

Full Version of the Statute of the University of Economics Prague

16th March 2001

Preamble

The University of Economics Prague is a component part of top education centres, independent knowledge and creative activity, aiming at the key role in the academic, cultural, social and economic development of the society of the Czech republic. It provides accredited study programs and programs of life-long education in economic branches and related ones. It closely collaborates with other universities and academic institutions in this country and also abroad. It enables its students on an agreement basis to complete a part of their studies at foreign universities and it creates conditions for studies of foreign students. It creates conditions for free pedagogical, scientific and research for its academic staff members, associates and research workers in this country and abroad, it organizes and supports overseas educational stays, visiting professors or other forms of cooperation. It aims at the development and integration of its information infrastructure into the statewide information structure and the system of European and world pedagogical and research institutions whom it provides and from whom it obtains information on an agreement basis. It publishes teaching aids for the use of its students, opens to public the results of the research work of its research workers, associates and students. It in full takes care of academic freedoms and academic rights.

Article 1

Introductory Provisions

(1) The University of Economics Prague (hereafter only "UEP") is a public university according to § 5 of Act No. 111/98 Codex, on Universities and the changes and amendments of other related acts (Act on Universities), (hereafter "Act").

(2) The UEP is a university of higher learning (§ 2 paragraph 3 and 4 of Act), providing Bachelor's, Master's and Doctoral degree study programmes and programmes of life-long education. In relation to this it develops scientific, research, development and other creative activity.

(3) The UEP was founded of date 1 September 1953 by Act No. 58/1950 Codex, on Universities, and by government order No. 40/1952 Codex, on other changes in organization of the universities, as an autonomous legal entity, a state budgetary organization and later a subsidized organization.

The legal predecessor of the UEP was the University of Political and Economic Sciences that was established by Act No. 227/1949, and on the basis of government decree No. 40/1952 Codex, its departmentalization into several autonomous schools took place, in particular the UEP was established from the Faculty of Economics.

Article 2

Status and Activity of the UEP

(1) The UEP is a legal entity according to § 2 para. 2 of Act. Its statutory body is the Rector.

(2) The UEP executes educational, scientific research and development activities. It can also provide additional activities if they tie up with its educational and scientific, research, development, artistic or other creative activity or an activity that serves to better utilization of human resources and property.

(3) The component parts of the UEP are, according to § 22 of Act the faculties, university institutes, specialized workplaces and other workplaces.

Article 3

Name, Address, Stamp and Symbol of the UEP

(1) Full name of the UEP is the "University of Economics Prague".

Foreign transcriptions of the name:

English - University of Economics Prague

German - Wirtschaftsuniversität Prag

French - Université d'Economie de Prague

(2) The address of the UEP is Prague 3, nám. W. Churchilla 4/1938.

(3) The UEP uses a round stamp in with a national coat of arms of the Czech republic and the wording "Vysoká škola ekonomická v Praze".

(4) The symbol of the UEP is the UEP coat of arms which form is protected by a registered trademark and its use is regulated by Rector's regulations.

Article 4

Academic Community of the UEP

(1) The Academic Community of UEP is constituted according to § 3 Act by:

- a. academic staff members,
- b. students.

(2) Only the members of the Academic Community of UEP have the right to vote to the self-administrative boards of UEP.

(3) The members of the Academic Community are obliged to look after the reputation of the UEP and assiduously hold the appointments in the boards of the UEP, faculties or other component parts of the UEP.

Article 5

Academic Staff Members

(1) A legal condition for the position of an academic staff members is performance of pedagogical as well as scientific, research, development or other creative activities according to § 70 of Act. These activities must be provable in a longer period of time, it does not have to be parallel, and neither in the range nor in the level comparable. Their specific contents and volume are defined by a contract of employment and a regulations of the UEP. A time absence of any of the above mentioned activities is not determinant for the position of an academic staff member, and it does not mean changes in the labour-law relations. In case of doubt the dean is entitled to make decisions for the recognition of the academic staff member's position, the Rector with other employees.

(2) A condition for engagement of the academic staff members to the UEP is a selection procedure. The conditions and the course of this procedure is set by Regulations of the selection procedure for filling posts of the academic staff members of the UEP.

Article 6

Students at the UEP

(1) A student of the UEP becomes an applicant that has met the conditions for admission to study (art. 21), and the day when he or she has enrolled in a study at one of the faculties.

(2) Students can use the facilities of the UEP and their component parts only for study and creative activity in compliance with his/her study programme. The facilities of the UEP and their component parts can be provided for another purpose after dean's or Rector's approval.

(3) The rights and obligations of students at the UEP are defined by the Act, this Statute, the statutes of a faculties, the Study and Examination Regulations, Scholarship Regulations, Disciplinary Regulations for Students and Rector's and deans' measures.

Article 7

Other Staff Members of UEP

(1) Other staff members, apart from the academic staff members (art. 5), ensure the activity of the UEP and its component parts.

(2) The employees mentioned in the paragraph 1 are not members of the Academic Community.

Article 8

Visiting Professors

(1) The naming "visiting professor" can be used only by teachers of other universities during their engagement at the UEP, in particular of foreign universities, who are engaged for execution of pedagogical activity at the UEP by the Rector on dean's proposal.

(2) A visiting professor has a position of an academic staff member, but he or she can exam at the state final only if he or she meets the conditions of § 53 par. 2 of Act.

Article 9

Self-administrative Academic bodies and Other Bodies

(1) Self-administrative academic bodies at the UEP are according to § 7 to 13 of Act

- a. the Academic Senate
- b. the Rector
- c. the Board of Academics.

(2) Other bodies of the UEP according to § 7 par. 2 and § 14 to 16 of Act are

- a. the Board of Trustees
- b. the Bursar.

Article 10

The UEP Academic Senate

(1) The legal status and the activity of the Academic Senate of the UEP (hereafter only "AS UEP") is defined mainly in § 8 and 9 of Act, by this Statute and by the Election Regulations and the Rules of Procedure of the AS UEP.

