

*In accordance with Section 36, paragraph 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts (the Act on Higher Education Institutions), the Ministry of Education, Youth and Sports registered the Statute of the Czech University of Life Sciences Prague under Ref. No. MSMT39513/2019-1-on 9 December 2019.*

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*Mgr. Karolína Gondková*  
*Director of the Higher Educational Institutions Section*

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**STATUTE**  
**OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE**  
**[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]**  
**DATED 9 DECEMBER 2019**

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*UNOFFICIAL TRANSLATION*

*This internal regulation was published on 17 December 2019 on the public part of the CZU website.*

**Statute  
of the Czech University of Life Sciences Prague  
dated 9 December 2019  
Part one**

**Introductory Provisions**

**Article 1  
General Provisions**

(1) The Czech University of Life Sciences Prague (hereinafter “CZU”) is a public higher education institution of the university type within the system of higher education institutions in the Czech Republic. Its competence is determined by Section 1, et seq., Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts (Act on Higher Education Institutions), as amended (hereinafter the “Act”).

(2) CZU, its faculties, university institutions and other components carry out educational activities in accredited Bachelor’s, Master’s and Doctoral programmes of study and programmes of lifelong education. In relation thereto, CZU carries out scientific and research, developmental and innovation, artistic or other creative activities (hereinafter “creative activities”) and activities relating thereto. In relation to fulfilling its basic task according to the previous sentence, CZU also carries out additional activities pursuant to Section 20, paragraph 2 of the Act.

(3) CZU conducts habilitation proceedings and procedures for granting full professorship in branches published on the official part of the website. The details of habilitation proceedings and procedures for granting full professorship are set out in the Rules for Habilitation Proceedings and Professorship Appointment of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter k), Section 72, paragraph 13, and Section 74, paragraph 7 of the Act.

(4) CZU shall be entitled to use the abbreviated name “CZU Prague” or “CZU”. In official international relations, CZU either uses the following complete name in the Czech language, or the complete name in the English language: “Czech University of Life Sciences Prague”. In normal international relations, CZU shall be entitled to use the abbreviated name in the English language: “CZU Prague” or “CZU”. English equivalents of Czech names of the parts of CZU are provided in Annex No. 2.

(5) CZU is a legal entity.

(6) The registered office of CZU is Prague – Suchbátka, Kamýcká Street No. 129. Company Id No: 60460709. Data Box Identifier: 3hdj9cb. Website (public part of CZU website, faculties, Institute of Education and Communication/hereinafter “IEC”) and other part pursuant to the Act): [www.czu.cz](http://www.czu.cz)

(7) The internal relations of CZU are governed by law, this statute and other internal regulations of CZU pursuant to Section 17, paragraph 1, letters a) to j) of the Act, and other internal regulations of CZU determined pursuant to Section 17, paragraph 1, letter k) of the Act (hereinafter jointly the “internal regulations of CZU”), a list of which is specified in Annex No. 1. Furthermore, regulations of lower legal force issued in particular for determining process procedures at CZU and for determining rights and obligations of CZU employees (hereinafter “internal rules of CZU”); the internal rules of CZU are particularly considered directives, decisions, measures or normative acts that are published on the CZU website.

**Article 2  
Formation of CZU**

(1) CZU was established by Governmental Decree No. 30/1952 Coll., on Changes in the Organization of Higher Education Institutions. The origin of university agricultural education in Bohemia dates back to 1906, when the first independent agricultural higher education institute was established as an agricultural department attached to the Czech Technical University by the Decree dated 26 October 1906 of Franz Joseph I. This department was transformed into the University of Agricultural and Forestry Engineering

of the Czech Technical University in 1920, and this organizational structure remained unchanged until 1952, which saw the establishment of the independent University of Agriculture Prague.

(2) The original name of CZU - "University of Agriculture Prague" was subsequently changed into "Czech University of Life Sciences Prague" by Act No. 192/1994 Coll.

(3) The Czech University of Life Sciences Prague, which is a public higher education institution in compliance with the Act since 1 January 1999, is a legal successor of the following entities: Czech University of Life Sciences Prague, CZU Dormitories and Mensa, CZU Farm Estate at Lány and CZU Forest Establishment at Kostelec nad Černými lesy.

## **Part Two**

### **Academic Community and Bodies of CZU**

#### **Article 3**

##### **Academic Community of CZU**

(1) The CZU Academic Community is defined in Section 3 of the Act; it shall perform self-governance of CZU either directly or through CZU self-governing bodies.

(2) The CZU Academic Community shall be summoned to discuss important matters, information or measures; in particular, when candidates for the office of Rector are presented before a candidate is elected as Rector, or to vote on a motion to dismiss the Rector, or on ceremonial occasions of a university-wide or social nature.

(3) The right to convene an assembly of the CZU Academic Community shall pertain to the Rector or the Chairman of the CZU Academic Senate

#### **Article 4**

##### **Academic Senate of CZU**

(1) The legal status of the Academic Senate (hereinafter "AS CZU") and its competences are set out by Sections 8 and 9 of the Act.

(2) AS CZU has 33 members (hereinafter "Senator") elected from the CZU Academic Community. In AS CZU, each faculty is represented by three Senators from the academic staff and two Senators from amongst students. IEC is represented by one Senator from the academic staff and one Senator from amongst students. The Department of Physical Education (hereinafter "DPE") is represented by one Senator from amongst the academic staff.

(3) AS CZU shall be headed by its Chairman, who is elected from the ranks of the academic staff of CZU. The Presiding Board shall be the advisory body of the Chairman.

(4) CZU AS may establish working commissions for its activities. Such commissions shall be led by the Chairman, always elected from the ranks of Senators. Members of the commission may come from the ranks of members of the CZU Academic Community or other experts.

(5) Membership in CZU AS and performance of the Senator's mandate shall not be substitutable.

(6) Methods of electing Senators, the length of the term of office of Senators, the establishment and termination of membership in AS CZU and the rights and obligations of Senators are regulated by the Electoral Regulations of the Academic Senate of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter b) of the Act.

(7) The rules for AS CZU meetings and acting, method of electing the AS CZU Chairman, establishing of bodies of AS CZU and other formal elements shall be determined by the Rules of Procedure of the Academic Senate of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter c) of the Act.

**Article 5**  
**Rector**

- (1) The Rector is the head of CZU. The Rector's legal status and competences are set out by Section 10 of the Act.
- (2) Vice-Rectors, Deans, Directors, the IEC Director, the Bursar and other senior officers within the organizational structure of CZU pursuant to Part Three are subordinated to the Rector.
- (3) Candidates for the office of Rector are elected by CZU AS, or CZU AS shall decide on appointing a Rector via the procedure regulated in the Rules of Procedure of the Academic Senate of the Czech University of Life Sciences Prague.
- (4) The procedure in the event of a motion to dismiss the Rector is regulated by the Rules of Procedure of the Academic Senate of the Czech University of Life Sciences Prague.
- (5) The Rector shall establish the Rector's Advisory Board as his or her advisory body pursuant to Article 13, as well as other advisory bodies if necessary.

**Article 6**  
**Vice-Rectors**

- (1) The Rector shall be represented by Vice-Rectors in the scope that the Rector determines. Their legal status and competences are set out by Section 10, paragraph 4 of the Act. Vice-Rectors are appointed and dismissed by the Rector upon a statement from AS CZU pursuant to Section 9, paragraph 2, letter b) of the Act.
- (2) At CZU, Vice-Rectors are generally appointed for areas of education, science and research, international relations, development, strategies, , external relations, ensuring of quality educational creative activities and accreditation, and for other areas not specified above.
- (3) Vice-Rectors particularly manage activities in the section entrusted to them. The definitions of the activities of individual Vice-Rectors are set out by the Rector via an internal regulation of CZU. The Rector shall also determine which of the Vice-Rectors shall represent him in his absence, and the mutual representation of Vice-Rectors.

