

*In compliance with Section 36(2) and (4) and Section 41(2) of Act No. 111/1998 Coll., on Higher education institutions and on amending and supplementing other acts (Higher Education Institutions Act), the Ministry of Education, Youth, and Sports registered on ....., under ref. No. ...., the Statutes of Vysoká škola finanční a správní, a.s. (University of Finance and Administration).*

.....  
*Mgr. Karolína Gondková*  
*Head of the Department of Higher Education*  
*Institutions*



## **Statutes**

**Vysoká škola finanční a správní, a.s.**

**Praha 2017**

## **Part One** **Introductory Provisions**

### **Article 1** **Basic Provisions**

1. In compliance with Act No. 111/1998 Coll., on Higher Education Institutions and on amending and supplementing other (Higher Education Act), as amended, Vysoká škola finanční a správní, a.s. (hereinafter "VŠFS"), is a private higher education institution of a university type. The registered office of VŠFS is Prague 10, p.c. 101 00, Estonská 500.
2. VŠFS is an institution under Act No. 89/2012 Coll. on Business Corporations and Cooperatives (Act on Business Corporations).
3. These Statutes apply to the academia members and other staff of VŠFS.
4. The VŠFS academia comprises of academic staff and students.
5. The name of VŠFS in other languages shall read as follows:  
In English: UNIVERSITY OF FINANCE AND ADMINISTRATION;  
In German: UNIVERSITÄT FÜR VERWALTUNG UND FINANZWESEN;  
In French: UNIVERSITÉ DE FINANCES ET D'ADMINISTRATION PUBLIQUE  
In Russian: Университет финансов и управления  
In Chinese: 布拉格金融管理大学
6. The bodies of VŠFS are: General Meeting, Board of Directors, Supervisor Board, self-governing academic bodies and other bodies.
7. The self-governing academic bodies of VŠFS are: Rector, Scientific Board and Disciplinary Committee.
8. Other bodies are: the Bursar, specialized councils, Vice-Rectors and Deans.
9. The role of an academic senate is ensured by the VŠFS Board of Directors.
10. The organizational units of VŠFS are faculties, departments, special-purpose facilities, sections, study centers, branches, centers, laboratories, teams, offices, and other workplaces/locations fulfilling research and development, economic, and other tasks.
11. VŠFS carries out accredited study programmes in its study centers in Most and Kladno.

### **Article 2** **Field of Activity**

1. VŠFS carries out educational activities under the accredited bachelor, follow-up master, and doctoral study programmes published on the VŠFS Official Board. In this connection, it conducts scientific, research, development, innovation, and other creative activities.
2. VŠFS carries out other activities that facilitate the fulfillment of the tasks specified in Section 1.

3. VŠFS and its organizational units carry out lifelong learning programmes (hereinafter the “LLP”) under Sections 60 and 60a of the Higher Education Institutions Act; it namely concerns internships, courses, training programmes, and seminars. The detailed terms and conditions will be specified in the VŠFS internal regulations.
4. In the area of studies, VŠFS namely organizes studies of the accredited study programmes, carries out final state examinations for bachelor, follow-up master, and doctoral study programmes, awards academic degrees “bakalář” (bachelor degree); „inženýr”/“magistr” (master degree), and “doktor” (doctoral degree) in compliance with Sections 45, 46 and 47 of the Higher Education Institutions Act.
5. The contents, specialization, and organization of the studies have been specified in the accredited study programmes.
6. VŠFS is mainly financed from tuition fees, commercial activities, donations, and grants.
7. VŠFS carries out its own regular and continuous evaluation, at least to the extent defined by the Higher Education Institutions Act and by binding regulations of the Ministry of Education, Youth, and Sports (hereinafter the “MoEYS”). It particularly monitors the quality of its accredited study programmes, as well as the quality of research, development, and other creative activities. Its evaluation results shall be published in the VŠFS Annual Report and separately in the internal evaluation of VŠFS.