(2) The AS UEP comprises elected representatives of the UEP Academic Community to which it is liable for its activity. During their incumbency the members of the AS UEP are not bound by the opinion of the academic self-administration bodies of the faculties or other parts of the UEP which they come from, but only by their conscience and by the public interest of the UEP. The term of function of the members of the AS UEP is three years. A re-election is possible.

(3) The number of the AS UEP members equals treble the amount of the number of the faculties at UEP increased in three members, in which case one member of the AS UEP is elected by the academic staff members of other component parts of the UEP and other two members of the AS UEP will become students that were placed as second at any faculty and simultaneously obtained the highest number of votes. One third of the members of the AS UEP of treble the number of faculties consists of students, and two thirds of the treble of number of the faculties consist of the academic staff members - all that were elected at each of the faculties from the members of the academic communities.

(4) The elections into the AS UEP are held by a secret ballot. The way of the vote and the eligibility of the members into the AS UEP are defined by the AS of each faculty in its election procedures.

(5) The AS UEP is in session at least five times an academic year. Apart from the provisions of § 8 par. 4 of Act there must be summoned a meeting of the AS if at least a half of the all members of the AS UEP asks for it.

(6) The AS UEP makes decisions in matters defined in § 9 par. 1 of Act, by an absolute majority of all elected members except for the proposal of Rector's recall. (§ 9 par. 3 of Act). If the Rector does not agree with such a decision, he or she gives notice of it with a justification to the chairperson, and he or she asks to re-discuss it in the AS UEP. There is needed a three-fifth majority for approval of the decision of all members of the AS UEP.

(7) There is needed according to § 9 par. 2 of Act an absolute majority of all members of the AS UEP for the statement of the AS UEP, if the senate constitutes a quorum. The AS UEP constitutes a quorum if the absolute majority of all its elected members is present, except where otherwise provided.

(8) The members of the Academic Community can bring in their proposals to the AS UEP through the mediation of the individual members of the AS or the academic senates of the faculties that will place them into the hands of a chairperson for the putting them into the programme of a session. A Rector, by his deputy Vice Rectors and a Bursar have a right to have a speech at a session of the AS UEP whenever they ask for it.

Article 11

Rector

(1) The status and the authority of the Rector are stated in § 10 of Act.

(2) The Rector is obliged to nominate one of the Vice Rectors as his or her deputy. The Rector can entrust the authorised employees of the UEP to act in stated affairs on the behalf of UEP.

(3) The Academic Senate can propose a person to the Rector's office, particularly one with the academic titles professor or docent.

- (4) The Rector makes proposals to the AS UEP for decision on:
- a. foundation, consolidation, fusion, departmentalization or dissolution of the UEP component parts.
- (5) The Rector makes proposals to the AS UEP for approval on:
- a. internal regulations,
 - b. the budget,
 - c. annual reports on activities and annual reports on the management,
 - d. evaluation,
 - e. long-term plans of educational, scientific, research, development and other creative activity and their annual update,
 - f. appointment or recall of the members of the UEP Board of Academics.
- (6) The Rector presents to the AS UEP:
- a. proposals of study programs that are not provided at the faculties for discussion
 - b. proposals for discussion to appointment or recall of the Vice Rectors
 - c. the use of the finance means for auditing
- (6) The Rector further:
- a. has a right to ask for summoning an extraordinary session of the AS UEP,
 - b. any time has a right to participate in the session of the UEP Board of Trustees and to ask it for its extraordinary meeting,
 - c. appoints deans,
 - d. appoints Vice Rectors, the members of the UEP Board of Academics,
 - e. appoints the Bursar on the selection procedure basis after discussion in the AS UEP
 - f. appoints the directors of individual component parts of the UEP listed in § 22 par. 1 letter b) to d) of Act, after the discussion in the AS UEP, if it is not the competence of the Dean according to § 24 par. 1 letter c) of Act
 - g. awards the academic title "honorary Doctor of economics" ("doctor oeconomiae honoris causa") on proposal of the UEP Board of Academics

- h. is answerable to the Minister of Education, Youth and Sport (hereafter only "Minister") for making suggestions for the members of the UEP Board of Trustees,
- i. is answerable for the use of subsidies and their settlement with the state budget, and for proper management of the UEP property,
- j. acts in labour-law relations of the UEP employees with the exception of cases stated in § 24 par. 1 letter c) of Act; he or she can delegate this authority by his or her regulation,
- k. after the statement of the AS UEP, he or she stipulates the criteria for fixing accommodation contracts in the dormitories,
- l. performs other other tasks which are defined by the legal regulations, this Statute and internal regulations of the UEP.

(8) The Vice Rectors act on behalf of the Rector, in his or her stated range.

(9) The UEP usually has four established Vice Rectors. The sectors of their activities are divided in this way:

- a. students' and academic affairs
- b. science and research
- c. international relations
- d. information systems.

(10) In case of need the Rector can establish a function of a Vice Rector with special authority.

(11) An established advice organ for the Rector is the Advisory Board of the Rector's office and the management of the UEP. The members of the Advisory Board are the Vice Rectors and the Bursar. In both advice organs there can be other members appointed by the Rector. The Rector can according to requirements establish other established and also temporary advisory organs whose term of office ends with the term of office of the Rector.

(12) Regulations of the Rector state which affairs of the management of the UEP and their component parts belong to competence of one of the Vice Rectors or the Bursar.

Article 12

The UEP Board of Academics

(1) The activity of the UEP Board of Academics is defined by § 11 and 12 of Act.

(2) The Rector appoints the members of the UEP Board of Academics's from the academic staff members of the UEP and from out-of-school inland and foreign experts upon approval by the AS UEP.

(3) The term of office of the UEP Board of Academics is three years and it always ends with the term of office of the Rector.

Article 13

The UEP Board of Trustees

(1) The UEP Board of Trustees is mainly responsible for the preservation of the mission which the UEP founders of the University had in mind, for promoting public interest in its activity and proper management of its property.

(2) The UEP Board of Trustees is obliged to meet at least twice a year. The Rector can ask for an extraordinary meeting and his request must be granted.

(3) In its work the UEP Board of Trustees is guided by its Statute approved by the Minister.

