

Pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), on 22 December 2016, the Ministry of Education, Youth and Sports registered the Statute of Jan Evangelista Purkyně University in Ústí nad Labem under Ref. No. MSMT- 38609/2016.

The changes in the Statute of UJEP were registered by the Ministry of Education, Youth and Sports pursuant to Section 36(2) and (5) of the Higher Education Act on 16 June 2017 and on 2 December 2019.

II.
FULL VERSION
OF THE STATUTE
OF JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD
LABEM
OF 2 DECEMBER 2019

Section I
Introductory Provisions

Article 1
Name, Registered Seat and Type of Higher Education Institution

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

Article 2
Legal Predecessor

The Jan Evangelista Purkyně University based in Ústí nad Labem was founded on 28 September 1991 by the Act of the Czech National Council, No. 314/1991 Coll., of 9 July 1991. The Faculty of Education in Ústí nad Labem is the legal predecessor of UJEP.

Part II
UJEP Mission and Activity

Article 3
UJEP Mission

1. The main mission of UJEP is to spread education and to protect knowledge, to cultivate free thinking, independent scientific work and artistic creation, and to support the creative spirit of the individual and the society alike.

2. UJEP independently and freely develops educational activity and the related scientific, research, development, innovative, artistic or other creative activities (hereinafter “creative activity”) and other related activities that are in compliance with its main mission.
3. UJEP cooperates with domestic and foreign universities, science and research institutions and other legal entities, and creates conditions for the participation of the UJEP academic community members (hereinafter “the academic community”) in this cooperation.

Article 4 Educational Activity

1. UJEP organises all types of study programmes¹ and lifelong education programmes².
2. The educational activity shall be organised to allow students to fulfil their full study programme, the participants in life-long education to fulfil the life-long education programme and the academic staff to fulfil both teaching and creative activities.
3. Teaching activity is the primary right and obligation of UJEP’s academic staff³. It is based on the outcomes of modern science, as well as the outcomes of the creative activity of the academic staff.

Article 5 Creative Activity

1. UJEP creates conditions for the creative activity of the members of the academic community.
2. Creative activity is the primary right and obligation of UJEP’s academic staff³. It is performed and its outcomes are published within academic freedom.
3. UJEP creates conditions for publishing and commercialising the outcomes of the creative activity of the members of the academic community.
4. The implementation of the industrial property rights and copyrights at UJEP is governed by special regulations⁴; the details are stipulated in the Rector’s directive.

Article 6 Other Related Activities

1. UJEP provides library and other information services.
2. UJEP also provides supplementary activity in relation to the organisation of educational and creative activities.
3. The supplementary activity of UJEP must help fulfil the university’s mission⁵.

Part III UJEP Authorities and Organisational Structure

Article 7 Self-administrative Academic Authorities and Other UJEP Authorities

¹ Section 2(1) of the Act.

² Section 2(1) and Section 60 of the Act.

³ Section 70(1) of the Act.

⁴ Act No. 121/2000 Coll., on Copyright, Rights Associated with Copyright and on Amendment of Certain Acts, as amended,

Act No. 527/1990 Coll., on Inventions and Improvement Proposals, as amended,

Act No. 478/1992 Coll., on Utility Models, as amended,

Act No. 207/2000 Coll., on the Protection of Industrial Designs and on Amendment of Act No. 527/1990 Coll., on Inventions, Industrial Designs and Rationalisation Proposals, as amended.

⁵ Section 20(2) of the Act.

1. The self-administrative academic authorities of UJEP are⁶:
 - a) Academic Senate of UJEP (hereinafter “the Academic Senate”),
 - b) UJEP Rector (hereinafter “the Rector”),
 - c) Scientific Board of UJEP (hereinafter “the Scientific Board”),
 - d) Internal Assessment Board of UJEP (hereinafter “the Internal Assessment Board”).
2. Other UJEP authorities are⁷:
 - a) Management Board of UJEP (hereinafter “the Management Board”),
 - b) UJEP Bursar (hereinafter “the Bursar”).

Article 8 Academic Senate

1. The legal position of the Academic Senate, its establishment, scope of activity, competence and liability are stipulated by the law, this Statute and other internal regulations of UJEP.
2. The Academic Senate consists of three academic staff members and two students per each UJEP faculty.
3. The rules for the election of the members of the Academic Senate are stipulated in the Election Rules of the Academic Senate of UJEP, which is an internal regulation of UJEP⁸ (hereinafter “the Election Rules of the Academic Senate”).
4. The rules for the election of the members of the Academic Senate are stipulated in the Election Rules of the Academic Senate of UJEP, which is an internal regulation of UJEP⁹ (hereinafter “the Election Rules of the Academic Senate”).
5. The members of the Academic Senate are liable to the academic staff for their activity. When performing their office, they are not bound by the orders or resolutions of the self-administrative academic authorities of the faculty for which they were elected, but only by their conscience and they shall pay attention to the interests of UJEP as a whole.

Article 9 Rector

1. UJEP is headed by the Rector whose legal position, scope of activity, competence and liability are stipulated by the law, this Statute and other internal regulations of UJEP.
2. The Rector is a representative of UJEP in the representation of the universities¹⁰.
3. The term of office of the Rector starts on the day when the Rector was appointed to the office.
4. The details of the choice of a rector candidate is regulated by the Election Rules for Rector Candidates, which forms Annex No. 3.
5. Vice-rectors, the bursar, deans and other employees determined by the Organisational Code of UJEP (hereinafter “the Organisational Code”) answer for their activity directly to the Rector , as well as other employees stipulated in Art. 25 in the area of using financial resources and managing with the property of UJEP.

⁶ Section 7(1) of the Act.

⁷ Section 7(2) of the Act.

⁸ Section 17(1)(b) of the Act.

⁹ Section 17(1)(b) of the Act.

¹⁰ Section 92(1)(b) of the Act.

Article 10 Vice-Rectors

1. Vice-rectors represent the Rector in specified areas of activity¹¹. Their legal position, scope of activity, competence and liability are stipulated by the law, this Statute, other internal regulations of UJEP and the Organisational Code.
2. UJEP has four vice-rectors. The areas of activity of vice-rectors are divided as follows:
 - development and quality,
 - education and lifelong learning,
 - creative activity,
 - external relations.The details of the division of the sections of vice-rectors' activity are stipulated in the Organisational Code.
3. The vice-rector participates in the meetings of the Academic Senate when summoned by the Senate or its Chair. The vice-rector answers the questions concerning his or her office placed by the Academic Senate or its member at the meeting of the Academic Senate.
4. The vice-rector may summon meetings of vice-deans, or other faculty representatives for the corresponding area of activity.
5. Employees who directly answer to corresponding vice-rectors are designated in the Organisational Code.
6. Vice-rectors mutually represent one another according to the Rector's decision. The Rector appoints one of the vice-rectors to represent him or her at the time of absence in full scope.