## **Part Two** **VŠFS Bodies**

### **Article 3** **General Meeting**

1. The General Meeting represents the highest body of the company. The General Meeting is authorized to take decisions on all the matters which are specified by law or the Statutes.
2. The General Meeting decides on remuneration of members of the Board of Directors and Supervisory Board, including extra bonuses as a non-compulsory part of remuneration dependent on evaluation of activities at VŠFS and in compliance with the internal regulations of VŠFS.
3. If there is only one shareholder of VŠFS, then the General Meeting is not held and the authority of the highest body is executed by the shareholder.

### **Article 4** **Board of Directors**

1. The Board of Directors is a statutory body of VŠFS. The Board of Directors represents VŠFS at negotiations. The Chairman or the Vice-Chairman of the Board of Directors hold negotiations together with one member of the Board. The Board of Directors holds business meetings as well as duly performs bookkeeping.

2. The members of the Board of Directors are appointed and dismissed by the Board of Directors at the General Meeting. The office of a member of the Board of Directors is five years.
3. Members of the Board of Directors are obliged to perform its authority in a cost-conscious way.
4. The Board of Directors mainly:
  - a) represents VŠFS
  - b) ensures business management, including due bookkeeping of VŠFS
  - c) executes decisions of the General Meeting
  - d) submits to the General Meeting:
    1. proposals for due, additional or consolidated, or if need be, interim financial statements to be approved, as well as a proposal for profit distribution or loss settlement in accordance with the Statutes,
    2. proposal for appointment or dismissal of members of the Supervisory Board,
    3. proposal for remuneration of members of the Board of Directors and Supervisory Board,
    4. proposal for changing the Statutes,
  - e) appoints and dismisses the Rector,
  - f) appoints and dismisses, based on the proposal of the Rector, the Vice-Rectors and Deans of faculties from the VŠFS staff,
  - g) concludes an employment contract with the bursar,
  - h) approves on concluding and terminating an employment contract with heads of study centers, heads of special institutions and heads of departments; in case of the heads of those departments that deal with study and teaching the Board approves so on the basis of the proposal of the Rector,
  - i) approves of the organizational structure of VŠFS, decides on the establishment of organizational parts of VŠFS, approves on conditions of admission to studies and the way of their checking,
  - j) decides on establishment of advisory and initiative bodies, if this is not assigned to autonomous academic bodies,
  - k) issues internal regulations of VŠFS, apart from the articles , mainly the Statutes and other regulations issued under the Higher Education Institutions Act and decides on their changes,
  - l) approves of the organization of an academic year.
5. The Board of Directors manages activities of the Rector and Bursar, sets tasks for them and checks how they are performed
6. The Chair of the Board determines salaries and other remuneration of employees stated in article 4 e) - h). In case of those employees having been appointed for their position or accepted for a job upon the proposal of the Rector, their salary and other remuneration is determined also upon the Rector's proposal.

7. The assigned member of the Board of Directors or some other representative appointed from the VŠFS staff represents the university in professional institutions.
8. In order to meet the tasks of an academic senate, the Board of Directors:
  - a) approves the long-term plan of the educational, and scientific, research, development, innovation, and other creative activities of VŠFS and VŠFS internal evaluation,
  - b) gives to the Rector a prior assent for the appointment and dismissal of the Scientific Board/Disciplinary Committee members;

### **Article 5** **Supervisory Board**

1. The Supervisory Board is an inspection body of VŠFS. It supervises the execution of the Board of Directors operation and VŠFS activities.
2. The members of the Supervisory Board are appointed and dismissed by the General Meeting based on the proposal of the Board of Directors. The office of a member of the Supervisory Board is five years.
3. The Supervisory Board reviews regular, extraordinary and consolidated, or interim financial statements and a proposal for profit distribution or loss settlement, and submits its statement to the General Meeting. The Supervisory Board supervises the observance of laws and other legal regulations related to the VŠFS management, articles and the Statutes in particular.
4. The Supervisory Board informs the Board of Directors and subsequently the General Meeting of any violation of the law or provisions of the articles or the Statutes, of any uneconomic practices and other deficiencies in the VŠFS activities.
5. The members of the Supervisory Board are responsible for the performance of their duties in the same way as members of the Board of Directors.