**Article 7**  
**Scientific Board of CZU**

- (1) The legal status and competences of the CZU Scientific Board (hereinafter "CZU SB") are set out by Section 12 of the Act. In accordance with Section 12, paragraph 3 of the Act, to the CZU Council for Internal Evaluation are fully entrusted the competences of CZU SB pursuant to Section 12, paragraph 1, letters b), c) and e) of the Act.
- (2) The Chairman of CZU SB is the Rector.
- (3) Members of CZU SB are appointed and dismissed by the Rector upon prior consent from AS CZU.
- (4) Membership in CZU SB is honorary and not substitutable.
- (5) Members of CZU SB are renowned experts and representatives of branches in the scope of which the University performs educational and creative activities. A minimum of one third of members shall be persons other than members of the CZU Academic Community.
- (6) CZU SB shall make decisions regarding the awarding of the honorary degree "doctor honoris causa" (abbreviated "dr.h.c."), the "honourable professor" title, and CZU SB shall approve granting of memorial medals or other awards. The conditions for awarding these titles and medals shall be determined by the regulations for awarding honorary titles and medals of the Czech University of Life Sciences Prague as an internal regulation of CZU.

(7) Rules of meetings and course of action of CZU SB are set out by the Rules of Procedure of the Scientific Board of Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter e) of the Act.

### **Article 8** **Council for Internal Evaluation of CZU**

(1) In accordance with Section 12a, paragraph 1 of the Act, the Council for Internal Evaluation of CZU (hereinafter “CZU CIE”) shall be established at CZU. Its legal status and competences are set out by Section 12a of the Act. Over and above the competences set out in Section 12a, paragraph 4 of the Act, in accordance with Section 12, paragraph 3 of the Act, CZU CIE shall be fully entrusted with the competences of CZU SB pursuant to Section 12, paragraph 1, letters b), c) and e) of the Act, in particular:

- a) approval of programmes of study submitted by the Rector nominated by the Scientific Board of a faculty or IEC; without this proposal for programmes of study that do not take place at faculties or CZU and IEC;
- b) approval of the intent to submit a request for accreditation, expansion of accreditation or extension of the validity period of accreditation of programmes of study submitted by the Rector nominated by the Scientific Board of the relevant faculty or IEC; without this proposal for programmes of study that do not take place at a faculty or CZU and IEC;
- c) approval of the intent to submit a request for accreditation of habilitation proceedings or proceedings to be appointed by a professor submitted by the Rector nominated by the Scientific Board of the relevant faculty; without this proposal for proceedings that do not take place at a faculty.

(2) CZU CIE has 21 members. The Chairman of CZU CIE is the Rector. The AS CZU Chairman is a member of CZU CIE.

(3) Upon the prior consent of AS CZU, the Rector appoints and dismisses the Vice Chairman of CZU CIE from the ranks of CZU academic staff, who are professors or associate professors, and other members of CZU CIE, and the Rector appoints a Vice Chairman and 4 members at his discretion, 7 members nominated by AS CZU and 7 members nominated by CZU SB. Six members nominated by AS CZU shall always be nominated in such a way that each faculty has one representative and the seventh member nominated by AS CZU shall always be nominated from amongst students. Members nominated by CZU SB shall always be nominated in such a way that each faculty and IEC have one representative. If the Rector does not appoint the person nominated to be a CZU CIE member, the Rector shall be obliged to justify this fact to the proposer. The composition of CZU CIE reflects the area of education in which accredited programmes of study take place at CZU.

(4) If the office of a CZU CIE member is terminated before the expiration of his or her terms of office, a new member shall only be appointed for the remainder of the term of office. If the office of a CZU CIE member is terminated or if the Rector does not appoint the person nominated to be a CZU CIE member, a similar procedure for nominating and appointing set out in paragraph 3 shall be used, and in the event of a new member, and a nominating body is a body that originally nominated the member whose office of CZU CIE member is being terminated, or who was not appointed by the Rector.

(5) The rules for establishment and termination of the office of a CZU CIE member, meetings and course of action of CZU CIE and other requisites are set out by the Rules of Procedure of the Council for Internal Evaluation of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter k) of the Act.

### **Article 9** **CZU Disciplinary Board**

(1) The legal status and competences of the CZU Disciplinary Board (hereinafter “CZU DB”) are set out by Section 13 of the Act.

(2) Members of CZU DB are appointed and dismissed by the Rector from the ranks of members of the CZU Academic Community upon the prior consent of AS CZU.

- (3) CZU DB shall consist of a minimum of four members, including the Chairman, one half of which shall be students.
- (4) Membership in the CZU Disciplinary Board shall not be substitutable.
- (5) CZU DB discusses the disciplinary violations of CZU students if they are not enrolled in any of its faculties, and CZU DB submits a proposal for a decision to the Rector. CZU DB meetings shall be held if the situation requires as such.
- (6) CZU DB shall elect and dismiss its Chairman from its ranks.
- (7) Meetings of CZU DB shall observe the Code of Disciplinary Procedure of the Czech University of Life Sciences Prague, which is an internal regulation of CZU pursuant to Section 17, paragraph 1, letter i) of the Act.

#### **Article 10 CZU Management Board**

- (1) The legal status and competences of the CZU Management Board (hereinafter “CZU MB”) are set out by Sections 14 and 15 of the Act.
- (2) CZU MB has 9 members.
- (3) The election of a Chairman and Vice Chairman and course of action of CZU MB and other requisites are regulated by the Statute of the Management Board of the Czech University of Life Sciences Prague as a special regulation that is approved by the Minister of Education, Youth and Sports.
- (4) The Rector shall assign proposals which require, pursuant to Section 14, paragraph 5 of the Act, after their approval by AS CZU, approval by CZU MB pursuant to Section 15, paragraph 2, letters b) and c) of the Act, to CZU MB at the latest within 2 weeks from the date when such proposal were approved by AS CZU.

#### **Article 11 Bursar**

- (1) The legal status and competences of the Bursar are set out by Section 16 of the Act. The Bursar is appointed and dismissed by the Rector. The Bursar manages the economic activities and internal administration of CZU and shall represent it to the extent as defined by the Rector’s regulation, which is issued in the form of an internal regulation of CZU.
- (2) The Bursar shall ensure the management of CZU funds in accordance with the Act, other special legal regulations, methodological aids of the Ministry of Education, Youth and Sports (hereinafter the “Ministry”) internal regulations and internal rules of CZU, in particular via the Methodology and Process of Formulating the CZU Budget.
- (3) The Bursar shall ensure the management of assets that were entrusted for use to the Rectorate and care for the reproduction of such assets.
- (4) The Bursar acts and decides on behalf of CZU in handling the property of CZU in the scope set out by an internal regulation of CZU.
- (5) The Bursar manages the activities of the Rectorate, with the exception of units directly supervised by the Rector, Vice-Rectors or Chancellor.
- (6) The Bursar shall methodologically manage secretaries of the parts of CZU specified in Article 14, paragraphs 2 to 4.

#### **Article 12 Chancellor**

- (1) The Rector fills the post of Chancellor as a senior employee and manages and dismisses the Chancellor, if the possibility to dismiss has been agreed on.
- (2) Motions for filling the post of Chancellor are subject to a statement by AS CZU.