Article 11 Scientific Board

1. The legal position of the Scientific Board, its establishment, scope of activity, competence and liability are stipulated by the law, this Statute and other internal regulations of UJEP.
2. The Rector usually asks the Academic Senate for consent with appointing the members of the Scientific Board within two months after his or her appointment¹².
3. When appointing the members of the Scientific Board, the Rector makes sure that the Board represents the main fields of science, art, and the area of education developed at UJEP.
4. The membership in the Scientific Board commences on the day of the appointment of the member.
5. The membership in the Scientific Board expires:
 - a) on the day the term of office of the Rector who appointed the member ends,
 - b) on the day the Rector receives a written letter of resignation from a member of the Scientific Board,
 - c) on the day the member of the Scientific Board is recalled by the Rector with prior consent of the Academic Senate.
6. The Rector may appoint honourable members of the Scientific Board based on long-lasting valuable activity in favour of UJEP. The Rector shall ask for an opinion of the Academic Senate prior to appointing an honourable member of the Scientific Board.
7. The scope of activity of the Scientific Board resting in the approval of
 - a) study programmes,

¹¹ Section 10(4) of the Act.

¹² Section 9(1)(f) of the Act.

- b) the intention to submit applications for accreditation, extension of accreditation or extension of period of accreditation for study programmes,
is delegated to the Internal Assessment Board¹³.
8. Within its further scope of activity¹⁴, the Scientific Board
- a) approves the criteria for the habilitation procedure or the procedure for appointing individuals as professors presented by the Rector at the proposal of the scientific or artistic board of a corresponding faculty ,
 - b) gives its opinion on the proposal to occupy the position of a distinguished professor established at the faculty, presented by the Rector at the proposal of the dean of the corresponding faculty ,
 - c) gives its opinion on the intention presented by the Rector to award the honourable degree of “doctor honoris causa”, abbreviated as “Dr.h.c.” and stated after the name, at the proposal of the scientific or artistic board of the corresponding faculty ,
 - d) gives its opinion on the intention presented by the Rector to award the title of “UJEP guest professor”,
 - e) gives its opinion on other matters presented by the Rector.
9. The rules for the election of the members of the Scientific Board are stipulated in the Rules of Procedure of the Scientific Board of UJEP, which is an internal regulation of UJEP¹⁵ (hereinafter “the Rules of Procedure of the Scientific Board”).

Article 12

Internal Assessment Board

1. The legal position of the Internal Assessment Board, its establishment, scope of activity, competence and liability are stipulated by the law, this Statute and other internal regulations of UJEP.
2. The Internal Assessment Board consists of the chair, vice-chair and ten members, of which one is the chair of the Academic Senate and the other nine (hereinafter the “other members”) are appointed by the Rector upon discussion by the Scientific Board and with prior consent of the Academic Senate, three of which, including one UJEP student, upon the Academic Senate’s proposal.
3. The position of the vice-chair and the other member of the Internal Assessment Board is incompatible with the positions of the Rector, Vice-Rector, Dean, Vice-Dean and the Academic Senate Chair.
4. The office term of the vice-chair and the other board members is six years. This shall not apply to a board member appointed from among the UJEP students, whose office term is two years.
5. When the office of the vice-chair or another member of the Internal Assessment Board terminates prior to the lapse of the corresponding term of office, the new vice-chair or the new other member is only appointed for the rest of the relevant term of office.
6. The term of office of the vice-chair and other members of the Internal Assessment Board commences on the day when they are appointed to the Internal Assessment Board.
7. The term of office of the vice-chair and other members of the Internal Assessment Board ends on the day of the lapse of their term of office under Section 4 or Section 5.
8. The office of the vice-chair of the Internal Assessment Board also expires:
 - a) on the day the Rector receives a written letter of resignation from the vice-chair,
 - b) on the day the vice-chair is recalled by the Rector,

¹³ Section 12(3) of the Act.

¹⁴ Section 12(1)(b) of the Act.

¹⁵ Section 17(1)(e) of the Act.

- c) on the day of the concurrence of incompatible offices.
9. The office of the other member of the Internal Assessment Board also expires:
 - a) on the day the Rector receives a written letter of resignation from the member,
 - b) on the day the member of the Internal Assessment Board is recalled by the Rector with prior consent of the Academic Senate and after prior discussion in the Scientific Board,
 - c) when the member is appointed from among the UJEP students, on the day when the member ceases to be an UJEP student,
 - d) on the day of the concurrence of incompatible offices.
10. The Internal Assessment Board is assigned the scope of activity of the Scientific Board stated under Art. 11, Section 7. Within its further scope of activity¹⁶, the Internal Assessment Board provides its opinion on other matters presented by the Rector.
11. The details of the rules of meetings of the Internal Assessment Board are stipulated in the Rules of Procedure of the Internal Assessment Board of UJEP (hereinafter “the Rules of Procedure of the Internal Assessment Board”) that are issued in the form of a Rector’s directive upon prior consent of the Internal Assessment Board.

Article 13 Management Board

1. The legal position of the Management Board, its establishment, scope of activity, competence and liability are stipulated by the law.
2. The election of the chair and vice-chairs of the Management Board and the method of its acting are stipulated in the Statute of the Management Board of UJEP, approved by the Minister of Education, Youth and Sports.
3. A proposal that requires to be approved by the Management Board after being approved by the Academic Senate is presented to the Management Board after the approval of the Academic Senate by the Rector. The day of the presentation of the proposal described in the first clause is the first day following the distribution of the proposal via electronic mail to the electronic addresses of all members of the Management Board¹⁷.

Article 14 Bursar

1. The legal position, scope of activity, competence and liability of the Bursar are stipulated by the law, this Statute, other internal regulations of UJEP and the Organisational Code.
2. The Bursar participates in the meetings of the Academic Senate when summoned by the Senate or its Chair. The Bursar answers the questions concerning his or her office placed by the Academic Senate or its member at the meeting of the Academic Senate.
3. The Bursar may summon the meetings of secretaries to discuss matters concerning the management and internal administration of UJEP and its faculties.
4. Employees who directly answer to the Bursar are designated in the Organisational Code.

¹⁶ Section 12a(4)(e) of the Act.

¹⁷ Section 14(5) of the Act.

Article 15

Organisational Structure of UJEP

1. UJEP consists of faculties, other offices for educational, creative activity or for providing information services or technology transfer (hereinafter “other offices”), specific facilities for cultural and sports activity, for accommodation and catering, especially for the members of the academic staff, or for the provision of operation of UJEP (hereinafter “specific facilities”) and the Rectorate¹⁸.
2. UJEP has the following faculties:
 - a) Faculty of Social and Economic Studies (“FSES”),
 - b) Faculty of Mechanical Engineering (“FME”),
 - c) Faculty of Art and Design (“FAD”),
 - d) Faculty of Health Studies (“FHS”),
 - e) Faculty of Environment (“FE”),
 - f) Faculty of Arts (“FA”),
 - g) Faculty of Education (“FED”),
 - h) Faculty of Science (“FS”).
3. UJEP has the following other offices:
 - a) Informatics Centre (“IC”),
 - b) Research Library (“RL”),
 - c) Project Service Centre (“PSC”),
 - d) Consultancy Centre (“CC”).
4. UJEP has the following specific facilities:
 - a) Dormitory and Cafeteria Administration (“DCA”),
 - b) UJEP Book Store,
 - c) Bukovina Training and Recreation Centre.
5. The Rectorate is the executive workplace of the Rector. The details of its organisation are stipulated in the Organisational Code.
6. Establishment or abolishment of joint offices of UJEP requires the consent of the Rector and the deans of faculties where the joint office is to be established or abolished¹⁹.