### **Article 6** **Rector**

1. The Rector is an academic official of VŠFS.
2. The Rector is appointed and dismissed by the Board of Directors. The term of the Rector's office is four years.
3. In case the office of the Rector is not filled, his/her powers shall be exercised by the Chairman of the Board of Directors.
4. The Rector shall be liable for controlling the educational and scientific/research activities of VŠFS.
5. To the extent of the Board of Director's authorization, the Rector controls the activities of Vice-Rectors and Deans of individual faculties.
6. The Rector presides over the Scientific Board, the members of which are appointed by the Rector from the academic staff and other prominent specialists. The Rector summons and runs the meetings of the Scientific Board.

**Article 7**  
**Scientific Board**

1. The Scientific Board discusses issues concerning educational, research, development, innovation, and other creative activities of VŠFS.
2. The Scientific Board performs authority of the council for internal evaluation under Section 12 (4) of the Act on Higher Education Institutions.
3. According to the paragraph 2, the Scientific Board has mainly the following responsibilities:
  - a) approves on the draft of System Rules for Ensuring Good Quality of Education and of Creative and Other Related Activities and Rules of Internal Assessment, before they are submitted to the Board of Directors
  - b) processes the report on internal quality evaluation of education and of creative and other related activities of VŠFS and supplements to the report.
4. Members of the Scientific Board shall be appointed and dismissed by the Rector from members of the academic staff and other prominent specialists in the fields which VŠFS provides education in, based on the prior approval of the Board of Directors. The Scientific Board has 27 members, whereas at least one third of the Scientific Board members shall recruit outside of the VŠFS academia.
5. The term of the Scientific Board's office is four years. If the appointment of a member of the Scientific Board ceases to exist before the end of the Scientific Board's term of office, the Rector shall appoint a new member for the remainder of the Scientific Board's term of office in accordance with the procedure laid down in Section 3. The Scientific Board shall not be completed pursuant to the preceding sentence if the term of the Scientific Board's term of office shall be less than one year on the day the member's office ceases to exist.
6. Ordinary meetings of the Scientific Board take place at least twice per each academic year and are called up by the Rector.
7. The Scientific Board shall have quorum, if absolute majority of its members attends. Positions of the Scientific Board shall be passed by the absolute majority of attending members. In case of danger of any delay, the Scientific Board may adopt a resolution per rollam. Voting per rollam is called by the Rector and the resolution may be adopted only if an overall majority of all the members of the Scientific Board voters for it.
8. Meetings of the Scientific Board may be attended by the members of the Board of Directors and the Supervisory Board.
9. The Scientific Board approves proposals of study programmes that are to be offered by VŠFS and that are submitted to the Ministry of Education, Youth and Sport to be accredited.
10. The Scientific Board appoints commission members for the final state examinations for all accredited study programmes and viva voce of final theses.
11. The Scientific Board approves the supervisor of dissertation papers.
12. The Scientific Board approves the composition of the specialized council for the Doctoral study program.

13. The Scientific Board discusses a strategic plan of the educational and creative activities of VŠFS, as well as an annual plan of implementing this plan.
14. The Scientific Board, within its authority pursuant to Section 1, opines on issues presented to it by the Director, the Rector, Vice-Rectors and Deans of faculties.

