

I.
FULL WORDING
OF THE STATUTE
OF JAN EVANGELISTA PURKYNĚ UNIVERSITY
IN ÚSTÍ NAD LABEM
ON THE DATE 16TH JUNE 2017

Part I
Introductory
provisions

Article 1

Name, seat, type of higher
education institution

1. The full name of the university is “Univerzita Jana Evangelisty Purkyně v Ústí nad Labem”. The abbreviated name of the university is “UJEP”.
2. The official name in foreign relations is “Jan Evangelista Purkyně University in Ústí nad Labem”.
3. The seat of the university is Ústí nad Labem, Pasteurova 3544/1.
4. Jan Evangelista Purkyně University in Ústí nad Labem (hereafter “UJEP”) is a public higher education institution of a university type pursuant to Act No 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended (hereafter the “act”).

Article 2
Legal predecessor

The Jan Evangelista Purkyně University, having its seat in Ústí nad Labem, was established on 28.9. 1991 by act of the Czech National Council No 314/1991 Coll., the date 9th July 1991. The legal predecessor of UJEP is Pedagogická fakulta v Ústí nad Labem (Faculty of Education in Ústí nad Labem).

Part II
Mission and activity of UJEP

Article 3
Mission of UJEP

1. The main mission of UJEP is dissemination of education and protection of the recognized, cultivation of free thinking, independent scientific research and artistic creation and universal support of the creative spirit of the individual and society.
2. UJEP develops, independently and freely, educational activity and related research, research and development, innovation, artistic or other creative activities (hereinafter referred to as "creative activities") and other related activities consistent with its main mission.
3. UJEP cooperates with local and foreign institution of higher education, scientific and research institutions and other legal entities and creates conditions for the participation of members of the UJEP Academic Community (hereinafter referred to as the "academic community/academia") in this cooperation.

Article 4

Educational activity

1. UJEP implements all types of study programs¹ and lifelong education programs².
2. Educational activity must be organized in such a way that it allows students to accomplish the study program in full, allows the participants of life long education program to accomplish their program to the full extent and allows the academic staff to realize both their educational and creative activities.
3. Educational activity is the basic right and duty of the UJEP's academics³. It is based on the results of modern science and the results of creative activities of the academics.

Article 5

Creative activity

1. UJEP creates conditions for the creative activity of the academic community members.
2. Creative activity is the basic right and duty of the UJEP³ academic staff³. It is being realized and the results published within the framework of academic freedom.
3. UJEP creates conditions for publishing and commercial utilization of the creative activity of the academic staff members.
4. The implementation of industrial ownership rights and copyright at UJEP is governed by specific regulations³; the details of which are given by the rector's directive.

Article 6

Other related activities

1. UJEP provides librarian and other information services.
2. In the context of educational and creative activities, UJEP also performs complementary activities.
3. The complementary activity of UJEP must support and fulfill the mission of the university⁴.

Part III

Authorities and organizational chart of UJEP

¹ § 2 section 1 of the Act.

² § 2 section 1 and § 60 of the Act.

³ *Act No. 121/2000, Coll.*, on copyright, rights related to copyright and amendment of certain acts, as amended, *Act No. 527/1990 Coll.*, on inventions and rationalizations proposals, as amended, *Act No. 478/1992 Coll.*, on utility models, as amended, *Act No. 207/2000 Coll.*, on protection of industrial designs and on modification of the law No. 527/1990 Coll., on inventions, industrial designs and rationalization proposals, as amended.

⁴ § 20 section 2 of the Act.

Article 7

Self-governing academic bodies and other bodies of UJEP

1. Self-governing UJEP bodies⁵:
 - a) The Academic Senate of UJEP (hereinafter “Academic Senate “),
 - b) The Rector of UJEP (hereinafter “Rector “),
 - c) The Academic Council of UJEP (hereinafter “Academic Council “),
 - d) The Council for Internal Evaluation of UJEP (hereinafter “Council for Internal Evaluation “).
2. Other bodies of UJEP⁶:
 - a) Administrative Council of UJEP (hereinafter “Administrative Council “),
 - b) Bursar of UJEP (hereinafter “Bursar “).

