

On 25 August 2020, the Ministry of Education, Youth, and Sports registered the Disciplinary Regulations for Students of the University of Finance and Administration [Vysoká škola finanční a správní, a.s.] pursuant to Section 36(2) and (4) and Section 41(2) of Act No. 111/1998 Coll., on higher education and on amendments and additions to other acts (Higher Education Act), as amended, under  
ref. no. MSMT 32579/2020-6 Bylaws of Vysoká škola finanční a správní, a.s.

Mgr. Karolína Gondková  
Director of the Office of Higher Education



# **Bylaws**

**of the University of Finance and Administration**  
**[Vysoká škola finanční a správní, a.s.]**

Prague

2020

## **Part One**

### **Introductory provisions**

#### **Article 1**

#### **General Provisions**

1. Vysoká škola finanční a správní, a.s. (hereinafter the "University of Finance and Administration") is a private university-level higher education institution pursuant to Act No. 111/1998 Coll., on higher education institutions and on amendments and addenda to other acts (the Higher Education Act), as amended. The registered office of the University of Finance and Administration is 101 00 Praha 10, Estonská 500.
2. The University of Finance and Administration is a joint-stock company as defined by Act No. 90/2012 Coll., on commercial companies and cooperatives (the Commercial Corporations Act).
3. These bylaws apply to the members of the academic community and other employees of the University of Finance and Administration.
4. The academic community of the University of Finance and Administration consists of its academic staff and students.
5. The name of the University of Finance and Administration in foreign languages is:  
English: UNIVERSITY OF FINANCE AND ADMINISTRATION  
German: UNIVERSITÄT FÜR VERWALTUNG UND FINANZWESEN  
French: UNIVERSITÉ DE FINANCES ET D' ADMINISTRATION PUBLIQUE  
Russian: YHHBePCHTeT H ynpaBJeHHfl
6. The governing bodies of the University of Finance and Administration are the General Meeting, the Board of Directors, the Supervisory Board, autonomous academic bodies, and other bodies.

7. The autonomous academic bodies of the University of Finance and Administration are the Rector, the University Council, and the Disciplinary Committee.
8. The other bodies are the bursar, disciplinary councils, prorectors, and deans.
9. The function of an academic senate is served by the Board of Directors of the University of Finance and Administration.
10. The organizational units of the University of Finance and Administration are its faculties, divisions, specialized facilities, offices, campuses, departments, centers, laboratories, teams, policy institutes, and other facilities performing research and development and economic and other functions.
11. The University of Finance and Administration creates accredited study programs at university campuses.

## **Article 2**

### **Field of activity**

1. The University of Finance and Administration carries out educational activities in accredited bachelor's, postgraduate master's, and doctoral study programs published on the official board of the University of Finance and Administration. In this context, it carries out academic activities, activities relating to research, development, and innovation, and other creative activities (hereinafter "creative activities").
2. The University of Finance and Administration performs other activities that assist in performing the tasks referred to in paragraph 1.
3. The University of Finance and Administration and its departments carry out Continuing Education Programs (hereinafter referred to as "Continuing Education Programs") pursuant to Section 60 of the Higher Education Act (namely internships, courses, training programs, and seminars) and education in internationally recognized courses pursuant to Section 60a of the Higher Education Act. More detailed conditions are stated by the internal regulations of the University of Finance and Administration.
4. In the field of academic study, the University of Finance and Administration organizes studies in accredited study programs, holds state final examinations in bachelor's, postgraduate master's, and doctoral study programs, and awards the academic degrees of "bachelor", "engineer", "master", and "doctor" in accordance with Sections 45 to 47 of the Higher Education Act.
5. The content, focus, and organization of studies are determined by the accredited study programs.

6. The University of Finance and Administration is financed primarily by tuition fees, commercial activities, donations, and grants.
7. The University of Finance and Administration carries out regular and continuous self-assessment at least to the extent specified by the Higher Education Act (hereinafter the "Higher Education Act"). Above all, it monitors the quality of the accredited study programs and the quality of research, development, and other creative activities. Its evaluation thereof are published in the annual report of the University of Finance and Administration and separately in the internal review of the University of Finance and Administration.