**Article 8**  
**Disciplinary Committee**

1. The Disciplinary Committee discusses breaches of discipline on the part of VŠFS students and submits proposals on sanctions for the Rector's decision.
2. The Disciplinary Committee has four members and four substitute members. One half of the members / substitute members must recruit from the VŠFS students.
3. Members / substitute members of the Disciplinary Committee are appointed and dismissed by the Rector after the prior approval of the Board of Directors.
4. The term of the Disciplinary Committee's office is two years. If the appointment of a member ceases to exist before the end of the Disciplinary Committee's term of office and there are not any substitute members to preserve the parity composition of the Committee, the Rector shall appoint a new member for the remainder of the Disciplinary Committee's term of office in accordance with the procedure laid down in Section 3.
5. The Disciplinary Committee follows the Disciplinary Regulations of VŠFS.

**Article 9**  
**Vice-Rectors, Deans, and Vice-Deans**

1. Vice-Rectors shall be appointed and dismissed by the Board of Directors from the VŠFS employees, based on the Rector's proposal. The term of the Vice-Rectors' office is four years.
2. Vice-Rectors represent the Rector to the extent stipulated by the Rector and report to the Rector in respect of their respective activities. In case of the Rector's absence, they represent the Rector to the extent of their authorizations.
3. Vice-Rectors shall be responsible for:
  - a) quality of education and pedagogic process of Bachelor and follow-up Master study programmes, as well as lifelong learning programmes (hereinafter the "LLL");
  - b) conception, quality of classes, and pedagogic process of Doctoral study programmes;
  - c) creation and application of the study organization pursuant to the academic year organization approved by the Board of Directors;
  - d) development and innovation of study contents for the accredited degree programmes;
  - e) elaboration of the concept, development and performance of the research plan of VŠFS,
  - f) preparing projects and grants;

- g) editorial and publication activities of VŠFS academic workers;
  - h) development and implementation of activities in regions and application of results of scientific and research work of VŠFS;
  - i) management of the EUPRESS publishing house;
  - j) cooperation and development of relations with other university and research sites in the Czech Republic and abroad;
4. The Vice-Rectors participate in the following:
- a) admission process, ensuring the study agenda and communication with students and graduates,
  - b) initializing and creating other business activities and their strategy to support the main activities,
  - c) making use of marketing concepts,
  - d) working on concepts and developing VŠFS as a whole.
5. The specific spheres of action of individual Vice-Rectors shall be determined by the job descriptions proposed by the Rector and approved by the Board of Directors. Within the scope of their authority and to the extent specified by the Rector, they coordinate and control the activities of faculty Deans, unify their basic procedures in performing the tasks according to Section 8.
6. The Board of Directors appoints and dismisses Deans from the VŠFS staff on the proposal of the Rector.
7. The term of Deans' office is four years.
8. Deans of individual faculties shall be responsible to the Rector for:
- a) faculty control/management activities;
  - b) area of the faculty HR management;
  - c) implementation of the accredited degree programmes;
  - d) quality improvements of the scientific and research environment of individual faculties.
9. Deans control activities of the Vice-Deans.
10. It is the Rector who appoints Vice-Deans upon the proposal of the appropriate Deans.
11. Vice-Deans represent the respective Deans to the extent determined by them and shall be responsible to the Deans in respect of their activities.

**Article 10**  
**Bursar**

1. The Bursar shall be responsible for ensuring and implementing economic, financial, and business matters, investments and property management and operation of VŠFS. The Bursar is responsible for HR policy and manages the HR and payroll departments.



2. The Bursar controls activities of the special facilities for accommodating academia members and of the study centers that fall within his/her competencies, especially operational and investment activities.

**Article 11**  
**Chancellor**

1. The Chancellor is responsible for the system of VŠFS internal rules related mainly to educational and other creative activities of VŠFS, and their updating based on amendments of appropriate legal rules.
2. The Chancellor ensures legal and organizational aspects of activities of the individual VŠFS bodies, he or she coordinates their involvement in the development of applications for accreditations of degree programmes. He or she is responsible for a unified system and a standardised level of administrative decisions of VŠFS.