Article 14

Bursar

(1) The Bursar is appointed and recalled on a selection procedure basis, after the discussion in the AS UEP, by the Rector to whom the Bursar is directly subordinate and responsible for his or her activity.

(2) The Bursar acts on behalf of the Rector in a range defined by the Rector's regulation.

(3) In particular the Bursar according to the Rector's regulation:

- a. is responsible for the management and the internal administration of UEP and represents UEP in business, administrative, civil law matters with exception of the area of fixed property according to § 15 par. 1 letter a), c) and d) of Act,
- b. deals with matters related to labour-law with the exception of academic staff members that are in direct sphere of competence of the Rector (art. 11 par. 7 letter j)), if the Rector authorised it,
- c. ensures the management of the UEP financial means according to legal regulations, internal and other regulations of the UEP and according to the directions for the budget formation and administration of the UEP,
- d. ensures the proper management of the UEP property and the care of its reproduction,

- e. supervises additional activity of the UEP and its component parts according to legal regulations.

(4) The Bursar informs the AS UEP in the course of the first and the third quarter of a year on the preparation of the budget, the balance of the drawing of the budget and on the outlook of the financial management in a calendar year.

Article 15

Component Parts of the UEP

(1) According to § 22 par. 1 of Act the UEP consists of:

- a. the faculties
- b. university institutes
- c. other workplaces according to § 22 par. 1 letter c) of Act
- d. service facilities.

(2) The organization structure of UEP is specified in its organizational manual.

Article 16

The Faculties

(1) The faculties are a basic component part of the UEP. They represent study and a pedagogical relations of related and mutually complement research-pedagogical workplaces providing education in a form of accredited programs of study and they executing scientific, research and development activities.

(2) There are these faculties at the UEP:

- a. Faculty of Finance and Accounting
- b. Faculty of International Relations
- c. Faculty of Business Administration
- d. Faculty of Informatics and Statistics
- e. Faculty of Economics and Public Administration,
all dislocated in Prague
- f. Faculty of Management,
dislocated in Jindřichův Hradec.

(3) The legal status and the competence of the faculties are defined in § 22 to 33 of Act, by this Statute and the statutes of the faculties. The faculties are not legal entities, but they have a right to make decisions or to act behalf of the UEP in matters defined in § 24 par. 1 and 2 of Act.

(4) The dean is liable for his or her activity to the Rector, in particular for rational use of allocated financial means and for proper management of the means that were granted to a faculty.

Article 17

University Institutes

(1) In the head of a university institute there is a director that is appointed by the Rector.

(2) The organization, the activity and the management of a university institute are defined in its organizational manual, issued by the Rector.

(3) The director of a university institute can appoint the Board of Academics of the university institute upon approval by the AS UEP, and upon the conditions defined in § 34 par. 5 of Act. The Board of Academics of the university institute does not have to execute the habilitation procedure or the promotion procedure of professorship.

Article 18

Other Workplaces

(1) The competence and the legal status of other workplaces is defined in § 22 par. 1 of Act.

(2) The AS UEP decides the establishment of a workplace according to paragraph 1 on Rector's proposal. In the head of the workplace there is a director, that is appointed by the Rector usually on a selection procedure basis.

(3) The workplaces mentioned in paragraph 1 are not legal entities, the directors of the workplaces can act only in such matters where they were authorised by the Rector.

(4) The organization, the activity and the management of the workplaces mentioned in paragraph 1 are defined in the organizational manual issued by the Rector.

Article 19

Service Facilities

(1) The Board of Service Facilities (hereafter only "SÚZ") is a specific institution of the UEP that provides accommodation and catering of the students of the UEP.

(2) In the head of the SÚZ there is a director that is appointed by the Rector on a selection procedure basis after the discussion in the AS UEP.

(3) The director of the SÚZ is liable to the Rector for students' accommodation and catering, for proper management and the maintenance of property, except where otherwise provided by a Rector's regulation.

(4) The SÚZ is not a legal entity. The competence of the SÚZ is defined in the statute of the SÚZ that is issued by the Rector upon the approval in the AS UEP.

Article 20

Rector's Office

(1) The Rector's office is a the executive body of the UEP. It provides economic and administrative activities and prepares the data for Rector's, Vice Rector's and Bursar's decisions and it ensures their execution. The organization, the management, the activity and the financial affairs of the Rector's office and its relations to the faculties and other component parts of the UEP are specified in the UEP organizational manual.

(2) The Bursar manages the Rector's office in accordance with the Rector's regulations with the exception of the sections that are managed by the Rector or the Vice Rectors.

Article 21

Conditions of Admission Procedures to Study and the Way of Lodging Application for Study

(1) The applicants who fullfil conditions of § 48 of Act, can apply to study at the UEP.

(2) the UEP accepts applications to study:

- a. in the bachelor study programme with a three-year regular duration of studies,
- b. in the master study programme with a five-year regular duration of studies,
- c. after achieving the bachelor's degree in the follow-up two-year master study programme with a a two-year regular duration of studies,
- d. in the doctoral study programme with a three-year regular duration of studies,

(3) The study in the study programmes is in full-time, part-time, or as combination of the two.

(4) The applicants lodge applications to the faculty that provides a respective study programme.

(5) Every year until the 31 October the UEP opens to public the date of lodging of the applications to study in all study programmes that are provided, and the contents

and the scope of entrance tests at the official board of in the Rector's office. At the same time it publicizes the maximum intake of entrants to study in the study programmes in Czech and a foreign language and the fees for acts connected with admissions procedures to study in study programmes in Czech and a foreign language, and the tuition fees for study in doctoral study programmes in a foreign language.

(6) All applicants that want to be accepted to study in the study programmes mentioned in paragraph 2, are obliged to take part in the admission procedure. It is not possible to excuse the applicants mentioned in paragraph 2 letter a), b) and d) the entrance test, if it is prescribed.

(7) The applicants will receive the letters of invitation for the entrance tests 30 days before the date of the entrance tests at the latest.

(8) Applicants who received their previous education abroad, are obliged to submit a certificate of the education recognition at the entrance tests, except where otherwise provided by an international agreement.

(9) Only applicants who get a required number of points defined for the study in a respective study programme can be accepted.