**Article 13**  
**The Rector's Advisory Board**

- (1) Deans, the IEC Director, Vice-Rectors, the Bursar and the Chancellor are permanent members of the Rector's Advisory Board. The Rector may expand the number of members of the Rector's Advisory Board at his discretion.
- (2) Meetings of the Rector's Advisory Board are chaired by the Rector or a Vice-Rector nominated by the Rector.
- (3) The Rector's Advisory Board resolves operational matters and discusses economic activities, and reports evaluating the activities carried out at CZU, including collaboration of individual parts of CZU. The Rector's Advisory Board discusses documents submitted to CZU bodies (in particular AS CZU, CZU SB, CZU MB, CZU CIE), to the Ministry and other bodies and institutions.
- (4) The Rector's Advisory Board shall be convened by the Rector in accordance with a meeting plan, or as necessary.

**Part Three**  
**Organizational Structure of CZU**

**Article 14**  
**Parts of CZU**

- (1) CZU is divided into parts, which, in accordance with Section 22, paragraph 1 of the Act, are faculties, the university institute, other worksites, purpose facilities, and the university farm and the university forest enterprise pursuant to Section 35, paragraph 1 of the Act.
- (2) CZU has the following faculties (in alphabetical order):
  - a) Faculty of Agrobiological Sciences, Food and Natural Resources (official abbreviated title "FAFNR"),
  - b) Faculty of Forestry and Wood Sciences (official abbreviated title "FFWS"),
  - c) Faculty of Tropical AgriSciences (official abbreviated title "FTA"),
  - d) Faculty of Environmental Sciences (official abbreviated title "FES"),
  - e) Faculty of Economics and Management (official abbreviated title "FEM"),
  - f) Faculty of Engineering (official abbreviated title "FE").
- (3) CZU has the following university institution:
  - a) Institute of Education and Communication (official abbreviated title "IEC").
- (4) CZU has the following other worksites pursuant to Section 22, paragraph 1, letter c) of the Act:
  - a) Department of Physical Education (official abbreviated title "DPE"),
  - b) Library CZU (official abbreviated title "LIB").
- (5) The following is a purpose facility of CZU:
  - a) Rectorate.
- (6) CZU Farm Estate Lány:
  - a) CZU Farm Estate Lány (official abbreviated title "CFL").
- (7) The CZU university forest enterprise is:
  - a) CZU Forest Establishment at Kostelec nad Černými lesy (official abbreviated title "CFE").
- (8) CFL and CFE shall hereinafter jointly be referred to as "School Undertakings", and individually also as a "School Undertaking".

**Article 15**  
**Status and Competence of Faculties**

- (1) The status and competences of the faculties are set out by Sections 23 to 33 of the Act.
- (2) The internal organization of the faculties shall be determined by their statutes and organizational rules.
- (3) In accordance with Section 24, paragraphs 1 and 2 of the Act, within faculties, the faculty bodies decide on and act in the following matters:
  - a) establishment of autonomous academic bodies of a faculty,
  - b) internal organization of a faculty,
  - c) habilitation proceedings and proceedings to appoint a professor,
  - d) handling of funds assigned to a faculty,
  - e) labour relationships,
  - f) creation and carrying out of programmes of study in accordance with the rules for ensuring the quality of educational, creative and related activities and internal evaluation of the quality of CZU activities,
  - g) strategic focus of creative activities in the scope determined by the strategic intent of CZU educational and creative activities and its annual implementation plan,
  - h) foreign relations and activities and other external relationships with entities that are involved in activities whose contents relate to programmes of study and creative activities carried out by a faculty,
  - i) additional activities in accordance with the focus of a faculty and rules for CZU economic activities,
  - j) management of property entrusted for use to a faculty, care for the reproduction thereof and the handling of such property of CZU in the scope set out by an internal regulation of CZU,
  - k) other matters expressly stipulated in this statute.
- (4) The Rector's decision shall pertain to disputes between Deans in matters relating to the rights of faculties.

**Article 16**  
**Status and Competence of the Institute of Education and Communication**

- (1) The IEC is a CZU university institute. Its status and competences are set out by Section 34 of the Act.
- (2) The internal organization of IEC is determined by its Statute and Rules of Procedure as internal regulations of the IEC, which are approved by AS CZU.
- (3) The IEC is managed by a Director who is appointed and dismissed by the Rector. The legal status and competences of the IEC Director are set out by Section 34, paragraphs 4 and 5 of the Act.
- (4) In addition to matters set out by law and this statute, in accordance with Section 34, paragraph 4 of the Act, the IEC Director shall be entitled to decide and act within IEC in the following matters:
  - a) handling of the funds allocated to IEC,
  - b) labour relationships,
  - c) creation and taking part in programmes of study in accordance with the rules for ensuring quality educational, creative and related activities and internal evaluation of the quality of CZU activities,
  - d) strategic focus of creative activities in the scope determined by the strategic intent of CZU educational and creative activities and its annual implementation plan,
  - e) foreign relations and activities and other external relationships with entities that are involved in activities whose contents relate to programmes of study and creative activities with which IEC is involved,



- f) additional activities in accordance with the focus of IEC and rules for CZU economic activities,
- g) management of property entrusted for use to IEC, care for the reproduction thereof and the handling of such property of CZU in the scope set out by an internal regulation of CZU.

(5) The Chairman of the IEC Scientific Board is the IEC Director, who appoints and dismisses the IEC Scientific Board with the consent of AS CZU. Sections 29 and 30 of the Act apply accordingly to the IEC Scientific Board. The IEC Scientific Board has a maximum of 12 members, including the Chairman, a third of which are persons other than members of the CZU Academic Community. The IEC Scientific Board shall not be entitled to carry out habilitation proceedings and proceedings for appointing a professor. The rules of meetings and the course of action of the IEC Scientific Board are set out by its Rules of Procedure as an internal regulation of the IEC, which is approved by AS CZU.

#### **Article 17**

##### **Status and Competence of the Department of Physical Education**

- (1) The DPE is a worksite for educational and creative activities that creates conditions for all forms of sports and physical activity of students and CZU employees.
- (2) The DPE is run by a Head Employee who is subordinated to the Rector, and the Rector fills the Head Employee's job position, and the Rector can also dismiss such an employee, so long as the possibility to dismiss such an employee has been agreed to.
- (3) The Head of DPE ensures the management of property entrusted for use to the DPE, care for the reproduction thereof and the handling of such property of CZU in the scope set out by an internal regulation of CZU.

#### **Article 18**

##### **Status and Competence of the Library CZU**

- (1) The Library CZU is a worksite for providing information services.
- (2) The Library CZU is managed by a Director who is subordinated to the Rector, and the Rector fills the Director's job position, and the Rector can also dismiss such an employee (so long as the possibility to dismiss such an employee has been agreed to).
- (3) The Library CZU Director ensures the management of property entrusted for use to the LIB, care for the reproduction thereof and the handling of such property of CZU in the scope set out by an internal regulation of CZU.

#### **Article 19**

##### **Status and Competence of the Rectorate**

The Rectorate is a purpose faculty of CZU for ensuring the operation of CZU, and for providing accommodation and meals primarily for members of the CZU Academic Community, which, among other things, also ensures the carrying out of competences of CZU bodies, carries out administrative and economic activities for CZU as a whole and provides central services to parts of CZU.

#### **Article 20**

##### **Status and Competence of School Undertakings**

- (1) The internal organization of School Undertakings is determined by their Rules of Procedure.
- (2) The School Undertakings are managed by Directors appointed, managed and recalled by the Rector.
- (3) The Director of a School Undertaking shall act on behalf of CZU, unless such right is reserved by the Rector in particular cases, or by a person authorized by the Rector, or unless such reservation arises from special legal regulations in matters related to the School Undertaking, in the following areas:
  - a) business,
  - b) civil, with restrictions on disposal of intangible assets,
  - c) administrative,
  - d) labour.