Article 8

Academic Senate

1. The legal status of the Academic Senate, its constitution, its competence, its force and its responsibilities are determined by law, by this Statute and other internal regulations of UJEP.
2. The Academic Senate consists of three members of the academic staff and two students for each UJEP faculty.
3. The rules for the election of members of the Academic Senate are laid down in the Electoral Rules of the UJEP Academic Senate, which is an internal regulation of the UJEP⁷ (hereinafter “Electoral Rules of the Academic Senate “).
4. The Rules for Academic Senate meetings are governed by the Rules of Procedure of the UJEP Academic Senate, which is an internal regulation of the UJEP⁸ (hereinafter “Rules of Procedure of the Academic Senate “).
5. Members of the Academic Senate account for their activities to the Academia. In exercising their functions, they are not bound by orders or resolutions of the Academic Autonomous Bodies of the Faculty, for which they were elected, but only by their conscience and they are obliged to take care of the interests of UJEP as a whole.

Article No. 9

Rector

1. UJEP is headed by the Rector, whose legal status, scope of powers, competence and responsibility are determined by law, by this Statute and by other internal regulations of UJEP.
2. The Rector is the UJEP representative within universities⁹.
3. The Rector's term of office begins on the date on which he was appointed to this position.
4. Details on the election of a candidate for the Rector are provided by Electoral Regulations for the candidate's election and appointing the Rector, see enclosure No. 3.
5. Vice-rectors, bursar, deans and other employees are directly subordinated to the Rector. This is governed by the UJEP Organization Rules (hereinafter “Organization Rules “), and in the sphere of exploitation of eligible funding and economy of the UJEP property also other employees mentioned in article No. 25.

⁵ § 7 section 1 of the Act.

⁶ § 7 section 2 of the Act.

⁷ § 17 section 1 letter b) of the Act.

⁸ § 17 section 1 letter c) of the Act.

⁹ § 92 section 1 letter b) of the Act.

Article 10

Vice-rectors

1. Vice-rectors represent the Rector in specified areas of activity¹⁰. Their legal status, competence, power and responsibility are determined by law, by this Statute, by other UJEP internal regulations and by the Organization Chart.
2. UJEP has four vice-rectors. Their activities are subdivided as follows:
 - development and quality,
 - study and life-long education,
 - creative activity,
 - external relations.Details of the division of the rectors' sections are governed by the Organization Chart.
3. At the request of the UJEP Academic Senate or its chairperson, the vice-rector is to come to a meeting of the UJEP Academic Senate. A Vice-rector is to answer the question concerning the exercise of his/her function asked by the Academic Senate or a member thereof at the meeting of the Academic Senate
4. A Vice-rector may call meetings of the vice-deans or other representatives of the faculties for the relevant area of activity.
5. The employees directly answerable to the relevant vice-rectors are designated by the Organisation Chart.
6. Vice-rectors are mutually supportive, according to the Rector's decision. The Rector will nominate one of the Vice-Rectors to represent him in full in his absence.

Article 11

Academic Council

1. The legal status of the Scientific Council, its establishment, its competence, its power and its responsibilities is determined by law, by this Statute and other internal regulations of UJEP.
2. As a rule, the Rector will, within two months, following his appointment, request prior approval from the Academic Senate for the appointment of the members of the Academic Council¹¹.
3. When appointing the members of the Academic Council, the Rector shall take care to represent the main fields of science, art and education developed at UJEP.
4. Membership in the Academic Council shall commence on the date on which the member of the Academic Council is appointed.
5. Membership in the Academic Council becomes null and void:
 - a) to the date on which the term of office of the Rector who appointed him to the Academic Council ends,
 - b) to the delivery date of a written statement to the Rector, by which the member renounces membership in the Academic Council,
 - c) to the date when the Rector called out a member of the Academic Council with the prior approval of the Academic Senate.
6. The Rector may, based on a long-term meritorious activity in favor of UJEP, appoint honorary members of the Academic Council. Prior to the appointment of an honorary member of the Academic Council, the Rector will request a statement from the Academic Senate.
7. The competence of the Academic Council is to approve:
 - a) study programs,

¹⁰ § 10 section 4 of the Act.

¹¹ § 9 section 1 letter f) of the Act.

- b) intention to apply for accreditation, extend accreditation or extend the accreditation period of study programs,
it is entrusted to the Internal Evaluation Council¹².
8. Academic Council, within its further scope¹³:
- a) approves the criteria for habilitation or professorship appointment procedures submitted at the proposal of the Academic or Artistic Board of the relevant faculty by the Rector,
 - b) expresses its opinion on the proposal to staff the post of an associate professor established at the appropriate faculty submitted through the Dean's proposal to the Rector,
 - c) expresses its opinion on the proposal submitted by the Rector to award an honorary title at the proposal of the Academic or Artistic Council of the relevant faculty "Doctor Honoris Causa", abbreviated "Dr.h.c." stated after the name,
 - d) expresses its opinion to the intention submitted by the Rector to award the designation "Visiting Professor of UJEP",
 - e) expresses its opinion to other inquiries submitted by the Rector.
9. The Rules of the Academic Council are governed by the Rules of Procedure of the UJEP Academic Council, which is an internal regulation of UJEP¹⁴ (hereinafter "Academic Council Rules of Procedure").

