

STATUTES

OF THE UNIVERSITY OF ECONOMICS AND MANAGEMENT

In its activities the University of Economics and Management (VŠEM) draws on the importance of increasing the quality of human resources for enhancing the growth potential and competitiveness of national economy.

University of Economics and Management implements educational programmes in the areas of economics and management, and strives to implement them at an internationally comparable professional level via creative interaction of pedagogical, research, publishing, and awareness-raising activities.

University of Economics and Management sees its mission in widening the educational opportunities for individuals of clean-cut personalities, motivated to further enhance the quality of their qualification and skills for current and future professional development.

Note of the translator: this translation of VŠEM Statutes corresponds, as far as possible, to the terminology used in the translation of the Act on Higher Education Institutions published at the website of the Ministry of Education, Youth and Sports of the Czech Republic.

PART ONE
Introductory Provisions

Article 1
Fundamental Provisions

1. University of Economics and Management (Vysoká škola ekonomie a managementu, a.s., hereinafter "VŠEM") is a private higher education institution of non-university type according to sec. 39 of the Act No. 111/1998 Sb. on Higher Education Institutions and on the Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter "the Act"), implementing accredited study programmes and activities associated to relevant state approval, i.e. educational, research, development, and other creative activities, along with the established object of business.
2. VŠEM is a joint stock company (akciová společnost) established in accordance with the Act No. 90/2012 Sb. on Business Corporations.
3. The designated seat of VŠEM is Nárožní 2600/9a, 158 00 Praha 5.
4. Vysoká škola ekonomie a managementu, a.s., is, at law and in fact, the successor of Vysoká škola ekonomie a managementu, o.p.s., in full range of all activities.

Article 2
Areas of Operation of VŠEM

1. VŠEM performs, autonomously and freely, in accordance with the authorisation received according to the relevant legislation, educational, research, development, and other creative activities.
2. The objects of business and supplementary activities must not endanger the quality, scope, and availability of activities VŠEM was established to perform.
3. VŠEM, in accordance with the authorisation received and with the relevant legislation, grants higher education diplomas and diploma supplements as documents attesting to the closure of studies in an accredited study programme.
4. In performing its aims VŠEM cooperates with the Ministry of Education, Youth and Sports of the Czech Republic, as well as with scholarly and research institutions operating in the areas of economics and management both in the Czech Republic and abroad.

PART TWO
VŠEM Bodies and Authorities

Article 3
Fundamental Provisions

1. VŠEM bodies and authorities include:
 - a) administrative bodies and authorities,
 - b) academic self-governance bodies and authorities.

2. Administrative bodies and authorities are:

- a) Statutory Director;
- b) Chairperson of the Board of Trustees;
- c) Board of Trustees.

3. VŠEM Board of Trustees is the managing and controlling administrative body of VŠEM.

4. Academic self-governance bodies and authorities are:

- a) Rector (executive academic authority),
- b) Vice-rectors (executive academic authorities),
- c) VŠEM Academic Board, headed by its Chairperson,
- d) Science and Research Board, headed by its Chairperson,
- e) Internal Quality Evaluation Board, headed by its Chairperson,
- f) VŠEM Student Board, headed by its Chairperson,
- g) VŠEM Student Senate, headed by its Chairperson,
- h) Review Panel, headed by its Chairperson,
- i) VŠEM Disciplinary Committee, headed by its Chairperson,
- j) VŠEM Administrative Committee.

Article 4 **The Rector of VŠEM**

1. The Rector of VŠEM (hereinafter “the Rector”) is the supreme executive academic authority of VŠEM.

2. The Rector is responsible for managing VŠEM and for its activities in the areas of study, research, international relations, and makes decisions on issues provided for in the VŠEM Code of Study and Examination.

3. The Rector shall be appointed and dismissed by the VŠEM Board of Trustees on the basis of a proposal of VŠEM shareholders.

4. The term of office of the Rector is five years.

5. The Rector mainly:

- d) appoints and dismisses the members of VŠEM Academic Board,
- e) appoints and dismisses the Vice-rectors,
- f) appoints the members of the Review Panel,
- g) appoints and dismisses the members of the Internal Quality Evaluation Board, on the basis of proposals by the Academic Board and by the Science and Research Board,

h) appoints and dismisses the members of VŠEM Disciplinary Committee, on the basis of proposals by VŠEM Academic Board and VŠEM Student Board,

i) appoints and dismisses the members of examination boards for state examinations, on the basis of proposals by a Vice-rector.

