

*In accordance with Section 36 (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 Constitution of the Czech University of Life Sciences Prague under Ref. No. MSMT – 2 900/2013-30 on 21 January 2013.*

*The changes of the Constitution of the Czech University of Life Sciences in Prague were registered by the Ministry of Education, Youth and Sports in conformity with Section 36 (2) and (5) on Higher Education Institutions under Ref No. 38696/2013 on 25 September 2013, under Ref. No. 44732/2013 on 11 November 2013, under Ref. No. MSMT-6151/2014 on 20 February 2014, under Ref. No. MSMT-40063/2014 on 04 November 2014, under Ref. No. MSMT-45672/2014-30 on 30 December 2014, under Ref. No. MSMT-9700/2015 on 7 April 2015 and under Ref. No. MSMT-41783/2015 on 26 October 2015.*

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7<sup>th</sup>

**UNABRIDGED WORDING OF  
THE CONSTITUTION  
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE  
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]  
DATED 26 OCTOBER 2015**

7<sup>th</sup>  
**Unabridged Wording of  
the Constitution of  
the Czech University of Life Sciences Prague**  
dated 26 October 2015

**Part one  
Introductory provisions**

**Article 1  
General provisions**

- (1) The Czech University of Life Sciences Prague (the “CULS” henceforth) shall be 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 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts (the Act on Higher Education Institutions), as amended by later regulations (the “Act” henceforth) [*Translator’s note: Unless the context requires otherwise, words denoting the singular may be construed as denoting the plural, and expressions denoting the plural include the singular, and words denoting one gender include all genders as is appropriate*].
- (2) The CULS and its Faculties shall provide accredited Bachelor’s, Master’s and Doctoral programmes of study, which are published on the official notice board of the CULS, and programmes of lifelong education and related scientific, research, developmental, artistic or other creative activities.
- (3) The CULS shall conduct procedures for granting full professorship in branches published on the official notice board of the CULS.
- (4) The CULS shall be entitled to use the abbreviated name “CULS Prague” [ČZU v Praze] or “CULS” [ČZU] in its everyday affairs. The seat of the CULS shall be Prague 6 - Suchbátka, Kamýčká descript. no. 129. English equivalents of Czech names of the parts of the CULS are provided in Annex 1.

**Article 2  
Formation of the CULS**

- (1) The CULS 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 the year 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 Josef 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 year saw the establishment of the independent University of Agriculture Prague.
- (2) The original name of the CULS - “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 01 January 1999, is a legal successor of the following entities: Czech University of Life Sciences Prague, CULS Dormitories and Mensa, CULS Farm at Lány and CULS Forest Establishment at Kostelec nad Černými lesy.

**Part two  
Academic Community and bodies of the CULS**

**Article 3  
Academic Community of the CULS**

- (1) The CULS Academic Community is defined in Section 3 of the Act; it shall perform self-governance of the CULS either directly or through the CULS self-governing bodies.
- (2) The CULS Academic Community shall be summoned to consider important information or measures; in particular, to present candidates for the office of Rector before electing the Rector, or to take a vote on a motion to recall the Rector, or on ceremonial occasions of the institution-wide or social character.

(3) The right to convene the session of the CULS Academic Body shall pertain to the Rector or the Chairman of the CULS Academic Senate exclusively (the “CULS AS” henceforth).

#### **Article 4 Status of the CULS**

- (1) The CULS is a legal person. It shall act in its own name in legal relationships.
- (2) The CULS shall perform educational and scientific, research, developmental or other creative activities.
- (3) In addition to fulfilling its main task as per paragraph 2, the CULS shall also conduct supplementary activities (Section 20 (2) of the Act).
- (4) The CULS shall be divided into Faculties and other parts.
- (5) The internal relations of the CULS shall be governed by the Act, the Constitution of the CULS and other internal regulations of the CULS in accordance with Section 17 (1) (a) to (h) of the Act and other internal regulations of the CULS determined in accordance with Section 17 (1) (i) of the Act.

#### **Article 5 CULS AS**

- (1) The legal status of the CULS AS and its competence is determined by Sections 8 and 9 of the Act.
- (2) The CULS AS shall consist of a minimum of 25 members (the “Senators” henceforth) elected from the ranks of the CULS Academic Community, and at least one third and at most one half of the CULS AS shall be formed by students.
- (3) The CULS AS shall be managed by its Chairman, who is elected from the ranks of academic staff of the CULS AS. The Presiding Board shall be the advisory body of the Chairman.
- (4) The CULS 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 CULS Academic Community or other experts, as necessary.
- (5) Membership in the CULS AS and performance of the Senator’s mandate shall not be substitutable.
- (6) Methods of electing Senators, the Chairman, establishing of bodies of the CULS AS, rules of sessions and meetings of the CULS AS, along with other formal elements, shall be determined by the Code of Elections and the Rules of Order of the CULS AS.