Article 12

Council for Internal Evaluation

1. The legal status of the Council for Internal Evaluation, its establishment, competence, power and responsibility is determined by law, by this Statute and by other internal regulations of UJEP.
2. Council for Internal Evaluation consists of the chairman, vice-chairman and ten members, one of which is the chairman of the Academic Senate and the other nine (hereinafter "other members"), after discussions in the Academic Council and with a foregoing consent of the Academic Senate are appointed by the Rector, three of them on a proposal of the Academic Council and three including one student of UJEP on the proposal of the Academic Senate.
3. The function of a vice-chairman and another member of the Council for Internal Evaluation is incongruous with the position of a rector, vice-rector, dean, vice-dean and chairman of the academic senate.
4. The term of office of a Vice-Chairman and other members of the Board of Internal Evaluation is six years. This does not apply, if it is a member of the council appointed the student body of UJEP, this term of office lasts two years.
5. If the function of a Vice-Chairman or another member of the Internal Evaluation Council finishes before the expiration of the respective term of office, the new Vice-Chairman or the new other member shall be appointed only for the remainder of the relevant term of office.
6. The term of office of the Vice-Chairman and other members of the Council for Internal Evaluation starts on the date on which they are appointed to the Internal Evaluation Council.
7. The term of office of the Vice-Chairman and other members of the Internal Evaluation Council shall end on the date on which the term of their term of office expires pursuant to paragraph 4 or paragraph 5.
8. The position of a Vice-Chairman of the Internal Evaluation Council further expires:

¹² § 12 section 3 of the Act.

¹³ § 12 section 1 letter l) of the Act.

¹⁴ § 17 section 1 letter e) of the Act.

- a) at the date of delivery of a written declaration by the Vice-President resigning his office, to the Rector,
 - b) at the day he was dismissed from office by the Rector,
 - c) at the day of occurrence of the incongruous functions.
9. The function of another member of the Internal Evaluation Council further expires:
- a) at the date of delivery of a written statement by which the member renounces his office to the Rector,
 - b) at the date on which the Rector renounced the Internal Evaluation Council member with a prior approval of the Academic Senate and after prior discussion in the Academic Council,
 - c) should that be a member designated from the UJEP student body, at the date he/she ceased to be a student of UJEP,
 - d) at the day of the occurrence of incongruous functions.
10. The Internal Evaluation Council is committed to control the Academic Council see article 11 section 7. Within its other sphere of action¹⁵ the Internal Evaluation Council declares oneself to other issues submitted by the Rector.
11. The details of the Rules for the Internal Evaluation Council's proceedings are governed by the UJEP Internal Evaluation Board's Rules of Procedure (hereinafter “rules of procedure for the Internal Evaluation Council “), which is, after prior approval by the Internal Evaluation Council set out in a form of a Rector’s directive.

Article 13 Administrative Council

1. The legal status of the Administrative Council, its constitution, its competence, power and its responsibilities are determined by law.
2. The election of the Chairman and Vice-Chairmen of the Administrative Council and the manner of its conduct are regulated by the Statute of the UJEP Administrative Council, approved by the Minister of Education, Youth and Sports.
3. The proposal, subject to approval by the Academic Senate, requires the approval by the Administrative Council. After being approved by the Academic Senate it is submitted to the Administrative Council by the Rector. The date of submission of the proposal referred to in the first sentence is the first day following the distribution of the proposal by electronic mail to electronic addresses to all members of the Administrative Council¹⁶.

Article 14 Bursar

1. The legal status, competence, authority and responsibility of the Bursar are determined by law, by this Statute, by other UJEP internal regulations and by the Organization Chart.
2. At the request of the UJEP Academic Senate or its chairman, the Bursar will come to a meeting of the UJEP Academic Senate. Bursar will answer the question concerning the exercise of his/her function asked by the Academic Senate or a member thereof at the meeting of the Academic Senate.
3. Bursar may call meetings of the secretaries for the inquiries related to economy and internal management of UJEP and its faculties.
4. The employees directly answerable to the Bursar are designated by the Organisation Chart.

¹⁵ § 12a section 4, letter e) of the Act.

¹⁶ § 14 section 5 of the Act.