Article 16

Scope of Activity of Faculties

1. The legal position, scope of activity, competence and liability of faculty authorities are stipulated by the law and this Statute.
2. In addition to the matters stipulated in Section 24(1) of the Act, the faculty’s authorities are also entitled to decide or act on behalf of UJEP, unless the Act stipulates otherwise, in the matters concerning the faculty, which are:
 - a) creation and organisation of study programmes in compliance with the Rules for the Creation, Approval and Changes in UJEP Study Programmes (hereinafter “the Rules for the Creation, Approval and Changes in Study Programmes”) and the Rules for the Assurance of Quality of Educational, Creative and Other Related Activities and Internal Assessment of the Quality of Educational, Creative and Other Related Activities of UJEP (hereinafter “the Rules of the Quality Assurance and Internal Assessment System”), which are internal regulations of UJEP,
 - b) strategic focus of creative activity in compliance with the strategic plan of the educational and creative activity of UJEP and its annual implementation plan,

¹⁸ Section 22(1) of the Act.

¹⁹ Section 9(1)(a) of the Act.

- c) foreign relations and other external relations with legal entities who are involved in activities related to the educational or creative activity organised by the faculty,
 - d) supplementary activity in accordance with the focus of the faculty and the rules of UJEP management,
 - e) creation and organisation of lifelong learning programmes in compliance with the Rules of the Quality Assurance and Internal Assessment System,
 - f) establishing the positions of distinguished professors in the field of education²⁰ that UJEP has been accredited in as an institution and in which the corresponding faculty organises at least one study programme or its part,
 - g) other matters expressly specified in this Statute.
3. The faculty authorities have the right to decide or to act on behalf of UJEP in relation to the management of UJEP assets within the scope specified under Art. 25.
 4. The details of the scope of activity, competence and liability of the faculty authorities are regulated within the law and this Statute by other internal regulations of UJEP, the Organisational Code and the internal regulations of the faculty²¹.

Article 16a **Scope of Activity of Other Parts**

1. The legal position, scope of activity, competence and liability of the managing staff of other offices and specific facilities (hereinafter “other UJEP parts”) are stipulated by the law, this Statute, other internal regulations of UJEP and the Organisational Code.
2. Employees who answer directly to the managing staff of other UJEP parts are designated in the Organisational Code.

Part IV **Studying at UJEP**

Article 17 **Study Programmes**

1. UJEP faculties organise study programmes accredited in the corresponding area or corresponding areas of education based on an institutional accreditation or study programme accreditation.
2. The list of study programmes organised under Section 1²² is published on the public website of UJEP within the scope stipulated by the law.
3. A study programme may be organised
 - a) independently at a single UJEP faculty,
 - b) independently at several UJEP faculties,
 - c) jointly at several UJEP faculties.

The faculty where the student is enrolled shall be determined in study programmes organised under Letter c); the student shall then adhere to the internal regulations of that faculty.

4. A study programme may also be organised in cooperation with a foreign university or another legal entity.

²⁰ Section 70(2)

²¹ Section 22(2) of the Act.

²² Section 21(1)(h) and (j) of the Act

5. Further details about the bachelor or master study programmes are stipulated in the Study and Examination Rules for Bachelor and Master Study Programmes of UJEP, which is an internal regulation of UJEP.
6. Further details about doctoral study programmes are stipulated in the Study and Examination Rules for Doctoral Study Programmes of UJEP, which is an internal regulation of UJEP, or in the study and examination rules for doctoral study programmes of the relevant faculty, which is the faculty's internal regulation²³.

Article 18 Study Programme Guarantor

1. The guarantor of a study programme organised under Art. 17(3)(a) and (b) is appointed and recalled by the dean of the faculty where the study programme is organised. The dean shall ask for an opinion of the faculty's scientific or artistic board beforehand.
2. The guarantor of a study programme organised under Art. 17(3)(c) is appointed and recalled upon a mutual agreement of the deans of all involved faculties by the dean of the faculty where the guarantor acts based on their employment relationship. The deans of all involved faculties shall ask for an opinion of the faculty's scientific or artistic board beforehand.
3. The term of office of the study programme guarantor starts on the day when the guarantor was appointed to the office. The guarantor of a doctoral study programme also becomes the chair of the subject-area board of the corresponding study programme on the day of appointment.
4. The office of the study programme guarantor expires:
 - a) on the day the Dean receives a written letter of resignation from the guarantor,
 - b) on the day the guarantor is recalled by the dean upon prior opinion of the faculty's scientific or artistic board, or in the case of a study programme organised under Art. 17(3)(c) after prior mutual agreement of the deans of all involved faculties,
 - c) on the day when the employment relationship of the guarantor with UJEP or with the corresponding UJEP faculty changes in a way that it no longer meets the requirements placed on the study programme guarantor under the law and standards for the study programme accreditation,
 - d) on the day the study programme accreditation expires.
5. The study programme guarantor²⁴ especially:
 - a) coordinates the content preparation of the study programme in compliance with the rules of creating, approving and changing study programmes,
 - b) pays attention to the quality of the study programme organisation and is responsible for the content coordination of education, provision and development of the professional level of the study programme, and regular evaluation of quality of education in compliance with the rules of the system of the provision and internal evaluation of quality.

Article 19 Procedure for the Declaration of Invalidity of the Final State Examination or Its Part, or Dissertation Defence

1. The procedure for the declaration of invalidity of the final state examination or its part, or the dissertation defence is regulated by the law and this Statute.

²³ Section 22(2) of the Act.

²⁴ Section 44(6) and (7) of the Act on Higher Education Institutions.

2. At least one member of the review committee is a rector appointed from among the people with university education, which under the Act on Advocacy is a precondition for the registration of the candidate in the list of law clerks administered by the Czech Bar Association.
3. The Rector shall appoint one member of the review committee to summon and manage the meeting of the review committee.
4. The resolution of the review committee on the opinion in the procedure for the declaration of invalidity of the final state examination or its part, or dissertation defence, is accepted by acclamation.

Article 20

General Admission Terms and Conditions

1. The basic terms and conditions of admission to studies in a study programme organised by an UJEP faculty are stipulated by the law²⁵.
2. The faculty may determine other terms and conditions for admission to studies in a study programme it organises, such as
 - a) specific knowledge, skills, prerequisites,
 - b) study results from a high school, or a higher vocational school or a university,
 - c) terms and conditions concerning affinity of study programmes or the number of credits awarded during the studies in selected types of subjects,
 - d) requirements for the applicant's medical fitness²⁶.
3. The fulfilment of the terms and conditions under Section 2(a) is usually verified by an entrance examination. The faculty may determine that the entrance examination or its part will be waived in the case of applicants who prove that they meet the requirements under Section 2(a) or (b), provided that such requirements have been stipulated.
4. The faculty may also determine the highest possible number of accepted applicants who have met the stipulated requirements. If a greater number of applicants meet the admission requirements, the highest-ranking ones shall be admitted. The faculty makes a list of the highest-ranking applicants according to the entrance examination results, which may include a bonus according to the level of fulfilment of additional requirements under Section 5, if applicable.
5. The additional bonus requirements shall mainly include participation in national or international competitions, professional practice, teaching practice, language exam and good study results from a high school, or a higher vocational school or a university.
6. The faculty may waive the entrance examination of an applicant who has been awarded at least 30 credits in lifelong learning in the previous academic year and reached a total of at least 60 credits for completed study subjects corresponding to the study subjects of the study programme the applicant has applied for.
7. The faculty may determine other requirements under which it is possible to waive the entrance examination or its part.
8. The Academic Senate of the faculty approves any further requirements for admission to a study programme under Sections 2 to 7 in the given academic year at the Dean's proposal. In the case of a study programme organised under Art. 17(3)(c), the proposal is presented to the Academic Senate of the faculty upon agreement with the deans of the involved faculties by the dean of the faculty that organises the admission procedure.