#### **Article 6 Rector**

- (1) The Rector shall be the head of the CULS.
- (2) Vice-Rectors, Deans, Directors, the Bursar and other senior officers as determined by the Internal Governance Code of the CULS shall be subordinated to the Rector.
- (3) Candidates for the office of Rector shall be elected by the CULS AS in accordance with the Code of Elections and the Rules of Order of the CULS AS.
- (4) Motions for recalling the Rector shall be based on the Code of Elections and the Rules of Order of the CULS AS.
- (5) The Rector shall establish the Rector’s Board as his advisory body, as well as other advisory bodies if necessary.

#### **Article 7 Vice-Rectors**

- (1) The Rector shall be represented by Vice-Rector in the scope as determined by the former. Vice-Rectors shall be appointed and recalled by the Rector.
- (2) At the CULS, Vice-Rectors are generally appointed for the following spheres:

- a) pedagogical activities,
- b) science and research,
- c) international relations,
- d) strategies and information systems,
- e) school undertakings and external relations.

(3) In particular, Vice-Rectors shall oversee activities in the sphere entrusted to them. The delineation of activities of individual Vice-Rectors shall be provided by the Rector. Furthermore, the Rector shall determine which of the Vice-Rectors shall represent him in his absence, and the mutual representation of Vice-Rectors.

(4) Vice-Rectors shall be subordinated to the Rector and shall be responsible for their activities to the Rector.

#### **Article 8 Scientific Board of the CULS**

(1) Members of the CULS Scientific Board (the "CULS SB") shall be appointed and recalled by the Rector.

(2) Membership in the CULS SB shall be honorary and not be substitutable.

(3) Members of the CULS SB shall come from the ranks of renowned experts and representatives of branches in the scope of which the University performs educational and scientific, research, developmental or other creative activities. A minimum of one third of members shall be persons other than members of the CULS Academic Community.

(4) The Rector shall be the Chairman of the CULS SB.

(5) The competence of the CULS SB is determined by Section 12 of the Act.

(6) The CULS SB shall make decisions as to awarding of the honorary degree "doctor honoris causa" (abbreviated "dr.h.c.") and shall approve granting of memorial medals or other awards, as applicable.

(7) Rules of sessions and manners of meeting of the CULS SB shall be stipulated in the Rules of Order of the CULS.

#### **Article 9 CULS Disciplinary Board**

(1) Members of the CULS Disciplinary Board (the "CULS DB" henceforth) and its Chairman shall be appointed by the Rector from the ranks of members of the CULS Academic Board.

(2) Membership in the CULS Disciplinary Board (the "CULS DB" henceforth) shall not be substitutable.

(3) The CULS DB shall meet if circumstances so require. Its meeting is summoned by the Chairman upon a motion for a meeting of this Board.

(4) The CULS DB shall elect its Vice-Chairman from its members.

(5) Meetings of the CULS DB shall observe the Code of Disciplinary Procedure for students of the CULS.

(6) The CULS DB shall consist of a minimum of four members, including the Chairman, one half of which shall be students.

#### **Article 10 Management Board of the CULS**

(1) The legal status and competence of the CULS Management Board (the "CULS MB" henceforth) is determined by Sections 14 and 15 of the Act.

(2) The CULS MB shall consist of 9 members.

(3) The manner of meetings of the CULS MB and other essentials shall be regulated in its Constitution.

#### **Article 11 Bursar**

(1) The Bursar shall supervise the management and internal administration of the CULS and he shall act on its behalf to the extent as defined by the Rector's regulation.

(2) The Bursar shall arrange for the management with the funds of the CULS in compliance with the Act, other special legal regulations, methodological tools of the Ministry of Education, Youth and Sports (the “Ministry” henceforth) and Internal Regulations of the CULS and in conformity with principles of preparation and administration of the CULS budget.

(3) The Bursar shall arrange for the management of assets that were entrusted for use to the Rectorate and all other units, and he shall arrange for reproduction of such assets.

(4) The Bursar shall manage the activities of the Rectorate, except for units directly supervised by the Rector.

(5) The Bursar shall provide methodological leadership to secretaries of the Faculties and university-wide pedagogical units.

#### **Article 12 Chancellor**

(1) The Rector’s Chancellor (senior officer) shall be appointed, managed and recalled by the Rector (if the option of recall has been agreed upon).