## **Part Two**

# **Governing bodies of the University of Finance and Administration**

### **Article 3**

#### **General Meeting**

1. The General Meeting is the supreme governing body of the company. The General Meeting is responsible for deciding on all matters entrusted to its competence by the Corporations Act or the Articles of Association.
2. The General Meeting determines the remuneration of the members of the Board of Directors and the members of the Supervisory Board, including their extraordinary remuneration as an optional portion of the total remuneration, depending on reviews of the performance of University of Finance and Administration and in accordance with the internal regulations of University of Finance and Administration.
3. If the University of Finance and Administration has a sole shareholder, no general meeting shall be held and the powers of the supreme body shall be exercised by the sole shareholder.

### **Article 4**

#### **Board of Directors**

1. The Board of Directors is the statutory governing body of the University of Finance and Administration. The Board of Directors acts on behalf of the University of Finance and

Administration such that it is represented externally either by the Chair of the Board of Directors alone or the Vice-Chair of the Board of Directors always with another member of the Board of Directors. The Board of Directors is responsible for business management, including proper bookkeeping.

2. Members of the Board of Directors are elected and dismissed by the General Meeting. The term of office of a member of the Board of Directors is five years.
3. The members of the Board of Directors are obliged to exercise their duties with due professional standard of care.
4. In particular, the Board of Directors shall
  - a) represent the University of Finance and Administration,
  - b) provide business management, including proper accounting of the University of Finance and Administration,
  - c) implement the resolutions of the General Meeting,
  - d) present to the General Meeting:
    1. drafts of the ordinary, extraordinary, and consolidated, and if applicable, interim financial statements, as well as proposals for the distribution of profits or the payment of losses in accordance with the Articles of Association,
    2. proposals for the appointment and dismissal of members of the Supervisory Board,
    3. proposals for remuneration of the members of the Board of Directors and the Supervisory Board,
    4. proposals for amendments to the Articles of Association,
  - e) appoint and dismiss the Rector,
  - f) at the proposal of the Rector, appoint and dismiss Prorectors and Deans of Faculties from the staff of the University of Finance and Administration,
  - g) negotiate the employment relationship with the Bursar,
  - h) approve negotiations and terminations of the employment of campus directors, heads of specialized facilities, and directors of offices; in the case of directors of offices supervising matters of study and pedagogy and matters of research and development, they shall do so at the proposal of the Rector,
  - i) approve the organizational structure of the University of Finance and Administration, decide on the establishment of organizational units of the University of Finance and Administration, approve the conditions for admission to study, including the fee for actions associated with the admission process, and the methods for verifying them,
  - j) decide on the establishment of advisory and initiative bodies, except where reserved for autonomous academic bodies,
  - k) issue the internal regulations of the University of Finance and Administration with the exception of the Articles of Association, in particular the bylaws and other regulations issued pursuant to the Higher Education Act, and decide on their amendment,
  - l) approve the organization of the academic year.
5. The Board of Directors manages the activities of the Rector and the Bursar, assigns tasks to them, and supervises their activities.
6. The Chair of the Board shall determine the salary and other remuneration of the staff referred to in paragraph 4(e) to (h). In cases where these employees are appointed or

employed at the proposal of the Rector, their salary and other remuneration shall also be determined at the proposal of the Rector.

7. An authorized member of the Board of Directors or another representative from among the employees of the University of Finance and Administration appointed by the Board of Directors shall represent the University of Finance and Administration in professional institutions, in particular in representations of universities.
8. In order to perform the tasks of an academic senate, the Board of Directors shall also:
  - a) approve the strategy for the educational and creative activities of the University of Finance and Administration and the annual plan for the implementation of this strategy,
  - b) approve the report on the internal quality assessment of the educational, creative, and related activities of the University of Finance and Administration and the appendices to that report,
  - c) give prior approval to the Rector for the appointment and removal of members of the University Council and the Disciplinary Committee.