²⁵ Section 48 of the Act.

²⁶ Section 49(1) of the Act.

Article 21

Application Submission Process

1. With respect to the deadlines stipulated by the law²⁷, the date of the admission tests and the beginning of the academic year, the dean shall determine:
 - a) the deadline for submitting applications for studies in a study programme organised by the faculty,
 - b) the time limit for the verification of the admission requirements.
2. In the case of study programmes organised under Art. 17(3)(c), the particulars under Section 1 shall be determined upon mutual agreement with the deans of the other involved faculties by the dean of the faculty that organises the admission procedure.
3. The dean may decide to accept applications for studies at a later date in exceptional cases.
4. The dean stated in Section 1 and 2 determines the method of submitting applications in an electronic or printed form.

Article 22

Study Requirements for Foreigners

1. The admission requirements for foreigners in a study programme organised by an UJEP faculty shall allow for compliance with liabilities arising from international contracts the Czech Republic is bound with²⁸.
2. The requirements for the admission and studies of foreigners within international programmes and European Union programmes are determined by the corresponding programme. The decision of the admission to studies is issued by the dean of the faculty that organises the programme.
3. The requirements for the admission and studies of foreigners within inter-university or inter-faculty contracts are governed by the corresponding contracts.
4. The requirements for the admission of foreigners in a study programme organised by an UJEP faculty, unless the admission takes place under Section 2 and 3, shall be determined by the faculty within other requirements for the admission to a study programme in the given academic year. If the study programme is provided in Czech, the faculty may determine that a foreigner has to also prove their knowledge of Czech in order to be admitted. The aforesaid is not required when the foreigner is:
 - a) a citizen of the Slovak Republic,
 - b) an applicant who has completed high school education with school leaving examination, or a higher vocational education in the field of art provided by a school of arts in the Czech Republic or Slovakia,
 - c) an applicant who has properly completed a university study in any type of study programme organised in Czech or Slovak.
5. After admission to studies under Section 4, the foreigner shall study the study programme organised by the faculty under the terms and conditions stipulated by the Study and Examination Rules for the corresponding type of study programme under Art. 17(5) or (6).

Article 23

Study-Related Fees

1. The rules for the determination of the amounts of fees related to the studies, which are:
 - a) a fee for tasks related to the admission procedure for a study programme organised in Czech,

²⁷ Section 49(5) and (6) of the Act and Section 50(4) of the Act

²⁸ Section 49(2) of the Act

- b) a fee for tasks related to the assessment of the admission requirements,
 - c) a fee for studies in a bachelor or master study programme organised in Czech when the standard length of study is extended by one year,
 - d) a fee for studies in a study programme organised in a foreign language
- are specified in Annex No. 2.
2. UJEP does not determine the fee for tasks related to the admission procedure for a study programme organised in a foreign language.
 3. The fee for tasks related to the admission procedure shall be paid by the deadline for the submission of applications stipulated in Art. 21(1) to (3). Failure to pay the fee is considered to be a failure to meet the requirement for admission and leads to the suspension of the admission procedure.
 4. The fee for tasks related to the assessment of the admission requirements is due on the day of the submission of the application to assess the fulfilment of an admission requirement. When an applicant who requests the assessment of an admission requirement submits several applications at UJEP, they shall only pay the fee under Section 1(b) once.
 5. The fee for studies in a bachelor or master study programme organised in Czech when the standard length of study is extended by one year shall be paid no later than within 90 days after the date of the decision to impose the fee. Failure to pay the fee may be assessed under Section 64 of the Act.
 6. The fee for studies in a study programme organised in a foreign language shall be paid for the entire academic year before the day of enrolment by an applicant and before the day of commencement of the corresponding academic year by a student. Failure to pay the fee may be assessed under Section 64 of the Act.
 7. The fees related to studies under Section 1 shall be paid via transfer to the bank account of UJEP. The aforesaid does not apply to the fee under Section 1(a) that may also be paid by a postal order when the application is submitted via post.
 8. The Rector may reduce a fee, waive it or postpone its due date within decision-making in the case of an appeal against the dean's decision to impose a fee under Section 1(c) in the case of:
 - a) excellent study or creative results,
 - b) participation in an international mobility programme,
 - c) difficult social or medical situation,
 - d) course of a recognised parenting period,
 - e) other particular reasonable considerations.
 9. The details on the course of the proceedings in the matter of a study fee assessment are regulated by the Rector's directive.

Article 24

Delivery of Documents to Students and Applicants

1. A decision pursuant to Section 68(1) of the Act by which
 - a) a student's request in the matter of recognition of exams or fulfilment of other study obligations and the requirement of a differential examination has been met,
 - b) the matter of scholarship is decided uponis delivered to the student via the UJEP electronic information system. The decision is delivered on the first day after the decision is made accessible in the UJEP electronic information system.
2. A decision under Section 68(1) of the Act that is not a decision under Section 1 can be delivered personally to students directly at UJEP and its faculties. When a student refuses to accept the

decision, it is considered to be delivered on the day of the rejection. The refusal to accept the decision is recorded and filed in the student's documentation.

3. A decision under Section 68(1) of the Act that is not a decision under Section 1 that has not been delivered under Section 2 is delivered via a public data network to a data box or using a postal service provider. A decision delivered via a public data network is delivered on the day when the student first logs into the data box after the delivery of the data message, or by the lapse of 10 days after the delivery of the data message when the student does not log into the data box by the time limit. A decision delivered using a postal service provider is delivered on the day of the acceptance of the letter, on the day of the refusal to accept the letter, or by the lapse of 10 days after the letter was placed at the post office.
4. A decision of the dean under Section 68(1) of the Act that is not a decision under Section 1 and that could not be delivered under Section 2 or 3 is delivered by a public notice on the official notice board of the faculty, the contents of which are also published in a manner allowing for remote access. A decision of the Rector under Section 68(1) of the Act that is not a decision under Section 1 and that could not be delivered under Section 2 or 3 is delivered by a public notice on the official notice board of UJEP, the contents of which are also published in a manner allowing for remote access. A decision delivered via a public notice is delivered on the fifteenth day after it was displayed on the corresponding official notice board.
5. A decision pursuant to Section 50(4) of the Act by which the applicant's admission application is met is delivered to the applicant via the UJEP electronic information system under the condition that the applicant has approved such delivery in the admission application. The decision is delivered on the first day after the decision is made accessible in the UJEP electronic information system.
6. Sections 2 to 4 apply similarly to the delivery of decisions under Section 50(4) of the Act that are not decisions under Section 5.

