



**CEVRO**INSTITUT

[ vysoká škola ]

**CEVRO Institut, z.ú. University  
Statutes**

**June 19, 2018**

**Prague**

*CEVRO Institut, z.ú. University lays great emphasis on freedom, markets, rule of law and critical thinking with the aim of enhancing higher education in the Czech Republic. Its objective is to teach students how to form their own opinions, to defend them, to think critically and to judiciously assess views and opinions they encounter both in theory and in practice. CEVRO Institute seeks to be a family-like college, focused on students and graduates and their close connection with personalities, experts and professionals they meet during their studies or within lifelong learning programs. The strategic aim is to make the CEVRO Institute graduates successful at the labor market.*

## **Part One**

### **Section 1**

#### **General Provisions**

- (1) CEVRO Institut, z.ú. (hereinafter referred to as “CEVRO Institute“), according to Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplement to Some Other Acts, as amended (hereinafter referred to as “Higher Education Act”), is a private higher education institution.
- (2) CEVRO Institute is a registered institute by virtue of Act No. 89/2012 Coll., the Civil Code (hereinafter referred to as “CC“ or “Civil Code”), its authorized representative being the Director. CEVRO Institute is registered in the Registry of Institutes of the Municipal Court in Prague, section U, insert no. 350.
- (3) Registered office of CEVRO Institute is Prague 1, Jungmannova 17/28, zip code 110 00.
- (4) The name of the Institute is:
  - In English: CEVRO Institute (abbreviated to “CI“);
  - In German: CEVRO Institut (abbreviated to “CI“);

In French: CEVRO Institut (abbreviated to “CI”).

- (5) CEVRO Institute was established by modification of the legal form of the beneficiary association of CEVRO Institut, o.p.s., in accordance with Sec. 3050 of the CC. The Charter of Foundation of the institute was approved by the Board of Trustees of the association on June 16, 2015 and amended as of March 16, 2018. The rights of the founder were transferred from the original founder to natural persons upon the decision of the General Assembly.
- (6) To mark diplomas and diploma addenda, CEVRO Institute uses a round stamp with the coat of arms of the Czech Republic and a label reading “CEVRO Institut“.
- (7) On documents, CEVRO Institute uses a logo represented in Appendix No. 1 to these Statutes.

## **Section 2**

### **Internal Regulations and Governing Instruments**

- (1) Main internal regulations of CEVRO Institute include:
  - a) Statutes
  - b) Study and Exam Regulations
  - c) Admission Procedure Regulations
  - d) Disciplinary Regulations
  - e) Scholarship Regulations
  - f) Lifelong Learning and Education Courses Regulations
  - g) Quality Assurance and Internal Evaluation Guidelines of the University
  - h) Academic Board Rules of Procedure.
- (2) Additional internal regulations of CEVRO Institute include:
  - a) Rules of Internal Governance

- b) Graduation and Matriculation Ceremonies Regulations
  - c) Principles to Arrange for Contractual Wages
  - d) Hiring Procedure Regulations.
- (3) Other general governing instruments (hereinafter referred to as “general governing instruments“) issued within the powers of the President, Vice-Presidents and the Director include:
- a) President’s Measure
  - b) Vice-President’s Measure
  - c) Director’s Guideline.
- (4) Within their powers, the President, Vice-Presidents and the Director render also decisions on specific matters in form of specific governing instruments. Rules for rendering individual decisions are regulated in the main internal regulations.
- (5) Main and additional internal regulations, general governing instruments and decisions on specific matters shall be issued in the language in which the relevant study program is accredited.

## **Part Two**

### **Section 3**

#### **Subject-matter of CEVRO Institute Activity**

- (1) CEVRO Institute provides higher education in accredited Bachelor’s degree and follow-up Master’s degree study programs and carries out research, development, scientific and other creative activities related hereto. For graduates of Master’s degree study programs, CEVRO Institute organizes Advanced Master’s state examination in the relevant field of study. CEVRO Institute also carries out lifelong learning courses and other education courses and activities.