6. The Rector also cooperates with the Statutory Director on performing those duties in the field of economy an administration that fall within the scope of subsequent or common activities, and is, jointly with the Statutory Director, responsible for VŠEM activities to VŠEM Board of Trustees and VŠEM shareholders.

7. Vice-rectors act on behalf of the Rector in areas designated by him/her.

Article 5 Vice-rectors of VŠEM

1. A Vice-rector is an executive academic authority of VŠEM.

2. A Vice-rector is a representative of the Rector for specified areas of VŠEM within his/her competence.

3. A Vice-rector is responsible for managing VŠEM and its activities in given area in accordance with the programmes of activities and development of VŠEM.

4. Vice-Rectors are appointed and dismissed by the Rector.

Article 6 VŠEM Academic Board

1. The VŠEM Academic Board (hereinafter "the Academic Board") acts as the conception-providing, initiative, and advisory body in established areas of activities of VŠEM, mainly by approving the study programmes to be presented for accreditation to the Ministry of Education, Youth and Sports of the Czech Republic, by examining the long-term objectives of VŠEM, and by expressing its views on matters presented to it by the Rector, the Director, or the Founder.

2. The Academic Board is chaired by the Rector. Its individual members are appointed and dismissed by the Rector.

3. The following are the members of the Academic Board:

a) the Rector,

b) the Vice-rectors,

c) the Statutory Director,

d) the head of the rectorate,

e) a representative of VŠEM shareholders,

f) representatives of study programmes and projects in which VŠEM performs educational, research, development, and/or other creative activities.

Article 7
Sessions of the Academic Board

1. Meetings of the Academic Board are convened and chaired by its Chairperson.
2. Under extraordinary circumstances the Academic Board may be convened by a member of the Academic Board.
3. The Academic Board shall be convened in writing (via e-mail) or operatively, if possible at least 14 days in advance. The Academic Board may also be validly convened in shorter time-frame than provided above, if all members of the Academic Board agree with the shorter convening period.
4. The Academic Board makes decisions via resolutions. Resolutions of the Academic Board shall be signed by its Chairperson.
5. The Academic Board is quorate when, provided all members have been informed of the meeting in advance, more than half of its members are present.
6. A resolution is adopted when more than half of the members present vote in its favour.
7. Meetings and resolutions of the Academic Board shall be recorded in minutes.

Article 8
Activities of the Academic Board

The Academic Board:

- a) expresses its views on the report on results of the evaluation of activities,
- b) assesses and approves documents for accreditation and evaluation processes,
- c) assesses the strategic plan,
- d) expresses its views on matters presented to it by the Rector, the Director, or the shareholders,
- e) proposes the appointment and dismissal of members of VŠEM Disciplinary Committee,
- f) proposes the yearly plan of implementation of the strategic plan.

Article 9
Science and Research Board

1. The VŠEM Science and Research Board acts as an advisory body in defined areas of VŠEM activities.
2. The Science and Research Board is chaired by the Rector of VŠEM.
3. The Science and Research Board is composed of prominent experts in social sciences and from VŠEM academic staff.
4. Members of the Science and Research Board are appointed by the Rector.

5. The Science and Research Board shall meet at least once a year. The Science and Research Board shall be convened by its Chairperson on his/her own initiative or on the initiative of another member of the Science and Research Board.

6. The Science and Research Board:

- a) assesses the programmes of action and development in the area of scientific research,
- b) expresses its views on matters presented to it by the Rector, the Director, or the Founder.

Article 10 **Internal Quality Evaluation Board**

1. The Internal Quality Evaluation Board approves the proposal for rules of the system ensuring the quality of educational, creative, and associated activities and of internal evaluation of the quality of educational, creative, and associated activities of the higher education institution, presented by the Chairperson of the Internal Quality Evaluation Board, before its submission to the academic Board.

2. The Internal Quality Evaluation Board manages the procedure of internal evaluation of quality of educational, creative, and associated activities.

