAAD delivers documents in accordance with this Code of Administrative Procedure unless the Act states otherwise.

PART FOUR

ACADEMIC STAFF AND OTHER EMPLOYEES

Article 22

Employment Relationships

- (1) Members of the academic staff are in an employment relationship with the AAAD, other employees of the Rector's Office are in an employment relationship with AAAD.
- (2) Positions of academic staff members are filled on the basis of a formal selection process conducted in accordance with the Selection Procedure Code for the Employment of the AAAD Academic Staff. The selection process may be waived in case of a repeated employment relationship with an academic staff member if the position being filled is the one s/he is performing.
- (3) Employees in the positions of Head of Studio and Head of Studio Assistant are employed on the basis of a fixed-term contract if reasons exist for which AAAD as the employer cannot be under Section 39 of the Labour Code fairly and reasonably required to establish an indefinite-duration employment relationship. Reasons and principles of chaining fixed-term employment contracts with employees at these positions are stipulated by the Rector's directive.

Article 23

Visiting Professor

- (1) The title of "Visiting Professor" is granted to an employee for the duration of his/her activity within an employment relationship with the AAAD on the following conditions:
 - a) the specification of his/her activity corresponds with that of an AAAD associate professor or professor,
 - b) s/he is an associate professor or professor at another university in the Czech Republic or abroad or s/he is an acknowledged artist or expert,
 - c) in case of an employment relationship this is concluded only for a fixed term.
- (2) A Visiting Professor is not a member of the academic community.
- (3) A Visiting Professor cannot be a study programme guarantor.

Article 24

Study Programme Guarantor

- (1) A Study Programme Guarantor is appointed by the Rector from within the ranks of the AAAD academic staff who comply with the requirements stipulated by Section 44(6) of the Act upon the recommendation of the relevant Head of Department and after approval by the Artistic Board; in case of a guarantor of a study programme realised by several workplaces (departments), without such recommendation.
- (2) Guarantor of a doctoral study programme is the Chairman of the Doctoral Board.
- (3) Members of a Doctoral Board are appointed by the Rector.
- (4) A Study Programme Guarantor is responsible for the quality of the given programme, proposes changes to study curricula to head(s) of department(s), submits the proposal of a study programme for accreditation, accreditation expansion or extension. A Study Programme Guarantor conducts, in cooperation with head(s) of department(s), a regular evaluation of the study programme to the principles defined in the Rules of the Quality Assurance System for Education, Creative and Related Activities and for the Internal Quality Assessment for Education, Creative and Related Activities. S/he informs the head(s) of department(s) about problems that have arisen during the implementation of the study programme in the given period including the staffing of the study programme and is involved in solving them. S/he contributes to the report on the internal evaluation of the AAAD education, creative and related activities. A Study Programme Guarantor reports to the Vice-Rector for Graduate Studies.
- (5) Requirements which a Study Programme Guarantor must comply with are further specified in the Government Regulation No. 274-2016 Coll., on standards for accreditation in higher education, which stipulates standards for institutional accreditation, standards for accreditation of a study programme and standards for accreditation of habilitation procedure and procedure for the appointment of professor.

Article 25

Sabbatical Leave

- (1) Granting of a sabbatical leave to an academic staff member is governed by the following principles:
 - a) the academic staff member addresses his/her written request for a sabbatical leave to the Rector,
 - b) results achieved by the applicants during the sabbatical leave form a part of his/her assessment.
- (2) An academic staff member can apply for a sabbatical leave no earlier than seven years since the commencement of the employment relationship. Pay provisions are governed by the Payroll Regulations.

Article 26

Habilitation Procedure and Procedure for the Appointment of Professor

- (1) The AAAD is entitled to conduct habilitation procedures and procedures for the appointment of professor⁷. The list of the branches of study in which the AAAD is entitled to conduct habilitation procedures and procedures for the appointment of professor is published in the publicly accessible section of the AAAD's website. More detailed provisions are regulated by the Rules of the AAAD Habilitation Procedure and Procedure for the Appointment of Professor.