- (2) Within its educational, research, development and scientific activities, CEVRO Institute also provides the following services:
- a) It carries out accredited study programs in accordance with the Higher Education Act;
  - b) It seeks to enhance expert level of natural persons and legal entities, both professionals and the general public, namely in the field of social sciences;
  - c) It carries out lifelong learning programs and courses and further education courses;
  - d) It cooperates with other educational organizations and state administration and public authority bodies of the Czech Republic, with universities, local government and professional self-governance bodies namely in the fields of personal development, communication skills and human resources management;
  - e) It organizes workshops and conferences.
- (3) CEVRO Institute further carries out additional activities having for subject-matter Production, Trade and Services not specified in Annexes 1-3 of the Trade Act, namely:
- a) Publishing and editorial activities;
  - b) Advisory and consultation activities especially in the field of social sciences and personal development.
- (4) The CEVRO Institute activity is regulated by the Higher Education Act, the Civil Code and other generally binding regulations and CEVRO Institute internal regulations in accordance with Sec. 17 and Sec. 41 of the Higher Education Act. v

**Section 4**  
**Lifelong Learning**

- (1) Within its educational activity, CEVRO Institute is entitled to offer lifelong learning courses and other education courses for payment.
- (2) Participants in lifelong learning programs and education courses are not students according to the Higher Education Act and these Statutes.
- (3) Conditions for organizing lifelong learning courses and other education courses are set up in the Lifelong Learning and Education Courses Regulations.

**Part Three**

**Section 5**  
**Academic Community**

- (1) The CEVRO Institute academic community consists of academic staff members and students.
- (2) CEVRO Institute academic community members are obliged to uphold the good name of the Institute and to conscientiously hold any position in the bodies they have been appointed or elected to.
- (3) Academic staff members include professors, associate professors, assistant professors, lecturers and instructors. Academic staff members are in employment relation with CEVRO Institute; their positions are staffed through hiring procedure.
- (4) Depending on the President's decisions and with respect to the study program specialization, classes may also be taught by other prominent academic experts and professionals, including foreign experts.
- (5) Contracts of employment of academic staff members at CEVRO Institute are usually made:
  - a) For indefinite time in case of professors and associate professors;

- b) For 5-year period in case of assistant professors; if the assistant professor does not take a higher doctorate within this period, the President may, following proposal by the Head of Department, decide on extension of the assistant professor's employment;
- c) For 3-year period in case of lecturers, with a possibility to extend the employment by two years at the most; as soon as they acquire the academic degree of "doctor" ("Ph.D."), they are in principle moved to the category of assistant professors.

## **Section 6**

### **Rights and Obligations of CEVRO Institute Students**

(1) CEVRO Institute students are entitled to:

- a) Study in one or more study programs;
- b) Select courses of study and set up a study plan following the study program rules;
- c) Sit exams under conditions determined by the study program and the Study and Exam Regulations;
- d) Enroll in the following part of a study program if they have fulfilled the obligations determined by the study program or the Study and Exam Regulations;
- e) Suggest the topic of their Bachelor's or Master's thesis;
- f) Use appliances, information technologies and database systems necessary to study in the relevant study program according to rules for using such appliances, information technologies and database systems;
- g) Receive scholarships from the CEVRO Institute funds or grants from the subsidies provided by the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter referred to as "Ministry"), if

they have met the conditions for awarding thereof determined by the Scholarship Regulations.

- (2) Study obligations of a CEVRO Institute student follow from the accredited study program, the Study and Exam Regulations as well as other internal regulations of CEVRO Institute.
- (3) A CEVRO Institute student is obliged to comply with CEVRO Institute internal regulations and to observe the decisions rendered with respect to him/her or concerning him/her indirectly.
- (4) A CEVRO Institute student is further obliged to:
  - a) Fulfill obligations resulting from the Contract on Studies;
  - b) Inform of his/her real address or address designed for delivery of documents, including his/her e-mail address;
  - c) Appear following a notice from the President, the Director or any CEVRO Institute employee entrusted hereby in order to discuss matters concerning the progress or termination of the student's studies.
- (5) Intentional failure to comply with the obligations specified in this Section results in the obligation for the student to compensate harm caused by his/her action to CEVRO Institute. A breach of obligations represents grounds to commence disciplinary proceedings according to the Disciplinary Regulations.