3. The Internal Quality Evaluation Board drafts the report on internal evaluation of quality of educational, creative, and associated activities of the higher educational institution and appendices to the report.

4. The Internal Quality Evaluation Board manages records on internal evaluation of quality of educational, creative, and associated activities.

5. The Board is chaired by the Rector; its Vice-chair is appointed by the Rector from among the associate professors or professors.

6. The members of the board are appointed by the Rector: 1/3 on proposal by the Science and Research Board, 1/3 on proposal by the Administrative Committee, and one from among the students.

7. The Chairperson of the VŠEM Academic Board is a member of the Internal Quality Evaluation Board.

Article 11 **VŠEM Student Board**

1. The VŠEM Student Board (hereinafter "the Student Board") is a self-governing body of VŠEM (students and graduates of VŠEM).

2. Members of the VŠEM Student Board are appointed by the Rector on proposals by the VŠEM Academic Board, VŠEM academic units, VŠEM Rector collegium, VŠEM rectorate, and VŠEM study department.

3. The Student Board:

- a) mediates communications between VŠEM students and other academic self-governance bodies of VŠEM,

b) cooperates with VŠEM bodies and authorities in terms of conception-providing, administrative, and study-related activities of VŠEM, with focus on improving the quality of study and on overall qualitative development of VŠEM,

c) proposes appointments and dismissals of VŠEM Disciplinary Committee members from among students of VŠEM.

4. The Student Board has at least 3 members.

5. The term of office of members of the Student Board is one academic year.

6. The Student board is chaired by a Chairperson, appointed by the Rector of VŠEM.

7. The Student Board shall meet at least once a year and its meetings proceed in accordance with the Student Board Rules of Procedure.

Article 12 Student Senate

1. VŠEM Student Senate (hereinafter “the Student Senate”) is a student self-governance body of the VŠEM academic community (students of VŠEM).

2. Members of the Student Senate are elected from among students of VŠEM from all study programmes and forms of study implemented, on the basis of individual candidature. The number of members is not limited.

3. The aim of the Student Senate is determined by the student initiative, and the candidature, elections, and programme are fully in the competence of students of VŠEM themselves.

4. The Student Senate:

a) mediates communications between VŠEM students and VŠEM administrative units, as well as academic self-governance bodies of VŠEM,

b) serves the students as a means to promote proposals in terms of administration and organization of studies, inform on changes and deadlines associated with their studies and with representation of VŠEM, along with improvements in conditions of study and overall development of VŠEM.

5. The term of office of members of the Student Senate is limited by the standard length of study of the relevant study programme.

6. The Student Senate shall meet as needed, at least once per trimester; in its meetings it proceeds in accordance with the Student Senate Rules of Procedure.

Article 13 VŠEM Disciplinary Committee

1. VŠEM Disciplinary Committee (hereinafter “the Disciplinary Committee”) examines disciplinary misdemeanours of students of VŠEM and, in accordance with relevant legislation and with VŠEM Disciplinary Code, presents a proposal for decision to the Rector.

2. The Disciplinary Committee has at least 4 members. Half of the members of the Disciplinary Committee are students.
3. Members of the Disciplinary Committee are appointed by the Rector for a two-year term of office.
4. Members of the Committee are proposed by the VŠEM Academic Board, the student members by the VŠEM Student Board.
5. The Disciplinary Committee elects and dismisses its Chairperson from among its members.
6. The Rector is also authorised to mandate one of his/her Vice-rectors to perform his/her competences with respect to the Disciplinary Committee.
7. The actions of the Disciplinary Committee proceed in accordance with the VŠEM Disciplinary Code.

Article 14 Review Panel

1. The Review Panel issues its position on decision in proceedings concerning statement of invalidity of state examinations or their parts, advanced Master's state examinations or their parts, doctoral state examinations or their parts, or doctoral thesis defence.
2. The Review Panel has 7 members; 6 members are appointed by the Rector from among professors, associate professors, or other experts, the seventh member of the Review Panel is appointed by the Rector from among students.
3. The Review Panel adopts its decisions by a majority of all its members.
4. The competence of the Review Panel and deadlines for its meetings are specified in sec. 47f of the Act.