Article 15

Organization Chart of UJEP

1. Faculties are parts of UJEP, together with other working places for education, creative activities or for providing information services of transfers of technologies (further on “other working places “), special facilities for cultural and sport activities, accommodation and catering especially of the academic staff or securing UJEP operation (hereinafter “special facilities “) and rectorate¹⁷.
2. UJEP has the following faculties:
 - a) Faculty of Social and Economic Studies (hereinafter the "FSES"),
 - b) Faculty of Mechanical Engineering (hereinafter “FME “),
 - c) Faculty of Art and Design (hereafter the "FAD"),
 - d) Faculty of Health Studies (hereafter the "FHS"),
 - e) Faculty of Environment (hereafter the "FEn"),
 - f) Faculty of Philosophy (hereafter the "FP"),
 - g) Faculty of Education (hereafter the "FEEd"),
 - h) Faculty of Science (hereafter the "FS").
3. UJEP has also these other units:
 - a) Information Technology Centre (hereafter “ITC”),
 - b) Scientific Library (hereafter the "SL"),
 - c) Project Service Center (hereinafter “PSC “),
 - d) University Support Center for Students with Specific Needs (hereinafter “USC“).
4. UJEP has these special facilities:
 - a) Accommodation and Catering Administration (hereafter "ACA"),
 - b) UJEP Bookshop,
 - c) Bukovina Exercise and Recreation Centre.
5. The executive department of the rector is the rectorate. Details of its organization are governed by the Organization Chart.
6. For all-university units of UJEP to be established or abolished, the consensus of the rector and the deans of the faculties, for which the all-university unit is being established or abolished, is required¹⁸.

Article 16

Faculties and their scope of activities

1. The law and this statute determine the legal status, competence, authority and responsibility of the faculty bodies.
2. Except the issues within § 24 section 1 of the Act the faculty bodies have the right, unless stated otherwise by law, make decisions or act on behalf of UJEP in matters related to the faculty, which is:
 - a) creation and implementation of study programs, in accordance with the Rules of Conception, Approval and Change of the UJEP Study Programs (hereinafter “Rules of Conception, Approval and Changes of Study Programs“) and the Rules of Quality of Education, Creative Activities and Related Activities and the Internal Educational Quality Evaluation, Creative Activities and Related UJEP Activities (hereinafter “Rules of the System Securing Internal Quality Evaluation“), which are internal UJEP regulations,
 - b) strategic focus of creative activity, in line with the strategic aim of UJEP's educational and creative activities and the annual implementation plan,

¹⁷ § 22 section 1 of the Act.

¹⁸ § 9 section 1 letter a) of the Act.

- c) international relations and other external relations with legal entities dealing with contextual activities related to the educational or creative activities of the faculty,
 - d) supplementary activities in accordance with the faculty's focus and the rules of UJEP management,
 - e) creation and implementation of lifelong learning programs in accordance with the rules of the system of ensuring the internal quality evaluation,
 - f) establishment of extraordinary professors' positions in the field of education¹⁹, for which the UJEP has an institutional accreditation and in which the relevant faculty carries out at least one study program or its part,
 - g) other matters expressly provided in this Statute.
3. The faculty bodies have the right to decide or act on behalf of UJEP in terms of property handling, to the extent stated in article 25.
 4. Details on the competence, powers and responsibilities of the faculty bodies are regulated within the limits of the Act, Statute and other internal regulations of UJEP, organization chart and internal regulations of the faculty²⁰.

Article 16a **Scope of action of other parts**

1. The legal status, scope, competence and responsibility of senior employees of other workplaces and special purpose facilities (hereinafter referred to as "Other Parts of UJEP") are determined by law, this statute, other internal regulations of UJEP and the organization chart.
2. Employees who are directly accountable to senior employees of other UJEP Parts are determined by the organization chart.

Part IV **University Education at UJEP**

Article 17 **Study programs**

1. The UJEP faculties carry out study programs accredited within the respective field or relevant fields of education based on institutional accreditation or accreditation of the study program.
2. The list of study programs carried out pursuant to paragraph 1 is published to the extent stipulated by law in the public section of the UJEP website.
3. The study program can be carried out:
 - a) independently at one UJEP faculty,
 - b) independently on multiple UJEP faculties,
 - c) together on several UJEP faculties.

For study programs under letter (c) it must be determined at which faculty a student is enrolled; the internal regulations of the faculty are to be followed obligatorily.

4. The study program can also be carried out in cooperation with a foreign university or other legal entity.

¹⁹ § 70 section 2

²⁰ § 22 section 2 of the Act

5. Further details on the bachelor's or master's degree programs are provided by the Study and Examination Regulations for the bachelor's and Master's UJEP Degree Programs, which is then an internal UJEP regulation.
6. Further details on the doctoral study program are provided by the Study and Examination Rules for Study in the Doctoral UJEP Study Programs, which is an internal UJEP regulation, or the study and examination rules for study in the doctoral study programs of the faculty, which is its internal regulation²¹.