## **Section 7**

### **Academic Rights and Freedoms**

- (1) Namely the following academic rights and freedoms are guaranteed on campus of CEVRO Institute:
  - a) Freedom of teaching consisting above all in its opening to different scientific opinions and to development-related and creative approaches;



- b) Freedom of acquiring scientific knowledge and of creative participation in conception of development-related programs and the right to publish the acquired knowledge;
- c) Freedom of expressing one's opinions;
- d) Right of academic community members to use any equipment of CEVRO Institute designed for studies and for research, development and creative activities in accordance with the study program;
- e) Right of academic community members to participate in the activity of self-governance bodies of CEVRO Institute;
- f) Right of academic community members – academic staff members – to take part in the Academic Board activity.

## **Part Four**

### **CEVRO Institute Organizational Structure**

#### **Section 8**

##### **CEVRO Institute Bodies and Organizational Parts**

- (1) Bodies of CEVRO Institute as a registered institute include the following:
  - a) Board of Trustees
  - b) Board of Supervisors
  - c) Director
- (2) Academic bodies of CEVRO Institute as an university include the following:
  - a) President
  - b) Vice-Presidents
  - c) Academic Board
  - d) Disciplinary Committee

- e) Lifelong Learning Board
  - f) Internal Evaluation Board.
- (3) The President has two advisory bodies: the limited President's Board including the President, Vice-Presidents and the Director, and the extensive President's Board comprising also Study Program Guarantors, Heads of Departments, Directors of Centers and the Secretary for Science.
- (4) Bodies of CEVRO Institute as a registered institute execute powers conferred hereto by the relevant legislation (namely Act No. 89/2012 Coll., the Civil Code, as amended) and by these Statutes as well as by other CEVRO Institute internal regulations.
- (5) Academic bodies of CEVRO Institute execute powers conferred hereto by the relevant legislation (namely Higher Education Act) and by these Statutes as well as by other CEVRO Institute internal regulations.
- (6) Organizational parts of CEVRO Institute include departments, centers, divisions and other workplaces fulfilling above all tasks related to creative and development activities.
- (7) The number of departments or other specialized workplaces as well as their specialization and staffing depend on the President's decision rendered after discussion within the limited President's Board and with a prior consent of the Board of Trustees.

## **Section 9**

### **Board of Trustees**

- (1) The Board of Trustees accomplishes the tasks and implements the powers based on the Civil Code, the Charter of Foundation and CEVRO Institute internal regulations.
- (2) The Board of Trustees has five members appointed and dismissed by the founder while any of the founders may be directly appointed to be member of the Board of Trustees. The term of office of the Board of Trustees

members is five years. It is possible to become a member of the Board of Trustees repeatedly.

- (3) The Board of Trustees elects its Chair from among its members based on the founder's proposal. The Chair calls and chairs the meetings of the Board of Trustees.
- (4) The Chair calls the meeting of the Board of Trustees at least once per year by a written invitation sent to the addresses of the Board of Trustees members at least 15 (fifteen) days before the meeting date. The Chair is obliged to call the meeting anytime if requested by the founder, a member of the Board of Trustees or the Director. If the Chair does not call the meeting without undue delay, the meeting may be convened by any of the Board of Trustees members. If all of the Board of Trustees members agree, the meeting may be held even without fulfilling the requirements for its convocation.
- (5) The Board of Trustees meeting is recorded in the minutes signed by the Chair.
- (6) The Board of Trustees shall decide on matters within its scope of powers following Sec. 410 et subseq. of the CC and the Charter of Foundation, namely:
  - a) It elects and dismisses the Institute Director;
  - b) It approves the Institute Statutes and its modifications and amendments;
  - c) It approves the Institute budget as well as the regular and extraordinary financial statement;
  - d) It approves the Institute annual report and the date of its publication which shall be no later than June 30 of the calendar year following the year for which the annual report has been drafted;

- e) It grants a prior consent for legal actions specified in the provisions of Sec. 412 of the CC and for the Director's actions exceeding the value of CZK 3,000,000.00;
- f) It decides on the President's appointment and dismissal;
- g) It decides on the Vice-President's appointment following the President's proposal;
- h) It decides on the Vice-President's dismissal;
- i) It expresses its consent with appointment and dismissal of Study Program Guarantors;
- j) It decides on changing the scope and conditions of services provided by the Institute;
- k) It grants its consent with appointment of a member of the Academic Board following the President's proposal;
- l) It determines the amount of the Director's remuneration;
- m) It approves tariffs of the services provided, including study-related fees (hereinafter referred to as "school fees") and scholarships.