Article 15 VŠEM Academic Community

1. VŠEM Academic Community is composed of:
 - a) academic staff, i.e. teachers and researchers in employment relationship with VŠEM,
 - b) students of VŠEM.
2. Members of the Academic Community must heed the good reputation of VŠEM.
3. Members of the Academic Community are informed about activities of VŠEM via annual reports, programmes of activities and development, and reports on internal evaluation.
4. Members of the Academic Community express their views on activities of VŠEM via internal evaluation, or via individual suggestions to relevant administrative or academic self-governance bodies and authorities of VŠEM.
5. The relevant administrative or academic self-governance body or authority of VŠEM shall express its views on an individual suggestion within its competence within 30 days of its delivery.

PART THREE
VŠEM Organizational Structure

Article 16
Constituent Parts of VŠEM

VŠEM is subdivided into:

- a) academic units – academic departments,
- b) research units,
- c) administrative and organizational units – other departments, sections, and segments.

Article 17
Academic Units

1. Academic units of VŠEM are academic departments.
2. Academic departments are units for educational, scientific, research, development, and other creative activities, established mainly in order to provide for tasks arising from accredited study programmes.
3. Academic departments are composed of academic staff and other experts in employment relationship with VŠEM or performing activities on the basis of agreements performed outside of employment relationships, and students as scientific assistants.

Article 18
Research Units

1. VŠEM is the main research unit.
2. The research unit is headed by the Rector.
3. Partner research units are:
 - a) VŠEM Centre for Economic Studies (Centrum ekonomických studií VŠEM, CES VŠEM),
 - b) VŠEM Centre for Innovation Studies (CIS VŠEM),
 - c) VŠEM Academy.

Article 19
Administrative and Organizational Units

Administrative and organizational units of VŠEM perform administrative and organizational activities in the areas and matters of study, finance, technical and organizational background, sports, science, research, development, and objects of business.

PART FOUR
VŠEM Activities

Article 20
Fundamental Provision

Fundamental activities of VŠEM are mainly the following:

- a) educational activities,
- b) research, development, and creative activities,
- c) business and supplementary activities.

Article 21
VŠEM Educational Activities

1. VŠEM educational activities are performed in accordance with accredited study programmes.
2. The list of accredited study programmes including their types, modes of study, and the standard lengths of study, is published on VŠEM website and in VŠEM internal regulations.
3. A student who has fulfilled the conditions of a study programme will be provided by VŠEM with a higher education diploma, a diploma supplement, and awarded an academic title as specified in the conditions of the programme accreditation.
4. Organization of educational activities is governed by the VŠEM Code of Study and Examination while respecting the relevant legislation.
5. VŠEM implements lifelong learning programmes under sec. 60 of the Act where the successful graduates are awarded a certificate on graduation.
6. The educational activities are under responsibility of the Rector and of Vice-rectors in their specified areas of competence.

Article 22
VŠEM Research, Development, and Creative Activities

Research, development, and creative activities, as well as publishing of their results, are developed with the aim of increasing the quality of educational process and professional activities in the area of economic and social sciences. They shall also lead to enhancing the quality of scholarly and academic staff and to transfers of results of creative activities into teaching.

PART FIVE
VŠEM Programming Documents

Article 23
Fundamental Provisions

1. VŠEM programming documents define and assess key aspects of VŠEM activities in the areas of study, research, development, international relations, publishing and information services, technical and organizational background, and economy. Programming documents include:

- a) programme of development in the form of a strategic plan and its annual updates,
- b) results of evaluation of activities,
- c) annual report,
- d) report on internal quality evaluation.

2. VŠEM programming documents are presented, after their examination by the Academic Board and/or the Science and Research Board, if applicable, jointly by the Director and the Rector to the Board of Trustees.

3. Parts of VŠEM programming documents in individual areas are drafted by relevant Vice-rectors and heads of individual units.

4. The annual report, the strategy plan, and the results of evaluation of activities are publicly available on the VŠEM website.

Article 24
Annual Report

The annual report assesses the previous calendar year in terms of contents and quality of performance in all areas of VŠEM activities.

PART SIX
VŠEM Academic Staff and Staff

Article 25
Fundamental Provisions

The following participate in implementation of activities of VŠEM:

- a) academic staff,
- b) other staff.