Article 18

Guarantor of the study program

1. Guarantor of the study program carried on pursuant to article 17 section 3 letter a) and b) is appointed and revoked by the dean of the faculty, where the study program is carried on. The Dean will request a prior statement from the faculty's academic or artistic council.
2. The guarantor of a study program carried on pursuant article 17 section 3 letter c) is appointed and revoked by agreement of the deans of all the faculties involved by the dean of the faculty where this guarantor works. The deans of all participating faculties will require prior statements of the faculty's academic or artistic council.
3. The term of office related to the study program begins on the date on which he/she was appointed to this position. The guarantor of the doctoral study program also becomes the chairman of the subject council of the relevant study program.
4. The function of the guarantor of the study program ceases:
 - a) On the date of delivery of a written statement by which the guarantor has given up his office to the Dean,
 - b) On the date, when he/she was revoked, after prior statement of the academic council or artistic council of the faculty, in case of a study program pursuant to article 17 section 3 letter c) after prior agreement of all the deans of the participating faculties,
 - c) On the date, on which his/her employment with UJEP or the relevant faculty of UJEP changed and does not meet the requirements of the study program under the law and standards for the accreditation of such a study program,
 - d) On the date, when the accreditation of the study program expires.
5. Guarantor of the study program²² above all:
 - a) in accordance with the rules for the establishment, approval and change of study programs coordinates the content preparation of the study program,
 - b) in accordance with the rules of the system of assurance and internal quality evaluation, attends the quality of the study program implementation and is responsible for the content coordination of the teaching. He/she ensures and develops the professional level of the study program and the regular evaluation of the realization quality.

Article 19

Invalidity proceedings of the final state examination or its components or of the defense of the dissertation

1. The procedure for declaring invalidity of the state final examination or its part or the defense of the dissertation is regulated by the law and this statute.

²¹ § 22 section 2 of the Act

²² § 44 section 6 and 7 the Higher Education Act.

2. At least one member of the Review Committee is appointed by the Rector as a university graduate, whose education according to the Law on Advocacy has a premonition to be registered in the list of lawyers in the gestion of the Czech Bar Association.
3. Rector will nominate one member of the Review Committee to convene and conduct the proceedings of the Review Committee.
4. The resolution of the Review Committee on the opinion on the invalidity of a state examination or its part or the defense of the dissertation is accepted by acclamation.

Article 20

General conditions for admission to study

1. The basic conditions for admission to study in a study program by the Faculty of UJEP are determined by law²³.
2. The faculty may set additional conditions for admission to study in its degree program, i.e.:
 - a) certain knowledge, abilities, assumptions,
 - b) results from high school or higher vocational schools or colleges,
 - c) terms relating to the relationship of study programs or the number of credits obtained during study in certain types of subjects,
 - d) requirements for the applicant's medical fitness²⁴.
3. Meeting the conditions pursuant to section 2 letter a) is usually verified by the entrance examination. The faculty may stipulate that entrance examination, or its part may be voided in case of candidates who demonstrate meeting the conditions in paragraph 2 letter a) or b), should these conditions be stated.
4. The Faculty may also determine the maximum number of accepted applicants who have met the conditions. If these conditions are met by a greater number of applicants, the ranking of the best is decisive. The order of the best is compiled by the faculty according to the results of the entrance examination, with the possible addition of bonuses according to the fulfillment of the supplementary conditions according to paragraph 5, if set.
5. Supplementary conditions for bonification include, in particular, participation in national or international competitions, professional experience, teaching practice, language examination and the results reached at a secondary or higher vocational school or college.
6. The Faculty may refrain from requiring an entrance exam for an applicant who received, in life long education in the previous academic year, at least 30 credits and has at least 60 credits, for the subjects of study corresponding to the study subjects of the study program to which he / she applied for.
7. The Faculty may determine further conditions under which the entrance examination or part of it may be waived.
8. Further conditions for admission to study in the study program according to paragraphs 2 to 7 in the given academic year are approved by the Academic Senate on the proposal of the dean of the faculty. For the study program realized according to article 17 section 3 letter c) this proposal is submitted by the dean of the faculty, where the entrance examination is to be realized, after consensus with the deans of other participating faculties.

Article 21

Means of submitting applications

²³ § 48 of the act.

²⁴ § 49 section 1 of the Act.

