

*In accordance with Act No. 111/1998 Coll., Article 36, subsection 2, concerning Higher Education and the Modification of and Amendments to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Statute of the University of West Bohemia on March 1, 2017 under Ref. No. MSMT- 5416/2017.*

*In accordance with Act No. 111/1998 Coll., Article 36, Sections 2 and 5, on Higher Education Institutions and on Modifications and Amendments to Other Acts (the Higher Education Act), Amendment No. 1 to the Statute of the University of West Bohemia was registered by the Ministry of Education, Youth and Sports, as amended on 5 August 2020, under Ref. No. MSMT-32280/2020-2.*

*In accordance with Act No. 111/1998 Coll., Article 36, Sections 2 and 5, on Higher Education Institutions and on Modifications and Amendments to Other Acts (the Higher Education Act), Amendment No. 2 to the Statute of the University of West Bohemia was registered by the Ministry of Education, Youth and Sports, as amended on 23 December, under Ref. No. MSMT-46309/2020-1.*

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*Mgr. Karolína Gondková*  
*Director of the Higher Education Division*

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**STATUTE**  
**University of West Bohemia**  
**1st of March, 2017**  
**Amendment No. 1**  
**dated 5th August, 2020**  
**and**  
**Amendment No. 2**  
**dated 23th December 2020**

**PREAMBLE**

The University of West Bohemia in Pilsen prides itself on its tradition of providing a high-quality technical education. At the same time it seeks to be recognized as a successful multi-disciplinary university that fulfils its specialized and social responsibilities within the community, city and region; and in an international context.

The mission of the University of West Bohemia in Pilsen is to carry out educational and creative activities while spreading knowledge that will contribute to social, cultural and individual development.

The aim of the University of West Bohemia in Pilsen is to ensure equal access to educational, creative and artistic activities, thus meeting the individual needs and society's cultural and social need for knowledge. The University of West Bohemia in Pilsen consists of and is developed by a community of students, academics, researchers and other staff who are committed to the principles of freedom, democracy and fundamental human values. In the performance of their activities, employees and students respect ethical and moral principles.

Holding these principles in mind, the University of West Bohemia accepts this statute and undertakes to respect the principles contained therein.

**PART ONE**  
**Basic Provisions**

**Article 1**

**Name, Location and Type of the Institution of Higher Education**

- (1) The University of West Bohemia in Pilsen is a public institution of higher education in accordance with Act No. 111/1998 Coll., (Amended and Consolidated) on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act) (hereinafter the "Act").
- (2) The full name of the institution is: "University of West Bohemia in Pilsen".
- (3) The address of the headquarters of the university: Univerzitní 8, 301 00 Plzeň.
- (4) The University of West Bohemia in Pilsen is a higher education institution of the university type.
- (5) Foreign language equivalents of the university's name are given in Annex 1.

**Article 2**

**Predecessor**

- (1) The predecessor of the University of West Bohemia in Pilsen (hereinafter UWB) is the University of West Bohemia, established by Act No. 314/1991 Coll., On the Establishment of Silesian University, University of South Bohemia, University of West Bohemia, University of J.E Purkyne and the University of Ostrava.
- (2) The University of West Bohemia merged with the College of Mechanical Engineering And Electrical Engineering in Pilsen and the Faculty of Education in Pilsen under the Czech National Council Act No.314/1991 Coll., in accordance with Act No. 172/1990 Coll., On Higher Education, as amended, and with Act No. 216/1993 Coll.

**Article 3**

**Subject of the University of West Bohemia**

- (1) UWB's activities are, in accordance with the law, educational and scientific; related to research, development and innovation, artistic or other creative activities in didactic, transport, economic, electronic, electrotechnical and physical fields; as well as in the fields of geometrics, energetics, ecology, communication, humanities, information, cybernetics, mathematics, areas of mechanics, pedagogy, law, science, psychology, health care, social sciences, engineering, physics, and in fields that are concerned with artistic creation, as well as related frontier and interdisciplinary areas.
- (2) Educational activity shall be carried out:
  - a) In accredited study programs or in study programmes conducted within the area or fields of education for which UWB has an institutional accreditation (hereinafter referred to as the "accredited study programme"),
  - b) In lifelong learning programmes in accordance with the Lifelong Learning Regulation of UWB.
- (3) Creative activities take place across a large spectrum: from research activities to development and application activities connected to the practical needs of the particular field.
- (4) Other legal entities engaged in this activity may participate in the activities referred to in Paragraph 1.
- (5) UWB's activities could also include:
  - a) creating the conditions for, and supporting, cooperation in higher education at a national and international level,
  - b) participation in national and transnational higher education institutions,
  - c) encouraging student mobility with regard to their education,
  - d) organizing further activities to develop and strengthen cooperation and links with other universities, public research institutions and other legal entities engaged in research, experimental development or innovation with the employers of graduates, UWB graduates, entrepreneurs working in the industrial or business sphere, business unions and other persons or bodies performing, supporting or using the educational or creative activity of UWB or its results, and
  - e) supporting activities aimed at fulfilling UWB's mission, which results from the law and general academic principles and principles for UWB.
- (6) The activity of UWB also includes additional activities carried out in accordance with the Act and in

connection with the activities referred to in Paragraph 1. The Principles for the additional activities shall be laid down in the relevant UWB internal regulation.

- (7) The members of the academic community and other employees are obliged to observe the protection of intellectual property rights and the protection of personal data while carrying out UWB activities.

#### **Article 4 Internal Regulations of UWB**

- (1) The UWB internal regulations are subject to approval by the UWB Academic Senate and registered by the Ministry of Education, Youth and Sports (hereinafter "the Ministry") pursuant to Section 36 of the Act.
- (2) UWB's internal regulations are:
  - a) UWB Statute,
  - b) [Electoral Rules of Academic Senate of UWB](#),
  - c) [Rules of Procedure of the Academic Senate of UWB](#),
  - d) [Internal Payroll Regulations of UWB](#),
  - e) [Rules of Procedure of the UWB Scientific Board](#),
  - f) [Rules of the Selection Procedure for the Appointment of Academic Positions of UWB](#),
  - g) [Study and Examination Regulations of UWB](#),
  - h) [UWB Scholarship Regulations](#),
  - i) [Disciplinary Code for Students of UWB](#),
  - j) [Rules of the system ensuring high quality education, creative activities and activities related to them and internal quality evaluation of educational and creative activities and UWB's related activities](#),
  - k) Rules of Procedure of the Internal Evaluation Council,
  - l) [Details of the procedures for the appointment of an associate professor \(docent\) and a full professor \(habilitation\)](#),
  - m) [UWB Lifelong Learning Regulations](#),
  - n) Internal Regulation for UWB Academic Insignia and Ceremonies,
  - o) Regulations for the establishment of legal entities by UWB in Pilsen and the conditions for monetary and non- monetary contributions to them and to other legal entities,
  - p) [Special Rules of Study at UWB in 2020](#).

#### **Article 5 Internal Regulations of Faculties and University Institutes**

- (1) The internal regulations of the faculties and the institutes are subject to approval by the Academic Senate of the University of West Bohemia.
- (2) The internal regulations of the faculties are the internal regulations pursuant to Section 33 (2) of the Act.
- (3) The internal regulations of the university institutes are the internal regulations pursuant to Section 36 (2).

#### **Article 6 Internal Regulations of UWB and its Constituent Parts**

- (1) Some internal UWB regulations are not subject to the Ministry's registration. Those are:
  - a) Internal rules which impact the whole university,
    - Directives, in particular on long-term methodological and organizational matters (issued by the Rector),
    - Decisions or provisions, in particular those concerning operational matters of UWB as a whole (issued by the Rector),
    - Instructions on partial or operational matters (issued by the Rector, Bursar or Vice-Rector),
  - b) Internal regulations of UWB constituent parts, as referred to in Article 33 (1).
- (2) The names (forms) of the internal regulations of faculties and university institutes, including the competence to declare them, are determined by the statutes of the faculties and of the university institutes. The names (forms) of the internal regulations of other constituent parts of UWB are determined by the organizational

rules of each of the part.