**PART FIVE
AAAD'S ECONOMIC MANAGEMENT**

**Article 27
Economic Management**

- (1) In cases stated in Section 15(1) of the Act, the Rector is the legal representative of the AAAD with the previous written consent of the Board of Trustees.
- (2) In cases not stipulated in Section 1 the Rector handles the assets of the AAAD to the extent stipulated in the Rector's provision in the form of a decision.
- (3) The economic management of the AAAD is subject to the Act; further details are specified in Annex 3.
- (4) The report on the AAAD economic management forms a part of the annual report on AAAD's activity.

**PART SIX
COMMON AND FINAL PROVISIONS**

**Article 28
Final Provisions**

- (1) The following Annexes form a part of this Statutes:
 - a) Annex 1 – Matriculation Oath,
 - b) Annex 2 – Graduation Oath,
 - c) Annex 3 – Rules of the AAAD Economic Management,
 - d) Annex 4 – AAAD Academic Insignia and Ceremonies.
- (2) The Statutes of the AAAD registered by the Ministry on the 17th of October 2012, ref. MSMT 40917/2012-30 is hereby revoked.
- (3) These Statutes were approved under Section 9(1) (b) point 3 of the Act by the Academic Senate on the 26th of June 2017.
- (4) These Statutes becomes valid under Section 36(4) of the Act on the date of the registration by the Ministry.
- (5) These Statutes takes effect on the 1st of September 2017.

Professor, Academic Architect Jindřich Smetana
Rect

⁷ Sections 72-75 of the Act

to the AAAD Statutes

MATRICULATION OATH

Aware of the responsibility I am assuming upon entering the Academic Community of the Academy of Arts, Architecture and Design in Prague, I solemnly promise to fulfil all study duties, use every opportunity for my education provided by the Academy and confirm my affiliation with it and its traditions through my everyday endeavours.

In Prague, date

Signature of the student

GRADUATION OATH

I solemnly promise to put all the knowledge and skills which I have acquired in my studies at the Academy of Arts, Architecture and Design in Prague into the service of humanity and democracy.

This oath was taken into the hands of the Rector.

In Prague, date

RULES OF THE AAAD ECONOMIC MANAGEMENT

PART ONE **PRELIMINARY PROVISIONS**

Article 1

The AAAD economic management is governed in particular by the Act and other special legislation⁸ and decisions on granting contributions from the state budget to educational and academic, research, development and innovation, artistic or other creative activity (hereinafter as 'contribution') and subsidies from the state budget (hereinafter as 'subsidies'), their purpose, use and settlement of contribution and subsidies with the state budget provided mainly by the Ministry. It is further regulated by these Statutes, in particular by these Rules and other AAAD internal regulations.

PART TWO **AAAD ECONOMIC MANAGEMENT**

Article 2 **Financial Management**

- (1) The AAAD financial management is based upon a budget of expenses and revenues that it draws up for the period of a calendar year. The AAAD budget must be set as balanced for the calendar year. After the year's end the AAAD prepares a settlement with the state budget and submits it on schedule to the Ministry and other providers of funds from the state budget.
- (2) The principal economic resources of the AAAD are capital and non-investment subsidies and contributions and other income under Section 18(2) of the Act and other special legislation⁹. The Ministry stipulates these resources in accordance with publicly announced rules made accurate and debated on with university representatives each year (Section 92(3) of the Act).
- (3) The AAAD must use the resources allocated from the state budget in a frugal and efficient manner in accordance with the Act and other special legislation¹⁰, in keeping with the decision of the Ministry.

⁸ E.g. Act No. 218/2000 Coll. Budgetary Rules and on Amendments of Some Related Acts (Budgetary Rules) as amended.

⁹ E.g. Sections 12-14 of the Act No. 218/2000 Coll. Budgetary Rules and on Amendments of Some Related Acts (Budgetary Rules) as amended.

Decree No. 40/2001 Coll., on the Participation of the State Budget in the Financing of the Property Reproduction Act No. 130/2002 Coll. on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research and Development) as amended.