Article 26
Academic Staff

1. Academic staff is composed of teachers and scholarly staff in employment relationship with VŠEM.
2. Academic staff participate in all basic activities of VŠEM.
3. Hiring of academic staff is performed on the basis of a competitive hiring process. Holding of a competitive hiring process may be waived in case of repeated conclusion of employment contract with an academic staff member if his/her current position is concerned, and in cases specified in the internal regulation on hiring VŠEM academic staff.
4. Other significant experts with higher education degree who are not members of VŠEM academic staff and are active at VŠEM via agreements performed outside of employment relationships may also participate in teaching at VŠEM in the form of individual lectures.
5. On the basis of a decision of the Rector, academic staff of VŠEM may include experts from other, mainly foreign higher education institutions, as “visiting professors” (teachers).
6. The guarantor of a study programme must fulfil the conditions specified in sec. 44 of the Act, and is elected and dismissed by the VŠEM Academic Board.

Article 27
Other Staff

1. Other staff of VŠEM is composed of other than academic staff, in principle in employment relationship with VŠEM.
2. Hiring of VŠEM employees is performed on the basis of a competitive hiring process as defined in the VŠEM Code of Competitive Process of Hiring Other Staff.
3. The Code of Competitive Hiring Process specifies the principles of hiring new employees, and procedure of adapting new employee and his/her initial training.
4. The Code of Competitive Hiring Process shall continuously follow up on career plans of all VŠEM employees.

PART SEVEN
Rights and Duties of Students

Article 28
Fundamental Provisions

The rights and duties of students are defined by legislation, these Statutes, the VŠEM Code of Study and Examination, the VŠEM Disciplinary Code, the Statement of the Student on Administration and Conditions of Study at VŠEM, individual Decrees of the VŠEM Rector, and Communications of the VŠEM Rector.

PART EIGHT
Economy of VŠEM

Article 29
Fundamental provisions

1. Economy of VŠEM is managed by an annual budget to be drawn in accordance with relevant legislation.
2. The VŠEM budget includes financial resources and usage of resources.
3. VŠEM is obliged to keep orderly inventory of assets.

Article 30
Financial Resources

1. For its activities VŠEM uses income received from relevant objects of its activities (i.e. educational, research, development, creative, expert, publishing, awareness-rising, and other supplementary activities) and from the object of business, mainly in the form of:
 - a) study-related fees,
 - b) gifts, foundation funds, and grants,
 - c) income from sales of its own scholarly publications,
 - d) income from organizing congresses, symposia, and workshops,
 - e) income from expert activities,
 - f) income from supplementary activities,
 - g) income from property owned,
 - h) pooling of financial means,
 - i) own funds created,
 - j) credits from monetary institutions,
 - k) other income and activities.
2. VŠEM is authorised to accept credits and loans for its objects of activities and business as long as their return is secured by its economic management.

Article 31
Accounting and Report on Financial Management

1. VŠEM keeps accounts in accordance with relevant general legislation.
2. VŠEM must draw up regular annual financial statement for each accounting period.

3. VŠEM must draw up, each year after submitting the tax return, an annual report on financial management of VŠEM.

PART NINE

Admission to Studies

Article 32

Admission Procedure

1. VŠEM publishes, at least four months in advance, the deadline for submitting applications for admission, the specification of how they are to be submitted in electronic form, the conditions for admission, the date of the entrance examinations and general description of their contents, the criteria for their evaluation, and the highest number of students to be admitted to study in the accredited study programme.
2. VŠEM holds admission procedure in three periods depending on the date of commencement of studies (October, January, April).
3. Admission to studies in a Bachelor's degree programme is conditional upon the completion of full secondary education or full secondary professional education, as well as upon the fulfilment of conditions of the admission procedure.
4. Admission to studies in a follow-up Master's degree programme (Ing., MBA) is conditional upon the completion of studies in a Bachelor's degree programme, as well as upon the fulfilment of conditions of the admission procedure.
5. Admission to a Doctoral degree programme (Ph.D.) is conditional upon the completion of studies in a Master's degree programme, as well as upon the fulfilment of conditions of the admission procedure.
6. If the applicant had been expelled from previous study at VŠEM because of a gross violation of internal regulations, he/she cannot be readmitted to study at VŠEM.