### **Article 7 Informing the Public**

- (1) UWB organizes an official board which is publicly accessible. UWB arranges an official board in this manner for:
  - a) faculties (hereinafter referred to as the "official board of the faculty"),
  - b) the university (hereinafter referred to as the "official board of the university institute"),
  - c) another constituent part (hereinafter referred to as the "official board of another constituent part"),
  - d) service facility (hereinafter referred to as "official board of the service facility"), and
  - e) the Rector's Office (hereinafter referred to as "official board of the Rector's Office").
- (2) Information or documents determined by the law, other legal regulation, internal regulation or, in some cases, internal rules, shall be published by posting on the official board of the faculty, the official board of the university institute, the official board of another constituent part, the official board of the service facility, or the official board of the Rector's Office, according to the subject matter the document is concerned with.
- (3) UWB publishes the content of its official boards in a manner allowing for remote access (hereinafter referred to as "electronic board"). An electronic official board means a publicly accessible part of UWB's website for:
  - a) the faculty designated as an "official board";
  - b) the university institute designated as an "official board";
  - c) another constituent part designated as an "official board";
  - d) service facility, designated as an "official board", and
  - e) The Rector's Office designated as an "official board".
- (4) The obligation is laid down in Section 15 (3), Section 21 (1) (h-j), Section 21 (4), Section 49 (5), Section 58 (5), Section 72 (16), Section 74 (10), Section 75 (1), Section 77 (2) of the Act; UWB will fulfil the obligation by publishing the said information or documents on an electronic board pursuant to paragraph 3 (e).
- (5) The obligation laid down in Section 33 (5) and Section 49 (5) of the Act is fulfilled by the faculty when it makes sure that the said information or documents are published on an electronic board in accordance with subsection 3 (a).
- (6) Further details concerning the disclosure of information and documents on the official boards and on the electronic boards are laid down by the relevant UWB internal regulation.

## **PART TWO University Entrance Exams and Study Programmes**

### **Article 8 University Applicants**

- (1) A UWB applicant (hereinafter referred to as the "applicant") may be an individual with citizenship of the Czech Republic, or a foreigner.
- (2) The conditions for the admission of foreigners must be such as to enable them to meet the Czech Republic's obligation derived from international treaties. Otherwise, the conditions for acceptance of foreigners are identical to the conditions that apply to Czech citizens.

### **Article 9 Applications**

- (1) The applicants shall submit their application to the accredited study programmes in a form duly completed in the place published in accordance with paragraph 2.
- (2) UWB, or the faculty concerned, will disclose all data pursuant to Section 49 (1), (3) and (5) of the Act, in accordance with Section 7 (4) or (5), at least four months before the application's deadline. If the accreditation of a study programme or institutional accreditation for education is awarded by the National Accreditation Authority for Higher Education at a time that makes it impossible to meet the deadline as stated in the previous sentences, in an attempt to respect the beginning of the academic year this period may be shorter, but no shorter than one month. The publication must include:

- a) the number and title of the study program,
  - b) the date and address of the application, the form and other details of the application,
  - c) the highest number of applicants to be admitted to study in the relevant study program,
  - d) the conditions of admission and the means of verifying compliance with these conditions,
  - e) where an admission test requirement is part of the verification: its form, the framework content and the criteria for its assessment,
  - f) the form and deadline for announcing the results of the admission procedure,
  - g) payment of the fees referred to in Section 17 (1) (a), (b) and (d).
- (3) The form of enrolment and the conditions for admission to the Lifelong Learning Programme are listed in the offer of these programs for the given academic year.

#### **Article 10 Admission Procedure**

- (1) The admission procedure is initiated by the delivery of a written or electronic application (electronically only via the UWB information system) to UWB or to the faculty, depending on where the relevant study programme will take place.
- (2) If the application is found lacking, UWB or the faculty will ask the applicant to correct or complete it. At the same time, a deadline is set for the corrections to be made. If the applicant fails to complete the correction within the set deadline, the admission procedure will be halted.
- (3) If the applicant fails to pay the fee determined in Section 17 (1) (a), (b) and (d), within the prescribed time limit, the admission procedure will be halted.

#### **Article 11 Entrance Examination**

- (1) Part of the admission procedure to study programmes is usually an entrance exam.
- (2) The applicant is invited to the entrance exam in writing or electronically through the UWB information system. Should the candidate fail to produce a written apology or a valid reason for missing the entrance exam, or if their excuse is deemed unacceptable, the admission procedure will be halted.
- (3) The entrance exam is usually written, oral, a combination of both, or one during which the applicant must demonstrate their talent.
- (4) If the written entrance exam for related study programmes is composed of the same subject, the Rector or the Dean, or Deans, may stipulate that the applicant applying for these study programmes will take the examination in such subjects only once. The result of the entrance exam of such a subject is then valid for other related study programmes.

#### **Article 12 Admission Procedure**

- (1) The Rector decides on admission to the accredited study programme taking place at UWB. Admission to an accredited study programme in any given faculty is decided by the Dean.
- (2) The decision must be issued within 30 days of the verification of conditions for admission. UWB is not obliged to allow the applicant to comment on the basis for making the decision before issuing its decision.
- (3) An applicant has the right to inspect the file only after they have been notified of the decision. UWB can instead provide the applicant with a copy of the file, even by electronic means.
- (4) The applicant may appeal against the decision within 30 days of their notification through the authority that issued the decision to the Rector. If the Dean is the one who issued the decision, then they may change the decision themselves, if they fully agree with the appeal. Otherwise, the appeal will be submitted to the Rector for a decision.
- (5) The Rector examines the conformity of the contested decision and the proceedings which preceded the decision and compares it to the legal regulations, internal UWB and the faculty regulations, and the conditions for admission determined by UWB, or faculty.

**Article 13**  
**Enrolment in Studies**

- (1) Candidates who have been admitted to a study programme will have the right to enrol as stated in Section 51 of the Act.
- (2) The form and date of the regular registration, the rules for excusing oneself from attending the regular registration and the form and date for an alternate enrolment day are determined by the Study and Examination Regulations of the University of West Bohemia.

**Article 14**  
**Matriculation**

- (1) The term “matriculation” refers to an academic ceremony of the University of West Bohemia or a faculty that consists of a student's matriculation promise and of the university's solemn acknowledgment of the student's entry into the student register.
- (2) The Rector or the Dean may decide that matriculation at UWB, or at a faculty, will not take place in the form of an academic ceremony.

**Article 15**  
**Documents Pertaining to Studies**

- (1) UWB documents are of uniform appearance.
- (2) The binding model of the University Diploma and Diploma Supplement are stipulated by the relevant UWB internal regulation.

**Article 16**  
**Service of Documents**

- (1) UWB either delivers documents pertaining to studies to the applicants itself, or through a postal operator, in accordance with Section 50 of the Act.
- (2) If a decision issued in the proceedings pursuant to Section 50 of the Act accepts the applicant's application for admission to studies, UWB will deliver such a decision through the electronic information system of UWB, providing the applicant agrees to this method of delivery in advance. The decision is delivered on the first day after the day the decision has been made available to the applicant in the UWB information system.
- (3) The decisions in the cases referred to in Section 68 (1) (a), (b) and (d) of the Act, which satisfies the student's application and decisions in the cases referred to in Section 68 (1) (e) of the Act are delivered through the electronic information system of UWB. The decision is delivered on the first day after the day the decision has been made available to the student in the UWB electronic information system.
- (4) An invitation to make a statement on the basis underlying the decisions in cases pursuant to Section 68 (1) (g) of the Act can be made by means of UWB's electronic information system. The invitation is delivered on the first day after the invitation is made available to the student in the UWB electronic information system.
- (5) If the document in the proceedings pursuant to Section 68 of the Act fails to be served on grounds of the student failing to fulfil the obligation stipulated in Section 63, (3) (b) of the Act, or if the document cannot be delivered to the delivery address declared by the student, UWB will deliver the document as a public notice by posting it on the official board. UWB is not obliged to appoint a guardian for the student.
- (6) In cases not mentioned in subsections (3) to (5), UWB serves the documents to the students through the UWB electronic information system. The document is delivered on the first day after the document is made available to the student in the UWB information system.
- (7) In proceedings pursuant to Section 90 of the Act, UWB delivers documents to the applicant in accordance with Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended.