¹⁰ E.g. Act No. 218/2000 Coll. Budgetary Rules and on Amendments of Some Related Acts (Budgetary Rules) as amended.

- (4) The Rector reports to the Minister of Education, Youth and Sport for the expedient use of contributions and subsidies and the settlement of contributions and subsidies with the state budget and sound management of assets.
- (5) The AAAD must keep a due record of assets and manage assets in accordance with the Act and other special legislation⁹ and these Statutes, in particular these Rules.
- (6) The AAAD is not entitled to become a partner in a general partnership or a limited partnership. The AAAD is not entitled to put immovable assets acquired in the ownership of public universities from state ownership, a contribution allocated under Section 18(3) of the Act and subsidy allocated under Section 18(5) of the Act into a general partnership or cooperative. Cash and in-kind investments into other legal entities are decided upon by the Rector following the written consent of the Board of Trustees and a statement from the Academic Senate.

Article 3

Management of Non-Investment Resources

- (1) AAAD acquires financial resources to secure its activity financed from non-investment resources in particular from the following:
 - a) contribution,
 - b) subsidies from the state budget,
 - c) the support of research, experimental development and innovation from public funds in accordance with special legislation,
 - d) study-related fees,
 - e) revenues from assets,
 - f) revenues from supplementary activity,
 - g) other income from the state budget, state funds, the National Fund, municipal and regional budgets and the EU budget,
 - h) incomes from gifts and bequests, from foundations and endowment funds,
 - i) pooled funds based on cash pool agreements,
 - j) AAAD's own created funds,
 - k) loans from financial institutions,
 - l) other AAAD's own revenues.
- (2) The AAAD has a statutory right to the contribution and subsidy for development.
- (3) Study-related fees are not subject to general rules on fees. A study-related fee is a fee for actions connected with the admission procedure and/or a fee for the studies.
- (4) The AAAD is entitled to accept credits, repayable financial aid and loans unless the acceptance hereof incurs claims against the state budget and if their return is secured from the resources of its own economic management; the state is not liable for AAAD's obligations.
- (5) Acquired non-investment resources from the contribution are used by the AAAD in particular for:
 - a) employee salaries paid out in accordance with the approved AAAD Internal Payroll Regulations including all statutory deductions.
 - b) depreciation of tangible and intangible assets,

- c) scholarships for students paid out in accordance with the AAAD Scholarship Regulations,
 - d) operational expenditure – this in particular deals with expenses for purchasing machines, devices and computer technology of a non-investment nature and other equipment of a non-investment character for teaching, research and other creative activity, energy costs, repairs and the maintenance of buildings and equipment.
- (6) Financial resources from contributions and subsidies are available to the AAAD in accordance with the methodology of the Ministry of Finance and of the Ministry on the implementation of the act on the state budget for the given calendar year or on the reversionary budget.

Article 4

Capital Funds Management

- (1) The AAAD acquires financial resources to secure its activity financed from capital funds in particular from the following:
- a) individual or system subsidies from the state budget; these funds are earmarked strictly as special-purpose and are subject to a yearly settlement with the state budget,
 - b) public budgets and state funds, municipal and regional budgets and the EU budget,
 - c) AAAD's own resources of the capital goods reproduction fund,
 - d) transfers between individual funds,
 - e) pooled funds based on cash pool agreements,
 - f) loans from financial institutions under the same provisions as stated in Article 3 (1) (k)
 - m) special-purpose earmarked incomes from gifts and bequests, from foundations and endowment funds,
 - g) a contribution or subsidy outside the programme funding.

Article 5

AAAD Funds and Assets

- (1) The AAAD's own assets are its own resource to cover its property; in particular the following is credited to the account:
- a) an accepted subsidy and contribution or a financial gift to acquire fixed tangible and intangible assets for the AAAD's own activity,
 - b) fixed tangible and intangible assets and supplies for the AAAD's own activity taken over free of charge,
 - c) purchase cost of a newly secured fixed asset not yet recorded and written off in the accounting,
 - d) transfer of funds upon using them to acquire fixed tangible and intangible assets,
 - e) transfer of funds
- (1) The following in particular is debited in the account:
- a) purchase price of fixed tangible and intangible assets taken over free of charge reduced by the price of repairs accounted for,

b) creation of the capital goods reproduction fund.