(4) The Director of a School Undertaking

- a) manages the activities of the School Undertaking in accordance with special legal regulations, internal regulations of CZU, internal rules of CZU, the Internal Governance Code of the School Undertaking and according to the activity plan as approved by the Rector;
- b) ensures the administration of CZU property entrusted to the School Undertaking, care for the reproduction thereof and decides and acts on behalf of CZU in the handling of such property in the scope set out by the Rector.

## **Part Four Study at CZU**

### **Article 21 Programmes of Study**

- (1) CZU provides accredited Bachelor's, Master's and Doctoral programmes of study pursuant to Sections 44 to 47a of the Act.
- (2) The list of accredited Bachelor's, Master's and Doctoral programmes of study, including their types and profiles, forms of teaching, standard duration of studies and information about their accessibility for people with disabilities, as well as other information pursuant to Section 21, paragraph 1, letters h) to j) of the Act are published in the public section of the CZU website.
- (3) A programme of study is specified in the study plan. The study plan outlines the time and the content sequence of courses, form of their study and method of verifying study results in accordance with Section 44, paragraph 3 of the Act.
- (4) The authorization of CZU to carry out programmes of study under the conditions set out by the Act arises from institutional accreditation, or from accreditation of the programme of study.
- (5) A supervisor is appointed for each programme of study from the academic staff. The supervisor of the programme of study is appointed and dismissed by the Dean of the relevant faculty, or by the IEC Director. The supervisor of a programme of study is responsible for the securing and development of the professional level of a programme of study, regular evaluation, and for ensuring its quality and content-based coordination of instruction.
- (6) Instruction may be provided at the seat of CZU or in locations where CZU provides accredited programmes of study.

### **Article 22 Admission Procedure**

- (1) The general requirements for being accepted to study at CZU and the requisites of the admission procedure are set out by Sections 48 to 50 of the Act.
- (2) The admission procedure for the given academic year shall be announced by a faculty or IEC upon prior approval by the academic senate of the faculty, or AS CZU in the case of IEC, in the form of an order of the Dean or IEC Director in relation to the Act, the internal regulations of CZU and the internal rules of CZU (hereinafter "admission procedure declaration"), which is published in the public part of the website of the faculty or IEC.
- (3) The admission procedure declaration sets out the detailed rules for the admission procedure and the requirements for being accepted to studies, and must contain, in particular:
  - a) information on the course of the admission procedure and requirements for admission to study,
  - b) the method and form of submitting an application for study,
  - c) the method of payment of the fee for acts related to the admission procedure set out pursuant to Section 58, paragraph 1 of the Act and the method of proving the payment,
  - d) the method and form of inviting candidates to an entrance examination, the form and content of the entrance examination with the specification of subjects and required knowledge,

- e) the method of assessing the results of the entrance examination and other facts proving the prerequisites for studying the given study programme,
- f) criteria for waiving the entrance examination,
- g) other criteria for being accepted for study for individual programmes of study and other requisites set out by the law for administrative proceedings pursuant to Section 50 of the Act (hereinafter “procedure for admission of a candidate to study”),
- h) the method of assessing excuses during an absence during an entrance examination, or the determination of the possibility to take the entrance examination on an alternative date, and
- i) binding dates for candidates, CZU and the faculty or IEC, primarily dates of entrance examinations and dates when candidates will be allowed to access their files in accordance with Section 50, paragraph 5 of the Act.

(4) Applications for study shall be sent by candidates in electronic form according to the instructions set out in the admission procedure declaration. Delivery of an application for study in the form set out in the admission procedure declaration shall initiate the procedure for admission of a candidate to study; to this procedure apply the relevant proper provisions of the Act and Act No. 500/2004 Coll., Code of Administrative Procedure, as amended (hereinafter the “Code of Administrative Procedure”); participants of these proceedings shall only be applicants whose application for study this regards.

(5) Applications for study shall be submitted by the deadline set out by the admission procedure declaration. In exceptional cases, the Dean or the IEC Director shall decide on accepting an application at a later date.

(6) If a candidate fails to fulfil the requisites required in the admission procedure declaration, this may constitute a reason to halt the procedure for admission of a candidate to study.

(7) A protocol shall be kept of an entrance examination, in which are recorded the results of such an examination and evaluation of other facts that are relevant for admission to study.

(8) The decision by which is granted a request of a candidate for admission to study may be delivered to a candidate via the CZU electronic information system in accordance with Section 69a, paragraph 1 of the Act; in such a case the date of the delivery and notification of the decision shall be considered the first day after the decision is made available to the candidate in the CZU electronic information system. The requisites of other forms of delivery in the procedure for admission of a candidate to study are set out by the Act, the Code of Administrative Procedure, or in the admission procedure declaration.

(9) A candidate shall be entitled to file an appeal against a decision that did not grant the request of the candidate for admission to study, and it shall be submitted to the Rector via the Dean of the faculty or IEC Director (as an Administrative Authority of the First Instance that issued the decision being appealed), within 30 days from the date the decision was announced. The appeal must have the requisites specified in Section 37, paragraph 2, Code of Administrative Procedure, and it must contain data about the decision it regards, in what scope it is being appealed, and where a violation of legal regulations or incorrectness of the decision or proceedings that preceded it, is being perceived. The Dean or the IEC Director can only fully allow the appeal and cancel or change their decision due a violation of the law or internal regulation of CZU or part thereof; otherwise, they shall submit the appeal to the Rector as the administrative body of appeal pursuant to Section 68, paragraph 5 of the Act. During an appeal, the Rector shall proceed pursuant to Section 68, paragraph 6 of the Act and pursuant to the Code of Administrative Procedure. Pursuant to Section 10, paragraph 4 of the Act, the Rector can be represented by the Vice-Rector with regard to a decision on an appeal pursuant to this paragraph.

**Article 23**  
**Course of Study**

The requisites of a course of study are set out by Sections 51 to 57 of the Act; the details of a course of study and decision-making on the rights and obligations of students pursuant to Section 68 of the Act are set out by the Study and Examination Rules for Bachelor and Master Study Programmes of the Czech University of Life Sciences Prague and the Study and Examination Rules for PhD studies of the Czech University of Life Sciences Prague (hereinafter jointly the “Study Rules”). The relevant provisions of the Act and the Code of Administrative Procedure apply for the decision-making on the rights and obligations of students pursuant to the Act.

**Article 24**  
**Conditions for Admission and Study of Foreigners**

(1) In addition to the conditions set out by this statute, the requirements for admitting foreigners for study are subject to fulfilment of obligations that arise from international treaties concluded by the Czech Republic, and agreements concluded by CZU.

(2) With the exception of foreigners who study pursuant to Section 58, paragraph 4 of the Act, CZU shall test foreigners in terms of their knowledge of the Czech language as part of the admission procedure. This condition shall be fulfilled by foreigners who achieved complete secondary education with graduation exam, or completed Bachelor’s, Master’s or Doctoral study programmes taught in the Czech or Slovak languages.

(3) Foreigners shall study in the programmes of study provided by CZU under the same conditions as other students, unless otherwise stipulated in international treaties that are binding for the Czech Republic, or a CZU agreement that must be concordant with these international treaties.

**Article 25**  
**Fees related to Study and Payments for Administrative Acts and Administrative Services**

(1) The basic rules for fees related to study are set out by Section 58 of the Act. General regulations on fees do not apply to fees related to study.

(2) The amount of the fee for acts associated with the admission procedure pursuant to Section 58, paragraphs 1 and 2 of the Act shall be at most 20% of the base set out pursuant to Section 58, paragraph 2 of the Act; the specific amount of the fee is determined and published pursuant to paragraph 12. Every candidate wishing to study at CZU shall be obliged to pay the fee, and the fee shall be due by the deadline set out in the admission procedure declaration.