## **PART THREE**

### **Fees**

#### **Article 17**

##### **Fees Associated with Studies**

- (1) Fees connected with studies are:
  - a) a fee for administrative acts related to the admission procedure,
  - b) a fee for administrative acts related to the admission procedure for a study a programme conducted in a foreign language,
  - c) a fee for extending one's period of study,
  - d) a fee for enrolling in a study programme conducted in a foreign language.
- (2) The amount of the fees for the next academic year at UWB are published on the Official Electronic Board no later than the last day of the deadline set for the submission of study applications.
- (3) Fees connected to studies are paid by wire transfer to the UWB bank account.
- (4) Fees related to studies referred to in subsection (1) (a), (b) and (d) are specified by the conditions of the admission procedure published pursuant to Section 49 (5) of the Act.
- (5) The dates of payment of the fees related to studies pursuant to subsection (1) (c) are determined by a decision on the assessment of the fee, which is issued at least 90 days prior to the due date of the fee.

#### **Article 18**

##### **Admission Procedure Fee**

- (1) The fee for administrative acts related to the admission procedure is at most 20% of the base amount determined pursuant to Section 58 (2) of the Act (hereinafter referred to as the "base").
- (2) The Rector determines the specific amount of the fee for the administrative acts related to the admission procedure for the next academic year.
- (3) The fee for administrative acts related to the admission procedure is non-refundable.
- (4) The provisions of subsections (1) to (3) also apply to the fee for administrative acts related to the admission procedure to study programmes in a foreign language.

#### **Article 19**

##### **Fee for Extending Period of Study**

- (1) The fee for extending the period of study at UWB is assessed in accordance with Section 58 (3) of the Act.
- (2) The fee for an extended period of study for each additional six-month study period is six times the base.
- (3) The Rector may reduce the fee, waive the fee or postpone the payment date if an appeal is made against the institution of the fee, taking into account in particular the academic achievements and social situation of the student, provided that the student duly justifies their appeal and submits the relevant documents.
- (4) The reasons for reducing, waiving or postponing the payment of the fee for extended study periods are set out Annex no. 2.

#### **Article 20**

##### **Fee for a Study Programme in a Foreign Language**

- (1) The study fee for a study programme that is taught in a foreign language is determined on the basis of a cost calculation mainly taking into account the difficulty of the study programme and the number of students.
- (2) The Rector sets the specific amount of the fee for a study programme in a foreign language for the next academic year.

## **Article 21**

### **Fee for Administrative Acts Related to the Assessment of Eligibility for Admission to Study**

- (1) The fee for the administrative acts related to application assessment will not exceed 20% of the base.
- (2) The Rector sets the specific amount of the fee for the administrative acts related to application assessment for the next academic year.
- (3) The application assessment fee for the following academic year at UWB are published on the electronic notice board no later than the last day of the deadline set for the submission of applications.
- (4) The fee for the administrative acts related to application assessment will be paid by wire transfer to the UWB bank account.
- (5) The due date of the fee for the administrative acts related to application assessment is determined by the Conditions for Admission Procedure published in accordance with Section 49 (5) of the Act.
- (6) The fee for the administrative acts related to application assessment is non-refundable.

## **Article 22**

### **Fee for Administrative Acts Related to Admission to the Rigorous State Exam and Passing the Exam**

- (1) The fee for the administrative acts related to admission to the rigorous state exam (hereinafter referred to as the "rigorous exam") for students in the Master's degree programmes who have obtained the academic degree Mgr. will not exceed twice the amount of the base fee.
- (2) The Rector sets the specific amount of the fee for the administrative acts related to admission to the rigorous exam and passing the exam.
- (3) The amount of the fee administrative acts related to admission to the rigorous exam and associated with it is published by UWB on the electronic board.
- (4) The fee for the procedures related to admission to the rigorous state exam and related to its conduct is to be paid by wire transfer to the UWB bank account.
- (5) The fee for the procedures related to admission to the rigorous state exam and related to its conduct is to be paid upon submitting the application.
- (6) The fee for the procedures related to admission to the rigorous state exam and related to its conduct is non-refundable.

## **Article 23**

### **Fee for Administrative Acts for Appointment of an Associate Professor and a Full Professor**

- (1) The fee for administrative acts for appointment of an associate professor (Doc.) at UWB will not exceed an amount equal to four times the base. The fee for administrative acts for appointment of a full professor is at most six times the base.
- (2) The Rector sets the specific amount of the fee for administrative acts related to appointment of an associate professor and a full professor.
- (3) The amount of the fee for administrative acts related to appointment of an associate professor and a full professor at UWB is published on the official board of the faculty, or on official board of the Rector's Office, as well as on the electronic board.
- (4) The fees for administrative acts related to the appointment of an associate professor and a full professor are to be paid by wire transfer to the UWB bank account.
- (5) The fees for administrative acts related to the appointment of an associate professor and a full professor are to be paid upon submitting the candidate's proposal.
- (6) The fees for administrative acts related to the appointment of an associate professor and a full professor are non-refundable.



#### **Article 24**

##### **Fee Related to Recognizing Foreign Higher Education and Qualifications**

- (1) The fee for the administrative acts related to the processing of an application for the recognition of foreign higher education and qualifications is stipulated in Section 90 (a) of the Act.
- (2) The fee for administrative acts related to the processing of an application for the recognition of foreign higher education and qualifications is to be paid by wire transfer to the UWB bank account.
- (3) The fee for administrative acts relating to the processing of an application for the recognition of foreign higher education and qualifications is to be paid upon the application's submission.
- (4) The fee for administrative acts related to the processing of an application for the recognition of foreign higher education and qualifications is non-refundable.

#### **PART FOUR**

##### **Autonomous Academic Bodies of UWB**

#### **Article 25**

##### **Academic Senate of UWB**

- (1) The members of the Academic Senate of the University of West Bohemia (hereinafter "Academic Senate") are:
  - a) for each faculty of UWB, four academic staff members and two students of a Bachelor's or Master's degree programmes,
  - b) for all university institutes and all other constituent parts and service facilities, concerned with creative activities, information services, and transfers of technology (with academic staff), three academic staff members,
  - c) two students enrolled in a doctoral study programmes.
- (2) Members of the Academic Senate will serve in office for three years.
- (3) Membership in the Academic Senate is incompatible with the position of the Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of a Faculty, or that of a Director of University Institute.
- (4) The election of the members of the Academic Senate and their positions are regulated by the Election Procedure of the Academic Senate of UWB.
- (5) The Rules of Procedure of the Academic Senate, the Academic Senate bodies and their constitution are governed by the Rules of Procedure of the Academic Senate of UWB.
- (6) The Academic Senate exercises its powers in accordance with Section 9 (1) and (2) of the Act.