(2) The AAAD establishes the following funds:

- a) the Reserve Fund,
- b) the Capital Goods Reproduction Fund,
- c) the Scholarship Fund,
- d) the Remuneration Fund
- e) the Special-Purpose Earmarked Fund
- f) the Social Fund,
- g) the Operational Appropriations Fund.

(3) The Reserve Fund is created from:

- a) allocation of after-tax profit,
- b) transfer of funds from the Capital Goods Reproduction Fund, the Remuneration Fund and the Operational Appropriations Fund.

The Reserve Fund is intended in particular:

- a) to cover losses in previous accounting periods,
- b) to transfer funds to the Capital Goods Reproduction Fund, the Remuneration Fund and the Operational Appropriations Fund.

(4) The Capital Goods Reproduction Fund consists of:

- a) allocation of after-tax profit,
- b) depreciation of fixed assets which were not acquired from a subsidy or contribution or a special-purpose earmarked gift,
- c) the balance of the contribution under Section 18(2) (a) of the Act by the 31st of December of a current year,
- d) pooled funds for joint investment activity,
- e) transfer of funds from the Reserve Fund, the Remuneration Fund and the Operational Appropriations Fund.

The Capital Goods Reproduction Fund is intended:

- a) to acquire and technically improve fixed assets,
- b) to cover repayment of investment credits and loans,
- c) to provide funds to other entities upon conclusion of an investment pool agreement,
- d) to transfer funds to the Reserve Fund, the Remuneration Fund and the Operational Appropriations Fund.

(5) The Scholarship Fund consists of:

- a) study related fees under Section 58(7) of the Act,
- b) transfers of tax-deductible expenses in accordance with special legislation¹¹
- c) special-purpose earmarked gifts for scholarships.

The Scholarship Fund resources can be used to pay out scholarships in accordance with the AAAD Scholarship Regulations.

(6) The Remuneration Fund consists of:

- a) allocation of after-tax profit,
- b) transfer of funds from the Reserve Fund, the Capital Goods Reproduction Fund and the Operational Appropriations Fund.

¹¹ Section 24(2) (žř) of the Act No. 586/1992 Coll. On Income Taxes as amended

The Remuneration Fund's resources can be used:

- a) to pay out salaries and other monetary payments in accordance with the AAAD Internal Payroll Regulations,
- b) to transfer funds into the Reserve Fund, the Capital Goods Reproduction Fund and the Operational Appropriations Fund.

(7) The Special-Purpose Earmarked Fund consists of:

- a) special-purpose earmarked gifts with the exception of gifts assigned for acquisition and technical improvement of fixed assets,
- b) special-purpose earmarked funds from abroad,
- c) special-purpose earmarked public funds, including resources of special purpose and institutional support of research, experimental development and innovations from public funds which could not be used by the AAAD in the financial year in which they were allocated, up to 5% of the volume of special-purpose earmarked public funds allocated to individual projects of research, experimental development and innovations or research projects in the given calendar year; in case of other support from public funds up to 5% of the volume of such support allocated in the calendar year; AAAD shall notify the provider of the special-purpose earmarked funds of their transfer.

Special-Purpose Earmarked Fund resources can be only used for the purpose for which they were provided.

(8) The Social Fund consists of:

- a) the basic allocation debited in the expenses up to 2% of the volume of the AAAD expenses accounted for on wages, wage compensations and bonuses for on-call duty.

The amount of the Social Fund for a given calendar year is stipulated by the Rector.

The Social Fund's resources can be used for:

- a) a contribution towards the employees' supplementary pension scheme in accordance with special legislation,
- b) a contribution towards the insurance premiums covered by the employer for private life insurance of the AAAD staff in accordance with special legislation.

(9) The Operational Appropriations Fund consists of:

- a) after-tax profit,
- b) the balance of the contribution under Section 18(2) (a) of the Act by the 31st of December of a current year,
- c) the transfer of funds from the Reserve Fund, the Capital Goods Reproduction Fund and the Remuneration Fund.