(2) Motions for appointment of the Rector’s Chancellor shall be subject to an opinion of the CULS AS.

#### **Article 13 The Rector’s Advisory Board**

(1) Deans, Vice-Rectors, Bursar and Chancellor shall be permanent members of the Rector’s Advisory Board. The Rector may, at his discretion, extend the number of members of the Rector’s Advisory Board.

(2) Meetings of the Rector’s Advisory Board shall be governed by the Rector or a Vice-Rector nominated by the Rector.

(3) The Rector’s Advisory Board shall resolve operational matters, and deal with economic activities, including collaboration of individual parts of the CULS. The Board shall consider materials submitted to the CULS AS, CULS SB, CULS MB, the Ministry and other bodies.

(4) The Rector’s Advisory Board shall be convened by the Rector as necessary.

### **Part three Study at the CULS**

#### **Article 14 Programmes of study**

(1) The CULS shall provide Bachelor’s, Master’s and Doctoral programmes of study.

(2) The list of accredited Bachelor’s, Master’s and Doctoral programmes of study is published on the CULS official notice board.

(3) The instruction may be provided in the seat of the CULS or in locations where the CULS provides accredited study programmes.

#### **Article 15 Admission to study**

(1) General admission requirements at the CULS and elements of the admission procedure are laid down in Sections 48 to 50 of the Act.

(2) The number of applicants admitted for study in individual programmes of study shall be determined in compliance with Section 24 of the Act by the Dean or the Director of the given Institute, after the matter is considered in the Advisory Board of the Dean or the Director and the Academic Senate of the Faculty (for the Institution of Education and Communication - in the CULS AS), before the admission procedure is announced.

(3) The admission procedure for the given academic year shall be announced by the Dean of the Faculty or Director of the given Institute in form of a regulation with reference to the Act, internal regulations of the CULS and the Constitution of the Faculty or Institute (the “Regulation” henceforth).

(4) The Regulation under par. 3 shall stipulate detailed rules for the admission procedure and the conditions for admission to study. In particular, the Regulation shall contain:

- a) information on the course of the admission procedure and requirements for admission to study,

- b) the manner and form of filing the application for study,
- c) the manner of payment of the fee for acts related to the admission procedure (see the terminology of the Act - Section 58 (1) of the Act) and the manner of proving the payment,
- d) the manner and form of inviting candidates to the entrance examination,
- e) the form and content of the entrance examination, with the specification of subjects and required knowledge,
- f) the manner of assessing the results of the entrance examination and other facts proving the prerequisites for studying the given study programme,
- g) the manner of assessing excuses for absence at the entrance examination, or, as the case may be, the determination of the alternative to take the entrance examination on an alternative date,
- h) binding dates for candidates, the CULS and the Faculty or Institute, primarily dates of entrance examinations and dates when candidates will be allowed to inspect their materials important for decisions as to admission to study in accordance with Section 50 (6) of the Act.

#### **Article 16** **Course of the admission procedure**

- (1) Application for study shall be sent by candidates in electronic form according to instructions laid down in the Regulation.
- (2) The candidate who fails to pay the fee for the admission procedure within the time-limit according to the Regulation and in form delineated in the Regulation shall not participate in the admission procedure.
- (3) In the case a candidate fails to appear for the entrance examination without an appropriate excuse according to the Regulation or if his excuse has not been accepted, such candidate shall not take the entrance examination.
- (3) A report shall be drawn up on the entrance examination which shall record results of the examination and evaluate other facts important for admission to study.
- (5) The revision procedure of the decision on admission to study considers if the decision has been issued in contradiction to the Act, Internal Regulations of the CULS and the Faculty and valid rules for admission procedure for the study in the given programme of study. The essential grounds for deciding shall be the review of assessment of the entrance exam. Facts ascertained during the consideration of the application for review of the decision, i.e. facts that are important for making a decision on admission to study, shall be indicated in the report on the entrance examination.

#### **Article 17** **Conditions for admission and study of foreigners**

- (1) Admission requirements for admitting foreigners for study are subject to performance of obligations ensuing from international agreements, concluded by the Czech Republic, and agreements concluded by the CULS.
- (2) Foreigners, except for foreigners who study as per Section 58 (5) of the Act, shall prove their knowledge of the Czech language in tests conducted by the CULS in the scope of the entrance examination. This condition shall be understood as fulfilled by foreigners who achieved the complete secondary or complete secondary vocational education or completed Bachelor's, Master's or Doctoral study programmes in the Czech Republic.
- (3) The CULS may recognize the knowledge of the Czech language as proven if an examination in the Czech language is passed at another level. The original of the relevant certificate or its certified copy must be presented in this case.
- (4) Foreigners shall study in the programmes of study provided by the CULS under the same conditions as other students, unless otherwise stipulated in international agreements binding on the Czech Republic, or in agreements of the CULS, concordant with these international agreements.