#### **Article 26**

##### **Rector**

- (1) The Rector acts as the head of UWB, acting and deciding on matters concerning UWB, unless the law stipulates otherwise. In cases where a special regulation assumes establishment of a statutory body, the rector has the capacity to act as the statutory body.
- (2) According to Section 10 (4) of the Act, the Rector:
  - a) appoints and dismisses the Vice-Rectors, and issues a regulation stipulating their numbers and the scope of their work,
  - b) issues a regulation stipulating which Vice-Rector is entitled to stand in for the Rector in full,
  - c) issues a regulation stipulating representation on a case-by-case basis.
- (3) In particular, the Rector:
  - a) appoints Deans of the faculties to office and removes them from office, based on the proposal of the Academic Senates,
  - b) appoints to and removes from office directors and heads of the constituent parts of university that are not faculties,
  - c) submits for approval:
    1. UWB's budget and medium-term budget outlook,

2. the annual report on UWB activities and the annual report on UWB's financial management,
  3. the report on the internal quality evaluation of educational, creative and related activities of UWB and any supplements to this report,
  4. the strategic plan of the educational and creative activities of UWB and the annual plan for the implementation of the strategic plan (hereinafter referred to as the "Strategic Plan of UWB"),
  - d) designates staff authorized to finance operations and allocates signatory rights to individual bank accounts,
  - e) submits proposals to the UWB Board of Trustees pursuant to Section 15 (1) d) of the Act and after consent is issued, proposes members of the statutory bodies for UWB,
  - f) has the right to declare the following exams held at UWB invalid: a state final examination or parts of it, a rigorous state examination or parts of it, a state doctoral examination or a dissertation defense,
  - g) decides to annul the appointment of an associate professor (docent), if the appointment procedure was held at UWB.
- (4) The Rector decides on proceedings pursuant to paragraph 3 f); part of the decision-making process is the opinion of the Review Committee appointed for each individual proceeding separately. The Review Committee has 7 members, of which 6 are appointed by the Rector, who chooses professors, associate professors or other experts for the position; Seventh member of the Review Committee appointed by the Rector is a student of UWB. A member of the Review Committee may not be nominated as a member of the State Examination Board or its part, or as a member of a dissertation committee, or as a consultant, opponent, or supervisor of the person whose state examination, part of it, or the defense of their dissertation work is in question.
- (5) The Rector decides in proceedings pursuant to paragraph 3 g); part of the decision-making process is a statement made by the Review Committee appointed for each individual proceeding for the annulment of the appointment of associate professor. The Review Committee has 5 members appointed by the Rector from among the university's professors, associate professors, or other experts, and those are chosen in a manner so as to ensure that the majority of members on the Review Committee are experts who are not UWB staff, with one member being appointed by the Rector following a proposal of the Minister of Education from among state employees employed at the Ministry of Education. A member of the Review Committee may not be a member of the committee responsible for the appointment of an associate professor (docent), a person who was the candidate's opponent during the defense of their qualification thesis, or a member of the Scientific Board who has ruled on the nomination for the appointment of the candidate whose associate professorship is in question.

#### **Article 27** **UWB Scientific Board**

- (1) The President of the Scientific Board of the University of West Bohemia (hereinafter referred to as the "Scientific Board") is the Rector, who appoints and dismisses the other members of the Scientific Board in accordance with the law, taking into account the representation of the areas which are the subject of UWB activity and the disciplines in which UWB is entitled to conduct a procedure for appointing a professor.
- (2) The Scientific Board has 42 members.
- (3) The term of office for the members of the Scientific Board is, with the exception of the Rector, four years.
- (4) The Scientific Board exercises its authority in accordance with Section 12 (1) of the Act, with the exception of the scope specified in Section 12 (1) (b) and (c) of the Act.

#### **Article 28** **Internal Evaluation Board of UWB**

- (1) An Internal Evaluation Board (hereinafter referred to as the "Board") is hereby established.
- (2) The Board has 15 members.
- (3) The Chairman of the Board is the Rector, who appoints the Vice-Chairman of the Board from among the associate professors of UWB. One Board member is by definition the Chairperson of the Academic Senate.
- (4) The other members of the Board are appointed by the Rector. A third will be appointed based on the Rector's own proposal; a third of the appointments will be based on the proposal of the Scientific Board and a third on the proposal of the Academic Senate. One member is appointed by the UWB Student Council.
- (5) The other members of the Board according to paragraph 4 do not have to be UWB employees.

- (6) The term of office of the Vice-Chairman of the Board and of the other members of the Board is six years.

**Article 29**  
**The Board's Authority**

- (1) The Board:
- a) approves the draft of rules for the system that ensures the quality of educational, creative and related activities and the internal quality evaluation of the educational, creative and related activities submitted by the Board's Chairman prior to submitting the proposal to the Academic Senate,
  - b) manages the course of the internal quality assessment of educational, creative and related activities,
  - c) prepares a report on the internal quality evaluation of educational, creative and related activities and any supplements to this report,
  - d) keeps records of internal quality assessments of educational, creative and related activities.
- (2) The Board furthermore:
- a) approves study programmes submitted by the Rector at the proposal of the Scientific or Artistic Boards of the relevant faculties; in cases of study programmes not taking place at the faculties, approval is carried out without this proposal,
  - b) approves the intention to submit an application for accreditation, expanding the scope of accreditation, or an application for the extension of the accreditation period of study programmes submitted by the Rector at the proposal of the Scientific or Artistic Boards of the relevant faculties. In cases of study programmes that do not take place at the faculties, approval is carried out without this proposal.

**Article 30**  
**UWB Disciplinary Committee**

The establishment of UWB's Disciplinary Committee, its position, number of members, their term in office and their discussion of disciplinary offenses committed by UWB students is regulated by the UWB Student Disciplinary Regulations.

**PART FIVE**  
**Other Bodies of UWB**

**Article 31**  
**UWB Board of Trustees**

- (1) The UWB Board of Trustees (hereinafter referred to as the "Board of Trustees") has 12 members.
- (2) The person who administratively manages the meetings of the Board of Trustees is appointed and dismissed by the Rector following a statement released by the Chairman of the Board of Trustees.
- (3) The Board of Trustees exercises its powers in accordance with Section 15 (1) to (3) of the Act.

**Article 32**  
**Bursar**

- (1) The Bursar manages the economic activities and internal administration of UWB and acts on behalf of the Rector in matters concerning it to the extent stipulated by the relevant UWB internal regulation.
- (2) The Bursar manages the economic activities and internal administration of UWB in accordance with the law, other legal regulations, statutes and other internal regulations of UWB. The Bursar is responsible for the results of UWB's economic activities, for internal management of UWB and for the employment of a correct methodological approach in internal administration matters of UWB; he reports to the Rector.
- (3) The Bursar prepares the budget's draft, including its practical applications, and submits it to the Rector. The Bursar is responsible for drawing up the budget and submits a quarterly evaluation to the Rector. The Bursar prepares the documents related to UWB's economic activities for meetings of the Board of Trustees.
- (4) The Bursar methodically manages the secretaries of faculties and university institutes and other employees of constituent parts of UWB who are responsible for economic activities.

- (5) The Bursar is obliged to present the Rector with a proposal for a solution and measures to be taken in case the budget of any part of UWB is threatened

## **PART SIX**

### **Organizational and Management Structure of UWB**

#### **Article 33**

##### **UWB Structure and Organization of Educational Activities**

- (1) UWB is divided into the Rector's Office and the following parts (hereinafter referred to as the "Parts"):
- a) faculties, according to Annex no. 3,
  - b) university institutes, according to Annex no. 4,
  - c) other constituent parts dedicated to educational or creative activities, or to the provision of information services/technology transfer, according to Annex no. 5,
  - d) service facilities concerned with accommodation and meals, provided in particular to the members of the academic community, or for ensuring the operation of UWB, according to Annex no. 6.
- (2) Education at UWB is organized and managed according to the following principles:
- a) each subject taught at UWB is valid across the whole university and when drawing up study plans faculties or university institutes involved in the implementation of study programmes use the courses offered by all departments. The inclusion of a particular subject in a database of subjects taught at UWB is subject to discussion and approval by the Accreditation Committee of the University of West Bohemia (hereinafter referred to as "AC UWB");
  - b) a part of AC UWB's decision on the accreditation of a particular subject is determination of the department guaranteeing the subject. The guaranteeing department is fully responsible for securing all aspects of the subject (especially quality, personnel and technical support). Guaranteeing the subject is done university-wide and is independent of the organizational incorporation of the department. The teaching provided by the guaranteeing department for students of study programmes carried out by other faculties is considered to be the guaranteeing department's own activity;
  - c) the relevant documents for the accreditation of a study programme by the National Accreditation Authority for Higher Education contain the professional profiles of all the academic staff who guarantee the compulsory and optional subjects of a given study programme, irrespective of the organization of the guaranteeing department.
- (3) The specific method of implementing the principles set out in paragraph 2 is specified in the relevant UWB internal regulation.