(10) The decision on for the admission procedure is defined in § 50 par. 4 to 7 of Act. In case when the decision is undeliverable, it will be opened to public at the official board of the respective faculty for 5 days. After the lapse of the time, the decision is assumed to be delivered.

Article 22

Terms of Study for Foreign Students

(1) Foreigners can be accepted to study in all study programmes in the Czech language as other applicants under the condition that they are obliged to pass entrance examinations in the Czech language. This condition does not apply to foreigners who have done the leaving examination in the Czech language or have graduated in the bachelor's or master's programmes in the Czech republic and to all applicants from Slovakia.

(2) Foreigners who apply to study in study programmes that are provided by the Faculty of International Relations pass an entrance examination in the Czech language and another language which is not their mother tongue.

(3) Foreigners that apply to study in study programmes and have not received their previous education in the Czech republic, produce a certificate of the education recognition at the entrance examination, except where otherwise provided by an international agreement.

(4) The rule of equal status of a foreigner studying at the UEP lies in meeting his/her student's duties resulting from the study programme, fees related to study (the fees related to the admission procedure, education fees), stipends paid by the UEP.

(5) The conditions of study of foreign students studying in mutual exchange study programmes in a foreign language follow the provisions of agreements that are made between the UEP and its partnership universities.

(6) Foreigners that are accepted to study in a doctoral study programme in a foreign language pay the fees for this study. The Rector draws up the fees until 31 October of the previous calendar year.

Article 23

Evaluation of Activity of the UEP

(1) Once a year the UEP produces an Annual report on the activities and after approving it in the AS UEP it opens it to public. The obligatory content of the evaluation consists of students' and academic affairs, scientific, research, development and other creative activities, of publishing and international cooperation. The evaluation is based on the annual evaluation reports on activities from each faculty and other component parts of the UEP.

(2) During the evaluation of the activities the UEP also takes into account the criteria that were set for evaluation of the activities by the Accreditation Board. In this case the evaluation will be made in terms set by the Accreditation Board.

Article 24

Study-related Fees Regulations

The fees related to study are regulated in § 58 of Act in Appendix No. 3.

Article 25

Regulations for Use of Academic Insignia for Performing Academic Ceremonies

(1) The academic insignia, that are an external expression of independent existence and autonomy UEP, are the Rector's sceptre (sceptrum rectoris) and a sealing-stick (manubrium sigilli).

(2) The insignia and their documentation are deposited in the Rector's office.

(3) The Rector decides the use of the sealing-stick.

Article 26

Academic Ceremonies

(1) Academic ceremonies stand for performance in particular of ceremonial assemblies of the Academic Community of the UEP, either regular or extraordinary.

- (2) On the occasion of the ceremony it is possible to present the academic insignia and to use the university caps and gowns.
- (3) Special caps and gowns (with a chain) are a visible mark of the Rector's, Vice Rector's, dean's and sub-dean's office (hereafter "academic official") or a mark of the ceremony function; red, eventually purple. Only the officials or other UEP employees delegated by the Rector or the dean can use them. A special cap and gown without a chain is used by the Bursar (black, with white fringe) and by the insignia bearer (blue, with white gloves).
- (4) The professors and docents, of UEP have the right to use universal caps and gowns (black) or also other employees delegated by the Rector or the dean. Only the Rector, the Vice-Rector, or the head of the department can wear the chain on a special cap and gown. The Rector decides the use of the universal cap and gown by the students of the doctoral study in concrete cases.
- (5) The regular academic ceremonies are the matriculations of the students and the graduation ceremony of the graduates.
- (6) The ceremonial matriculation of the students in the first year is such ceremony when the new university students take an academic matriculation oath to the dean. The statute of each faculty regulates the course of the matriculation.
- (7) The graduation ceremony of the graduates is such ceremony when the graduates take an academic oath to the Rector or to the Vice-Rector that was authorised by the Rector, and they receive their degrees. The wording of the graduation oath is a part of the documentation filed in the Rector's office.
- (8) The Rector always takes part in the graduation ceremony or by him appointed Vice-Rector, a dean, and the graduator. The dean appoints the graduator from sub-deans, heads of the faculties or other eminent academic staff members of the faculties.
- (9) Among the extraordinary ceremonies, there are honoris causa graduation ceremonies, the inauguration of the Rector and the dean into the office; and the ceremonial meeting of the UEP Board of Academics; the academic assembly or other ceremonial occasions defined by the Rector.
- (10) The graduation ceremonies honoris causa are on the occasion of awarding academic title "honorary Doctor of economics" ("doctor oeconomiae honoris causa"), in particular to eminent personalities of the Czech and world science and experience, particularly economic. There are consistently the same regulations for the honoris causa graduation ceremonies as for the graduation ceremonies of the university graduates.
- (11) The inauguration of the Rector is a ceremony in which a newly appointed Rector before the beginning of his or her first office term ceremonially takes charge of the statutory paper and the academic insignia of the UEP from the current Rector. In the inauguration of the Rector, the deans, the members of the AS UEP and invited guests take part.

(12) The inauguration of the dean is a ceremony in which a newly appointed dean before the beginning of his or her first office term ceremonially takes charge of the statutory paper, and eventually the academic insignia of a faculty from the Rector. In the inauguration of the Rector, the Rector, Vice-Rectors, sub-deans, the heads of the faculties and other invited guests take part.

(13) A ceremonial meeting of the UEP Board of Academics is on special important occasions. The Rector, on his or her own initiative or on the proposal of the AS UEP, calls this meeting.

Article 27

Course of Academic Ceremonies

(1) The course of each academic ceremony is defined in a script approved by the Rector.

(2) In speeches at the academic ceremonies there are used Latin forms of addressing academic officials:

magnificence - (indecl.) a Rector, a Vice Rector in case when the Rector is not in the flesh

spectabilis - (indecl.) a dean, a sub-dean in case when the dean is not in the flesh

maiestas - (4. case -maiestatim, 5. case - vir maiestatis) a Vice Rector, if the Rector is in the flesh

honorabilis - (indecl.) a sub-dean, if a dean is in the flesh; also the head of the department, professors

honestus (4. case honestum, 5. case vir honestissime) a graduator.