Part V UJEP Management

Article 25 Assets Management

1. UJEP in its management follows the law and other special regulations, decisions on the provision of contributions and subsidies from the national budget, their purpose of use and settlement of subsidies with the national budget, especially provided by the Ministry of Education, Youth and Sports (hereinafter "the Ministry") and the Rules of UJEP Management that represent Annex No. 1, and other internal regulations and internal standards of UJEP.
2. UJEP owns property required for the activities it was established for and for other additionally performed activities.
3. When managing UJEP assets, namely acquiring and transferring the assets, the following persons act and decide on behalf of UJEP:
 - a) the Rector in matters specified in Section 15(1)(a) to (d) of the Act and when managing donations and items of cultural value, unless intended for one of the faculties, or other parts of UJEP, as well as in other matters reserved by the Rector,
 - b) the Bursar in matters that are not specified under a), c) and d),
 - c) vice-rectors in the area of their managing activity defined by the Organisational Code and deans in the matter of property they are authorised to manage, up to an amount of CZK 500,000, VAT excluded, within the scope stipulated by the Organisational Code,
 - d) other employees within the scope stipulated by the Organisational Code, or by measures taken by the persons stated under a) to c) in the case such a scope is not determined in the Organisational Code.

4. The management of the UJEP assets is assigned to the faculties and other parts of UJEP in compliance with the Organisational Code and other internal regulations and internal standards of UJEP that stipulate the rules of the records of assets and UJEP employee liabilities when managing the assets.
5. The Bursar, vice-rectors, deans or managing employees of other parts of UJEP answer to the Rector for purposeful use of the financial resources and proper management of the UJEP assets.
6. The UJEP parts shall use the assigned assets for the fulfilment of tasks in the field of educational and creative activity. They may also use the assets for supplementary activities in compliance with the law, this Statute, and other internal regulations and internal standards of UJEP.

Part VI Control Activity at UJEP

Article 26 Internal Audit Activity

1. The internal audit activity is a part of the UJEP management and it is provided by the management verification and internal audit department.
2. Management verifications are conducted by the supervisors within their superior and subordinate relations, as a part of the tasks and operations performed.
3. The internal audit department is established for the purpose of independent and objective evaluation of the operations and internal audit system of UJEP.
4. Based on the findings of the internal audit activity, appropriate measures are taken and the findings are used for operational decision-making, as well as for the preparation of the strategic plan of UJEP's educational and creative activity.
5. The academic authorities of UJEP perform audit activity in accordance with the law.

Part VII Academic Insignia, Ceremonies and Tributes

Article 27 Academic Insignia

Academic insignia are the external expression of the competences and liabilities of the Rector, vice-rectors, deans and vice-deans, as well as an expression of academic traditions. Academic insignia are used in matriculation, graduation, inauguration and other ceremonial acts.

Article 28

Gowns

The following may use the UJEP gowns on ceremonial occasions:

- a) the Rector, vice-rectors, deans, vice-deans,
- b) the Bursar, secretaries,
- c) the academic staff according to the Rector's decision,
- d) students according to the Rector's decision,
- e) important guests of UJEP and faculties according to the Rector's decision,
- f) the macebearers.

Article 29

Matriculation, Graduation, Inauguration and UJEP Medal Award Ceremony

1. The matriculation of bachelor and master study programme students and graduation ceremonies of the bachelor study programme graduates are attended by the dean or in representation by one of the vice-deans.
2. The graduation ceremonies of the master and doctoral study programme graduates and graduation ceremonies of master study programme graduates who have completed the advanced master's state examination are attended by the Rector or in representation by one of the vice-rectors, and by the dean or in representation by one of the vice-deans.
3. The wording of the matriculation and graduation pledge is regulated by the statutes of faculties.
4. Inauguration ceremonies are attended by the members of the academic community and invited guests.
5. Awarding the titles of doctor honoris causa and the UJEP Medal is regulated by the Rector's directive.

Article 30 Guest Professors

1. The title of the "UJEP Guest Professor" may be used by a lecturer from another university or another legal entity, especially international, during their activity at UJEP, after being awarded such title by the Rector after discussion with the Scientific Board.
2. The guest professor has the rights and liabilities of the members of the academic community, except for the right to vote and be elected to academic senates.

Article 31 UJEP Professor Emeritus

1. The title of the "UJEP Professor Emeritus" may be used for a professor who continues their creative activity at UJEP even after their employment with UJEP has terminated. The title of the "UJEP Professor Emeritus" is awarded by the Rector at the proposal of the Scientific Board.
2. The UJEP Professor Emeritus is an honourable title that does not represent a membership in the academic community. The UJEP Professor Emeritus is entitled to participate in the meetings of the academic community and the Academic Senate and they shall be given the floor when they request it.

Part VIII Joint, Transitional and Final Provisions

Article 32 Statute Annexes, Internal Regulations and Internal Standards of UJEP

1. The Statute includes:
 - a) Annex No. 1 – UJEP Operating Rules,
 - b) Annex No. 2 – Study-Related Fees,
 - c) Annex No. 3 - Election Rules for the Election of Candidate to Be Appointed by the Rector.
2. The internal regulations of UJEP are regulations stipulated in Section 17(1)(a-h) of the Act and other regulations under Section 17(1)(k) of the Act:
 - a) UJEP Advanced Master's State Examination Rules,
 - b) UJEP Lifelong Education Code,
 - c) Code of Habilitation Process and Process for Appointing Professor of UJEP,

- d) Rules for Making Monetary and Non-monetary Investments in Legal Entities and Discussion of Proposals for Establishment of Legal Entities by Jan Evangelista Purkyně University in Ústí nad Labem,
 - e) Rules for the Creation, Approval and Changes in UJEP Study Programmes.
3. The Organisational Code and Employee Labour Code are issued by the Rector after discussion of the Academic Senate in the form of a Rector's order. The Rules of Procedure of the UJEP Ethics Committee are issued by the Rector after discussion of the Academic Senate in the form of a Rector's directive.

Article 33 Temporary Provisions

1. Upon the initial establishment of the Internal Assessment Board, three out of the nine other members are appointed for a six-year office term, three for a four-year office term and three, including an UJEP student, for a two-year office term.
2. The requirement for prior consent of the Internal Assessment Board stated in Art. 12(11) of this Statute shall not apply for the first publication of the Rules of Procedure of the Internal Assessment Board.
3. For the period of time during which the division into fields of study is retained in accordance with Article 2(4) of Act No. 137/2016 Coll., the provisions of the Statute on study programmes shall also apply *mutatis mutandis* to the fields of study.
4. If the internal regulation or internal standard of UJEP refers to a statute that is in force prior to the effective date of this Statute, the reference to the applicable provisions of the Statute shall apply.

Article 34 Final Provisions

1. The UJEP Statute registered by the Ministry of Education, Youth and Sports on 5 November 2010 under Ref. No. 29 149/2010-30, as amended later, is hereby repealed, except for Article 1 of Annex No. 2 which was repealed as of 18 September 2017.
2. The Statute has been approved pursuant to Section 9(1)(b)(3) of the Act by the UJEP Academic Senate on 21 December 2016.
3. The Statute comes into legal force pursuant to Section 36(4) of the Act on the day of registration by the Ministry.
4. The Statute shall enter into effect as of 1 February 2017.