#### **Article 34**

##### **The Rector's Office**

- (1) The Rector's Office is the executive and administrative body of UWB which provides service activities for UWB and its constituent parts.
- (2) The internal structure and competence of the Rector's Office is determined by the Organizational Regulations of UWB, issued by the Rector

#### **Article 35**

##### **Faculty**

- (1) A faculty is a basic element of UWB that implements out at least one accredited study programme and performs creative activity.
- (2) A faculty is headed by a Dean.
- (3) The internal rules and regulations of a faculty are:
- a) the Statute of a Faculty,
  - b) the Rules of Procedure of the Scientific or Artistic Board of the Faculty,
  - c) The Election Regulations of the Academic Senate of the Faculty,
  - d) The Procedure Regulations of the Academic Senate of the Faculty, Student Disciplinary Regulations,
  - e) Other regulations that may be provided for in the Statute of the Faculty.

**Article 36**  
**University Institute**

- (1) A university institute carries out creative activities and may also participate in implementing accredited study programmes.
- (2) The internal regulations of a university institute are:
  - a) the Statute of a University Institute,
  - b) the Rules of Procedure of the Scientific or Artistic Board.
- (3) The director of a university institute is entitled to act on behalf of UWB only in matters stipulated by this Statute, as well as in matters pertaining to the university institute, in cases where:
  - a) employment relationships are discussed, unless the matter at hand is recognizing the status of an academic worker,
  - b) the issue concerned has to do with foreign relations and activities.
- (4) The director of a university institute also ensures the organization and security of accredited study programmes in which the university institute participates.

**Article 37**  
**Other Constituent Parts Concerned with Educational and Creative Activities or Provision of Information Services/Technology Transfers**

The Organizational Rules and Regulations, as approved by the Rector, determine the status, scope and activities of other constituent parts of UWB concerned with educational and creative activities or provision of information services/technology transfers.

**Article 38**  
**Service Facilities**

The Organizational Rules and Regulations, as approved by the Rector, determine the status, scope and activities of the service facilities.

**Article 39**  
**Advisory Councils and Project Teams**

- (1) UWB's advisory councils and project teams ensure the coordinated, regulated and mutually informational support of all UWB activities and deal with conceptual and important tasks.
- (2) Advisory councils are established, especially for regular and long-term activities. The Rector, Vice- Rectors and Bursar are authorized to establish university-wide advisory councils, and normally chair such councils. The chairperson decides on the necessary drafting of the rules of procedure of the relevant advisory council.
- (3) On the university-wide level, advisory councils are mainly:
  - a) The Rector's Board, which is composed of: the Rector, Vice-Rectors, President of the Academic Senate, Bursar, Deans, Directors of University Institutes, Representatives of the Student Chamber of the Academic Senate, and others appointed by the Rector,
  - b) UWB's management, which is composed of: the Rector, Vice-Rectors, Bursar and other persons appointed by the Rector.
- (4) Project teams are primarily set up to address conceptual and important tasks. Project teams are appointed by executive officers within the scope of their authority.
- (5) The activities of UWB staff on advisory councils or project teams are a duty of the respective employees. Management responsible for members of the advisory councils or project teams are required to create adequate working conditions for these employees in the advisory councils or project teams.

**Article 40**  
**Decision-making, Negotiation and UWB's Official Signature**

- (1) The following persons can act and make decisions on behalf of UWB:
  - a) the Rector, in all matters stipulated by the law and by this Statute,
  - b) the Vice-Rector, within the scope stipulated by the relevant UWB internal regulation,
  - c) the Bursar, to the extent stipulated by the law, this Statute and the relevant UWB internal regulation,
  - d) the body of a faculty in matters relating to the faculty pursuant to Section 24 (1) of the Act and also in matters relating to the faculty pursuant to Article 24 (2) and (3) of the Act, to the extent provided for by this Statute, and other internal rules and regulations of UWB,
  - e) the Director of a university institute to the extent stipulated in this Statute.
- (2) Another person who is authorized to act and decide on behalf UWB only to the extent stipulated by the law, by this Statute, by internal UWB regulations, or by the authorization or mandate granted by the persons specified in paragraph 1, within the scope of their authority.
- (3) UWB's official signature is comprised of UWB's official mark accompanied by the signature of an authorized person, or a person using the guaranteed electronic signature according to a special regulation.

**PART SEVEN**  
**Accounting Rules**

**Article 41**  
**Budget and Medium-Term Budget Projection**

- (1) UWB plans its activities based on a budget in which a deficit may not occur. UWB prepares the budget for the calendar year and the medium-term budget projection for at least the next two consecutive years. The UWB budget, which mainly consists of state budget subsidies (hereinafter referred to as "subsidies"), and contributions from the state budget for educational activities and creative activities (hereinafter "contribution"), and from UWB's own revenues, is divided into investment and non-investment parts. The subject of the budget is all the costs and revenues of all the budget units. Subsidies and contributions are distributed according to the budget methodology based on quantification of the shares of faculties and other budget units in their creation. The budget units are faculties, university institutes, other constituent parts, service facilities and rectorate departments (hereinafter referred to as the "budget unit"). After the end of the calendar year, UWB will, in accordance with the relevant legal regulations, settle its accounts with the state budget and submit the summary of its book keeping to the Ministry on previously determined dates. Conditions for the use of grants, subsidies and contributions and calculations to do with the use of subsidies and contributions are subject to the general directives on state budget management <sup>1</sup> and special regulations regulating the support of research and development <sup>2</sup>. UWB is obliged to use its financial resources economically, efficiently and effectively in accordance with the special regulations.
- (2) The methodology of the budget is approved by the Academic Senate. Budget rules according to which the budget schedule for a specific calendar year is planned, as well as the budget limits for a particular calendar year, are derived from the budgetary methodology. The budget rules for the following calendar year are announced by the Rector following the Academic Senate's pronouncement, no later than December 15th.
- (3) The budget's will be submitted by the Rector for approval to the Academic Senate no later than 21 days after receiving a written notice from the Ministry on the amount of subsidies and contributions allocated.
- (4) Should the Academic Senate fail to approve the draft submitted by the Rector, the Rector will submit a new budget draft to the Academic Senate within 30 days.

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<sup>1</sup> Act No. 218/2000 Coll., On Budgetary Rules and on Amendments to Certain Related Acts (Budgetary Rules), as amended.

<sup>2</sup> Act No. 130/2002 Coll., On the Promotion of Research, Experimental Development and Innovation from Public Funds and on the Amendment of Certain Related Acts (Act on Support of Research, Experimental Development and Innovation), as amended, Government Order no. 461/2002 Coll., On purposeful support of research, experimental development and innovation from public funds and on public tender in research and development, as amended, Government Order No. 462/2002 Coll., On the institutional support of research and development from public funds and on the evaluation of research intentions, as amended.