Article 28

Alois Rašín's Medal

(1) The UEP awards its staff members and other eminent personalities the Alois Rašín's Medal for their endowment for the development of UEP or their contribution to the development of economics and erudition in general.

(2) The Rector awards the Alois Rašín's medal. Directions approved by the AS UEP define the conditions for awarding the Alois Rašín's Medal.

(3) The documentation of Alois Rašín's Medal and the certificate issued to it are part of the documentation concerning the academic ceremonies filed in the Rector's office.

Article 29

Management Regulations of the UEP

- (1) The management of the UEP is regulated by the Act, contracts of allocating the grants, by special regulations and internal management regulations.
- (2) The UEP as a public university owns funds and properties, flats and non-residential premises, has rights and other property values necessary for the activities which the founders had in mind.
- (3) The UEP manages its property according to the cost and receipt budget which it sets for a calendar year as balanced. After the end of the year the UEP executes the settlement with the state budget and it submits it within by the time limit to the Ministry of Education, Youth and Sport (hereafter only "Ministry").
- (4) Investment and non-investment state subsidies are the primary resources for the financial management of the UEP. They are directed to the UEP by the Ministry according to given publicly, yearly made accurate regulations that were negotiated with members of the universities. Except for the normative part of the budget there is a yearly granted specific-use subsidy on an agreement basis between the Ministry and the UEP for running of a public economic library, based on the amount of the budget of the Ministry of Culture, that was delimited to Ministry in 1995.
- (5) Every year the UEP produces an Annual report on its financial management in the term and form set by the Ministry.
- (6) The AS UEP can ask the Rector for launching an audit of the financial management of the the UEP or its component parts. The audit cannot be carried out by auditors who are staff members of the UEP or firms that are personally connected with employees of the UEP. The auditing company is chosen on a selection procedure basis by a commission whose members are also the members of the AS UEP.
- (7) The UEP divides the obtained financial means for the a calendar year to the means centrally managed and to means allocated to each faculty. The faculties dispose of these granted means independently.
- (8) Detailed Management regulations of the UEP are in Appendix No. 3.

Article 30

Final Provisions

- (1) There can be set a commission /board/ for interpretation of this Statute, whose members are appointed by the Rector and the AS UEP in equal number. The commission can be at the most of six members.
- (2) The appendix of this Statute consists of:
 - a. Appendix No. 1 - A list of accredited study programmes provided by the UEP

b. Appendix No. 2 - A list of programmes in which the UEP is entitled to execute the habilitation procedure for the promotion of professorship.

c. Appendix No. 3 - Management Regulations of the UEP

(3) The Statute of the UEP registered by the Ministry under No. 17.694/91-30 of date 1 July 1991, in its later changes and amendments is cancelled.

(4) This Statute was approved according to § 9-par. 1 letter b) of Act by the AS UEP on 29 April 1999.

(5) This Statute comes into force according to § 36 par. 4 of Act on the day of its registration by the Ministry.

prof. Ing. Jan Seger, CSc., in own hand

the Rector

Appendix No. 1 of the Statute of the University of Economics Prague was approved according to § 9 par. 1 letter b) of Act No. 111/1998 Codex, on universities and on change and amendment of other Acts (Act on Universities), by the Academic Senate of the University of Economics Prague of date 26th April 1999.

Changes and amendments of the Statute of University of Economics Prague were approved according to § 9 par. 1 letter b) of Act, on Universities by the Academic Senate of the University of Economics Prague of date 22nd November 1999, of date 13th March 2000 and of date 15th January 2001.

Appendix No. 1 and changes and amendment of Statute of University of Economics Prague come into force according to § 36 par. 4 of Act, on Universities on the day of registration by Ministry of Education, Youth and Sport.

Appendix No. 1

to the Statute of UEP

A List

of Accredited Study Programmes Provided by UEP

Faculty of Finance and Accounting

Code KKOV	Name of the Study Programme	Name of the Study Branches	Regular duration of studies in academic years				Code JKOV
			Bc.	Mgr.	PhD	FS, A ¹	
6202 R	Economic Policy and Administration	Finance - Taxes and financial control	3			P	6235700
6202 R		Finance	3			P	6235700
6202 T		Finance		(2) ¹		P	6235800
6202 V		Finance			3	PK, A	6235900
6202 R		Accounting and Corporate Financial Management	3			P	6257700
6202 T		Accounting and Corporate Financial Management		(2)		P	6257800
6202 V		Accounting and Corporate Financial Management			3	PK, A	6257900
6202 T		Finance		5		P	6235800
6202 T		Accounting and Corporate Financial Management		5		P	6257800
6202 V		Economics and Management	Theory of Teaching Economic Subjects			3	PK

Faculty of International Relations

Code KKOV	Name of the Study Programme	Name of the Study Branches	Regular duration of studies in academic years				Code JKOV	
			Bc.	Mgr.	PhD	FS, A		
6210 R	International Political Relations	International Trade	3			P	6210700	
		Enterprise Law	3			P		
6210 T		International Trade		(2)		P	6210800	
6210 T		Commercial Law		(2)		P		
6210 T		Tourism		(2)		P	6259800	
6210 T		European Economic Integration		(2)		P		
6210 T		International Politics and Diplomacy		(2)		P		
6210 T		International Trade		5		P	6210800	
6210 T		Enterprise Law		5		P		
6210 T		International and European Studies - Diplomacy		5		P		
6210 V		International Economic Relations			3	PK, A	6208900	
6210 V		Commercial and International Economic Law			3	PK, A	6820900	
6210 V		International Political Relations			3	PK, A	6705951	
6210 V		European Studies			3	PK, A		
6701 V		Political Science	Political Science			3	PK, A	6702900

Faculty of Business Administration

Code KKOV	Name of the Study Programme	Name of the Study Branches	Regular duration of studies in academic years				Code JKOV
			Bc.	Mgr.	PhD	FS, A	
6208 R	Economics and Management	Business Economics and Management	3			PK	6260700
6208 T		Business Economics and Management		(2)		PK	6260800
6208 T		Business Economics and Management		5		PK	6260800
6208 V		Business Economics and Management			3	PK, A	6255900