1. The Dean, considering, in particular the statutory deadlines according to law, determines the date of entrance exams²⁵ and the beginning of the academic year:
 - a) the deadline for submitting applications for study in a study program realized by the faculty,
 - b) period for verifying the conditions for admission.
2. In case of study programs realized in accordance with article 17 section 3 letter c) the Dean of the faculty on which the admission procedure will take place defines requirements according to paragraph 1 after mutual consensus with the deans of the other participating faculties.
3. In exceptional cases, the Dean may decide to accept the application for study at a later date.
4. The Dean referred to in paragraphs 1 and 2 shall determine the method of submitting the application in electronic or paper forms.

Article 22

Study conditions of foreigners

1. The conditions of study of foreigners in study programs realized by an UJEP faculty must allow meeting the commitment arising from the international treaties by which the Czech Republic is bounded²⁵.
2. The conditions for admission to study and study of foreigners within the framework of international programs and programs of the European Union are determined by the relevant program. The Dean of the faculty in which the program is taking place makes the decision on admission to study.
3. The conditions for admission to study and study of foreigners within the framework of inter-university or inter-faculty agreements are governed by these treaties.
4. The conditions of admission of foreigners to study in the study program realized by the UJEP faculty, provided that the acceptance meets paragraphs 2 and 3, are determined by the competent faculty following the other conditions of admission to study the appropriate study program in each academic year. If the study program is carried out in the Czech language, the faculty may stipulate that another condition for the admission of a foreigner is also proof of knowledge of the Czech language. Demonstration of language knowledge is not required if the foreigner is:
 - a) A citizen of the Slovak Republic,
 - b) in case of foreigners who have completed full secondary education or who have completed their education in art and higher vocational education provided in conservatoires in the Czech Republic or Slovak Republic,
 - c) a candidate who has properly completed a university course in any type of study program in the Czech or Slovak language.
5. Upon admission to study under paragraph 4 the foreigner studies in a study program realized by the faculty under the conditions defined by the Study and Examination Rules for the relevant type of study program according to article 17 section 5 or 6.

Article 23

Fee associated with study

1. The rules for determining the amount of study fees:
 - a) fee for the activities connected with the admission procedure for study in a study program in the Czech language,
 - b) study fee for bachelor or master study programs in the Czech language when the standard length of study is exceeded by one year,

²⁵ § 49 odst. 2 zákona

- c) study fees for a study program in a foreign language are listed in the Annex No 2.
2. The fee for the activities associated with the admission procedure for study in a study program in a foreign language is not charged by UJEP.
 3. The fee for the procedures associated with the admission procedure must be paid within the deadline for submission of applications provided for in Article 21 section 1 to 3. Non-payment of the fee is considered as non-fulfillment of the conditions for admission to study and the admission procedure is stopped.
 4. The fee for study in a bachelor or master study program in the Czech language exceeding the standard length of study by one year must be paid no later than 90 days from the date of the decision on the allocated fee. Non-payment of the fee can be assessed in accordance with § 64 of the Act.
 5. The study fee for a study program in a foreign language must be paid for the entire academic year by the applicant until the date of entry into the study program, and by the student until the date of opening the appropriate academic year. Non-payment of the fee can be assessed in accordance with § 64 of the Act.
 6. The fees associated with the study according to paragraph 1 shall be paid by transfer to the bank account of UJEP. This does not apply if it is a fee according to the paragraph 1 letter a), which can also be paid by postal order while submitting the application form.
 7. The Rector may, while deciding on appeal against the Dean's decision on allocation of the fee according to paragraph 1 letter b) decrease the allocated fee, remit or postpone the term of its due date, in case of:
 - a) outstanding study or creative achievements,
 - b) participation in a program of international mobilities,
 - c) difficult social or health situation,
 - d) during the recognized parenting period,
 - e) other, specific reasons.
 8. Details of the course of the procedure for allocating the study fee are governed by the Rector's Directive.

Article 24

Delivering documents to students and applicants

1. Decisions according to § 68 section 1 of the Act, according to which:
 - a) the student's request to recognize his/her exams or fulfillment of other study obligations is met, differential examinations are specified,
 - b) awarding the scholarship is decided.