- (5) After approval of the budget by the Academic Senate, the Rector will submit the approved draft for approval to the Board of Trustees in accordance with the Rules of Procedure of the Academic Senate of the University of West Bohemia.
- (6) Paragraphs 3 to 5 apply mutatis mutandis to the presentation and approval of the medium-term budget projection.
- (7) Pending the adoption of the budget under paragraphs 4 and 5, budget units may draw on non- investment resources only; sums will be decided based on the predictions made by the unapproved budget proposal, reduced by 10%.
- (8) The financial management of all budgetary units must be in line with the budget. If there are grounds for concern that the budget unit's budget will be inconsistent with the budget, the person responsible for the budget unit should immediately notify the Bursar. If the budget unit exceeds budgeted expenditure or costs during the accounting period, or if it does not achieve the budgeted income or revenue without having previously notified the Bursar and has not taken steps to prevent or reduce it, the Rector will order, at the request of the Bursar, to limit the use of the unit's non-investment resources. Should a unit find itself in the above described situation at the end of a financial year, the non-investment resources of the unit will be reduced by the predicted sum of the loss for the following financial year.
- (9) The detailed rules for UWB's financial management can be found in Annex no 7.

## **Article 42 Property and Economic Management**

- (1) The details of the management of property are laid down by the relevant UWB internal regulation.
- (2) The Rector decides about the acquisition of securities issued by the state where the state guarantees the repayment, or securities of a business corporation in which UWB has deposited property (pursuant to Section 19 (3) of the Act), upon approval by the Academic Senate.
- (3) The Rector is authorized to conclude credit or loan agreements as follows:
  - a) at his own discretion in cases where the aggregate amount of the loan is up to 250 times the amount from which the items are considered tangible property,
  - b) upon approval by the Academic Senate in cases where the aggregate amount of the loan is more than 250 times and less than (inclusive) 500 times the amount from which the items are considered tangible property,
  - c) upon approval of the Academic Senate and the Board of Trustees in cases where the aggregate amount of the loan is more than 500 times the amount from which the items are considered tangible property.
- (4) Financial audit of the faculties and other constituent parts, including internal audit, is regulated by the relevant UWB internal regulation.

## **PART EIGHT Academic Staff Members and Other Employees**

### **Article 43 Academic Staff Members**

- (1) Academic staff members are full professors, associate professors (docents), special professors, professional assistants, assistants, lecturers and scientists, research and development workers who are employees of UWB. They are employed to perform a type of work agreed upon in advance at a faculty or at a university institute or other constituent part, carrying out educational and creative activities, or providing information services or technology transfers.
- (2) Pedagogical activity under UWB conditions is understood in particular as follows:
  - a) direct participation in the implementation of accredited study programmes in the forms specified in the Study and Examination Regulations of UWB, in particular lectures, seminars and exercises, examinations and consultations,
  - b) acting as Bachelor's and Master's thesis (diploma) supervisors, participating in state final examination committees, state doctoral examination committees, and doctoral dissertation committees,

- c) acting as supervisors in doctoral study programmes.
- (3) Creative activity under UWB conditions is understood in particular as:
- a) acting in the role of heads or co-heads of projects within the proposed programmes or contracts concluded on the basis of results of public tenders,
  - b) active participation in project teams of projects within the proposed programmes or contracts concluded on the basis of results of public tenders,
  - c) participation in the design and implementation of major development, technical or artistic works,
  - d) serving as an opponent in procedures for the appointment of an associate professor (docent) and procedures for the appointment of a professor,
  - e) serving as an opponent in publishing or presentation activities.
- (4) The types of activities referred to in paragraphs 2 and 3 must be visible, not necessarily concurrent, or comparable in scope and level. The scope and level of activities referred to in paragraphs 2 and 3 will, in relation to paragraph 1, be assessed in a comprehensive manner in terms of the content and time spent doing the activity. Performing this type of work is defined as being an "academic worker" in the contract of employment.
- (5) The temporary absence of any of the activities referred to in paragraphs 2 or 3 is not decisive in determining the status of the academic worker and does not signify any change in the employment relationship.
- (6) The Rector or the Dean decides on the recognition of the status of an academic worker during the course of signing a contract of employment.

#### **Article 44**

##### **Leave of Absence for Creative Work**

- (1) An academic staff member will request a leave of absence for creative work by writing the Rector, in cases where an academic staff member is employed in any constituent part of UWB; the request should be addressed to the Dean in cases where the academic staff member works at a faculty, or to a director of a university institute in cases where the academic staff member works at a university institute.
- (2) The Rector decides to grant a leave of absence for creative work; the decision may be made by a Dean or a Director of a University Institute, on the bases of the Rector's recommendation. If the request is rejected by the Rector, Dean or Director of a University Institute, an explanation will be issued describing the circumstances which led to the rejection of the request.
- (3) The results obtained by the academic staff member during the time of their leave of absence for creative work will play a part in their professional assessment.

#### **Article 45**

##### **Visiting Professor**

- (1) A visiting professor is an employee accepted at UWB:
- a) the activities of a visiting professor correspond to the activities of a professor or an associate professor (docent),
  - b) is working for the duration of at least one semester or longer, but for a fixed term,
  - c) is a professor or associate professor at another university in the Czech Republic or abroad, or is a recognized artist, or it is a person who could in principle meet the conditions for appointment as an associate professor (a docent) or full professor.
- (2) A visiting professor is an academic worker of UWB.
- (3) The admission of a visiting professor is not governed by the rules of the selection procedure for academic staff. Where the position is in a faculty, the Dean decides on the admission of visiting professors; the Rector decides in all other cases.

#### **Article 46**

##### **Rector Emeritus at UWB**

- (1) A Rector Emeritus of UWB (hereinafter referred to as the "Rector Emeritus") is an honorary title.
- (2) A Rector Emeritus is a person who has held the post of Rector of UWB and has not been dismissed from this position.



- (3) A Rector Emeritus is active at UWB in an agreed range of educational, creative or advisory activities.
- (4) A Rector Emeritus is not an academic worker on basis of the title.

**Article 47**  
**Professor Emeritus at UWB**

- (1) A Professor Emeritus at the University of West Bohemia (hereinafter referred to as the "Professor Emeritus") is an honorary degree.
- (2) A Professor Emeritus may be appointed as a person who
  - a) has been appointed as a university professor,
  - b) worked as a full professor for UWB and ended this working relationship,
  - c) will work at UWB in an agreed range of educational or creative activities, or advisory activities, without an employment relationship.
- (3) UWB enables a Professor Emeritus to perform the activities referred to in paragraph 2 c) by creating reasonable conditions for their work and enabling them to use UWB facilities to an extent agreed upon in advance.
- (4) A Professor Emeritus will be appointed by the Rector at the proposal of the Dean or a Director of a University Institute on the basis of a discussion in the Scientific Board.
- (5) A Professor Emeritus is not an academic worker on basis of the title.

**Article 48**  
**Other Employees**

- (1) Other employees are specialists in the fields of science, research and development involved in creative activities, or they are regular technical and managerial staff providing administrative, technical, economic, organizational and service activities for UWB and its constituent parts.
- (2) Other experts may participate in teaching on the basis of agreements made concerning work performed outside their employment relationship.

**Article 49**  
**Employee Remuneration**

Employee remuneration is determined by the UWB Internal Payroll Regulation.

**Article 50**  
**Membership in Academic Senates, Scientific Boards and Other Statutory Bodies**

The activities of academic staff and other staff members in bodies and committees defined by law, or other legal regulations related to the mission of higher education institutions, is an important part of their duties resulting from the status of a UWB employee. In particular membership in the following bodies:

- a) in the Academic Senate or in the Academic Senate of a UWB faculty,
- b) in the Scientific Board of UWB or the Scientific Boards of a UWB faculty, or in the Scientific Boards of other higher education institutions or their faculties, or in the Scientific Council of the Institute of the Academy of Sciences of the Czech Republic or in its Assembly,
- c) in UWB and its working committees,
- d) in the evaluation committees of the National Accreditation Authority for Higher Education,
- e) in representative bodies for higher education institutions pursuant to Section 92 of the Act,
- f) in councils of programmes, advisory bodies of the Ministry and committees of other grant agencies.