Faculty of Informatics and Statistics

Code KKOV	Name of the Study Programme	Name of the Study Branches	Regular duration of studies in academic years				Code JKOV
			Bc.	Mgr.	PhD	FS, A	
1802 R	Applied Informatics	Informatics	3			P	1163700
6207 R	Quantitative Methods in Economics	Statistics and Econometrics	3			P	6256700
1802 T	Applied Informatics	Information Technologies		(2)		P	6270800
1802 T		Information management		(2)		P	7230800
1802 T		Information and Knowledge Engineering		(2)		P	6269800
1802 T		Informatics		5		P	1163800
6207 T	Quantitative Methods in Economics	Econometrics and Operation Research		(2)		P	6207800
6207 T		Statistics-Insurance Engineering		(2)		P	1159800
6207 T		Mathematical Methods in Economics		5		P	6236800
6207 T		Statistical and Insurance Engineering		5		P	
1802 V	Applied Informatics	Informatics			3	PK, A	6253900
6207 V	Quantitative Methods in Economics	Econometrics and Operation Research			3	PK, A	6207900
6207 V		Statistics			3	PK, A	1106900

Faculty of Economics and Public Administration

Code KKOV	Name of the Study Programme	Name of the Study Branches	Regular duration of studies in academic years				Code JKOV
			Bc.	Mgr.	PhD	FS, A	
6202 R	Economic Policy and Administration	National Economics	3			P	6230700
6202 R		Public Administration and Regional Economics	3			P	6276700
6202 T		Economic Policy		(2)		P	6272800
6202 T		Regional Studies and Public Administration)		(2)		P	6274800
6202 T		National Economics		5		P	6212800
6202 T		Regional Studies and Public Administration		5		PK	6274800
6202 V		Economic Policy			3	PK, A	6212900
6202 V		Regional Studies - Public Administration			3	PK, A	
6202 V		Economic Theories	General Economic Theory and History of Economic Theory			3	PK, A

Faculty of Management

Code KKOV	Name of the Study Programme	Name of the Study Branches	Regular duration of studies in academic years				Code
			Bc.	Mgr.	PhD	FS, A	
6208 R	Economics and Management	Management of Business and Public Services	3			PK	6298700
6208 T		Management of Business and Public Services		(2)		PK	6298800
6202 T		Management of Business and Public Services		5		PK	6298800
6202 R	International Economic Relations	English and German for Economic Field	3			P	7375700

Appendix No. 2

to the Statute of UEP

A List

of Programmes in which the UEP is Entitled to Execute the Habilitation Procedure

or the Promotion of Professorship

(1) The UEP executes according to § 71 and 75 of Act the habilitation procedure and the procedure for the promotion of professorship in accredited subjects of study.

(2) It concerns these study branches:

<i>Faculty</i>	<i>Study Branch</i>	<i>Procedure</i>
<i>Faculty of Finance and Accounting</i>	<i>Finance</i>	$h'+j'$
	<i>Accounting and Financial Management</i>	$h+j$
<i>Faculty of International Relations</i>	<i>International Trade</i>	$h+j$
	<i>World Economy</i>	$h+j$
<i>Faculty of Business Administration</i>	<i>Commercial Law</i>	$h+j$
	<i>Tourism</i>	h
	<i>International Political Relations</i>	$h+j$
	<i>Political Science</i>	$h+j$
	<i>Business Economics and Management</i>	$h+j$
<i>Faculty of Informatics and Statistics</i>	<i>Econometrics and Operation Research</i>	$h+j$
	<i>Statistics</i>	$h+j$
	<i>Informatics</i>	$h+j$
<i>Faculty of Economics</i>	<i>Economics</i>	$h+j$
	<i>Economic Policy</i>	$h+j$

Appendix No. 3

to the Statute of the UEP

MANAGEMENT REGULATIONS

Article 1

Introductory Provisions

- (1) The UEP is according to the Act a legal entity, it is established as a public university.
- (2) The Ministry executes the founder's tasks for the UEP.
- (3) The UEP Management is regulated by the Act, contracts of allocating grants, by special regulations and internal management regulations.

Article 2

The Management of the UEP

- (1) The UEP owns funds and properties, flats and non-residential premises, rights and other property values necessary for the activities which the founders had in mind.
- (2) The UEP is obliged to keep a due record of the property. The Rector decides the dealing with the property of the UEP, by his charge the Bursar. In cases stated in § 15 par. 1 letter a) to d) of Act, the Rector decides after previous approval of the UEP Board of Trustees.
- (3) The UEP manages its property according to the budget of the costs and receipts; the budget is set as balanced for a calendar year. After the end of the year the UEP executes the settlement with the state budget and it submits it within by the time limit to the Ministry.
- (4) Investment and non-investment state subsidies are the primary resources for the financial management of the UEP. They are directed to the UEP by the Ministry according to given publicly, yearly made accurate regulations that were negotiated with members of the universities (§ 92 of Act).
- (5) The UEP keeps the double-entry bookkeeping and handles financial reporting according to regulations that are for the forms of the financial reports of budgetary and subsidized organizations (Balance Sheet of Bookkeeping ROPO 3-02 and Profit and Loss Statement of Bookkeeping ROPO 4-02) in compliance with bookkeeping directions in force and according to provisions of the Act No. 563/1991 Codex on bookkeeping, and in the wording of subsequent provisions. In the accounting procedure it follows its own chart of accounts and accounting procedures for budgetary and subsidized organizations and for the municipalities (FMF ref. No. V/20530/1992), in the wording of subsequent provisions and amendments. It its

bookkeeping it is obliged to separate the costs and receipts connected with additional activities. The UEP uses the chart of accounts and chart of accounts and accounting procedures for budgetary and subsidized organizations, adjusted to the conditions of the UEP. In the rest, the general rules of book-keeping provisions hold for the UEP.

(6) The UEP manages the means allocated from the state budget and it is obliged to use the means economically and efficiently during carrying out the objectives according to Act of the ČNR No. 576/1990 Codex, on rules of the management with budgetary means of the Czech republic and of municipalities in the Czech republic (budgetary rules of the republic), in the wording of subsequent provisions, according to the subsidy agreement and in accordance with the allowances in kind.