## **Article 5 Supervisory Board**

1. The Supervisory Board is the oversight body of the University of Finance and Administration. The Supervisory Board supervises the exercise of the powers of the Board of Directors and the conduct of the activities of the University of Finance and Administration.
2. The members of the Supervisory Board are elected and dismissed by the General Meeting at the proposal of the Board of Directors. The term of office of a member of the Supervisory Board is five years.
3. The Supervisory Board shall review the ordinary, extraordinary, and consolidated financial statements and, if applicable, interim financial statements, as well as proposals for the distribution of profits or the payment of losses and present its statement to the General Meeting. The Supervisory Board supervises compliance with laws and other legal regulations relating in particular to the management of the University of Finance and Administration, the Articles of Association, and the Bylaws.
4. The Supervisory Board shall inform the Board of Directors, and subsequently the General Meeting, of any detected violation of the law or of the provisions of the bylaws or the Articles of Association or any misconduct or other deficiencies in the activities of the University of Finance and Administration.
5. Members of the Supervisory Board shall be responsible for the performance of their duties in a manner similar to that of members of the Board of Directors.

## **Article 6**

## **Rector**

1. The Rector is an academic functionary of the University of Finance and Administration.
2. The Rector is appointed and dismissed by the Board of Directors. The term of office of the Rector is four years.
3. If the office of Rector is vacant, its authority shall be exercised by the Chair of the Board of Directors.
4. The Rector is responsible for managing the educational, academic, and research activities of the University of Finance and Administration.
5. The Rector shall direct the activities of the Prorectors and Deans of Faculties within the scope authorized by the Board of Directors.
6. The Rector heads the University Council, which the Rector appoints from the ranks of academic staff and other distinguished experts. The Rector convenes and presides over its meetings.

## **Article 7 University Council**

1. The University Council discusses issues pertaining to the educational and creative activities of the University of Finance and Administration.
2. The University Council shall exercise the powers of an internal review board as defined by Section 12a(4) of the Higher Education Act.
3. As part of its authority pursuant to paragraph 2, the University Council shall in particular:
  - a) approve the draft Rules of the Quality Assurance System for Educational, Creative, and Related Activities and Internal Review of the University of Finance and Administration before submitting the draft to the Board of Directors; and
  - b) prepare a report on the internal quality assessment of the educational, creative, and related activities of the University of Finance and Administration and the appendices to that report,
4. Members of the University Council are appointed and dismissed by the Rector from among the academic staff and other prominent experts in the fields in which the University of Finance and Administration provides education, subject to approval by the Board of Directors. The University Council has 27 members, with at least one third of the members of the University Council comprised of persons other than members of the academic community of the University of Finance and Administration.
5. The term of office of the University Council is four years. If a member of the University Council ceases to be a member of the University Council before the end of the term of office

of that University Council, the Rector shall appoint a new member for the remainder of the term of office of the University Council according to the procedure laid down in paragraph 3. The University Council shall not be supplemented in the manner described in the preceding sentence if there is less than one year remaining in the term of office of the University Council at the time the member's appointment ends.

6. An ordinary meeting of the University Council shall be held at least twice per academic year and shall be convened by the Rector.
7. The University Council shall have a quorum if more than half of its members are present. Resolutions of the University Council are carried by an absolute majority of all members present. In the event of a risk of delay, the University Council may adopt resolutions outside of a meeting (per rollam). A per rollam vote shall be announced by the Rector and a simple majority of all members of the University Council shall be required for the adoption of a resolution.
8. Members of the Board of Directors and the Supervisory Board are entitled to attend meetings of the University Council.
9. The University Council appoints and dismisses guarantors of study programs at the proposal of the Rector. The University Council approves proposals for study programs to be implemented at the University of Finance and Administration and submitted for accreditation.
10. The University Council approves the members of the State Final Examination Committee for all accredited study programs and theses and dissertation defenses.
11. The University Council approves the faculty advisors of dissertation theses.
12. The University Council approves the membership of subject matter boards for doctoral study programs.
13. The University Council develops the strategy for the educational and creative activities of the University of Finance and Administration and the annual plan for the implementation of this strategy.
14. As part of its competence under paragraph 1, the University Council shall make statements on issues presented to it by the Board of Directors, Rector, Prorectors, or Deans of Faculties.

## **Article 8**

### **Disciplinary Committee**

1. The Disciplinary Committee shall deliberate disciplinary infractions committed by students of the University of Finance and Administration and submit proposed sanctions for decision by the Prorector for Legislation and Study Programs.