(7) Board of Trustees grants a prior consent for legal actions by which CEVRO Institute:

- a) Acquires or loses title to real property;
- b) Charges the real property itself;
- c) Acquires or loses copyright or industrial right;
- d) Incorporates another legal entity or participates in such legal entity through its contribution.

(8) The Board of Trustees has a quorum if the majority of all its members are present. Consent of at least four fifths of all members of the Board of Trustees is necessary for decisions under paragraph 6 a), b) and e); in other instances, the Board of Trustees decides by majority of the members present. When taking a decision, each member of the Board of Trustees has one vote.

- (9) The Board of Trustees may, if approved by all of its members, take a decision also out of its meeting by voting through electronic communication media. Such decision may be required from the Board of Trustees members only by the Board of Trustees Chair. A decision may be adopted out of the Board of Trustees meeting if the majority of all the Board of Trustees members participate in voting. A separate report must be drafted on the Board of Trustees voting out of its meeting; the Board of Trustees Chair shall be responsible for the report accuracy.
- (10) The Board of Supervisors Chair, the Director, the President or a proxy appointed hereby shall always have the right to participate in the Board of Trustees meeting. If they ask for floor, they must get it.

## **Section 10**

### **Board of Supervisors**

- (1) The Board of Supervisors is a supervisory body of CEVRO Institute.
- (2) The Board of Supervisors has three members. The term of office of a member of the Board of Supervisors is five years. The Board of Supervisors members are appointed and dismissed by the founder while persons having a position of the founder are entitled to appoint themselves as members of the Board of Supervisors if they are not members of the Board of Trustees.
- (3) The Board of Supervisors namely:
- a) Checks the annual financial statement and the CEVRO Institute Annual Report;
  - b) Submits, at least once per year, a report on results of its supervisory activity to the Board of Trustees;
  - c) Supervises compliance with laws, the Charter of Foundation and the Statutes in the Institute activity.
- (4) The Board of Supervisors is entitled to:

- a) Inspect books of account and other documents and check the data specified herein;
  - b) Call extraordinary meetings of the Board of Trustees if requested by the Institute interests; the Board of Supervisors members are entitled to attend the Board of Trustees meetings convened by the Board of Supervisors.
- (5) The Board of Supervisors members elect a Chair from among them who calls and chairs the Board of Supervisors meetings.
- (6) The Chair calls the meeting of the Board of Supervisors as needed by a written invitation sent to the addresses of the Board of Supervisors members at least 15 (fifteen) days before the meeting date. The Board of Supervisors meeting is recorded in the minutes signed by the Chair. If all of the Board of Supervisors members agree, the meeting may be held even without fulfilling the requirements for its convocation. If the Board of Supervisors members agree, the Board of Supervisors may take decisions also out of its meeting.
- (7) The Board of Supervisors informs the Board of Trustees of any discovered breach of law or of a provision of the Charter of Foundation or the Statutes of CEVRO Institute and of any uneconomical procedure or other defects in the Institute activity.
- (8) The Board of Supervisors meetings are closed to the public. The Board of Supervisors may ask for participation of the President's Board members or other University employees or members of academic staff in its meeting. Attendees of the Board of Supervisors meeting are obliged to keep confidential any facts disclosed during the meeting.

## **Section 11**

### **Director**

- (1) The Director of the Institute is its authorized representative.

- (2) The Director is elected and dismissed by the Board of Trustees.
- (3) The Director may not be a member of the Board of Trustees or the Board of Supervisors.
- (4) The Director executes his/her duties based on the Contract on the Performance of Duties.
- (5) The Director represents the Institute individually in all matters. A prior consent of the Board of Trustees and a signature of at least one member of the Board of Trustees are required for the Director's actions exceeding the value of CZK 3,000,000.00. The Director signs the documents for the Institute by attaching his/her signature to a written or printed name of the Institute.
- (6) The Director compiles the Annual Report to be submitted for approval to the Board of Trustees.