The decisions are delivered to students by means of electronic mail through the UJEP information system. The decision shall be delivered on the first day following the making of the decision by means of the UJEP electronic information system accessible.
2. Decisions pursuant to § 68 section 1 of the Act, which is not a decision pursuant to section 1, can be delivered to students directly to UJEP and its faculties personally. If the student refuses to accept the decision, the day of receipt is considered the delivery day. The refusal of admission must be recorded, the record is filed into the student's documentation.
3. Decision pursuant to § 68 section 1 of the Act, which is not a decision pursuant to section 1 and was not delivered pursuant to section 2, is delivered by means of the public data network into the data box or by means of a postal services operator. Decision delivered by means of the public data network is delivered the day of the first student's log in into the data box after delivery of the message, or 10 days after the delivery of the data message, provided that the student did not log in into the data box. Decision delivered by means of a postal services operator is delivered the day of the delivery acceptance, the day of refusal to accept the delivery or after 10 days, since its deposition at the post office.

4. Rector's decision pursuant to § 68 section 1 of the Act, which is not a decision pursuant to section 1 and which could not be delivered pursuant to section 2 or 3, is delivered by means of public notice on the official board of the faculty, the content of which is also made public in a way to enable remote access. Rector's decision pursuant to § 68 section 1 of the Act, which is not a decision pursuant to section 1 and which could not be delivered pursuant to section 2 or 3, is delivered by means of a public notice on the official board of UJEP, the content of which is also made public in a way to enable remote access. The decision delivered by means of a public notice is delivered the fifteenth day after being displayed on the appropriate official board.
5. Decision pursuant to § 50 section 4 of the act, which complies with candidate's application for acceptance to study, is delivered to the candidate by means of the UJEP electronic information system on condition, that the candidate beforehand agreed upon the way of the delivery in his application. The decision is delivered the first day following the access procedures in the UJEP electronic information system.
6. For deliveries of decisions pursuant to § 50 section 4 of the Act, which is not a decision pursuant to section 5, sections 2 up to 4 apply likewise.

Part V

Financial Management of UJEP

Article 25

Handling of Property

1. UJEP, in its financial management, is governed in particular by the Act and other special regulations, decisions on provision of contributions and grants from the state budget, provided in particular by the Ministry of Education, Youth and Sport (hereinafter "MoEYS") and the Rules of UJEP Financial Management, which constitutes annex No. 1 and other internal regulations and internal standards of UJEP.
2. UJEP owns property necessary for the activities for which it was founded, and which are also realized in its complementary functions.
3. When handling the UJEP property, in particular during the acquisition and transfer of this property, the following representatives act on UJEP's behalf:
 - a) Rector in the matters stated in § 15 section 1 letter a) up to d) of the Act and while handling gifts and objects of cultural value, unless they are intended for some of the faculties, or other part of UJEP, as well as in the other matters he will postulate to himself,
 - b) Bursar in the matters not stated under letters a), c) and d),
 - c) Vice-rectors in the sphere of their management defined by the Organization Chart and deans in all property matters, which they are entitled to manage, up to the amount of CZK 500,000 VAT excluded within the scope defined by the organization rules,
 - d) Another employee within the scope defined by the Organization Chart or by means of people stated in letters a) up to c) in case, when the scope is not defined by the Organization Chart.
4. The UJEP property is entrusted to the faculty management and other UJEP parts management pursuant to the Organization Chart and other internal regulations and internal standards of UJEP, which define the rules for the property accounting and responsibility of the UJEP employees while handling the property.
5. Bursar, vice-rectors, deans or managing staff of other UJEP parts account for effective use of the financial resources and proper management of the UJEP property to the Rector.
6. The component parts of UJEP are obliged to use the entrusted property to fulfill the tasks in education and creative activity. They can use it even for complementary activities under the law, this statute, other internal regulations and internal standards of UJEP.

Part VI
Monitoring activity at UJEP

Article 26

**Internal monitoring
activity**

1. Internal monitoring activity is a part of the UJEP management and is ensured by the managing inspection and the internal audit unit.
2. Managing inspection is performed by managers in the context of superiority/subordination relations as a part of the ensured task and operations.
3. The internal audit unit has been established for the purposes of an independent and objective evaluation of operations and internal monitoring system of UJEP.
4. The relevant measures are adopted based on the findings from the internal inspective activity, the findings are used for operative decisions and the development of the UJEP long-term education and creative activity intentions.
5. The academic bodies of UJEP conduct inspection activity pursuant to the Act.

Part VII
Academic Insignia, Ceremonies and Tributes

Article 27
Academic Insignia

The academic insignia constitute the external expression of the powers and responsibilities of the rector, vice-rectors, deans and vice-deans, and they are an expression of the academic traditions. The academic insignia are use during matriculations, graduations, inaugurations and other festive ceremonies.

Article 28
Gowns

The following persons are entitled to use UJEP gowns upon ceremonial occasions:

- a) rector, vice-rectors, deans, vice-deans,
- b) bursar and secretaries,
- c) academics depending on the decision of the rector,
- d) students depending on the decision of the rector,
- e) important guests of UJEP and faculties depending on the decision of the rector,
- f) beadles.