Article 33

Registration of the Application

1. Applicants apply for admission to study via the electronic form (E-application) available at VŠEM website.
2. The application for admission to study includes an electronic passport-sized photograph and a document attesting to the highest level of education achieved.
3. Electronic passport-sized photographs and the document attesting to the highest level of education achieved, unless delivered together with the application for admission to study, must be delivered by the applicant at the day of the admission procedure at latest.
4. The application must be delivered within the deadline specified in given academic year for corresponding date of commencement of studies.
5. If the application contains all required elements, it is registered upon delivery and an invitation to attend the admission procedure is sent to the applicant.

6. If the application does not contain all required elements, it is registered conditionally and the applicant is asked to supply the missing data and/or appendices at the day of the admission procedure at latest.

7. The applicant is required to confirm the date of the admission procedure within 7 days of the receipt of the invitation to attend the admission procedure; failure to confirm the date within the timeframe set is considered a failure to fulfil the conditions for admission to study.

8. If the applicant fails to make the required supplement to the application within the timeframe set after the request is made, he/she fails to fulfil conditions for admission to study.

Article 34

Attendance at Admission Procedure

1. The admission procedure takes two (Bc./Ing./MBA) or three (Ph.D.) rounds, and the contents of each round shall be specified by a VŠEM internal regulation.

2. Personal attendance of the applicant at round two (in case of Bc./Ing./MBA programmes) or three (in case of Ph.D. programmes) of the admission procedure is obligatory for all applicants for admission to study.

3. If the applicant cannot attend the admission procedure at the designated date, he/she may request a substitute or extraordinary date of the admission procedure.

4. Substitute and extraordinary dates of the admission procedure for given date of commencement of studies (October, January, April) must be taken by the applicant within 30 days of the regular date of the admission procedure for given date of commencement of studies.

5. If the applicant fails to request a substitute or extraordinary date of the admission procedure before the designated date, he/she fails to fulfil conditions for admission to study.

7. Substitute and extraordinary dates are approved by the head of the study department, and the applicant is informed within 10 work days of making the request.

Article 35

Order of Admission Procedure

1. The applicant for admission to study must, before the date of the second round of the admission procedure, pass the first round of the admission procedure in the form of electronic questionnaire; failure of the applicant to pass the first round means failure to fulfil a condition for admission to study.

2. During the second round of the admission procedure (before it begins) the applicant must present a valid proof of identity for registration.

3. The admission procedure ascertains the preconditions and motivation of the applicant for study in an accredited study programme, field of study, and form of study.

4. The contents and conditions of the admission procedure are published on the VŠEM website.

5. The applicant shall receive corresponding number of points for each part of the admission procedure.

6. The order of applicants for admission to study is established on the basis of the overall number of points received in the admission procedure.
7. The conditions for admission shall be specified by a decree of the Rector.

Article 36 **Admission to Study**

1. The decision on admission to study is based on the number of points achieved by the applicant in the admission procedure and on the highest number possible of applicants admitted. In order to admit the applicant to study the sum of all points received must be positive. The decision on admission to study is made by the Rector.
2. Overall results of the admission procedure, i.e. the total number of points achieved by the applicant, are available on the VŠEM website within 10 days of the second round of the admission procedure at latest.
3. The decision on (non-)fulfilment of conditions of the admission procedure, with electronic signature, is available to the applicant in the VŠEM Student Information System (hereinafter "SIS VŠEM") within 10 days of the second round of admission procedure for given date of commencement of studies (October, January, April).
4. The decision includes a statement of reasons and a notice of the possibility to apply for revision of the decision within 30 days of its delivery. The application for revision of a decision is decided upon by the Rector.
5. Applicant who was not admitted to study due to insufficient capacity of VŠEM, but who fulfilled the conditions of the admission procedure, may request, within 10 days of having received the decision on fulfilling the conditions of the admission procedure, to be admitted to study instead of an admitted applicant who did not enrol in studies of the first trimester (on the vacant study spot). In this case the decision on admission to study is sent to the applicant within 10 days of the vacation of the study spot of an admitted applicant.
6. Within 30 days of the conclusion of the admission procedure VŠEM publishes a report on its course including basic statistics of all parts of the written entrance examination.