(3) Pursuant to Section 58, paragraph 3 of the Act, the amount of the fee for study (hereinafter “fee for prolonged study”) is at least one and a half times the basis set out pursuant to Section 58, paragraph 2 of the Act for each additional six months of study of a student for whom the fee for prolonged study is assessed; the specific amount of the fee is determined and published pursuant to paragraph 12. Students who fulfil the condition for determining a fee for prolonged study pursuant to Section 58, paragraph 3 of the Act, shall be obliged to pay the fee; the due date of the fee is part of decision on the assessment of the fee. The decision to assess this fee is issued by the Vice-Rector, who is entrusted to do so by the Rector, within 30 days from the date the fact was ascertained that the student is obliged to pay the fee for prolonged study, and at least 90 days before the fee is due; the fee is always assessed for a period of six months, starting from the date that specific fee obligations arises; in accordance with Section 68, paragraph 3 of the Act, the issuance of a decision is the first act in the proceedings.

(4) Pursuant to Section 58, paragraph 4 of the Act, the amount of the fee for study in a programme of study in a foreign language (hereinafter “fee for study in a foreign language”) for a specific CZU faculty shall be determined by the Dean of the faculty, whilst taking into consideration in particular the economic demands of the study, the costs for ensuring the quality of the study and the current situation in a similar area of education, after prior discussion in the CZU Rector’s Advisory Board; the specific fee amount is published pursuant to paragraph 12.

(5) The amount of the fee for acts associated with the assessment (evaluation) of the conditions compliance for admission to study pursuant to Section 48, paragraph 7 of the Act shall be at the most 20

% of the base set out pursuant to Section 58, paragraph 2 of the Act; the specific amount of the fee is determined and published pursuant to paragraph 12. Every applicant to study wishing to study at CZU is obliged to pay the fee, and the fee shall be due by the deadline set out in the admission procedure publication.

(6) The decision on the assessment of the fee for study in a foreign language pursuant to paragraph 4 shall be issued by the Dean or his entrusted Vice-Dean of a faculty, and the fee shall be due before registering for study, or before the date of registration for study in the following year; the Dean or his entrusted Vice-Dean may decrease the fee amount to the level of the fee amount that was valid in the academic year in which the student registered for study. In accordance with Section 68, paragraph 3 of the Act, the issuing of the decision pursuant to this paragraph is the first act in the proceedings.

(7) Students shall be entitled to appeal the decision on the assessment of study fees pursuant to paragraphs 3 and 4 to the Rector through the Administrative Authority of the First Instance that issued the contested Decision within 30 days from the date of notification of this decision. The appeal may include a request to decrease, waive or defer the payment of the study fee. The appeal must have the requisites specified in Section 37, paragraph 2, Code of Administrative Procedure, and it must contain data about the decision it regards, in what scope it is being appealed, and where a violation of legal regulations or incorrectness of the decision or proceedings that preceded it, is being perceived. Filing such an appeal has a suspensive effect for the payment of this fee. The Administrative Authority of the First Instance which issued the contested decision, can only fully allow the appeal and cancel or change its decision due a violation of the law or internal regulation of CZU or part thereof; otherwise, it shall transfer the appeal to the Rector as the administrative body of appeal pursuant to Section 68, paragraph 5 of the Act. During an appeal, the Rector shall proceed pursuant to Section 68, paragraph 6 of the Act and pursuant to the Code of Administrative Procedure. Within decision-making on an appeal against a decision on the assessment of fee associated with studies, pursuant to paragraphs 3 and 4, the Rector may decrease, waive or defer the due date of the fee whilst taking into consideration in particular the study results and social situation of the student, or for reasons worthy of special consideration. Pursuant to Section 10, paragraph 4 of the Act, the Rector may be represented by the Vice-Rector with regard to a decision on an appeal pursuant to this paragraph.

(8) Fees associated with study pursuant to paragraphs 3 and 4 and compensation for administrative acts and services provided pursuant to paragraph 11 shall generally be paid via a transfer from a bank account, or via a cash deposit at the CZU cash desk, and the fees shall be considered paid as soon as they are credited to the CZU account or paid in cash at the CZU cash desk.

(9) The provisions pursuant to this Article on the fee amount associated with study also apply to foreign students studying at CZU under the same conditions as citizens of the Czech Republic, unless otherwise stipulated in an international treaty that is binding for the Czech Republic.

(10) Fees associated with study for foreigners arriving as part of interuniversity or interfaculty contracts shall be determined by such contracts; the contracts must be in accordance with international treaties that are binding for the Czech Republic.

(11) Via an internal regulation of CZU, the Rector shall determine the payment amount for administrative acts and services provided to students outside the scope of study in a programme of study, or for other persons, and the amount of costs associated with these acts and services.

(12) The fee amounts associated with study pursuant to paragraphs 2, 3 and 5 and the payment amount for acts and services pursuant to paragraph 11 are determined by the Rector via an internal regulation of CZU and are published in accordance with Section 58, paragraph 5 of the Act on the public part of the CZU website. The fee amounts associated with study pursuant to paragraph 4 are published in accordance with Section 58, paragraph 5 of the Act on the public part of faculty websites.

(13) Fees pursuant to paragraph 3 constitute income of the CZU scholarship fund; other fees are income from CZU educational and creative activities (hereinafter the “Main Activities of CZU”).

**Article 26**  
**Recognition of Foreign University Education and Qualifications**

- (1) Upon the request of a foreign university graduate, if CZU carries out a programme of study that is similar content-wise to foreign university from which the applicant graduated, CZU shall issue a certificate of recognition of higher education or part thereof in the Czech Republic.
- (2) The conditions under which a certificate of recognition of higher education or part thereof in the Czech Republic can be issued are determined by Sections 89 to 90a of the Act.
- (3) Information on the conditions pursuant to paragraph 2 and related instructions are published in the public part of the CZU website.

#### **Article 27**

##### **Lifelong education at CZU**

CZU carries out lifelong education programmes. Admission to study and conditions of study within lifelong education are set out by the Rules of Lifelong Education of the Czech University of Life Sciences Prague, as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter k) of the Act.

#### **Part Five**

##### **Students and Employees of CZU**

#### **Article 28**

##### **Students**

- (1) The Rights and obligations of students are set out by Sections 61 to 63 of the Act, and by the Study Rules. The consequences of a breach of student obligations are regulated in Sections 64 to 69 of the Act and in the Code of Disciplinary Procedure of faculties, or Code of Disciplinary Procedure of the Czech University of Life Sciences Prague for students not registered for study at any of the faculties.
- (2) A candidate for study at CZU shall become a CZU student on the date of their registration for study by the deadline set out in accordance with the admission procedure declaration, in accordance with Section 61 of the Act; other details regarding the status of CZU students and changes thereto are set out by the Study Rules.
- (3) A student who studies at two or more programmes of study at two or more parts of CZU shall be officially matriculated at one of the parts of CZU where they are registered for study.
- (4) Students may be awarded scholarships pursuant to Section 91 of the Act. Scholarships are awarded pursuant to the Scholarship Rules of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter h) of the Act.
- (5) Students who completed studies pursuant to Section 55, paragraph 1 of the Act shall take an oath. The wordings of the oaths are specified in the statutes of individual faculties and IEC.
- (6) Decision-making in the matters specified in Section 68, paragraph 1, letters a), b) and d) of the Act, through which student requests are granted, and decision-making in the matters specified in Section 68, paragraph 1, letter e) of the Act are delivered to students by making accessible the text of the original decision via the CZU electronic information system in the form of files that can be downloaded, and the address of the specified document shall be sent to students to their inboxes; in such case, the date of the delivery and notification of a decision shall be considered the first day following the date when a decision is made accessible to a student.
- (7) If it is not possible to deliver a document in proceedings pursuant to Section 68 of the Act due to the fact that the student did not fulfil the obligation specified in 63, paragraph 3, letter b) of the Act, or if it is not possible to deliver a document to the delivery address specified by the student, the document shall be delivered via a public announcement; CZU shall not be obliged to appoint a guardian for the student.