## **Section 12**

### **President**

- (1) The President is the representative of CEVRO Institute in the areas of education, research, science and development.
- (2) The President is appointed and dismissed by the Board of Trustees. The Board of Trustees also determines the amount of the President's remuneration. The President's term of office is three years. The President may resign his/her office by a written declaration delivered to the Board of Trustees. In such case, the performance of his/her duties terminates as of the day the declaration is delivered to the Board of Trustees. During the period in which the President cannot perform his/her duties or if the President's term of office is terminated and a new President has not been appointed by the Board of Trustees yet, the President's rights and duties shall be executed by a Vice-President charged by the Board of Trustees.
- (3) The President namely:

- a) Manages educational, scientific, research and development activities or other activities of CEVRO Institute if they don't come within the scope of powers of the Board of Trustees or another CEVRO Institute body according to legal regulations, the Charter of Foundation or the Statutes;
- b) Represents CEVRO Institute and acts in its name in scientific, research, development and creative activities as well as in other matters according to these Statutes;
- c) Suggests an appropriate candidate for the office of Vice-President to the Board of Trustees and installs him/her into office;
- d) Appoints members of the Academic Board with a prior consent of the Board of Trustees;
- e) Calls and chairs the Academic Board meetings;
- f) Appoints members of the Lifelong Learning Board with a prior consent of the Board of Trustees;
- g) Appoints members of the Internal Evaluation Board with a prior consent of the Board of Trustees;
- h) Appoints members of the Disciplinary Committee with a prior consent of the Board of Trustees;
- i) Appoints Study Programs Guarantors after a prior consent of the Board of Trustees;
- j) Appoints and dismisses Heads of Departments and Directors of Centers after discussion within the limited President's Board and manages and inspects their activity;
- k) Incorporates, with the Board of Trustees consent, departments and centers to be CEVRO Institute workplaces dealing with scientific, research, development or creative activities and appoints and dismisses their managers;
- l) Appoints Chairs and members of Final State Examination Boards;



- m) Submits new study programs or new study plans within the study programs to the Academic Board for approval;
- n) Manages the activity of departments and centers in matters of scientific, research and educational activities;
- o) Submits to the Director proposals to grant scholarships under the conditions stipulated by the Scholarship Regulations and decides on granting extraordinary scholarships according to the Scholarship Regulations;
- p) Awards the President's prize for outstanding Bachelor's or Master's thesis or for other excellent study achievements.

### **Section 13**

#### **Vice-President**

- (1) The Vice-President is appointed by the Board of Trustees following a proposal from the President. The Board of Trustees dismisses the Vice-President.
- (2) Following a proposal from the President, the Board of Trustees decides on the number of Vice-Presidents and establishment of the Vice-President office. Offices which are always established are the Vice-President for Study Affairs and the Vice-President for Science. If there is no Vice-President for Science, all the duties in the area of the CEVRO Institute scientific activity are performed by the President.
- (3) Other fields of action which may be addressed by one or more Vice-Presidents include foreign relations and further education.
- (4) The powers of the Vice-President for Study Affairs, the Vice-President for Science and other possible Vice-Presidents in specific areas are determined by internal regulations.

- (5) The President is during his short absence represented by a Vice-President authorized by the President. The provision of Sec. 12(2) of these Statutes shall not be affected hereby.
- (6) The President may, upon his/her decision, permanently delegate performance of some of his/her powers to a Vice-President.

## **Section 14**

### **Study Program Guarantors**

- (1) Quality and development of accredited study programs are ensured by Study Program Guarantors.
- (2) The position of a Guarantor of a Master's degree study program may be taken only by a professor or an associate professor who is a member of the CEVRO Institute academic staff based on employment relation and who meets any other requirements for this position stipulated by legal regulations in force and by regulations issued by the National Accreditation Bureau for Higher Education (hereinafter referred to as "National Accreditation Bureau").
- (3) The position of a Guarantor of a Bachelor's degree study program may be taken only by a professor or an associate professor or a holder of a postgraduate degree of "candidate of sciences" (abbreviated to "CSc." – equivalent to PhD) or a graduate of a Doctoral degree program (hereinafter "holder of a postgraduate degree") who is a member of the CEVRO Institute academic staff based on employment relation and who meets any other requirements for this position stipulated by legal regulations in force and by regulations issued by the National Accreditation Bureau.
- (4) A Study Program Guarantor is appointed and dismissed by the President after a prior consent of the Board of Trustees and after discussion within the limited President's Board.
- (5) A Study Program Guarantor drafts proposals of study plans to be submitted to the Academic Board for opinion.

- (6) While implementing study programs and fields of study, a Study Program Guarantor fulfils other tasks resulting from the CEVRO Institute Study and Exam Regulations.
- (7) A Study Program Guarantor is always member of the extensive President's Board and of the Academic Board.