2. The Disciplinary Committee has four members and four alternates from among the members of the academic community of the University of Finance and Administration. Half of the members and alternates must be students of the University of Finance and Administration.
3. The members and alternates of the Disciplinary Committee, including its chair, are appointed and dismissed by the Rector with the prior approval of the Board of Directors.
4. The term of office of the Disciplinary Committee shall be two years. In the event that a member of the Disciplinary Committee ceases to be a member of the academic community of the University of Finance and Administration, an appropriate alternate shall take his/her place so that the parity of the Committee is maintained. If a member ceases to be a member of the Disciplinary Committee before the end of the term of office of the Disciplinary Committee, and if there are no replacements suitable for maintaining the parity of the Committee, the Rector shall appoint a new member for the remainder of the term of office of the Disciplinary Committee in accordance with the procedure set out in paragraph 3.
5. The Disciplinary Committee operates in accordance with the Disciplinary Regulations of the University of Finance and Administration.

## **Article 9**

### **Prorectors, deans, and vice-deans**

1. Prorectors shall be appointed and dismissed by the Board of Directors at the proposal of the Rector from among the employees of the University of Finance and Administration. The term of office of prorectors is four years.
2. Prorectors represent the Rector within the scope authorized and are responsible to the Rector for their activities. In the Rector's absence, they represent the Rector within the scope of the powers granted to them.
3. Prorectors are responsible for:
  - a) developing the strategic documents of the University of Finance and Administration,
  - b) coordinating the preparation of applications for accreditation of study programs,
  - c) the system of internal regulations of the University of Finance and Administration relating in particular to the educational and other creative activities of the University of Finance and Administration, and updating them in relation to changes in applicable legal regulations,
  - d) the uniform system and standardized level of administrative decision-making at the University of Finance and Administration,
  - e) the quality of teaching and the pedagogical procedures of bachelor's and master's degree programs,
  - f) the quality of teaching and pedagogical procedures of continuing education programs,
  - g) the concept, quality of instruction, and pedagogical procedure of doctoral study programs,
  - h) designing and implementing the organization of studies based on the organization of the academic year approved by the Board of Directors,

- i) developing and innovating study content in accredited study programs,
- j) the concept, development, and implementation of the research objectives of the University of Finance and Administration,
- k) implementing projects and grants,
- l) growing and carrying out the editorial and publishing activities of the academic staff of the University of Finance and Administration,
- m) growing and conducting activities in the regions and implementing results of the academic and research work of the University of Finance and Administration in relation to subjects in the sphere of application,
- n) management of the EUPRESS publishing house and press,
- o) collaborating and cultivating relationships with other higher education and research institutions in the Czech Republic and abroad.

4. Prorectors contribute to:

- (a) the admissions procedure, creating the study agenda, and communicating with students and graduates,
- b) initiating and developing additional commercial activities and the strategy thereof, including its implementation in support of the main activity,
- (c) execution of the marketing concept,
- d) the conception and development of the University of Finance and Administration as a whole.

5. The specific areas of competence of each Prorector are determined by the job descriptions proposed by the Rector and approved by the Board of Directors. Within their areas of competence and to the extent specified by the Rector, they shall coordinate and supervise the activities of the deans of the faculties, unifying their basic processes in the performance of the tasks stated in paragraph 9.

6. Deans shall be appointed and dismissed by the Board of Directors from among the academic staff/members of the academic community at the proposal of the Rector.

7. The term of office of deans is four years.

8. Deans of faculties shall be responsible to the Rector for:

- a) managing the activities of the faculties,
- b) human resources management at the faculties,
- c) carrying out instruction in accredited study programs,
- d) improving the quality of the faculties' science and research environment.

9. Deans manage the activities of the vice-deans.

10. Vice-deans are appointed by the Rector at the proposal of the Dean.

11. Vice-deans represent the deans within the scope authorized and are responsible to the Rector for their activities.

## **Article 10**

### **Bursar**

1. The Bursar is responsible for securing and conducting business and commercial affairs, for investments, property management, information and communication technologies, and the operations of the University of Finance and Administration. The Bursar is responsible for the human resources policy and manages the human resources and payroll section.
2. The Bursar's scope of responsibility is to manage the activities of the dedicated housing facilities for members of the academic community and the activities of the campuses, particularly their operational and investment activities.