(7) The Rector is liable to the Minister for rational use of the subsidies and their settlement with the state budget and for proper management of the property.

Article 3

Financial Management of the Non-investment Means

(1) The UEP obtains financial means for ensurance of its activities financed from non-investment means in particular from:

- a. non-investment state subsidies
- b. fees related to study
- c. property income
- d. other incomes from the state budget, state funds and budgets from the municipalities
- e. incomes of additional activities
- f. incomes from gifts and inheritance, foundations and endowment funds
- g. consolidation of financial means
- h. its own established funds
- i. bank credits
- j. other incomes

(2) The UEP has documents of title for the state subsidies for providing the accredited study programmes and the programmes of life-long education and associated scientific, research, development or other creative activity and for the development of the UEP.

(3) The Regulations on charges do not apply to fees related to study.

- (4) A fee related to study is a fee for the for acts connected with admissions procedures or a tuition fee.
- (5) The upper limit for the charge that the UEP draws up for the admission procedures for the next academic year is 20% of the basis for fixing of the fees related to study, which is announced every year by the Ministry according to § 58 par. 2 of Act (hereafter only "basis"). The fee connected with admission procedures is an income from the pedagogical and scientific, research, development, or other creative activity. (hereafter only "main operation") of the UEP.
- (6) The lower limit of the fee for the study, that the UEP draws up for a student if he or she studies in a bachelor or a master programme later than is the regular duration of study increased in one year, is 25% of the basis and the UEP levies it for each month of study begun. This fee is an income of the stipend fund of the UEP.
- (7) The upper limit of the fee for study, that the UEP draws up for a student if he or she has graduated from another bachelor or master study programme, is the basis. This fee is an icome of the stipend fund of the UEP. The UEP does not draw up the fee if a graduate from a bachelor programme studies in a follow-up master study programme or if it is in parallel of a regular study programmes that do not exceed a regular duration of one of the study programmes.
- (8) The regulations of par. 3 to 7 on study-related fees also apply to students - foreigners who study in the study programmes of the UEP under the same conditions as citizens of the Czech republic, except where otherwise provided by an international agreement. The regulations of par. 6 and 7 on tuition fees do not apply to students - foreigners who study in a study programme for foreigners in a foreign language. The University draws up the amount of the fee for study in such bachelor, master or doctoral study programme according to the expenses that arise from providing this service above the standard. These fees are the income from the main operation of the University.
- (9) The UEP can draw up the charges for the study in the programmes of long-life education organized outside the scope of the bachelor, master and doctoral study programmes. Participants of this study (also not in case that it was "accredited" as a re-training according to the decree of the Ministry of Labour and Social Affairs No. 21/1991 Codex, on detailed conditions of providing re-training of the applicants for employment and employees, in versions of later regulations) are not students.
- (10) The charge types, their amount and forms of use are set by a special direction.
- (11) The amount for acts connected with the admission procedure will be open to public at the official board of the UEP. The fees for acts connected admission procedure are payable by post money order or money transfer from a bank account. The document confirming payment must be a part of the application to study. The Rector neither cuts nor remits the fees for acts connected with the admission procedure.
- (12) The fee for the study, if a student studies in a study programme longer than is the regular duration of studies increased in one year, will be paid by post money order

or money transfer from a bank. The amount of this fee will be open to public at the official board of UEP to 28 February of each calendar year at the latest. The fee must be always paid for the first six months of an academic year until 30 September of each calendar year and for other six months of an academic year always until 15 February of the following calendar year. The Rector decides on student's request the deferment of the payment of the fee, its cut or remission, after previous dean's statement. It is possible to remit the fee only for serious reasons, particularly social ones or reasons of health.

(13) The fee for the study of other bachelor or master study programme for fulfilment of its concrete amount will be open to public at the official board of the UEP until 28.2. of each calendar year at the latest for the following academic year. A student that has to do with the payment is obliged to inform the respective faculty that he or she is a graduate of a bachelor or a master study programme and pay the fee for the whole academic year until 30.9. of each calendar year at the latest. The fee is payable by post money order or money transfer from a bank account. The Rector decides on student's request the deferment of the payment of the fee or its cut, after previous dean's statement.

(14) The amount of the fee for study in a study programme for foreigners in a foreign language is drawn up by the Rector always until 31 October of the following academic year. It is necessary to effect the payment until 30 September of each calendar year, by a money transfer from a bank account according to the course of the Czech crown valid on the day of the payment. The Rector decides on student's request the deferment of the payment of the fee or its cut, after previous dean's statement. The Rector does not remit this fee.

(15) Other non-investment incomes are resources acquired by own activities of the employees of the UEP and they can be used for financing of activities of the UEP. If the profit is on contract granted for a clearly defined purpose, the UEP is bound in the drawing of the financial means by the contract.

(16) The UEP must not acquire other inscribed papers than the state securities or the inscribed papers for which repayment the state gave a guarantee.

(17) The payments of the fine payments are a part of the costs of the UEP.

(18) The UEP is entitled to contract credits and loans for operating expenses, if there will not arise claims upon the state budget and if there is provided their return within the scope of its financial management. The state does not answer for obligations of the UEP.

Article 4

Financial Security of Investment Development of the UEP

(1) In particular the University acquires the financial means for ensurance of the activity financed from investment means from:

- a. individual or system capital transfers (investment grants) from the state budget,
- b. public budgets and state funds,
- c. own resources of the fund of the reproduction of the fixed assets,
- d. consolidation of financial means
- e. loans from banking establishments,
- f. incomes for purposefully used from gifts and inheritance, foundations and endowment funds

(2) Investment means acquired from individual or system capital transfers (investment grants) from the state budget are purposefully bound and they are a subject to yearly settlement.

(3) Other financial means, that are not mentioned in par. 1, acquired for investment activity can be used for financing of investment activities of the UEP. If the acquired means are provided on contract for a clearly defined purpose, the UEP is bound by the contract.

(4) All financial operations concerning the investment activity are done through the mediation of the Fund of the Reproduction of the Fixed Assets (hereafter only "FRIM").