#### **Article 18** **Course of study**

Elements of the course of study are laid down in Sections 50 to 57 of the Act; details are specified in the Study and Examination Code of the CULS Prague for the study in the Bachelor's and post Bachelor (i.e. Master's)

study programmes, and in the Study and Examination Code of the CULS for the study in Doctoral study programmes.

**Article 19**  
**Fees related to study and payments for study**

(1) Basic rules that regulate fees related to study are laid down in Section 58 of the Act.

(2) General regulations on fees shall not apply to fees related to study.

(3) The amount of the fee for acts connected with the admission procedure within the wording of Section 58 (1) (2) of the Act shall be CZK 500.00. The fee is payable within the time-limit for filing applications for study at the CULS.

(4) In accordance with Section 58 (3) of the Act, the amount of the fee for study shall be CZK 15 000.00 for every commenced six months of study. This fee is imposed on a student if he studies in the Bachelor's or a post-Bachelor (i.e. Master's) study programme for a period exceeding the standard period of study increased by one year. This fee shall be payable within 15 days before the commencement of the period for which it has been determined; the exact date is specified in the decision on the assessment of the fee. The decision on the assessment of the fee must be issued at least 90 days before the due date of the fee.

(5) In accordance with Section 58 (4) of the Act, the amount of the fee for study shall be CZK 2 500.00. This fee shall be imposed on a student if such student has duly completed his studies in another Bachelor's or post-Bachelor's (i.e. Master's) study programme. The fee is determined for every commenced year of study. This fee shall be payable within 15 days before the commencement of the period for which it has been determined; the exact date is specified in the decision on the assessment of the fee. The decision on the assessment of the fee must be issued at least 90 days before the due date of the fee.

(6) In accordance with Section 58 (5) of the Act, the amount of the fee in a foreign language, for every commenced year of study shall be:

<b>Faculty</b>	<b>Bachelor's study programmes</b>	<b>Post-Bachelor's (i.e. Master's) study programme</b>	<b>Doctoral study programmes</b>
Faculty of Economics and Management - field of study: Business Administration	CZK 32 000	CZK 108 000	CZK 135 000
Faculty of Economics and Management - field of study: Economics and Management	CZK 15 000	CZK 32 000	CZK 135 000
Faculty of Economics and Management - other fields of study	CZK 15 000	CZK 20 000	CZK 135 000
Faculty of Agrobiology, Food and Natural Resources	CZK 80 000	CZK 80 000	CZK 13 000
Faculty of Engineering	CZK 80 000	CZK 80 000	CZK 135 000
Faculty of Forestry and Wood Sciences - field of study: Game Management	CZK 80 000	-	-
Faculty of Forestry and Wood Sciences - other fields of study	CZK 15 000	CZK 15 000	CZK 15 000
Faculty of Environmental Sciences	CZK 5 000	CZK 5 000	CZK 5 000
Faculty of Tropical AgriSciences - field of study: Tropical and Subtropical Agriculture	-	CZK 80 000	-
Faculty of Tropical AgriSciences - field of study: Agriculture in Tropics and Subtropics	-	-	CZK 80 000
Faculty of Tropical AgriSciences - other fields of study	CZK 5 000	CZK 5 000	CZK 5 000

(7) The amount of the fee for studying in a foreign language, under Section 58 (5) of the Act, for the students who study in the Bachelor's or post-Bachelor's (i.e. Master's) study programme for a period exceeding the standard period of study increased by one year, shall be CZK 40 000.00 for every commenced year of study for students of the Faculty of Economics and Management and Faculty of Tropical AgriSciences, and CZK 80 000.00 for students of the other Faculties.

(8) The decision on the assessment of the fee for study in a foreign language under pars. 6 and 7 shall be issued by the Dean of the Faculty, and the fee is payable before registering for study or before registering for study in the following year.

(9) In individual cases, the Rector may reduce, waive or suspend fees related to study as per pars. 4 to 7. The primary grounds for this action shall be reasons worthy of special consideration. Within the meaning of Section 10 (4) of the Act, the Rector may allow to be represented by the Vice-Rector as regards the deciding on reducing, waiving or suspending the fees related to the study under pars. 4 to 7.