**Article 12**  
**Rector's Board**

1. The Rector's Board is an advisory body of the Rector. Members of the Rector's Board are: Rector, Vice-Rectors, Deans, Bursar, Chancellor, and other persons authorized by the Rector. Members of the Board of Directors have the right to attend meetings of the Rector's Board.
2. The Rector summons the Rector's Board usually once a month.

**Part Three**  
**Organizational Units of VŠFS**

**Article 13**  
**Organizational Structure**

1. The organizational structure of VŠFS comprises faculties, departments, sections, study centers, branches, centers, laboratories, special purpose facilities, teams, offices, and other workplaces/locations fulfilling research and development, economic, and other tasks. The specific organizational structure is determined by the Organizational Regulations of VŠFS approved by the Board of Directors.
2. A faculty follows internal regulations of VŠFS and does not have its own legal personality. The mission of the faculty is to:
  - a) create proposals and take part in the implementation of degree programmes accredited on the level of VŠFS;
  - b) create proposals and take part in research, development, innovation, and other creative activities of VŠFS;

- c) create proposals and take part in the implementation of lifelong learning programmes of VŠFS.
3. From the perspective of organization, departments fall within faculties based on the relevant division and are managed by faculty Deans. The departments are sites for educational, and scientific, research, development, innovation, and other creative activities. They are namely formed to ensure tasks resulting from accredited degree programmes. Departments comprise of the academic staff and other specialists who are employees of VŠFS and students acting as department assistants.
  4. Individual departments are managed by department heads appointed by the Rector - on the basis of a Dean's proposal – from the professors, associate professors or specialists in the given field. In exceptional cases, an assistant professor may be authorized to manage a department.
  5. The head of the department shall be responsible for ensuring quality and HR resources for classes and for scientific/research and publication activities of the department employees.
  6. Departments may form working groups consisting of colleagues from other VŠFS offices and external institutions, including foreign ones. They may be internally structured to sections based on the proposal of faculty Dean approved by the Board of Directors.
  7. For the purpose of implementing activities resulting from the accredited degree programmes and regional provision of services, VŠFS forms study centers.
  8. The study center is managed by its director, who meets appropriate professional and management prerequisites. The director of the study center is appointed by the Board of Directors.
  9. The University Research Center is a workplace with the whole university authority which participates in the development of the research strategy and which provides a specialized and methodological support to the academic staff and students during the development and realization of their research projects. It proposes, performs and assesses investigations (of students, graduates and employees) which provide a data support needed for effective management of the relevant processes including teaching and research development of VŠFS.
  10. For the purpose of implementing other activities resulting from the provision of services, VŠFS forms various offices which may be internally structured to departments and teams. The activities and organization of individual offices are more closely regulated by the Organizational Regulations of VŠFS. An office is managed by its head, who meets appropriate professional and management prerequisites. A head of an office is appointed by the Board of Directors.
  11. VŠFS may establish other special-purpose facilities that assist in ensuring activities resulting from accredited degree programmes and other activities of the school. Heads of such special-purpose facilities are appointed by the Board of Director. Activities and organization of the special-purpose facilities may be regulated in more detail in the organizational regulation thereof.

## **Part Four** **Academic Staff and Students**

### **Article 14** **Academic Staff**

1. The academic staff comprises of: professors, associate professors, assistant professors, instructors, lecturers and scientific, research and development staff who perform both the educational and creative activities within their employment. Vacancies are usually filled on the basis of a selection procedure.
2. Classes are also ensured by other specialists on the basis of agreements on work performed outside of employment.
3. Professors, associate professors, assistant professors and instructors shall have the right and obligation to take part in educational, research, development, innovation, and other creative activities. Assistants assist professors and associate professors in fulfilling educational, research, development, innovation, and other creative activities within individual sites. Lecturers are usually only involved in educational activities.
4. The academic staff is usually employed as follows:
  - a) Professors and associate professors for a specific period of time – with a period of one year; a period of three years if employed repeatedly and subsequently for an indefinite period of time;
  - b) Other academic staff for a specific period of one year; a period of three years if employed repeatedly (twice only) and subsequently for an indefinite period of time.
5. The academic staff of VŠFS may, upon the request, go on sabbatical for the period of up to six months every seven years, unless this prevents the workplace from fulfilling educational tasks or unless there are other serious reasons. Decisions concerning sabbaticals shall be made by the Board of Directors on the basis of the Rector's proposal.
6. A member of the academic staff is obliged, without any due delay, to report to the Rector commencement of the membership in an academic body of another university or institution operating in the area of education, research or development, or the institution with an innovative or creative activity.
7. Research, development, and other creative workers are employed by VŠFS. They are usually hired for a specific period of time on the basis of a selection procedure.