## **Article 11**

### **Rector's College**

1. The Rector's College is an advisory body to the Rector. Its members are the Prorectors, Deans, Bursar, and, where appropriate, other persons designated by the Rector. Members of the Board of Directors shall be entitled to attend meetings of the Rector's College.
2. The Rector's College is convened by the Rector, as a rule, once a month.

## **Part Three**

# **Organizational units of the University of Finance and Administration**

## **Article 12**

### **Organizational structure**

1. The organizational structure of the University of Finance and Administration consists of its faculties, divisions, offices, campuses, departments, centers, laboratories, teams, policy institutes, and other facilities performing research and development and economic and other functions. The specific organizational structure is specified in the Organizational Regulations of the University of Finance and Administration approved by the Board of Directors.
2. A faculty is governed by the internal regulations of the University of Finance and Administration and has no legal personality. The mission of a faculty is to:
  - a) create proposals for and contribute to the implementation of study programs accredited at the level of the University of Finance and Administration,
  - b) creating proposals and participating in research, development, and innovation and other creative activities of the University of Finance and Administration,
  - c) creating proposals for and contribute to the implementation of continuing education programs accredited at the University of Finance and Administration.
3. Divisions are organizationally subordinate to faculties according to the relevant categorization and are managed by the deans of the faculties. Divisions are facilities for educational and academic activities, research, development, and innovation activities, and other creative activities. They are established primarily to provide tasks arising from accredited study programs. A division is comprised of academic staff and academic support consisting of other employed specialists and students.
4. The individual divisions are led by the division head, who is appointed by the Rector at the proposal of the Dean from among professors, associate professors, or experts in the relevant field. In exceptional cases, an assistant professor may be appointed to head a division..
5. The head of the division is responsible for the quality and staffing of teaching and for the scholarly, research, and publication activities of the division's staff.
6. Divisions may form working groups composed of collaborators from other facilities of the University of Finance and Administration and external institutions, including foreign ones. At the proposal of the Dean of the Faculty, divisions may be internally divided into sections, subject to approval by the Board of Directors.
7. In order to implement activities resulting from accredited study programs and to provide services outside its headquarters, the University of Finance and Administration has established campuses in the regions.
8. A campus is managed by its director, who has the appropriate professional and managerial qualifications. Campus directors are appointed by the Board of Directors.
9. A University Research Center is a facility with university-wide scope that contributes to the implementation of the research strategy of the University of Finance and Administration and provides professional and methodological support for the preparation and implementation of the research projects of academic staff and students. It proposes, conducts, and evaluates surveys (of students, graduates, and staff) providing data support

for effective management of relevant processes, improving the quality of pedagogical work and research and development outputs of the University of Finance and Administration.

10. Offices have been established to carry out other activities arising from the provision of services by the University of Finance and Administration, which can be internally subdivided into departments and teams. The activities and organization of the individual offices are regulated in greater detail by the Organizational Regulations of the University of Finance and Administration. A university office is managed by an office director who has appropriate professional and managerial skills. The director of the office shall be appointed by the Board of Directors.
  
11. The University of Finance and Administration may establish other specialized facilities to help provide activities derived from the accredited study programs and other activities of the School. The Board of Directors shall appoint the head of the specialized facility. The activities and organization of a specialized facility may be further regulated by its organizational regulations.