The Operational Appropriations Fund's resources can be used:

- a) to cover non-investment expenses in a current calendar year,
- b) to co-finance grants whose co-financing is stipulated by grant agreement provisions,
- d) transfer of funds to the Reserve Fund, the Capital Goods Reproduction Fund and the Remuneration Fund.

(10) The AAAD is entitled, in the event of legitimate needs, to transfer resources between the funds, namely the Reserve Fund, the Capital Goods Reproduction Fund, the Remuneration

Fund and the Operational Appropriations Fund. The Rector decides on the transfer between funds after debating it in the Academic Senate unless the Act or other special legislation stipulates otherwise.

- (11) The after-tax profit can be divided up among the funds only on the condition that loss from previous periods has been covered.
- (12) Balances of funds to the 31st of December of a current year are transferred into the next financial year.
- (13) The use of resources is debited directly into the account of this Fund; the use of other Funds' resources is debited in revenue and expenses.
- (14) When dividing the after-tax profit among individual funds, the AAAD shall take into account its specific needs. Funds acquired from the profit from fundamental research, experimental development and dissemination of their results by means of teaching, publishing or technology transfer which were supported from public funds shall be used retroactively only for these activities or for dissemination of their results or teaching. The concrete distribution of the profit shares after taxation is stipulated by the Rector.

Article 6

Bookkeeping and Chart of Accounts

- (1) The AAAD keeps double-entry bookkeeping and is subject to general provisions on bookkeeping.
- (2) In its bookkeeping the AAAD is obliged to strictly separate the revenue and expenses connected with its supplementary activities.

Article 7

Supplementary Activities

- (1) The AAAD owns assets which it is obliged to use to carry out tasks in its educational and creative activity. These assets may also be used for supplementary activity in accordance with the Act.
- (2) In its supplementary activity the AAAD performs activity for payment connected with its educational and creative activity or activity for the purpose of a more efficient use of human resources and assets. The supplementary activity must not threaten the quality, extent and availability of activities for the realisation of which the AAAD was established.
- (3) The supplementary activity is governed by the Rector's Directive.

Article 8

Other Provisions

- (1) The AAAD finances the capital and non-investment expenses of the AAAD's parts, special purpose facilities and academy-wide work places.
- (2) If the AAAD uses special-purpose facilities together with another entity, it contributes towards the expenses or revenue according to the use ratios stipulated in a valid agreement. Coverage of a proportional part of special-purpose facility use by a fixed amount can be contractually arranged.

ACADEMIC INSIGNIA AND CEREMONIES

AAAD ACADEMIC INSIGNIA

ARTICLE 1

The AAAD Academic Insignia are the outward expression of the authority and responsibility of the Rector and Vice-Rectors and of academic traditions. The manner of their use is stipulated by the Rector.

ARTICLE 2

- (1) The following persons are entitled to wear gowns on festive occasions:
 - a) the Rector and Vice-Rectors
 - b) AAAD academic and research staff if they are Associate Professors or Professors if they are holders of academic titles,
 - c) the Bursar and the Head of the Student Affairs Office,
 - d) other members of the academic staff upon the Rector's decision,
 - e) significant guests upon the Rector's decision.
- (2) The manner in which the gowns are used is stipulated by the Rector.

ARTICLE 3

- (1) Student matriculations take place with the participation of the Rector and a Vice-Rector. The wording of the Matriculation Oath is listed in Annex 1.
- (2) Graduation ceremonies of students who have duly completed their studies in a study programme take place with the participation of the Rector, a Vice-Rector and the Graduation Officer. The wording of the Graduation Oath is listed in Annex 2.
- (3) The Graduation Code is stipulated by the Rector.
- (4) The Graduation Officer is appointed by the Rector. This is an honorary office.

ARTICLE 4

- (1) The AAAD has the right to confer the honorary title of "doctor honoris causa".
- (2) Conferment of the honorary title is governed by the AAAD's Internal Norms.