The amendments to the UJEP Statute were approved pursuant to Section 9(1)(b)(3) of the Act by the UJEP Academic Senate on 31 May 2017 (Amendments No. 1) and on 30 October 2019 (Amendments No. 2).

The amendments of the UJEP Statute come into legal force pursuant to Section 36(4) of the Act on the day of registration by the Ministry.

The amendments of the UJEP Statute shall enter into effect on 1 September 2017 (Amendments No. 1) and on 1 January 2020 (Amendments No. 2).

doc. RNDr. Martin Balej, Ph.D., in his own hand

Rector

UJEP MANAGEMENT RULES

Article 1 Budget and Its Sources

1. UJEP operates according to the cost and revenue budget, compiled for the period of one calendar year. The UJEP budget shall not be prepared as loss-making. The cost and revenue budget for a supplementary activity must ensure the profitability of such an activity after taxation.
2. UJEP obtains financial resources to provide for activities financed from non-investment resources, namely from:
 - a) allowances from the national budget for educational and creative activity that UJEP is entitled to under Section 18(2) to (4) of the Act,
 - b) research, experimental development and innovation support from public resources under a special regulation,
 - c) subsidies from the national budget,
 - d) study-related fees,
 - e) proceeds from its own assets,
 - f) other income or other contributions than the ones stated under Letter a) from the national budget, national funds, from the National Fund, from municipal and regional budgets, and from the European Union budget,
 - g) proceeds from supplementary activities,
 - h) income from donations and inheritance,
 - i) income from foundations and endowment funds,
 - j) pooling financial funds,
 - k) its own created funds,
 - l) loans from financial institutions.

UJEP obtains financial resources to provide for activities financed from capital resources namely from:

- a) individual or system capital transfers (capital subsidies) from the national budget,
 - b) allowances or subsidies from the national budget outside programme funding,
 - c) other income or other contributions than the ones stated under Letter a) from the national budget, national funds, from the National Fund, from municipal and regional budgets,
 - d) its own resources of the capital assets reproduction fund, special-purpose funds,
 - e) donations and inheritance, income from foundations and endowment funds,
 - f) pooling financial funds,
 - g) loans from financial institutions.
3. UJEP is entitled to an allowance from the national budget under Section 18(2)(a) of the Act. The Ministry decides upon the provision of the allowance based on an UJEP request in a resolution that includes the provided amount. The determination of the size of the allowance depends on the type and financial demands of accredited study programmes and lifelong learning programmes, the number of students and achieved results in the educational and creative activity and its demands, the strategic plan of the UJEP educational and creative activity and the strategic plan of the educational and creative activity for the field of universities prepared by the Ministry and the annual plan of its implementation (hereinafter “the strategic plan of the Ministry”). UJEP receives an advanced payment of the national budget allowance determined on the basis of the decisive data as of 31 October of the previous calendar year. The national budget allowance is provided from the budget chapter under general regulations for the provision of resources from the national budget for

subsidies²⁹, unless the law stipulates otherwise. The allowance of the Ministry is transferred from the Ministry's account to UJEP's bank account.

4. The Ministry determines in a decision whether or not the provided allowance or subsidy from the national budget is a participation of the national budget in the programme funding³⁰, while the allowance or subsidy from the national budget for a building³¹ shall always be a participation of the national budget in the programme funding, except for its maintenance and repairs, when exceeding CZK 10,000,000, unless the second clause of Section 18(4) of the Act applies.
5. UJEP shall draw and use the allowance under Section 18(2)(a) of the Act in compliance with the purpose that is to be achieved and under special legal regulations regulating accounting. UJEP shall transfer the end-of-calendar-year balances of the allowance to its funds for the following calendar years. The Ministry shall remove an allowance for UJEP in a decision when used in contradiction to the law or in contradiction to the decision on the provision of the allowance, when the accredited study programme, for the organisation of which the allowance has been provided, no longer exists, or when the provided allowance has become contradictory to the strategic plan of UJEP.
6. UJEP is entitled to a subsidy from the national budget for the development of the university. The Ministry may provide a subsidy from the national budget to UJEP, especially for the accommodation and catering of students. The terms and conditions of subsidies from the national budget, their use and settlement are governed by general regulations on managing national budget resources³² and special legal regulations for the support of research and development³³. The strategic plan of UJEP and the strategic plan of the Ministry are decisive for the amount of subsidies from the national budget.
7. UJEP shall ensure that the resources of funds created by transferring the allowance balances under Section 5 are only used in compliance with the rules of the European Union for the provision of public support so that there is no competitive distortion or a risk of competitive distortion, and so that the resources acquired from profit earned from basic research, applied research or experimental development and spreading their outcomes through education, publishing or transfer of technologies supported from public resources are only reused for such activities or for spreading their outcomes or for education.

Article 2 **UJEP Funds**

UJEP establishes the following funds:

- a) reserve fund designated namely to cover any losses in the following accounting periods,
- b) capital assets reproduction fund,
- c) scholarship fund,
- d) bonus fund,

²⁹ Section 10(2) of Act No. 218/2000 Coll., on Budget Rules and on Amendment of Certain Related Acts (Budgetary Rules), as amended.

³⁰ Sections 12 and 13 of Act No. 218/2000 Coll., on Budget Rules and on Amendment of Certain Related Acts (Budgetary Rules), as amended.

³¹ Notification of the Czech Statistical Office No. 321/2003 Coll., on Introduction of Construction Work Classification CZ-CC.

³² Act No. 218/2000 Coll., on Budget Rules and on Amendment of Certain Related Acts (Budgetary Rules), as amended.

³³ Act No. 130/2002 Coll., on the Support of Research, Experimental Development and Innovations from Public Resources and on Amendment of Certain Related Acts (the Act on the Support of Research, Experimental Development and Innovations), Government Regulation No. 461/2002 Coll., on Specific Support of Research and Development from Public Resources and on Public Procurement in Research and Development, Government Regulation No. 462/2002 Coll., on Institutional Support of Research and Development from Public Resources and on Assessment of Research Intentions, as amended.

- e) specific purpose fund,
- f) social fund,
- g) operational fund.

Article 3 Reserve Fund

1. The source of the reserve fund (“RF”) is the allocation from profit after taxation and transfer of resources from the capital assets reproduction fund, the bonus fund and the operational fund.
2. The RF resources may be namely used to cover losses in the following accounting periods, or for the transfer of resources into the capital assets reproduction fund, the bonus fund and the operational fund.

Article 4 Capital Assets Reproduction Fund

1. The sources of the capital assets reproduction fund (“CARF”) are:
 - a) allocation from profit after taxation,
 - b) balances of allowances from the national budget under Art. 1(2)(a) of these Rules as of 31 December of the current year,
 - c) book depreciation of fixed assets³⁴,
 - d) subsidies from public budgets,
 - e) specific donation for the acquisition of capital assets,
 - f) revenues from sales and disposal of fixed assets up to the residual value amount (what exceeds residual value is considered to be other revenues),
 - g) pooling resources for joint activity,
 - h) transfer of resources from the reserve fund, bonus fund and operational fund.
2. CARF resources can be used for:
 - a) acquisition of fixed assets,
 - b) provision of resources to other persons within a closed contract on joint investment activity,
 - c) payment of investment loans and credits,
 - d) supplementary resources for funding repairs and maintenance of capital assets to secure the investment needs of UJEP (reported in UJEP revenues),
 - e) transfer of resources to the reserve fund, bonus fund and operational fund.