## **Part Four**

# **Academic community of the University of Finance and Administration**

### **Article 13**

#### **Academic staff**

1. The academic staff consist of professors, associate professors, assistant professors, adjuncts, lecturers, and science workers, and research and development personnel employed at the University of Finance and Administration in both pedagogical and creative activities. Their positions are usually filled on the basis of a recruitment procedure.
2. Other specialists contribute to instruction on the basis of work agreements outside an employment relationship,
3. Professors, associate professors, assistant professors, and adjuncts have the right and obligation to participate in educational, research, development, innovation, and other creative activities. Adjuncts shall assist professors and associate professors in performing educational, research, development, and other creative activities in their respective facilities.
4. As a rule, academic staff are hired:
  - (a) professors and associate professors for a fixed term of 1 year, and if the employment contract is renegotiated, for a term of 3 years and subsequently for an indefinite term,
  - (b) other academic staff for a fixed-term contract of 1 year, and if the employment contract is renegotiated, for a term of 3 years; after two such renegotiations, then for an indefinite term.
5. Academic staff of the University of Finance and Administration may be granted a sabbatical for a period of six months once every seven years upon request, unless serious circumstances relating to performance of the educational tasks of the university prevent this. The granting of a sabbatical shall be decided by the Board of Directors at the proposal of the Rector.
6. An academic staff member shall be obliged to notify the Rector without undue delay of any membership in the academic bodies of other universities and institutions in the fields of education and research, development and innovation, or other creative activities.

7. Research, development, and other creative staff are employed by the University of Finance and Administration. As a rule, they are recruited for a fixed-term employment contract through a recruitment procedure.

## **Article 14**

### **Visiting professor**

1. A teacher of a foreign university active in a field in which the University of Finance and Administration conducts educational activities and who has status comparable to a professor or associate professor at the foreign university.
2. Visiting professors are appointed by the Rector at the proposal of the University Council. Based on this decision of the Rector, the person in question is entitled to use the job title "Visiting Professor of the University of Finance and Administration" for the duration of his/her stay at the University of Finance and Administration.
3. A visiting professor carries out pedagogical activities at the University of Finance and Administration, as well as any applicable creative activities, usually based on non-employment professional services contracts.
4. A visiting professor is not a member of the academic community of the University of Finance and Administration.

## **Article 15**

### **Professor Emeritus**

1. A professor who has retired from employment with the University of Finance and Administration or who is retired and was previously employed by the University of Finance and Administration may be appointed as a professor emeritus of the University of Finance and Administration.
2. The title of professor emeritus is awarded by the Rector at the proposal of the University Council.
3. A professor emeritus has the right to participate in scientific research at the University of Finance and Administration and to use its facilities and information technologies for this purpose. More detailed conditions shall be determined by the Rector in the particulars of the decision. Appointment as a professor emeritus does not give rise to any further claims in relation to the University of Finance and Administration.
4. A professor emeritus is not a member of the academic community of the University of Finance and Administration.

## **Article 16**

### **Students**

1. The rights and status of students at the University of Finance and Administration are laid down in Sections 61 and 62 of the Higher Education Act.
2. The duties of a student are laid down in particular in Section 63 of the Higher Education Act, the Study and Examination Regulations, and other internal regulations of the University of Finance and Administration.
3. Applicants are obliged to complete the admission procedure.
4. A study applicant who has fulfilled the conditions for admission to study shall be issued a decision on admission to study by the University of Finance and Administration. Upon notification of the admission decision, the applicant is entitled to enroll in studies and is obliged to conclude a study contract in accordance with Section 51 of the Higher Education Act.
5. The student is obliged to comply fully with the obligations arising from the study contract.
6. The content and organization of full-time and combined forms of study is determined by the relevant accredited study program and the Study and Examination Regulations and other internal regulations of the University of Finance and Administration. Students shall perform the obligations stipulated by the accredited study program and the plan of studies. Studies in the bachelor's study program are completed by defending a bachelor's thesis and passing the state final examination; studies in the postgraduate master's study program are completed by defending a master's thesis and passing the state final examination; studies in the doctoral study program are completed by defending the dissertation and passing the state doctoral examination.