#### **Article 29**

##### **Academic Staff**

- (1) The academic staff consists of those professors, assistant professors, special professors, professional assistants, assistants, lecturers and scientists, researchers and development workers who are employees

of CZU engaged in pedagogical and creative activities through their employment according to the agreed type of work.

(2) The CZU academic staff shall be obliged to observe the good reputation of CZU.

(3) Only a person with adequate qualifications may become a member of the academic staff. The qualification requirements for professors are set out in Sections 73 to 75 of the Act; the qualification conditions for associate professors are established in Sections 71, 72 and 75 of the Act. The qualification requirements for other members of academic staff are set out in the Internal Salary Regulation of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter d) of the Act.

(4) Academic staff positions shall be filled on the basis of a competitive hiring procedure. The competitive hiring procedure requirements are specified in the internal regulation titled The Code of Competitive Hiring Procedure of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter f) of the Act.

(5) Remuneration of academic staff shall be regulated in the Internal Salary Regulation of the Czech University of Life Sciences Prague as an internal regulation pursuant to Section 17, paragraph 1, letter d) of the Act.

(6) The status and other conditions relating to academic staff included in the job position of special professor are regulated by Section 70, paragraph 2 of the Act, and by the Special and Visiting Professor Statute of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter k) of the Act.

(7) The status of visiting professors is set out by the Special and Visiting Professor Statute of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter k) of the Act.

### **Article 30 Other Employees of CZU**

(1) In addition to academic staff, other employees work at CZU who take part in creative activities, activities that relate to primary activities, or who provide other professional administrative and economic activities necessary for fulfilling the mission of CZU.

(2) The CZU employees specified in paragraph 1 shall be obliged to observe the good reputation of CZU.

(3) The employees specified in 1 are in a labour relationship with CZU. Their remuneration is governed by the Internal Salary Regulation of the Czech University of Life Sciences Prague as an internal regulation pursuant to Section 17, paragraph 1, letter d) of the Act.

(4) The activities of the employees specified in paragraph 1 are regulated by the relevant job descriptions.

### **Article 31 Code of Conduct of Students and CZU employees**

(1) The basic ethical principles that govern CZU employees and students within their academic and other activities carried out in both the university and non-university sector, in particular if this concerns educational or creative activities or being active in public spaces, are contained in the Code of Conduct of the Czech University of Life Sciences Prague as an internal regulation of CZU issued by the Rector upon approval by AS CZU.

(2) An ethics committee is established for the assessment of initiatives regarding compliance with the Code of Conduct of the Czech University of Life Sciences Prague. The Code of Conduct of the Czech University of Life Sciences Prague determines its composition, method of appointment of its members and other procedural aspects of its functioning.

**Part Six**  
**Quality Assurance and Internal Evaluation of the Quality of Educational,  
Creative and Related Activities of CZU**

**Article 32**  
**Quality Assurance and Internal Evaluation of the Quality of Educational,  
Creative and Related Activities of CZU**

(1) CZU has a quality assurance system for educational, creative and related activities, as well as internal evaluation of the quality of educational, educational, creative and related activities of CZU.

(2) In ensuring the quality and internal evaluation of the quality of educational, educational, creative and related activities, CZU proceeds pursuant to Section 77b of the Act, other provisions of the Act and the Rules of quality assurance system for educational, creative and related activities, and the internal evaluation of quality educational, creative and related activities of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter j) of the Act.

**Part Seven**  
**Academic Ceremonies and Symbols**

**Article 33**  
**Emblem and Flag of CZU**

(1) The official emblem of CZU is a two-tailed lion with a crown, looking to the right and holding the inscription “ČZU” [CZU] in his paws, with an embedded ear of corn. The CZU emblem is protected as a trademark whose use is regulated by an internal regulation of CZU. An image of the CZU emblem can be found in Annex No. 3.

(2) The official flag of CZU contains the CZU emblem and colour fields in the CZU colours in accordance with the representation that is shown in Annex No. 3. Use of the CZU flag is regulated by an internal regulation of CZU.

**Article 34**  
**Insignia of CZU and Academic Gowns**

(1) During ceremonial occasions, the external expression of dignity, powers and responsibility of the Rector, Vice-Rectors, Deans and Vice-Deans, the IEC Director and his representatives (hereinafter the “Academic Officers”) are the insignias of CZU (academic sceptre, chains) and Academic Gowns of CZU, faculties and IEC.

(2) The use of an insignia and the manner of storage shall be determined by the Rector, Deans for individual faculties and the Director at IEC.

(3) The following persons are entitled to wear academic gowns of CZU on ceremonial occasions:

- a) Academic Officers and promoters (black gowns with color-coded collar and cuffs; made from fur for the Rector),
- b) members of CZU SB and scientific boards of faculties and IEC (black gowns),
- c) other persons based on the decision of the Rector or Dean (black gowns),
- d) Beadles (gowns of Beadles).

**Article 35**  
**Academic Ceremonies of CZU**

(1) The Rector and Deans shall usually be introduced in their offices in a ceremonial inauguration with the participation of members of the CZU Academic Community and invited guests. As a rule, an inaugural speech shall be delivered by the Rector during such an occasion.



(2) The ceremonial matriculation is a public expression of admission of students to the CZU Academic Community. Students shall take a solemn oath during the ceremonial matriculation, the text of which is given in the statutes of faculties and IEC. After consultation with the Rector, the Dean or the IEC Director shall determine the form, requisites and course of the matriculation.

(3) Graduation ceremonies are ceremonial acts during which Academic Officers present graduates from all types of study programmes with university diplomas and supplements thereto, or diplomas on the defence of the students' dissertations. Graduation ceremonies are organized by faculties or the IEC in collaboration with the Rector and Vice-Rectors.

(4) Traditional Latin forms of address of Academic Officers shall be used during academic ceremonies and graduation ceremonies:

- a) The Rector shall be addressed as "Your Magnificence" (the majestic one).
- b) The Vice-Rector shall be addressed as "Honorabilis" (the honourable one).
- c) If the Vice-Rector represents the Rector, he shall be addressed as "Your Magnificence".
- d) The Dean and IEC Director shall be addressed as "Spectabilis" (the renowned one).
- e) The Vice-Dean and IEC Director's representative shall be addressed as "Honorabilis".
- f) If the Vice-Dean represents the Dean or IEC Director's representative, he/she shall be addressed as "Spectabilis".

## **Part Eight Stamps and Official Notice Boards of CZU**

### **Article 36 CZU Stamps**

(1) CZU uses a round stamp with a small state emblem of the Czech Republic and the text "Česká zemědělská univerzita v Praze" (Czech University of Life Sciences Prague).

(2) The faculties, IEC and other parts of CZU authorized to use round stamps shall use such stamps with a small state emblem of the Czech Republic and the text "Česká zemědělská univerzita v Praze" (Czech University of Life Sciences Prague), and indicate the name of the appropriate part.

(3) The use of round stamps and other stamps that are not specified in the paragraphs 1 and 2 (in particular line stamps) is regulated by an internal regulation of CZU.

### **Article 37 Official Notice Boards**

(1) CZU and its parts have their own official notice boards established in accordance with the relevant legal regulations. The requisites relating to the content, labelling, distribution and responsibility for the contents of notice boards are set out in an internal regulation of CZU.

(2) Official notice boards are used to publish information required by legal regulations.