## **Section 15**

### **Heads of Departments**

- 1) A Head of Department is appointed by the President after discussion within the limited President's Board, for the period of three years usually, and is subordinate to the President.
- 2) A Head of Department manages the department activity and namely:
  - a) Creates the conditions for educational, research and development activities of the academic staff and other faculty members in the relevant department;
  - b) Creates the conditions for further professional training of the department members;
  - c) Suggests Bachelor's and Master's theses supervisors and reviewers to the Vice-President for Study Affairs;
  - d) Appoints, upon proposal of a Study Program Guarantor, guarantors of courses taught in the relevant department.

## **Section 16**

### **Directors of Centers**

- 1) A Director of a Center is appointed by the President after discussion within the limited President's Board, for the period of three years usually, and is subordinate to the Vice-President for Science.
- 2) A Director of a Center manages the center activity and namely:

- a) Creates the conditions for research, development and other activities of the center staff;
- b) Creates the conditions for further professional training of the center staff;
- c) Drafts the annual plan of the center activities.

## **Section 17**

### **President's Board**

- (1) The President's Board is an advisory body of the President. The President's Board meetings are organized in a limited or an extensive form.
- (2) Meetings of the extensive Board are convened by the President at least once every three months and are chaired by the President. The President calls the extensive President's Board meeting always at the beginning of the academic year and in case of preparing accreditation of a study program or its extension.
- (3) Following a proposal of the President or of another Board member, the extensive Board discusses vital matters concerning the CEVRO Institute activity and management in the areas of education, science and research, namely:
  - a) Conditions and progress of the admission procedure;
  - b) Internal regulations, with the exception of the Statutes which the Board only notes;
  - c) Heads of Departments and Directors of Centers to be appointed;
  - d) The Board also discusses and approves objectives and structure of applications for study programs accreditation.
- (4) Meetings of the limited Board are convened by the President as needed, at least once per month.

## **Section 18**

## **Academic Board**

- (1) The Academic Board members are appointed by the President after a prior consent of the Board of Trustees. The Academic Board has at least 21 and at most 29 members. The term of office of a member of the Academic Board is five years.
- (2) The Academic Board members are eminent representatives of academic life. Study Program Guarantors are always members of the Academic Board. At least one third of the members are persons other than the CEVRO Institute academic community members. The Academic Board Chair is the President who convenes and chairs its meetings.
- (3) Academic Board meetings follow the Academic Board Rules of Procedure which are included in the CEVRO Institute internal regulations.
- (4) The Academic Board namely:
  - a) Discusses the strategic plan of educational, research, development or other creative activities including its annual update;
  - b) Discusses the content of and other matters related to study programs;
  - c) Discusses proposals for study programs accreditation or the extension thereof;
  - d) Comments on other matters concerning CEVRO Institute's day-to-day life following President's proposals.

## **Section 19**

### **Disciplinary Committee**

- (1) Disciplinary Committee hears disciplinary misdemeanors of students. Its activity conforms to the Disciplinary Regulations.
- (2) The CEVRO Institute Disciplinary Committee members are appointed by the President from among academic community members.

- (3) Details of the Disciplinary Committee scope of powers and decision-making are specified in the Disciplinary Regulations.

## **Section 20**

### **Lifelong Learning Board**

- (1) The Lifelong Learning Board ensures conditions for organizing lifelong learning courses.
- (2) The Lifelong Learning Board members are appointed by the President from among academic community members and the Institute employees or graduates. A member of the Board may also be a person who is an eminent expert or partner of the Institute in the area of lifelong learning.
- (3) Details of the Lifelong Learning Board scope of powers and decision-making are specified in the Lifelong Learning and Education Courses Regulations.

## **Section 21**

### **Internal Evaluation Board**

- (1) The Internal Evaluation Board ensures continuous implementation of the system of internal evaluation of quality of educational, creative and related activities of the Institute.
- (2) The Internal Evaluation Board members are appointed by the President from among academic community members and the Institute employees or graduates.
- (3) Details of the Internal Evaluation Board scope of powers and decision-making are specified in the Quality Assurance and Internal Evaluation Guidelines.