## **Part Five Studies**

### **Article 17 Conditions for admission**

1. Admission to studies in a bachelor's degree program is subject to attaining secondary education with an exit examination. Applicants who have obtained equivalent secondary education at a foreign secondary school or at other schools listed in Section 48(4) of the Higher Education Act shall demonstrate that they have fulfilled this condition in the ways listed in Section 48(4)(a) to (c) of the Higher Education Act.
2. The prerequisite for admission to studies in a postgraduate master's degree program is proper completion of studies in any degree program.
3. The prerequisite for admission to studies in a doctoral degree program is proper completion of studies in any master's degree program representing the postgraduate studies of a bachelor's program.
4. An applicant who has obtained a foreign higher education degree by completing studies in a higher education program at a foreign higher education institution shall demonstrate compliance with the conditions stated in paragraphs 2 and 3 in the manner specified in Sections 48(5)(a) to (b) of the Higher Education Act.
5. The University of Finance and Administration may require the passing of a Czech language examination as a prerequisite for admission for applicants to study in the Czech language who did not receive primary education in a school registered with the Register of Schools and Educational Facilities, nor secondary education with an exit examination at a school registered in the Register of Schools and Educational Facilities, or who are not graduates of a bachelor's or master's degree program conducted in the Czech language.
6. The University of Finance and Administration may make passing an English language examination a condition of admission for applicants to study in English.
7. The University of Finance and Administration may mandate the applicant's medical fitness as a condition for admission to studies if the nature of the degree program so requires.

8. The University of Finance and Administration may set different admission requirements for applicants who have completed a study program or part thereof or are currently enrolled in a different study program at a higher education institution in the Czech Republic or abroad.
9. The University of Finance and Administration may set different conditions for the admission of applicants who have completed an accredited educational program at a vocational college in the Czech Republic or abroad.

## **Article 18**

### **Admissions**

1. Fulfillment of the conditions required for admission to studies is usually verified by an entrance examination or an admission interview.
2. The University of Finance and Administration shall publish well in advance, yet no less than four months in advance, the deadline for submitting applications for admission to studies, the amount of the application fee, the conditions for admission, and the method of verifying their fulfillment, as well as the dates of the admission examinations or admission interviews, their format, their structure and content, and the criteria based on which they will be evaluated. They shall publish these facts in the public section of the website and on the official notice board of the University of Finance and Administration.
3. If a degree program is granted accreditation less than four months prior to the start of the admissions procedure, and in the interests of preserving the start of the academic year, the University of Finance and Administration may shorten the deadline for submitting applications for studies as stated in paragraph 2.
4. The admissions procedure shall be initiated upon delivery of the application form to the University of Finance and Administration. The applicant is obliged to pay the fee for the admissions procedure no later than at the time of submitting the application. Proof of payment of the application fee is attached to the application form. In the application form, the applicant must always state his or her first name(s), last name, birth number if assigned, and address of permanent residence in the Czech Republic or address outside the Czech Republic. Foreigners shall also state their date of birth, sex, address in the Czech Republic, and nationality.
5. The specific date of the entrance examination or interview will be communicated in writing to the applicant in the invitation letter.
6. The Rector shall decide on the outcome of the admission procedure.
7. No later than 30 days after the conditions for admission have been verified, a written decision will be issued to the applicant. If admitted, the applicant is also invited to sign a study contract. The decision and the contract are delivered to the applicant by personal delivery.

8. The applicant may appeal the decision within 30 days of being notified of the result. The Rector shall decide on the appeal. Missing this deadline may be excused for serious reasons. The Rector may uphold the appeal and overturn the decision if it was issued in violation of the law or the internal regulations of the University of Finance and Administration. Otherwise, the Rector shall reject the appeal and confirm the original decision.
9. The candidate has the right to inspect the file after the decision has been notified. In lieu of inspecting the file, the University of Finance and Administration may provide the applicant with a copy of the file.
10. Within 15 days of the end of the admissions procedure, the University of Finance and Administration will publish a report on the procedure. This report will include basic statistical characteristics.

## **Article 19**

### **Provisions on study-related fees**

1. The Board of Directors shall decide on the amount of the tuition fees. Tuition fees may be increased during the course of study due to inflation no more than up to the amount of the consumer price index as reported by the Czech Statistical Office. The conditions for such an increase are specified in the study contract concluded between the University of Finance and Administration and the student.
2. The fees associated with studies shall be transferred by the applicant or student to the University of Finance and Administration account specified in the study contract or paid in cash at the University of Finance and Administration cash desk.
3. Any reduction or waiver of fees associated with studies or the postponement of their due dates (hereinafter "relief") shall be decided by the Chair of the Board of Directors, or at the charge of the Bursar, according to the following principles:
  - a) the request for relief must be made in writing by the student,
  - b) the request for relief must be in the student's own words, stating plausible and substantiated reasons for granting relief
  - c) the request for relief shall be accompanied by the student's original document confirming the relevant circumstances for granting the relief.
4. The Chair of the Board of Directors shall grant the request, or not grant it, or return it as inadequately substantiated.
5. In deciding on relief, the Chair of the Board shall take into account, in particular, the student's documented state of health or social circumstances or may give special consideration provided that this does not require or permit that studies be interrupted.
6. The University of Finance and Administration charges administrative fees for administrative tasks. The actions and the amount of the fees for performing them are determined by the Board of Directors in the internal regulations of the University of Finance and Administration. The set fee is one of the elements of an administrative action and the action cannot be carried out if it is not paid on time.