Article 5 Scholarship Fund

1. The sources of the scholarship fund (“SF”) are:
 - a) transfers of study-related fees under Section 58(6) of the Act (except for the fees for study programmes in a foreign language),
 - b) transfers of tax deductible expenses under a special legal regulation³⁵,
 - c) allocation from profit after taxation.
2. The SF sources are not resources provided to UJEP for scholarships within an allowance or subsidy from the national budget; such resources are the subject of annual settlement with the national budget.

³⁴ For example, Act No. 563/1991 Coll., on Accounting, as amended, Decree No. 504/2002 Coll., of the Ministry of Finance that implements some provisions of Act No. 563/1991 Coll., on Accounting, as amended, for accounting units where the main line of activity is not business, provided that they use the double-entry bookkeeping system, as amended, the Czech Accounting Standards for Accounting Units using a bookkeeping system under Decree No. 504/2002 Coll., as amended.

³⁵ Section 24(2)(zr) of Act No. 586/1992 Coll., on Income Taxes, as amended.

3. The SF resources may be used for the payment of scholarships under the UJEP Scholarship Rules and the scholarship rules of faculties. The use of SF is reported in revenues and costs.

Article 6 Bonus Fund

1. The source of the bonus fund (“BF”) is the allocation from profit after taxation and transfer of resources from the reserve fund, the capital assets reproduction fund and the operational fund.
2. The BF resources may be used for the payment of extraordinary bonuses under the UJEP Internal Wage Regulation and for transfer of resources to the reserve fund, the capital assets reproduction fund and the operational fund.

Article 7 Specific Purpose Fund

1. The sources of the specific purpose fund (“SPF”) are:
 - a) specific-purpose donations, except for donations designated for the acquisition and improvement of fixed assets,
 - b) specific-purpose financial means from abroad,
 - c) specific-purpose public resources, including resources for specific and institutional support of research, experimental development and innovations from public resources that could not be used by UJEP in the budget year in which they were provided.
2. UJEP may transfer the specific-purpose resources under Section 1(c) to SPF in the amount of up to 5% of the volume of specific-purpose public resources provided to UJEP for individual projects of research, experimental development and innovations in the given calendar year; in the case of another support from public resources in the amount of up to 5% of the volume of such support provided to UJEP in the given calendar year, outside subsidies for development under Art. 1(6), the first clause, which may be transferred in an unlimited amount. UJEP shall inform the provider of specific-purpose resources of their transfer in writing.
3. UJEP may only use the SPF resources for the purpose they were provided for.

Article 8 Social Fund

1. The source of the social fund (“SF”) is the basic allocation up to the amount of 2% of the annual volume of costs of UJEP used for wages, wage compensations and remuneration for on-call duty, the amount of which is determined by the Rector in percentage as one of the indicators of the UJEP budget chargeable to the UJEP costs.
2. The resources allocated to SF may be used for employee care according to the approved rules.

Article 9 Operational Fund

1. The source of the operational fund (“OF”) is the allocation from profit after taxation, the balance of the allowance from the national budget as of 31 December of the current year, and the transfer of resources from the reserve fund, the capital assets reproduction fund and the bonus fund.
2. The resources allocated to OF may only be used for the payment of regular costs in the given calendar year and for transfer of resources to the reserve fund, the capital assets reproduction fund and the bonus fund.

Article 10 Provisions on the Funds

1. Profit after taxation may only be allocated to the funds provided that the loss of prior years has been paid.
2. The fund balances as of 31 December of the current year are transferred to the following budget year.
3. UJEP is entitled to perform transfers of resources between its funds based on justified needs, in particular, between the reserve fund, the capital assets reproduction fund, the bonus fund and the operational fund. The transfer may be performed at the proposal of deans and supervisors of UJEP parts by the Rector's decision.
4. The Rector decides upon the allocation of profit after taxation among the individual UJEP faculties as presented by the dean, unless the law or another special legal regulation does not stipulate otherwise.

Article 11 Supplementary Activities

1. In the supplementary activity, UJEP performs activities related to its educational and creative activity. The supplementary activity shall not jeopardise the quality, scope and availability of activities, for the organisation of which UJEP was established.
2. Management within the supplementary activity is regulated by the Rector's directive.

Article 12 Financing Specific Facilities

1. UJEP finances regular and capital expenses of its specific facilities, such as cafeterias, dormitories, halls of residence, facilities for educating youth and adults alike, the operation of libraries, gyms and other sports facilities, as long as they are used by the employees or students of UJEP.
2. When UJEP uses specific facilities together with another entity, UJEP participates in the costs, or revenues according to proportional indicators of use arranged in the concluded contract. It is also possible to contractually stipulate the payment of the proportional part of the use of specific facilities as a lump sum.

Article 13 Provision of Allowances

1. UJEP is entitled to cover the operation of its own catering facilities, except for the food value, providing catering to the UJEP employees in the form of one main meal per day, or to contribute to its employees under the terms and conditions approved in the collective agreement up to the amount of 55% of the price of one main meal per day, however, not more than 70% of meal allowance in the case of a business trip lasting 5 to 12 hours, under a special legal regulation³⁶ when the UJEP employee eats at other catering facilities based on the concluded contract on company catering.
2. UJEP is not authorised to contribute to students' catering, however, it is authorised to cover the operation of its catering facilities providing catering to students in the form of two main meals per day up to the amount of the actual costs, except for the food value.
3. UJEP is entitled to provide allowances to other individuals than its employees in compliance with special legal regulations.

³⁶ Section 163 of Act No. 262/2006 Coll., the Labour Code, as amended,
Section 24(2)(j)(4) of Act No. 586/1992 Coll. of the Czech National Council, on Income Taxes, as amended.

Article 14
General and Final Provisions

1. UJEP may not procure any securities other than securities issued by the government or securities guaranteed by the government, and securities of a business corporation into which UJEP has invested.
2. The Rector or authorities or individuals stipulated in Art. 25 of this Statute make decisions on the management of UJEP assets. In the cases stipulated under Section 15(1)(a) to (d) of the Act, the Rector decides upon prior consent of the UJEP Management Board.
3. UJEP shall act economically when fulfilling its activities and use the resources from the national fund effectively according to the subsidy agreements and contracts on the provision of allowances and in compliance with the factual performance. The UJEP Rector answers to the Minister of Education, Youth and Sports for purposeful use of the allowances and subsidies from the national budget and for the settlement of allowances and subsidies with the national budget, and for due management of the UJEP assets.
4. UJEP is entitled to accept loans, repayable financial help and credits for investments as well as for operational expenses, provided that their acceptance does not give rise to any claims against the national budget and their return is ensured within UJEP management. The government is not liable for UJEP's liabilities.
5. UJEP is not entitled to accept liability for another person's financial debt and to establish the right of lien to property. UJEP is authorised to establish legal entities or to participate in their establishment as one of the founders, or to enter such legal entities, as long as the line of business of such legal entities relates to the educational or creative activity of UJEP. In especially justified cases, this might include activity aimed at a more effective use of human resources and assets of UJEP. UJEP is not authorised to become a partner in a public business organisation or a general partner in a limited partnership. UJEP is not authorised to invest in business organisations or cooperatives using intangible assets acquired by the university from the government's ownership, allowances provided from the national budget under Section 18(3) of the Act, and subsidies provided from the national budget under Section 18(4) of the Act. Any financial and non-financial investments in legal entities require the stipulation of rules through an internal regulation of UJEP.
6. UJEP pays allowances under the concluded cash pool contract from resources it is authorised to use for an activity it has pooled for. The pooled resources for investment are a resource or expense of CARF.
7. UJEP shall rigorously separate the costs and revenues related to supplementary activity.