**PART NINE**  
**UWB's Information Infrastructure**

**Article 51**  
**UWB Information Infrastructure and Information System**

- (1) UWB's Information infrastructure and information system are functional units providing, in accordance with legal regulations pertaining to information on educational, creative and related activities, the management of UWB and its components. They are used for complementary activities, as well as for state administration, the commercial sphere and the public. They provide and include:
  - a) access to available information that is needed to enable employees and students to perform their work, activities and study; in particular through libraries, study rooms, local and global information networks,
  - b) the provision of information access to which is defined by law,
  - c) the collection, processing, preservation and disclosure of information necessary to safeguard the management, economic and administrative functions of UWB and its constituent parts,
  - d) the provision of information on UWB in a way that makes it accessible to the public, including access via the Internet.
- (2) Within the framework of communication on the UWB computer network, all constituent parts and their workplaces are obliged to observe the rules stipulated by the relevant UWB internal regulation and other internal university-wide regulations, especially with regard to information security and the whole information infrastructure.
- (3) Every student and those employees who are required to perform duties in accordance with the type of work specified in their contract are obliged to ensure the creation of an individual e-mail address in the UWB information system and then to monitor the content of their inbox.
- (4) Sending a message to the e-mail address created pursuant to paragraph 3 is equivalent to delivery in paper form as far as UWB is concerned, unless the law or other legal regulation requires delivery in paper form.
- (5) If the law or this Statute stipulates that something is to be delivered to the student through the UWB information system, it will be delivered to the e-mail address mentioned in paragraph 3.

**PART TEN**  
**Academic Insignia and Academic Ceremonies**

**Article 52**  
**Academic Insignia and Academic Ceremonies**

- (1) Academic insignia and academic ceremonies symbolize the independence and autonomy of UWB and are an expression of its historical tradition.
- (2) The right to use academic insignia and to practice academic ceremonies is a fundamental academic right and basic academic freedom of UWB.
- (3) Rules for the use of academic insignia and for conducting academic ceremonies at UWB, including the awarding of honorary titles, UWB commemorative medals, and the honourable recognitions of the Rector are stipulated by the Directive on Academic Insignia and Academic Ceremonies at UWB.

**PART ELEVEN**

**Article 53**  
**Temporary Provisions**

- (1) Article 25 (1) and (2) on the composition of the Academic Senate and the duration of its term of office will apply to the first Academic Senate elections announced after this Statute comes into force.
- (2) Existing members of the Scientific Board will be considered members of the Scientific Board under this

Statute, including any modifications made of their term of office.

**Article 54**  
**Final Provisions**

- (1) The Dormitory Regulations registered by the Ministry of Education, Youth and Sports on 20 December 2006, under Ref. No. 29664/2006-30 are abrogated.
- (2) The UWB Statute, registered by the Ministry of Education, Youth and Sports on 16 August 2004, under Ref. No. 22 632 / 2004-30, as amended, is abrogated.
- (3) This Statute was approved pursuant to Section 9 (1) (b) subparagraph 3 of the Act by the Academic Senate on 22 February 2017. Its Amendment No. 1 was approved by the Academic Senate on 2 June 2020, and its Amendment No. 2 was approved by the Academic Senate on 25 November 2020.
- (4) This Statute, as last amended, comes into force pursuant to Section 36 (4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
- (5) This Statute, as last amended, becomes effective on the day of its registration by the Ministry of Education, Youth and Sports.

RNDr. Petr Tomiczek, CSc,  
Chairman of the Academic Senate

doc. Dr. RNDr. Miroslav Holeček,  
Rector

**Foreign language equivalents of the title "Západočeská univerzita v Plzni"**

English: University of West Bohemia

French: L'Université de Boême de l'Ouest

German: Westböhmishe Universität

Spanish: Universidad de Bohemia Occidental

Russian: Западнoчешский университет

Latin: Universitas Bohemiae occidentalis

**PRINCIPLES GOVERNING REDUCING, WAIVING OR POSTPONING FEES PAID****FOR EXTENDED LENGTH OF STUDIES**

<b>REASONS</b>	<b>RATE OF DEDUCTION/WAIVING IN %</b>
<b>SOCIAL REASONS</b>	
<b>DIFFICULT SOCIAL SITUATION</b>	
Receiving benefits for material need according to Act No. 111/2006 Coll., as amended - confirmation with an actual receipt of the benefit	100 %
Receiving a child allowance pursuant to Act No. 117/1995 Coll., as amended - confirmation with a current receipt of the allowance.	50 %
Awarding a Social Scholarship - Decision of the Rector of the University of West Bohemia on granting a scholarship.	70 %
Unfavorable financial situation of the family - comparison of family income and expenses, confirmation of average income, decision on the amount of maintenance, credit, mortgage contracts, lease agreement, confirmation of study of another child, etc.	0 % – 50 %
<b>STUDENT'S HEALTH</b>	
Disability - a copy of the ZTP or ZTP/P card, partial or full invalidity allowance.	100 %
Long-term hospitalization and serious illness - medical confirmation including the length of hospitalization, main diagnosis, length of convalescence, further restrictions.	25 % – 100 %
Unusual child care – child's birth certificate, medical certificate including time range of care, main diagnosis, child's ZTP card.	25 % – 100 %
<b>OTHER SOCIAL REASONS</b>	
Necessary care for a disabled or long-term incapacitated close person (parents, siblings, grandparents, spouse, child, or other persons for whom the student demonstrates a close relationship) - medical certificate including the length of time, main diagnosis, decision to acknowledge an allowance received for caring for a close person.	25 % – 100 %
Loss of a parent, up to 26 years of age - death certificate, orphan's pension.	50 %
Incomplete family, an instance in which a student does not receive financial support from their family - court decision.	10 % – 70 %
Other serious social reasons.	10 % – 50 %
<b>STUDY-RELATED REASONS</b>	
Study results that entitle a student to a scholarship grant at a particular faculty; if this entitlement is not established, then average grade determined according to SZŘ is up to 1.5.	30 % – 50 %
Excellent qualification work, application of results achieved in practice - free license agreement, diploma, study stay abroad.	30 % – 50 %
<b>FURTHER REASONS FOR MAKING A SPECIAL CONSIDERATION</b>	
Representing UWB/ faculty - a diploma.	10 – 50 %
Representation in sport pursuant to Section 54a (2) of Act No. 111/1998 Coll.	50 %
A selfless act of civic bravery.	30 – 70 %

**List of UWB faculties**

Faculty of Applied Sciences

Ladislav Sutnar's Faculty of Design and Art

Faculty of Economics

Faculty of Electrical Engineering

Faculty of Arts

Faculty of Education

Faculty of Law

Faculty of Mechanical Engineering

Faculty of Health Care Studies

**Higher Education Institutes of UWB**

The New Technology Research Centre

The Institute of Applied Language Studies

**List of Other UWB Constituent Parts for Educational, Research, Developmental, Innovative, Artistic, or Other Creative Activities; or for the Provision of Information Services/Transfer of Technologies**