(5) The UEP is entitled to contract credits and loans for investments, if there will not arise claims upon the state budget and if there is provided their return within the scope of its financial management. Credits and loans above 5 mil. CZK must be approved by the AS UEP. The state does not answer for obligations of the UEP.

Article 5

Funds

(1) The UEP sets up these financial funds:

- a. the surplus fund for loss coverage
- b. FRIM
- c. the stipend fund
- d. the remuneration fund.

(2) The resource of the surplus fund is the grant from the income after the tax-profit. The means of the fund can be used only for loss coverage of the income from operations.

(3) The resources of the stipend fund are:

- a. share from the income after the tax-profit,
- b. fees for the study, with the exception of fees for study drawn up for students - foreigners who study in a study programme for foreigners in a foreign language.

The means of the fund can be used for stipend payouts according to the stipend regulations.

The use of the fund is entered in the receipts and costs.

The resource of the stipend fund are not means granted by the UEP for stipends within the state subsidy; these means are subject to annual settlement with the state budget.

(4) The resource of the remuneration fund is the grant from the income after the tax-profit.

The means of the funds can be used according to internal salary regulation of the UEP.

The use of the fund is entered in the receipts and costs.

(5) The resources of FRIM are:

- a. share from the income after the tax-profit,
- b. book depreciations of fixed assets,
- c. grants from public budgets,
- d. allocated part of the subsidy for unspecified research and development, institutional financing according to the research goals and for solution of the science and development projects including foreign grants,
- e. gifts purposefully predetermined procuring for fixed assets,
- f. yields of sale and liquidation of fixed assets up to amount of written-down value,
- g. consolidated means for joint investment activity,
- h. credits and loans from the bank establishments.

The means can be used:

- a. for financing of investments,

- b. for granting the means to other subjects within the scope of a formed contract on consolidated investment activity,
- c. for payments of investment credits and loans,
- d. as an additional resource of investment of repairs and maintenance of the fixed assets for security of the investment needs of the school (it is entered in the receipts of the UEP).

(6) When dividing the income into the funds the UEP takes into account its specific needs.

Article 6

Provisions on Additional Activity

- (1) The UEP owns property which it is obliged to use for the main operation. It can also use it for an additional activity.
- (2) In the additional activity the UEP provides an activity following its main operation for a charge. The additional activity must not affect the quality, volume and availability of the activities for which the UEP was established.
- (3) The additional activity is regulated by a special regulation.

Article 7

Financial means from investment and non-investment grants are released according to the methodology of the Czech national bank, the Ministry of Finance and the Ministry on execution of the law on state budget for a respective calendar year or for the budget makeshift.

Article 8

Financing of Service Facilities and Other Facilities

- (1) The UEP finances investment and non-investment expenses of its service facilities of student's canteen type, halls of residence, hostels, facilities for education of the youth and adults, service of the libraries, gymnasiums and other sport facilities, if they are used by the employees or the students of the UEP.
- (2) The primary financial resource of the Information and Librarian Service Center, that apart from other functions also performs a function of a public library, is the purposeful state subsidy, granted for a period of a calendar year by the Ministry due to delimitation by the Ministry of Culture department.
- (3) If the UEP uses the service facilities jointly with another subject, it shares the costs, eventually receipts according to the proportional coefficients entered into a contract. On contract it is also possible to negotiate a payment of a proportional part of the use of the service facilities in a lump sum.

Article 9

(1) The UEP is entitled to cover the operation of its own facilities of the work canteens, except for the food price, providing the catering of the employees of the UEP with one meal a day or to pay towards the employees of the UEP according to the conditions approved in the collective agreement or set by a special regulation up to 55% of the price of one meal a day, however at the utmost up to amount of 70% of the backwardation rate within the business trip lasting from 5 to 12 hours, according to a special regulation if the employee takes meals in other catering establishment on the basis of an agreement on works catering.

(2) The UEP is not entitled to pay towards the catering of students, but it is entitled to cover up to the amount of the actual cost, except for the food price, the operation of its catering facilities, providing the catering of the students in its facilities with two main meals a day.

(3) The UEP is entitled to make a contribution to other physical entities than its employees according to special regulations.

Article 10

Summary Budget and Sub-budgets of the UEP

(1) The UEP draws up a summary budget for a period of a calendar year, that is further broke down into the level of sub-budgets of self-bookkeeping component parts of the UEP, which are:

- a. the Faculty of Management in Jindřichův Hradec,
- b. the The Board of Service Facilities.

The principles for budgeting are discussed by the AS UEP before the budget procedure.

(2) The component parts mentioned in paragraph 1 have a sub-budget set for a period of a calendar year. The dean and the director of these component parts are are liable to the Rector for proper management of the sub-budget and the property of the UEP, reasonable use of the grants including the settlement with the state budget.

(3) Apart from the state subsidy for non-investment activity, the receipts of the component parts of the UEP are also created by:

- a. fees related to study,
- b. income from the property (except for sale of buildings, constructions and landed property),
- c. other income receipts from the state budget, state funds and municipality budgets,

- d. receipts from additional activity,
- e. incomes from gifts and inheritance, foundations and endowment funds,
- f. revenues from accommodation and catering
- g. revenues from sales of lecture notes
- h. other.

(4) The payments of fine payments caused by self-bookkeeping of the component parts of the UEP are costs of these component parts.

(5) The funds of the UEP are managed centrally. The distribution of the income to self-bookkeeping component parts, eventually payment of a loss, is settled within the clearing with the state budget. The use of each fund by the component parts is set during the budgeting for a calendar year.

Article 11

Final Provisions

(1) The Ministry decides the carried down balance into the property of the University to 31.12. 1998 according to § 101 par. 5 of Act, on universities. The surplus fund balance to 31.12. 1998 is a beginning state of the surplus fund for the coverage of losses to 1.1. 1999. The balance of FRIM and the remuneration fund to 31.12. 1998 is an opening balance of these funds to 1.1. 1999.

(2) The balance of the fund of culture and social needs to 31.12.1998 is to date 1.1. 1999 transferred to the FRIM.