## **Part Six**

### **Academic insignia, ceremonies, and awards**

#### **Article 20**

##### **Academic insignia and ceremonies**

1. Academic insignia are the outward expression of academic traditions, rights, freedoms, and social status.
2. The academic insignia of the University of Finance and Administration are the scepter, chains, and gowns which can be worn on ceremonial occasions by
  - a) members of the Board of Directors,
  - b) members of the Supervisory Board,
  - c) rector,
  - d) bursar,
  - e) campus director,
  - f) academic dignitaries who are prorectors, deans, vice-deans and heads of divisions,
  - g) academic staff, in particular associate professors and professors, and distinguished guests.
3. The academic ceremonies of the University of Finance and Administration consist in particular of matriculation, graduation, ceremonial sessions of the University Council, inauguration of the Rector.
4. Matriculation takes place in the presence of academic dignitaries. The text of the matriculation and graduation vows is retained at the Rector's Office.
5. The graduation ceremony is held under the auspices of the Chair of the Board of Directors or other authorized member of the Board of Directors and the Rector.

#### **Article 21**

##### **Academic honors**

1. The University of Finance and Administration confers the honorary title "Doctor honoris causa of the University of Finance and Administration" (abbreviated as "Dr.h.c.") on particularly distinguished personalities in world science, education, and practice. The title is conferred by the Rector after consulting with the University Council. At the time of the

award of the title, the recipient is also presented with a medal, a chain, and a certificate of the award of the title. Records of the titles awarded are kept at the Rector's Office.

2. The University of Finance and Administration awards commemorative medals to academic staff, eminent Czech or foreign personalities who have contributed to the development of science and education, to a maximum of three personalities during one academic year. Medals are awarded by the Rector after consultation with the University Council. When a medal is awarded, the recipient is also presented with a medal award certificate. Records of medals awarded are kept at the Rector's Office.
  
3. Academic honors are awarded at a formal meeting of the University Council.

## **Part Seven**

### **Final provisions**

#### **Article 22**

1. The University of Finance and Administration uses a round stamp on diplomas and diploma supplements with the state emblem and the following text: “Vysoká škola finanční a správní, a.s.”. The use of the stamp is directed by the Rector in accordance with Act No. 352/2001 Coll. on the use of the state symbols of the Czech Republic and on the amendment of certain acts, as amended.
2. The following internal regulations of the University of Finance and Administration are registered with the Ministry of Education:
  - a) Bylaws,
  - b) Study and Examination Regulations,
  - c) Disciplinary Regulations,
  - d) Scholarship Regulations,
  - e) Continuing Education Regulations,
  - f) Rules of the Quality Assurance System for Educational, Creative, and Related Activities and Internal Review.
3. All internal regulations of the University of Finance and Administration are filed with the Chair of the Board of Directors of the University of Finance and Administration.
4. The Bylaws of Vysoká škola finanční a správní, a.s. registered with the Ministry of Education and Science on 31 May . 2017 under Ref. No. MSMT-15207/2017-2 are hereby canceled.
5. These Bylaws were approved by the Board of Directors on 31 January 2020 and shall enter into force pursuant to Sections 36(4) and 41(2) of the Higher Education Act on the date of registration with the Ministry of Education, Youth, and Sports.
6. These Bylaws shall take effect on the day following the date of registration with the Ministry of Education, Youth, and Sports.

Bohuslava Šenkýřová  
Chair of the Board of Directors and Rector  
for Vysoká škola finanční a správní, a.s.