STUDY-RELATED FEES

Article 1

Determination of Fee Amounts

1. The basis for the determination of study-related fee amounts (hereinafter “the basis”) is announced under Section 58(2) of the Act of the Ministry.
2. The following applies to the amount of study-related fees at UJEP:
 - a) the fee for tasks related to the admission procedure in a study programme organised in Czech under Section 58(1) of the Act is CZK 500,
 - b) the fee for tasks to the assessment of the admission requirements under Section 48(7) of the Act equals the legally stipulated highest admissible amount rounded down to full ten crowns,
 - c) the fee for studies in a bachelor or master study programme organised in Czech when the standard length of study is extended by one year under Section 58(3) of the Act is CZK 12,000 per each commenced 6 months of study,
 - d) the fee for studies in a bachelor, master or doctoral study programme organised in a foreign language under Section 58(4) of the Act is determined by the Rector based on a proposal presented by the dean of the corresponding faculty in the form of an order, especially with regard to the economic demands of the studies, the costs of the provision of quality of the studies and current practice in the corresponding area of study.
3. When the determination of the basis under Section 1 of the amount of the fee for tasks related to the admission procedure under Section 2(a) exceeds the limit stipulated under Section 58(1) of the Act, the fee shall be determined at the legally admissible highest amount rounded down to full ten crowns.

Article 2

Disclosure of Fee Amounts

The study-related fee amounts valid for the following academic year shall be disclosed by UJEP on its public website no later than prior to the lapse of the deadline for the submission of admission applications.

ELECTION RULES FOR THE ELECTION OF A RECTOR CANDIDATE

Article 1

Introductory Provisions

1. The Election Rules for the election of a rector candidate regulate the procedure of deliberations of AS UJEP on the proposal of the appointment of a rector.
2. AS UJEP announces the election of a rector candidate together with the instructions and terms of its preparation. AS UJEP shall do so within 60 calendar days prior to the termination of the office of the current Rector, or in the case of resignation, recall or death of the rector without unreasonable delay.

Article 2

Election Committee

1. The preparation of the election of a rector candidate is provided and managed by a three-member election committee.
2. The members of the election committee for the election of a rector candidate and its chair are appointed by AS UJEP from among its members.

Article 3

Candidates

1. The proposals of candidates for the office of the rector (hereinafter “the candidate”) may be presented by the members of the academic community of UJEP and the Scientific Board of UJEP. The time limit for the submission of the proposals shall be at least 14 calendar days.
2. The proposals of candidates are presented to the election committee in writing via the UJEP Central Filing Room. The proposals shall particularly include:
 - a) name and surname, including titles, position and office of the proposed candidate,
 - b) consent of the candidate with the candidacy,
 - c) name and signature of the proposer,
 - d) candidate’s CV,
 - e) lustration certificate in accordance with a special legal regulation.³⁷
3. The Election Committee shall draw up a list of all the candidates in alphabetical order on the basis of the received proposals of candidates that meet the requirements under Section 1 and 2, which shall be forwarded to the Chair of AS UJEP within the specified time limit.
4. The Chair of AS UJEP summons an assembly of the academic community of UJEP where all the candidates included on the candidate list shall inform the academic community of their election program and reply to the queries of the present members of the UJEP academic community.

Article 4

Election

1. AS UJEP elects a candidate in secret voting at a regular meeting.
2. The candidate shall be elected by means of ballot papers stating the names of the proposed candidates in alphabetical order with order numbers assigned to them. The voter circles the order number of one selected candidate. Ballot papers modified in any other way are invalid.

³⁷ Act No. 451/1991 Coll., which sets out certain further prerequisites for the holding of certain positions in state authorities and organisations of the Czech and Slovak Federal Republic, and the Czech Republic and the Slovak Republic, as amended.

3. The candidate election may have several rounds and all the rounds shall take place during one meeting.
4. The candidate may withdraw its candidacy before the individual election rounds.

Article 5

Procedure in Election from Three or More Candidates

1. A candidate is elected when they receive the votes of an absolute majority of all the AS UJEP members.
2. When no candidate is elected, the election committee shall prepare a list of candidates for another election round by crossing out the candidate with the lowest number of votes from the previous round, or all candidates who received the same lowest number of votes when there are several such candidates.
3. When the number of candidates in the new list of candidates:
 - a) is more than two, the following election round takes place under Sections 1 and 2,
 - b) equals two, the following election round takes place under Art. 6,
 - c) is less than two, a conciliation procedure under Art. 8 takes place and the election is repeated with the list of candidates from the previous round under Sections 1 and 2.

Article 6

Procedure in Election from Two Candidates

1. A candidate is elected when they receive the votes of an absolute majority of all the AS UJEP members.
2. When no candidate is elected, a conciliation procedure under Art. 8 takes place and the election is repeated under Sections 1 and 3.
3. When no candidate is elected in the repeated election, the election is completed and AS UJEP announces a new election without unreasonable delay.

Article 7

Procedure in Election of One Candidate

1. The election of one candidate shall apply when the list of candidates only includes one candidate, or when there is only one candidate left due to the withdrawal of other candidates.
2. A candidate is elected when they receive the votes of an absolute majority of all the AS UJEP members.
3. When no candidate is elected, the election is completed and AS UJEP announces a new election without unreasonable delay.

Article 8

Conciliation Procedure

1. The conciliation procedure is a discussion of the members of AS UJEP about the last round candidates, during which they present their opinions and arguments.
2. The conciliation procedure under Section 1 shall take place in a closed work meeting of the AS UJEP members. The AS UJEP meeting shall be suspended during the conciliation procedure.

Article 9

Publication of Results and Candidate Election Report

1. The election committee assesses the individual candidate election rounds so that their results may be watched by all the present members.

2. The election committee shall inform AS UJEP and all the candidates of the results immediately after the end of the candidate election.
3. The election committee prepares a report on the course of the election of the candidate signed by all committee members present at the election and presents it to the AS UJEP Chair. This concludes the activity of the election committee.

Article 10
Complaint against the Course of Candidate Election

The candidates and members of the academic community of UJEP may submit a written complaint about the course of the election to the AS UJEP Chair via the UJEP Central Filing Room within 3 working days from the announcement of the election results (Art. 9, Section 2). AS UJEP shall assess the complaint within 30 days and either reject it, or cancel the election and announce a new one without unreasonable delay.