Informatics and Computing Centre

Project Centre

University Library



**List of UWB Service Facilities**

Operation and Services

Accommodation and Canteen Administration

The Nečtiny Training and Accommodation Facility

## **Financial Management of UWB**

### **Article 1 Financial Management of UWB**

- (1) UWB finances are managed according to the expense and revenue budget established pursuant to Article 41.
- (2) The basic source of the UWB budget is subsidies and contributions provided to UWB on the basis of the Act and other special regulations.
- (3) UWB is obliged to carry out its tasks economically, effectively and efficiently and use all funds in accordance with the conditions for their use. The Rector is responsible for the economical, effective and efficient use of funds and settlement of these funds with the state budget; the Rector reports to the Minister of Education, Youth and Sports.
- (4) UWB is obliged to maintain a proper inventory of all property and establish internal regulations that apply across the whole university for dealing with property.
- (5) UWB is obliged to obey the law, general directives on accounting<sup>1</sup> and taxes, other special regulations related to the UWB's management<sup>2</sup> and the Ministry's decisions on the provision of funds. The accounting procedures are specified by internal regulations and have university-wide application.
- (6) Budgetary units must ensure that funds are used in a balanced manner, so as to prevent the necessity of withdrawing large amounts of funds at once at the end of the calendar and accounting year.
- (7) The budgetary units are obliged to submit to the Bursar, in accordance with the procedures set out in the internal norms that apply across the whole university, the analysis of the past financial period along with the financial outlook for the next period until the end of the calendar, accounting and budgeting periods.
- (8) UWB's supplementary activities are those activities related to its educational and creative activities that serve to make the use of human and property resources more efficient. UWB is under an obligation to strictly separate the expenses and revenues of its supplementary activities.
- (9) UWB acquires funds for its activities mainly in the form of:
  - a) contributions,
  - b) subsidies,
  - c) study fees,
  - d) property,
  - e) other revenues from the state budget, state funds, the National Fund, the budgets of municipalities and regions and the budget of the European Union,
  - f) income from supplementary activities,
  - g) income from donations and inheritance; income from foundations and endowment funds,
  - h) joining of funds,
  - i) the creation of its own funds,
  - j) loans from financial institutions.

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<sup>1</sup> For ex. Act No. 563/1991 Coll., On Accounting, as amended, Decree of the Ministry of Finance No. 504/2002 Coll., which implements some of Act No. 563/1991 Coll., On Accounting Provisions, as amended, for entities whose main financial activity is not business, providing they have a double-entry accounting system, as amended, Czech Accounting Standards for Accounting Entities, which are charged according to Decree No. 504/2002 Coll., as amended.

<sup>2</sup> For ex. Act No. 218/2000 Coll., On Budgetary Rules and on Amendments to Certain Related Acts (Budgetary Rules), as amended; Act No. 23/2017 Coll., On rules of Budgetary Responsibility, as amended.

- (10) UWB is entitled to contributions. The sum of the contribution is determined based on the financial need dictated by the accredited study and lifelong learning programmes, the number of students enrolled and the results achieved in educational and creative activities, including the level of complexity. The amount of the sum contributed is also decided based on the strategic plan for educational and creative activities in the area of higher education institutions, as elaborated by the Ministry, and the annual plan for the implementation of the strategic plan (hereinafter the "Strategic Plan of the Ministry"), as well as the strategic plan of UWB. UWB has the right to an advance on the allowance. The advance is determined based on what is known about the details used to make the decision for the allowance on October 31st of the previous calendar year. The contribution is provided from the state budget according to the general rules for allocating parts of the state budget to subsidy funds.
- (11) UWB is entitled to subsidies dedicated to the development of institutions of higher education. The conditions of subsidies, their use and settlement are governed by the general regulations governing the use of state budget funds and specific regulations regulating the support of research and development. Both UWB's and the Ministry's strategic plans play a decisive role in deciding the amount granted.
- (12) UWB may receive a subsidy for accommodation and boarding of students in accordance with UWB's Scholarship Regulations.
- (13) UWB can receive a contribution towards a social scholarship in accordance with UWB's Scholarship Regulations.
- (14) Another source of revenues is UWB's own activities; and these may be used to finance UWB's activities. Where the funds are to be used for a specific purpose, they may be used for that purpose alone.
- (15) UWB is entitled to purchase on credit and receive repayable financial assistance and loans for current and capital expenditures, provided that the borrowing will not result in a deficit in the state budget and only if repayment is managed within the framework of UWB's financial position. The state is not liable for UWB's obligations.
- (16) UWB is not entitled to take over another person's financial debt or to establish a lien on a property. UWB is not authorized to become a partner of a public company or a member of a limited partnership. Neither is UWB allowed to invest into a commercial company or a cooperative any real-estate property that UWB and any other institution of higher education acquired from the property of the state, and state money or from contributions according to Section 18 (3) of the Act and the state subsidy according to Section 18 (4) of the Act. UWB cannot acquire securities other than securities issued by the state, or securities for which repayment is guaranteed by the state.
- (17) Payment of penalties of a punitive nature is part of UWB's costs.

## **Article 2**

### **Funds**

- (1) UWB establishes the following funds:
  - a) a reserve fund to cover losses in subsequent accounting periods (hereinafter referred to as "FREZ"),
  - b) the Fund for the Reproduction of Investment Property (hereinafter "FRIM"),
  - c) a scholarship fund (hereinafter referred to as "FTTIP"),
  - d) the Remuneration Fund (FODM),
  - e) a fund for specifically assigned funds (hereinafter referred to as "FUUP"),
  - f) the Social Fund ("FSOC"),
  - g) the Operating Funds (hereinafter referred to as "FPROV").

- (2) The funds referred to in paragraph 1 a), b), d) and g) are generated from profit. FRIM and FPROV are also generated from the balance of contributions as of 31 December of the current year. FRIM is furthermore funded by the depreciation of tangible and intangible assets. FSTIP provides for the transfer of study fees pursuant to Section 58 (6) of the Act and transfers of tax deductible expenses under the general regulations on income taxes<sup>5</sup> UWB can only allocate profits that have been taxed to the funds provided that all loss incurred in past periods has been settled.
- (3) Fund balances as of 31 December of the current year are transferred to the following financial year.
- (4) FRIMs can be used:
  - a) to finance fixed assets,
  - b) to pay instalments on investment loans and other loans,
  - c) as an additional source of financing for repairs and technical improvements.
- (5) FSTIP can be used:
  - a) for payment of scholarships according to the UWB Scholarship Regulations.
- (6) FODM can be used:
  - a) in accordance with the Internal Wage Regulations of UWB.
- (7) FUUP is created from:
  - a) purpose-designed donations, with the exception of donations intended for the acquisition and technical improvement of fixed assets,
  - b) donations from abroad made for specific purposes,
  - c) assigned public funds, including funds dedicated to the support of research, experimental development and innovation and derived from public funds that could not be used in the budget year in which they were provided; these cannot exceed 5% of the amount of assigned public funds provided to UWB for Individual research, experimental development and innovation projects in a given calendar year. Where other public funds are used, up to 5% of the amount granted to UWB in the given calendar year can be used.
- (8) The provider of the funds is notified in writing when the transfer of the assigned funds to FUUP UWB pursuant to paragraph 7 (C) takes place.
- (9) The process of transferring funds to FUUP and the method of notifying the provider of the funds to the FUUP is governed by an internal regulation that applies across the university.
- (10) The FUUP may only be used by UWB for the purpose for which it was provided.
- (11) FSOC is created by:
  - a) a basic allocation of UWB costs of up to 2% of the annual expenses made by UWB's calculation of wages, wage compensation and standby remuneration; The amount for the following calendar year is determined by the relevant UWB internal regulation on the budgetary rules referred to in Article 41 (2)
  - b) repayments of loans for specific purposes allocated to UWB employees,
  - c) a deduction from the volume of contracts for complementary activities and contract research in the amount and manner prescribed in the budget methodology.

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<sup>5</sup> Act No. 586/1992 Coll., On Income Taxes, as amended.

- (12) FSOC can be used for:
  - a) contributions for meals for UWB employees,
  - b) contributions to UWB's employees' pension funds and life insurance,
  - c) loans for specific purposes made out to UWB employees.
- (13) The detailed conditions for the use of the FSOC funds under paragraph 12 are governed by an internal regulation that applies to the entire university.
- (14) PROV may be used for:
  - a) educational and creative activities.
- (15) The Rector is entitled, when need justifies such action, to transfer resources between funds; namely, FREZ, FRIM, FODM and FPROV.

### **Article 3 Property**

UWB owns and maintains assets which it is required to use for the activities for which it was established; namely, the carrying out of educational and creative activities. It can also be used for complementary activities in accordance with the law.