Article 29
**Matriculation, Graduation, Inauguration and Bestowing of the UJEP
medal**

1. The dean participates in the matriculation of students of bachelor's and master's study programmes and in the graduation of bachelor's study programme graduates, or he/she is represented by one of the vice-deans.
2. The rector participates in the graduation ceremony of master's study programs and doctoral degree programs and master's graduation ceremonies of graduates who accomplished viva, he could be represented by some of the vice-rectors. The dean participates there as well, he/she could be represented by some of the vice-deans.
3. The wording of the matriculation and graduation oath comes within the competence of the faculties.

4. Inauguration is performed with the participation of members of the UJEP Academia and invited guests.
5. The directive of the rector regulates the granting of the titles doctor honoris causa and bestowing of the UJEP Medal.

Article 30

Visiting professors

1. The denomination “UJEP visiting professor” may be used for the duration of work at UJEP by a teacher of another higher education institution or other legal person, in particular a foreign one, to whom this title has been awarded by the rector following discussion in the UJEP Scientific Council.
2. A visiting professor has the rights and obligations of the academia except of the right to vote and be elected into academic senates.

Article 31

Professors emeritus of UJEP

1. UJEP professor emeritus could be the one, who continues in scientific work at UJEP even after the end of the his/her employment with UJEP. The rector awards the designation “UJEP professor emeritus” at the proposal of the faculty scientific council.
2. Professor emeritus of UJEP is an honorary designation which does not provide membership in the UJEP Academia. UJEP professor emeritus has the right to participate in meetings of the UJEP Academia and UJEP Academic Senate, and they are recognized if they request so.

Part VIII

Joint, transitional and final provisions

Article 32

Annexes of the Statute, internal regulations and internal standards of UJEP

1. Parts of the Statute:
 - a) Annex No. 1 – UJEP Financial Management Rules,
 - b) Annex No. 2 – Fees Related to Study,
 - c) Annex No. 3 - Electoral Regulations for Selecting Candidates for Rector.
2. The internal UJEP regulations are stated in § 17 section 1 letter a) up to j) of the Act and pursuant to § 17 section 1 letter k) of the Act, they include the following regulations:
 - a) UJEP Rigorous Code,
 - b) UJEP Lifelong Learning Code,
 - c) Code of Habilitation Process and Process for Appointing Professor of UJEP,
 - d) Rules for contributing monetary and non-monetary contributions to legal persons and discussion of proposals for establishment of legal persons of Jan Evangelista Purkyně University in Ústí nad Labem
 - e) Rules of Origin, Approval and Alteration of the UJEP Study Programs.
3. The Organization Chart and the Staff Regulations are issued by the Rector, after discussion with the Academic Senate in a form of a rector’s direction. The Rules of Procedure of the Ethics Committee of UJEP are issued by the Rector after discussion by the Academic Senate in a form of Rector’s Directive.

Article 33
Interim provisions

1. Along with the first formation of the Internal Evaluation Board, three members out of nine are appointed for a six-year term of office, three members for a four-year term of office and three members including one UJEP student for a two-year term of office.
2. Along with the first issue of the Rules of Procedure of the Internal Evaluation Board the condition of a prior approval by the Internal Evaluation Board stated in article 12 section 11 of this statute does not apply.
3. While in line with article 2 section 4 Act No. 137/2016 Coll., the structuring into the fields of study remains, this statute provision applies adequately also for the fields of study.
4. If the internal regulation or the internal norm of UJEP, or of the faculties, refer to the statute in force before this statute entered into force, reference to the appropriate statutes will be applied.

Article 34
Final Provisions

1. Cancellation of the UJEP Statute registered by MoEYS 5th November 2010 reg. No. 29 149/2010-30, as amended, except for article 1 annex No. 2, which is cancelled by the day of 18th September 2017.
2. This statute was approved pursuant to § 9 section 1 letter b) part 3 of the Act by the UJEP Academic Senate on 21st December 2016.
3. This statute comes into force pursuant to § 36 section 4 of the Act by the day of registration by MoEYS.
4. This statute comes into force 1st February 2017.

The UJEP statute changes were approved pursuant to § 9 section 1 letter b) part 3 of the Act by the UJEP Academic Senate on 31st May 2017 (changes No. 1).

The UJEP statute changes come into force pursuant to § 36 section 4 of the Act by the day of registration by MoEYS.

The UJEP statute changes come into force 1st September 2017.

doc. RNDr. Martin Balej, Ph.D., v. r.

rector