Article 37 **Enrolment**

1. The decision on admission includes:
 - a) information on fulfilment of conditions of the admission procedure and on admission to study,
 - b) Statement of the Student on Administration and Conditions of Study at VŠEM,
 - c) details on payment of study-related fees.
2. The enrolment details listed above are available to the student in SIS VŠEM within 10 days of the second round of the admission procedure.

3. The applicant must fulfil all conditions for enrolment in study within the designated date stated in the information on fulfilment of conditions of the admission procedure and on admission to study.
4. If the applicant fails to deliver the required details (the Statement of the Student on Administration and Conditions of Study at VŠEM with personal or electronic signature) and to pay the study-related fees for given academic year (unless his/her fee is subject to extraordinary waiver according to art. 38(1)) within the defined timeframe, he/she fails to fulfil the conditions for enrolment in study.
5. The applicant admitted becomes student after having fulfilled all defined conditions of enrolment and after subsequent electronic enrolment in the study of relevant type. Electronic enrolment in the first school year (i.e. the time schedule of teaching/timetable) is performed by the study department for the admitted applicant.
6. Obligatory parts of the enrolment include, for students of Bachelor's and follow-up study programmes (Bc./Ing.), taking the student vows during a ceremonial matriculation.

PART TEN

Study-related Fees

Article 38

Fees for Study

1. Studies in an accredited study programme are provided by VŠEM subject to payment. In specified cases (see VŠEM Scholarship and Bursary Rules) the Rector may decide to grant a full or partial waiver of the fees for study (hereinafter "tuition").
2. The tuition amounts, to be published at the VŠEM website, are set by the Rector.
3. Tuition amounts, the methods and deadlines for payments, the instalment plan, and the conditions for returning the tuition in case the student abandons studies shall be specified by the relevant VŠEM internal regulation.

PART ELEVEN

Requirements for Foreigners Wishing to Study

Article 39

Study in Case of Foreigners

1. Foreigners may be admitted to study as any other applicants.
2. Foreigners who apply for admission to study and who have not acquired their previous education in the Czech Republic must present a document attesting to education acquired in a foreign country and a validation clause¹ or a certificate of recognition of a foreign higher education or qualification,² unless

¹ Ministry of Education, Youth and Sports of the Czech Republic Regulation No. 385/1991 Sb. on the recognition of equality and on conditions of validation of record cards issued by foreign schools, as amended by Regulation No. 12/2005 Sb.

² Sec. 89 and 90 of the Act.

relevant legislation or international treaty provides otherwise, on the date of the admission procedure at latest; otherwise they fail to fulfil the conditions for admission.

3. The principle of equal position of foreigners studying at VŠEM is reflected mainly in fulfilment of study duties as deriving from the accredited study programme, and in study-related fees.

4. Foreigners study under the same conditions of study as other students. Conditions of study of foreigners, especially in case of exchange programmes, may be governed, apart from the Act and general legislation, also by contracts concluded between VŠEM and other higher education institutions or units.

5. In accordance with sec. 107(5) of the act No. 326/99 Sb. VŠEM is obliged to inform the Alien Police authorities about interruption and abandonment of studies by students who are foreign nationals.

PART TWELVE

Academic Ceremonies and Academic Insignia

Article 40

Fundamental Provisions

1. Academic ceremonies performed at VŠEM are the following:

- a) matriculation ceremony,
- b) ceremonial meetings of the academic community,
- c) inauguration of the Rector,
- d) graduation ceremony.

2. The final decisions on holding academic ceremonies are made by the Rector.

3. Academic ceremonies are organized and managed by the Rector or by a person mandated by him/her.

4. Academic insignia of VŠEM are the following:

- a) coat of arms,
- b) sceptre,
- c) chain.

5. The final decisions on usage of academic insignia are made by the Rector.

PART THIRTEEN
Concluding Provisions

Article 41
VŠEM Premises

Activities of VŠEM are conducted on the premises to which VŠEM has the right of economic usage or that are its property or that it uses on the basis of rental agreements or other legal titles. Accredited activities are conducted on VŠEM premises.

Article 42
Validity of the Statutes

The Statutes of VŠEM come into force, according to sec. 36 and sec. 39 of the Act, on the date of registration by the Ministry of Education, Youth and Sports of the Czech Republic.

Appendices:

1) Organizational Structure

Prof. Ing. Milan Žák, CSc.

Rector