### **Article 15** **Visiting Professor**

1. A teacher of a foreign university who teaches in the area in which VŠFS educates its students and who has a position at a foreign university comparable with a professor or associate professor may be appointed a visiting professor of VŠFS.

2. The Rector appoints a visiting professor upon the proposal of the Scientific Board. Based on the Rector's decision the appropriate person is entitled, during his/her activity at VŠFS, to use the position designation „a visiting professor of Vysoká škola finanční a správní“.
3. The visiting professor teaches at VŠFS, or carries out any creative activity, usually on the basis of the contracts on work activities beyond the employment.
4. The visiting professor is not a member of the VŠFS Academia.

### **Article 16** **Emeritus Professor**

1. The professor who has retired from his employment at VŠFS, or who has been retired and was employed with VŠFS before, may be appointed the Emeritus professor.
2. The Rector appoints the Emeritus professor upon the proposal of the Scientific Board.
3. The Emeritus professor is entitled to participate in scientific research of VŠFS and use its information technology or other equipment for the above mentioned purpose. The detailed conditions of such use are determined in the Rector's decision. The appointment of an Emeritus professor does not create any other rights in relation to VŠFS.
4. The Emeritus professor is not a member of the VŠFS Academia.

### **Article 17** **Students and Studies**

1. The rights and position of a VŠFS student shall be set down by Sections 61 and 62 of the Higher Education Institutions Act.
2. Students' obligations are mainly set down by Section 63 of the Higher Education Institutions Act, Study and Examination Rules of VŠFS, and other internal regulations of VŠFS.
3. An applicant shall undergo admission procedure and conclude a study contract.
4. An applicant, who meets the terms and conditions for admission, shall receive a decision of VŠFS on admission. A student shall fully comply with any and all obligations resulting from the study contract.
5. In compliance with Section 51 of the Higher Education Institutions Act, an applicant, who is admitted for studies, has the right to register for the studies.
6. The contents and organization of the full-time and combined study form shall be set down by the relevant accredited study program and the Study and Examination Rules of VŠFS, as well as other internal regulations of VŠFS. A student fulfills obligations foreseen by the accredited study program and the study plan. Studies within a Bachelor's study program shall be completed by defending a Bachelor's Thesis and passing a final state examination; studies within a follow-up Master's study program shall be completed by defending a Diploma Thesis and passing a final state examination; studies within a Doctoral study

program shall be completed by defending a dissertation paper and passing a state doctoral examination.