## **Part Nine Management of CZU**

### **Article 38 Rules of Management of CZU**

(1) CZU shall perform its management according to the budget of costs and revenues prepared for a calendar year and mid-term perspective of the CZU budget for the least/minimum following two years. The budget must not be prepared as a deficient budget. The methodology and procedure for the creation

of the CZU budget shall be issued by the Rector upon approval by AS CZU via an internal regulation of CZU. Upon approval by the Rector's Advisory Board, in accordance with the Act, the Rector shall submit the budget for approval to AS CZU and CZU MB. After the end of the given year, CZU shall conduct the settlement with the state budget and shall submit this settlement to the Ministry within the fixed time-limits.

(2) The basic sources of the CZU budget are subsidies, contributions and other incomes pursuant to Section 18, paragraph 2 of the Act and special legal regulations.<sup>1)</sup>

(3) When managing funds provided from the state budget, CZU shall be obliged to economize and to use these financial means efficiently and purposefully in accordance with the conditions for the use of contributions and subsidies. The Rector shall be responsible towards the Minister of Education, Youth and Sports for the efficient use of contributions and subsidies, settlement of subsidies with the state budget and due management of assets.

(4) CZU shall be obliged to keep proper records of assets and to establish rules of disposal of assets via an integral regulation, and to adhere to general accounting regulations.

(5) CZU shall carry out management as one accounting entity, and the manner of its accounting is regulated in Section 20 of the Act. It is divided into accounting components for the internal needs of monitoring and evaluating costs and revenues.

(6) Within its supplementary activities, CZU shall carry out activities for consideration that are linked with its primary activities or activities that should serve for a more efficient use of human resources and assets. Within its supplementary activities, CZU shall also carry out agricultural, forestry and other activities which are necessary for ensuring further activities of CZU in the area of science, research, education and teaching, testing, or administration and management of own property. CZU shall be obliged to consistently separate costs and revenues related to supplementary activities. A supplementary activity may not endanger the quality, scope and availability of activities for which CZU was established.

(7) CZU shall acquire funds for securing activities provided from current funds pursuant to Section 18, paragraph 2 of the Act, in particular from:

- a) contributions from the state budget for educational and creative activities,
- b) support of research, experimental development and innovations from public funds,
- c) subsidies from the state budget,
- d) fees related to study,
- e) revenues from assets,
- f) incomes or contributions other than those specified in letter a) from the state budget, from state funds, from the National Fund, budgets of municipalities and regions,
- g) revenues from supplementary activities,
- h) revenues from gifts and inheritance.

(8) CZU shall acquire funds for ensuring activities financed from capital assets from the following, in particular from:

- a) contributions or subsidies from the state budget,
- b) individual or systemic capital transfers (investment subsidies) from the state budget,
- c) public budgets, state funds and the budget of the European Union,
- d) own sources of the fixed assets reproduction fund,

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<sup>1)</sup>E.g. Sections 12 to 14 of Act No. 218/2000 Coll., on Budgetary Rules and on Amending Certain Related Acts (Budgetary Rules), as amended, Decree of the Ministry of Finance 560/2006 Coll., on Participation of the state Budget in Financing Assets Reproduction Programmes, Act No. 130/2002 Coll., on the Support of Research, Development and Innovations from Public Funds and Amending Certain Related Acts (the Act on Research and Development Support), as amended.

- e) by combining resources,
- f) loans provided by monetary institutions,
- g) special-purpose gifts.

(9) CZU shall be legally entitled to receive contributions from the state budget in order to provide accredited programmes of study and lifelong education programmes and related creative activities, and subsidies for the development of CZU. CZU may obtain a subsidy from the state budget to accommodate and to provide meals to students.

(10) Other revenues are a source obtained through the own activities of CZU and may be used to finance its activities. If revenue is provided contractually for a specific purpose, CZU shall draw the funds in compliance with such an agreement.

(11) Capital funds acquired from individual or systemic capital transfers (investment subsidies) from the state budget shall be strictly purpose-bound and are the subject of annual settlements.

(12) CZU established the following funds:

- a) reserve fund,
- b) fixed assets reproduction fund,
- c) scholarship fund,
- d) remuneration fund,
- e) special-purpose means fund,
- f) social fund,
- g) operational means fund.

(13) Creation and use of the funds:

a) The reserve fund is formed:

- from allocation from profit after taxation,
- from the transfer of funds from the fixed assets reproduction fund, remuneration fund and operational means fund.

The reserve fund is used primarily for the following purposes:

- to cover losses in the following accounting periods,
- payment of penalties and to cover temporary lack of funds (e.g. as a source for pre-financing projects),
- to transfer funds to the fixed assets reproduction fund, remuneration fund and operational means fund.

b) The fixed assets reproduction fund, which is formed:

- from allocation from profit after taxation,
- from balance of contributions pursuant to Section 18, paragraph 2, letter a) of the Act as of 31 December of the current year,
- from book depreciations of long-term assets,
- from net book value (up to the amount of book depreciations) of assets,
- by combining funds for joint investment activities,
- by the transfer of funds from the reserve fund, remuneration fund and operational means fund

The fixed assets reproduction fund is used for the following purposes:

- to obtain long-term assets,

- to pay instalments on investment credits and loans,
- to provide funds to other entities as part of an agreement on joint investment activities,
- for contributions into legal entities and payment of costs for the establishment thereof,
- to transfer funds into the reserve fund, remuneration fund and operational means fund.

c) Scholarship fund, which is formed from:

- fees for study pursuant to Section 58, paragraph 6 of the Act,
- transfers of tax-deductible costs pursuant to a special legal regulation.<sup>2)</sup>

Funds from the scholarship fund can be used to pay out scholarships pursuant to the Scholarship Rules of the Czech University of Life Sciences Prague as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter h) of the Act.

d) The remuneration fund, which is formed from:

- allocation from profit after taxation,
- the transfer of means from the reserve fund, fixed assets reproduction fund and operational means fund

The means of the fund may be used for the following purposes:

- payment of salaries and other monetary considerations, and to finance related charges in accordance with the Internal Salary Regulation of the Czech University of Life Sciences Prague as an internal regulation pursuant to Section 17, paragraph 1, letter d) of the Act,
- to transfer means from the reserve fund, fixed assets reproduction fund and operational means fund.

e) The special-purpose means fund, which is formed from:

- special-purpose gifts, with the exception of gifts intended for acquisition and technical revaluation of long-term assets,
- special-purpose funds from abroad,
- special-purpose public funds, including means of purposeful and institutional support of research and development from public funds that could not be used by CZU during the budget year in which they were provided pursuant to the rules set out by the Act.

The special-purpose means fund may be used only for the purpose for which these means have been provided to CZU.

f) The social fund, which is formed from:

- the basic allocation at the expense of costs up to the amount approved by AS CZU upon a proposal of the Rector from the annual volume of costs of CZU accounted for salaries, compensation for salaries and remuneration for the on-call duty.

The means of the social fund may be used for the following purposes:

- additional pension insurance and additional pension savings of employees in accordance with the Principles for the provision of an employer's contributions to additional pension insurance with a state contribution, and additional pension savings issued via an internal regulation of CZU, for other purposes approved by AS CZU based on the Rector's proposal.

g) The operational means fund, which is formed from:

- profit after taxation, from the balance of a contribution as pursuant to Section 18, paragraph 2, letter a) of the Act as of 31 December of the current year,

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<sup>2)</sup> Section 24, paragraph 2, letter *zr*) Act No. 586/1992 Coll., on Value Added Tax, as amended.

- transfer of means from the reserve fund, fixed assets reproduction fund and remuneration fund
- Resources of the operational means fund may be used for the following purposes:
- to cover running (non-investment) costs in the current calendar year,
  - to transfer means to the reserve fund, remuneration fund and fixed assets reproduction fund.

(14) As necessary, CZU shall be entitled to transfer means amongst its funds, specifically via the reserve fund, fixed assets reproduction fund, remuneration fund and operational means fund. Transfers shall be decided on by the Rector.