## **Part Five**

## **General Conditions for Admission to Studies and Content of Studies**

### **Section 22**

- (1) A prerequisite for admission to studies at CEVRO Institute is to have secondary education completed by a school-leaving examination for Bachelor's degree programs and duly completed studies in a study program of any type in related education area for follow-up Master's degree programs. Conditions and individual steps of the admission procedure are determined by the President after discussion within the President's Board. Entrance applications are sent by the applicants to the CEVRO Institute Study Department.
- (2) CEVRO Institute accepts applications for studying in the accredited Bachelor's degree programs where the standard duration of studies is three years and in the follow-up Master's degree programs where the standard duration of studies is two years.
- (3) The deadlines for entrance application submission as well as the content and extent of the entrance examination are disclosed by CEVRO Institute every year at least 4 months in advance on the official notice board in the CEVRO Institute building, at its website and in the daily press.
- (4) The admission procedure progress and decisions concerning the applicant's admission are regulated by the Admission Procedure Regulations.
- (5) An appointee becomes a student of CEVRO Institute as of the day of enrollment. The date of enrollment shall be fixed by the President. In order to be enrolled, the appointee must sign the Contract on Studies and pay the study-related fee stipulated in the Contract on Studies.
- (6) Rights and obligations of the CEVRO Institute students are stipulated by law, these Statutes, Study and Exam Regulations, Disciplinary Regulations and other internal regulations of CEVRO Institute.
- (7) Content and organization of studies are determined by study plans within the accredited study programs, by the Study and Exam Regulations and by other internal regulations of CEVRO Institute.

- (8) Studies are terminated by completing the courses in the relevant study program and by completing the Final State Examination including the Bachelor's or Master's thesis defense. The date of the studies termination is the date of a successful completion of the Final State Examination or its final part.

## **Part Six**

### **General Conditions for Organizing Advanced Master's State Examination**

#### **Section 23**

- (1) The Institute organizes the Advanced Master's state examination in the relevant fields of study for the Master's degree programs' graduates.
- (2) A candidate may file an application for the Advanced Master's state examination if:
- a) He/she graduated in the Master's degree program and was awarded the academic degree of "Master" (*"magistr"*) according to the relevant legal regulations in the appropriate field of study;
  - b) His/her foreign university education was lawfully recognized by a public university or by the Ministry of Education, Youth and Sports or by the Ministry of Defense or by the Ministry of the Interior as equivalent to the university education completed in a Master's degree program in the Czech Republic in the appropriate field of study;
  - c) His/her foreign university education is equivalent to the education completed in a Master's degree program in the Czech Republic in the appropriate field of study based on an international treaty.
- (3) The details of the application submission and its formal and content-related elements may be determined by the President's Measure, including the amount, due date and method of payment of the fee for the Advanced Master's state examination.



- (4) Conditions of the Advanced Master's state examination are specified in the Study and Exam Regulations.

## **Part Seven**

### **Study-related Fees**

#### **Section 24**

- (1) CEVRO Institute organizes studies in the accredited study programs for payment. The amount of study-related fees and the way and deadlines for the reimbursement thereof are determined in the Contract on Studies concluded between the applicant and CEVRO Institute before the applicant's enrollment in studies.
- (2) The amount of study-related fees is fixed by the Board of Trustees.
- (3) Following a student's demand, the Director, after discussion within the limited President's Board, may decide to cut the amount or to postpone its due date. Following a student's demand, the Board of Trustees may decide to waive payment of the fees. In its decision-making, the Board considers namely the student's justified health condition, his/her social need or justified factors worthy of special consideration which don't require or permit the interruption of studies.
- (4) The Director may, based on the President's proposal, decide to award scholarship to cover the study-related costs. Conditions for the scholarship awarding are specified in the Scholarship Regulations.
- (5) Administrative acts related to studies at CEVRO Institute are charged in form of administrative fees. Characteristics of these acts as well as the amount of the fees for the performance thereof are determined by a Director's Guideline. Payment of the determined fee is a prerequisite for the performance of the relevant administrative act.

## **Part Eight**

### **Conditions for Studies of Foreign Students**

#### **Section 25**

- (1) Foreign students may study at CEVRO Institute under the same conditions as citizens of the Czech Republic if meeting the following conditions:
  - a) Their education, required by the Higher Education Act for admission to studies in the relevant accredited study program, has been recognized;
  - b) They have met the conditions stipulated within the admission procedure for other applicants;
  - c) They have shown sufficient proficiency in Czech in the interview which is a part of the admission procedure; this condition is not required in case of study programs accredited or taught in English – in such instance, the applicant must demonstrate sufficient proficiency in English.
- (2) Foreign students may study at CEVRO Institute also within a mobility program under conditions stipulated by such program.