## **Part Five Studies**

### **Article 18**

1. A precondition for admission to a Bachelor's study program is the completion of full secondary education with a Czech secondary school leaving examination. An applicant with corresponding secondary education at a foreign secondary school or at other schools referred to in Section 48(4) of the Higher Education Act shall demonstrate the fulfilment of this precondition by the methods specified in Section 48(a) to (d) of the Higher Education Act.
2. A precondition for admission to a follow-up Master's study program is the regular completion of a Bachelor's study program.
3. A precondition for admission to a Doctoral study program is the regular completion of a Master's study program or a Master's study program that follows up on a Bachelor's study program.
4. An applicant with a foreign university degree by graduating in a university program from a foreign higher education institution shall demonstrate the fulfilment of the preconditions set out in Sections 2 and 3 in the manner specified in Section 48(5)(a) to (c) of the Higher Education Act.
5. VŠFS may prescribe the Czech language examination as a precondition of admission for applicants for study in the Czech language who had not obtained basic education at a school registered in the register of schools and school facilities or a secondary education with a secondary school leaving examination at a school registered in the register of schools and school facilities, or they are not graduates of a Bachelor's study program done in the Czech language.
6. For those applicants who want to study in English, VŠFS may set the requirement to pass a test from English as a condition for the admission.
7. VŠFS may set the applicant's medical fitness as another precondition for admission to study if the nature of the study program requires it.
8. VŠFS may set down different terms and conditions for admission of applicants, who had completed a study program or any part thereof or study another study program at a higher education institution in the Czech Republic or abroad.
9. VŠFS may set down different terms and conditions for admission of applicants, who had completed an accredited educational program at a technical institute of the Czech Republic or a similar school abroad.

**Article 19**  
**Admission Procedure**

1. The fulfilment of the terms and conditions necessary for admission shall usually be verified by an entrance exam or interview.
2. VŠFS shall announce – well in advance; however, at least four months ahead – the deadline for submitting study applications, terms and conditions for admission and the verification method of their fulfillment, as well as the dates of entrance exams or interviews, as appropriate, their form, general contents, and criteria for their evaluation. These facts shall be published on the official board of VŠFS.
3. In case a study program is accredited less than four months prior to the commencement of the admission procedure, VŠFS may – for the sake of preserving the beginning of an academic year – shorten the period for submitting study applications pursuant to Section 2.
4. The admission procedure shall start upon the delivery of a written study application to VŠFS. In the application, an applicant shall always specify his/her name(s), surname, personal identification number (if assigned), and permanent residence address within the territory of the Czech Republic or address outside of the territory of the Czech Republic. Foreign nationals shall also specify the date of birth, gender, place of residence in the Czech Republic, and citizenship.
5. VŠFS shall inform an applicant about the specific date of an entrance exam or interview, as appropriate, by means of an invitation.
6. The results of the admission procedure shall be determined by the Rector.
7. Within 30 working days from the verification of the admission terms and conditions, an applicant receives a written decision. If an applicant is admitted, he or she is also invited to sign a study contract. The decision and the contract are personally delivered to the applicant.
8. An applicant may apply for a revision of the decision. Application shall be submitted to the Rector within 30 days from the delivery of the decision. The failure to comply with the aforementioned deadline may be excused for serious reasons. The Rector may accommodate the request and change the decisions, provided it had been issued in conflict with the law or the internal regulations of VŠFS. Otherwise, the Rector shall reject the application, endorsing the original decision.
9. An applicant may inspect all his/her materials that might affect the decision on the admission for studies.
10. Within 15 days from the completion of the admission procedure, VŠFS shall publish a report on its course. The report shall include basic statistics.

**Article 20**  
**Provisions on Study-Related Fees**

1. The amount of study-related fees shall be determined by the Board of Directors. Tuition fees may be increased in the course of the studies as a result of inflation; however, only up to the consumer price index increase as announced by the Czech Statistical Office. The terms and conditions for such increase are specified in a study contract concluded by VŠFS and a student.

2. An applicant/student shall pay the study-related fees to the account of VŠFS provided in the study contract or in cash at the VŠFS cash desk.
3. The Chairperson of the Board of Directors or the Bursar authorized by the Chairperson decide on the reduction or remission of the study-related fees or on the postponement of their maturity (hereinafter the “relief”) in compliance with the following principles:
  - a) A student shall submit the application for relief in writing;
  - b) A student shall formulate the application for relief using credible and documented reasons for the award of such relief;
  - c) Enclosed with the application for relief shall be an original document corroborating any facts relevant for the award of such relief.
4. The Chair of the Board of Directors or another authorised member shall accommodate the request, reject it, or return it as insufficient.
5. When deciding on reliefs, the Director shall namely take into account any documented health conditions, student’s social situation, or cases worthy of special consideration that do not require or enable the interruption of studies.
6. VŠFS shall collect administrative fees in connection with administrative tasks. The tasks as well as the respective fees for such tasks shall be determined by the Board of Directors in the internal regulation of VŠFS. Payment of the given fee thus becomes one of the requirements of an administrative task; if not duly paid, the task cannot be carried out.