(15) CZU may distribute profit after taxation into its funds only if any losses from previous periods have been covered. Balances of funds as of 31 December of the current year are transferred to the following budget year.

(16) When profit is distributed after taxation among individual funds of CZU, the specific needs of CZU and the contribution of organizational parts to achieving the profit shall be taken into consideration; the Rector shall decide on the distribution of profit, unless otherwise specified in the Act or another special legal regulation.

(17) The means of the budget shall only be used for financing activities for the purpose of which CZU was established, and for financing supplementary activities pursuant to Section 20, paragraph 2 of the Act.

(18) CZU shall be entitled to accept credits, returnable financial assistance and loans for running and capital expenses, so long as no claims towards the state budget arise from their acceptance, and if their returnability is secured within the management of CZU.

(19) CZU shall not be entitled to take over liability for the financial debt of another entity and to establish a lien on real estate. CZU shall not be entitled to become a shareholder of a public commercial company or a general partner of a limited partnership. CZU shall also not be authorized to contribute to commercial corporations or cooperatives immovable assets acquired into ownership from the state, a provided contribution pursuant to Section 18, paragraph 3 of the Act, and provided subsidy pursuant to Section 18, paragraph 5 of the Act. The Rector shall decide on contributions with a monetary or non-monetary subject to legal entities via a special decision upon the prior written consent of CZU MB, and in accordance with Rules for providing monetary and non-monetary contributions to legal entities and discussing proposals for the establishment of legal entities as an internal regulation of CZU pursuant to Section 17, paragraph 1, letter k) and Section 20, paragraph 3 of the Act.

(20) The state shall not be liable for CZU liabilities.

(21) Payments of sanctions are a part of CZU costs.

### **Article 39**

#### **Assets**

(1) CZU owns assets that are necessary for the activities for which CZU was established, and for activities that it carries out in a supplementary additional activity pursuant to Section 20 of the Act.

(2) CZU may only acquire securities issued by the State, or securities whose payment the State guaranteed, or securities of a commercial corporation in which CZU invested assets.

### **Article 40**

#### **Financing of Facilities**

(1) CZU finances capital and running expenses of its facilities having the character of refectories, dormitories, lodging houses, educational facilities for youths and adults, operation of libraries, gymnasia and other sports facilities, if these shall serve for employees or students of CZU.

(2) If CZU uses facilities pursuant to paragraph 1 in conjunction with another entity, CZU shall contribute to costs and revenues according to the ratio of utilization as stipulated in an agreement concluded for this purpose. In addition, lump-sum payments for the pro rata part of utilization of these facilities may be stipulated in the relevant agreement.

**Article 41**

**Provision of Contributions to other Persons**

- (1) In accordance with the relevant legal regulations, CZU shall be entitled to provide food or meals allowance for employees.
- (2) CZU shall be entitled to provide contributions to students' meals from the funds of subsidies granted by the Ministry, and from its own resources.

**Part Ten**

**Interim and Closing Provisions**

**Article 42**

**Interim Provisions**

- (1) During the period for which the division of programmes of study into fields of study is maintained in accordance with Article II, Item 4 of Act No. 137/2016 Coll., the provisions of this statute relating to programmes of study pursuant to Section 44 to 47 of the Act shall apply accordingly.
- (2) In an internal regulation or internal rule of CZU or part thereof that references the wording of a statute effective before this statute comes into effect, the reference to the relevant provisions of this statute shall be exercised.

**Article 43**

**Closing Provisions**

- (1) The Statute of the Czech University of Life Sciences Prague registered by the Ministry on 13 January 2017 under file no. MSMT-1474/2017, as amended, is cancelled.
- (2) This Statute was approved pursuant to Section 9, paragraph 1, letter b) of the Act by AS CZU on 24 October 2019.
- (3) This Statute shall become valid pursuant to Section 36, paragraph 4 of the Act on the date it is registered by the Ministry.
- (4) This Statute shall become effective on the date it is published on the public part of the CZU website.

prof. Ing. Petr Sklenička, CSc., *in his own hand*

Rector of CZU Prague

*Annex No. 1*  
*to the Statute of the Czech University of Life Sciences Prague*

**LIST OF INTERNAL REGULATIONS OF CZU**

- Statute of the Czech University of Life Sciences Prague
- Electoral Regulations of the Academic Senate of the Czech University of Life Sciences Prague
- Rules of Procedure of the Academic Senate of the Czech University of Life Sciences Prague
- Internal Salary Regulation of Czech University of Life Sciences Prague
- Rules of Procedure of the Scientific Board of Czech University of Life Sciences Prague
- Selection Procedure Regulations of the Czech University of Life Sciences Prague
- Study and Examination Rules for Bachelor and Master Study Programmes of the Czech University of Life Sciences Prague
- Study and Examination Rules for Doctoral Programmes of Study of the Czech University of Life Sciences Prague
- Scholarship Rules of the Czech University of Life Sciences Prague
- Disciplinary Regulations of the Czech University of Life Sciences Prague
- Rules for the system of ensuring the quality of educational, creative and related activities and internal evaluation of the quality of educational, creative and related activities of the Czech University of Life Sciences Prague
- Rules for habilitation proceedings or proceedings for appointing a professor of the Czech University of Life Sciences Prague
- Special and Visiting Professor Statute of the Czech University of Life Sciences Prague
- Rules for providing monetary and non-monetary contributions to legal entities and discussing proposals for the establishment of legal entities
- Rules of Procedure of Council for Internal Evaluation of the Czech University of Life Sciences Prague
- Rules for Lifelong Education of the Czech University of Life Sciences Prague

**LIST OF INTERNAL REGULATIONS OF CZU  
TO WHICH THE STATUTE OF  
THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE REFERS**

- Code of Conduct of the Czech University of Life Sciences Prague
- Regulations for awarding honorary titles and medals of the Czech University of Life Sciences Prague
- Methodology and Process of Formulating the CZU Budget
- Rules for Management of Property, care for reproduction thereof and handling of the property
- Definition of the activities of the Vice-Rectors, Bursar and Chancellor
- Determination of fees associated with study and payment amount for administrative acts and services
- Use of CZU emblem, CZU flag and CZU graphic manual
- Creation, registration and use of official and line stamps
- Determination of principles for publishing documents on official boards of CZU and publishing of other data
- Principles for providing employer contributions to additional pension insurance with a state contribution and additional pension savings

*Annex No. 2  
to the Statute of the Czech University of Life Sciences Prague*

**ENGLISH EQUIVALENTS OF  
CZECH NAMES OF THE PARTS OF CZU**

1. Česká zemědělská univerzita v Praze - Czech University of Life Sciences Prague
2. Fakulta agrobiologie, potravinových a přírodních zdrojů - Faculty of Agrobiology, Food and Natural Resources
3. Fakulta lesnická a dřevařská – Faculty of Forestry and Wood Sciences
4. Fakulta tropického zemědělství – Faculty of Tropical AgriSciences
5. Fakulta životního prostředí – Faculty of Environmental Sciences
6. Provozně ekonomická fakulta - Faculty of Economics and Management
7. Technická fakulta – Faculty of Engineering
8. Institut vzdělávání a poradenství – Institute of Education and Communication
9. Katedra tělesné výchovy - Department of Physical Education
10. Knihovna ČZU - Library CZU
11. Rektorát – Rectorate
12. Školní zemědělský podnik se sídlem v Lánech - CZU Farm Estate at Lány
13. Školní lesní podnik se sídlem v Kostelci nad Černými lesy - CZU Forest Establishment at Kostelec nad Černými lesy



*Annex No. 3*  
*to the Statute of the Czech University of Life Sciences Prague*

**CZU EMBLEM AND FLAG**

CZU EMBLEM



CZU FLAG