## **Part Nine**

### **Academic Ceremonies and Insignia**

#### **Section 26**

- 1) Academic ceremonies at CEVRO Institute include namely:
  - a) Matriculation ceremony;
  - b) Graduation ceremony;
  - c) Ceremonial assembly of the academic community.
- 2) Matriculation and graduation ceremonies are held in presence of the President or the Vice-President and other members of the CEVRO Institute academic staff. Texts of the matriculation and graduation oaths are specified in the President's Decision. Details of the matriculation and

graduation ceremonies are determined by the Graduation and Matriculation Ceremonies Regulations.

- 3) Academic insignia of CEVRO Institute include a mace, a chain and a gown.
- 4) The CEVRO Institute Board of Trustees may, following a proposal from the President, decide to award a commemorative medal to distinguished Czech or foreign personalities playing a particularly important role in development of science and level of education. Commemorative medals are usually awarded at ceremonial assemblies of the academic community.

## **Part Ten**

### **CEVRO Institute Annual Report and Internal Evaluation**

#### **Section 27**

- (1) Every year, CEVRO Institute drafts and submits to the Ministry an Annual Report on its activity, an Annual Report on its financial management, a schedule of the Strategic Plan implementation and a report on quality internal evaluation under the conditions stipulated by S.42 of Higher Education Act.
- (2) Once per year and after approval by the Board of Trustees, the Director publishes an Annual Report on his/her activity and on the financial management. The report must include the areas of studies, education, research, development and other creative activities as well as editorial and international cooperation.
- (3) The Annual Report is published every year in the period determined by the Board of Trustees, six months after the end of the reported period – which is the calendar year – at the latest, by depositing in the collection of documents. Annual Reports are available in the registered office of CEVRO Institute during business hours and at the CEVRO Institute website.
- (4) CEVRO Institute drafts interim reports on quality internal evaluation and once every 4 years also a final report on quality internal evaluation.

Conditions for drafting of such reports as well as conditions of the quality internal evaluation system and its implementation are specified in the Quality Assurance and Internal Evaluation Guidelines. CEVRO Institute pays increased attention to quality internal evaluation and its implementation in practice.

- (5) CEVRO Institute drafts interim schedules of the Strategic Plan implementation for the relevant year and once every 4 years it also drafts and approves the University Strategic Plan for the next 4 years.

## **Part Eleven**

### **Financial Management Principles**

#### **Section 28**

- (1) The CEVRO Institute financial management follows the law, special legal regulations and internal regulations. The Director answers for the financial management condition to the Board of Trustees.
- (2) CEVRO Institute is obliged to keep accounts and records of property in accordance with the appropriate legal regulations.
- (3) CEVRO Institute manages its funds according to the budget approved by the Board of Trustees. The budget is drawn up for the calendar year.
- (4) Following a proposal from the Director, the Board of Trustees may decide to establish a fund with resources assigned for a certain purpose. If the fund establishment is approved, conditions for using such assigned funds shall be set up by the Director's Guideline.

## **Part Twelve**

### **Final Provisions**

#### **Section 29**

- (1) The Statutes of CEVRO Institute, approved by the Board of Trustees and registered by the Ministry of Education, Youth and Sports under ref. no. MSMT-9545/2016-1 on April 1, 2016, shall be cancelled.
- (2) This full text version of the Statutes of CEVRO Institut, z.ú. was approved by the Board of Trustees at its meeting on June 19, 2018.
- (3) According to provisions of Sec. 36(4) and Sec. 41(2) of the Higher Education Act, these Statutes shall come into force as of the date of its registration by the Ministry of Education, Youth and Sports.
- (4) These Statutes shall become effective as of November 1, 2018.
- (5) The provisions of Part Six shall become effective only upon the decision awarding the accreditation for the Advanced Master state examination to CEVRO Institute coming into force.

*signature*

MUDr. Mgr. Ivan Langer

Chair of the Board of Trustees

## Appendix No. 1 to the Statutes

### CEVRO Institute logo