## **Part Six** **Academic Insignia, Ceremonies and Awards**

### **Article 21** **Academic Insignia and Ceremonials**

1. Academic insignia represent an external expression of academic traditions, rights, freedoms, and social status.
2. The academic insignia of VŠFS are: scepter, chains, and gowns that may be used by the following individuals during various ceremonies:
  - a) Members of the Board of Directors,
  - b) Members of the Supervisory Board,
  - c) Rector,
  - d) Bursar,
  - e) Head of the Study center,
  - f) Academic officers, such as Vice-Rectors, Deans, Vice-Deans, and department heads,
  - g) Academic staff, namely associate professors, professors and prominent guests.

3. Academic ceremonies of VŠFS shall mainly refer to matriculations, graduation ceremonies, ceremonial meetings of the Scientific Council, and inauguration of the Rector
4. The matriculation of students takes place in the presence of academic officials. The wording of the matriculation and graduation vows is stored at the Rector's Office.
5. Graduation ceremonies take place under the auspices of the Director and the Rector.

## **Čl. 22**

### **Academic Awards**

1. VŠFS awards the honorary degree „Doctor Honoris Causa of Vysoká škola finanční a správní“ (abbreviation „Dr.h.c.“) to prominent persons of the world research, education and practice. It is the Rector who awards the degree after this has been negotiated with the Scientific Board. During the ceremonial awarding, the awarded person is also given a medal, a chain and a degree certificate. The honorary degree certificates are administered in the Rector's Office.
2. VŠFS awards commemorative medals to academic staff, prominent Czech or foreign individuals, who contributed to the development of science and education. The medals are awarded by the Rector, on the basis of a proposal of the Scientific Board. The documentation relating to the medals awarded is maintained by the Rector's Office.
3. Academic awards are granted at the ceremonial meeting of the Scientific Board.

## **Part Seven**

### **Final Provisions**

#### **Article 23**

1. On diplomas and diploma supplements, VŠFS uses a round stamp with the national symbol and wording “Vysoká škola finanční a správní, a.s.”. Using the stamp shall be determined by the Rector under Act No. 352/2001 Coll., on the Use of national symbols of the Czech Republic and on amendments to certain acts, as amended.
2. The following documents are registered as internal regulations of VŠFS by the Ministry of Education, Youth and Sport:
  - a) the Statutes,
  - b) the Study and Examination Regulations,
  - c) the Disciplinary Regulations,
  - d) the Scholarship Regulations,
  - e) the Lifelong Learning Regulations,
  - f) the Rules of the Quality Assurance System of the Educational, Creative and Related Activities and their Internal Evaluation.
3. All the internal regulations of VŠFS are administered by the VŠFS Rector's Office.



**STATUTES**  
**VYSOKÁ ŠKOLA FINANČNÍ A SPRÁVNÍ, A.S.**

4. The Statutes of Vysoká škola finanční a správní, a.s., registered at the Ministry of Education, Youth and Sports, under the ref. number MSMT-15149/2016-2, on May 12, 2016 are cancelled.
5. The Statutes were approved by the Board of Directors on February 27, 2017 and it becomes effective under Section 36(4) and Section 41(2) of the Act on Higher Education Institutions on the day of its registration at the Ministry of Education, Youth and Sport.
6. These Statutes become effective on September 1, 2017.

RSDr. Bohuslava Šenkýřová  
Chairperson of the Board of Directors and Rector  
on behalf of Vysoká škola finanční a správní, a.s.