(10) The fees for study under pars. 3 to 7 and payments for administrative acts and services provided under par. 13 are generally paid by transfer from a bank account or by depositing cash at the Cash Office of the CULS, and the fees and payments shall be understood as settled at the moment the same are credited to the account of CULS or the cash is deposited in the Cash Office of the CULS.

(11) The provisions of pars. 1 to 10 regarding the amounts of the fees related to study shall further apply to students - foreigners who study at the CULS under the same conditions as citizens of the Czech Republic, unless otherwise stipulated in an international agreement.

(12) Fees related to study for foreigners coming in the scope of inter-university or inter-faculty agreements shall be determined by such agreements; these agreements must comply with international agreements and shall ensure that foreigners from the European Union have the same conditions for studying as citizens of the Czech Republic.

(13) In his decision, the Rector shall determine the amount of payments for administrative acts and services provided to students or other persons (non-members of the Academic Community of the CULS) beyond the scope of study in a programme of study to settle the costs expended in relation to such activities.

(14) The amount of the fees related to study under pars. 3 to 7 and the amount of payments for acts and services under par. 13 shall be announced in compliance with Section 58 (6) of the Act on the official notice board of the CULS and official notice board of individual Faculties.

(15) The fees under pars. 4 and 5 shall constitute the income from educational and scientific, research, developmental, artistic or other creative activities carried out by the CULS (the "Main Activities of the CULS" henceforth).

#### **Clause 20**

#### **Lifelong education at the CULS**

The admission for study, conditions for study and the amount of payments for lifelong education shall be determined in the separate internal regulation titled Lifelong Education at the CULS Prague.

#### **Part four**

#### **Students and employees of the CULS**

#### **Article 21**

#### **Students**

(1) Rights and obligations of students are set forth in Sections 61 to 63 of the Act. Consequences of breach of students' obligations are regulated in Sections 64 to 69 of the Act and the Code of Disciplinary Procedure.

(2) The student who studies at two or more Faculties within one or more programmes of study shall be matriculated in one of the Faculties where he is enrolled for study.

(3) Students may be awarded bursaries as per Section 91 of the Act. Bursaries are awarded in accordance with the Bursary Code of the CULS.

(4) Students who completed study as per Section 55 (1) of the Act shall take an oath that is identical for all students. Texts of Bachelor's and Master's oaths are specified in Constitutions of the individual Faculties.

#### **Article 22**

#### **Members of the academic staff**

(1) Members of the academic staff are in the employment relationship towards the CULS.

(2) Only a person with adequate qualifications may become a member of the academic staff. Qualification requirements for professors are set forth in Sections 73 to 75 of the Act, qualification conditions for associate professors are established in Sections 71, 72 and 75 of the Act. Qualification requirements for other members of academic staff are determined by the Rector.

(3) Positions of members of academic staff shall be filled on the basis of a competitive hiring procedure. Competitive hiring procedure requirements are contained in the internal regulation titled The Code of Competitive Hiring Procedure of the CULS.

(4) Remuneration of members of academic staff shall be regulated in the Internal Salary Regulation of the CULS.

(5) The status of visiting professors shall be determined in a separate internal regulation of the CULS.

### **Article 23**

#### **Other employees of the CULS**

(1) In addition to members of the Academic Community of the CULS, other employees work for the CULS, who shall contribute to scientific, research, developmental or other creative activities, or provide other specialized and administrative and economic activities necessary for the accomplishment of the mission of the CULS.

(2) Employees referred to in paragraph 1 are in the employment relationship towards the CULS. Their remunerations are subject to the Internal Salary Regulation of the CULS.

(3) Activities of employees referred to in paragraph 1 shall be determined in the Internal Governance Codes of relevant parts of the CULS.

### **Part five**

#### **Organizational structure of the CULS**

### **Article 24**

#### **Parts of the CULS**

(1) The CULS shall be divided in parts, i.e. Faculties, institution-wide pedagogical units and other units within the wording of Section 22 (1) (c) of the Act.

(2) The CULS shall have the following Faculties:

- a) Faculty of Economics and Management (the “FEM” henceforth),
- b) Faculty of Agrobiology, Food and Natural Resources (the “FAFNR” henceforth),
- c) Faculty of Engineering (the “FE” henceforth),
- d) Faculty of Forestry and Wood Sciences (the “FFWS” henceforth),
- e) Faculty of Environmental Sciences (the “FES” henceforth),
- f) Faculty of Tropical AgriSciences (the “FTA” henceforth).

(3) The CULS shall have the following institution-wide pedagogical units:

- a) Institute of Education and Communication (the “IEC” henceforth),
- b) Department of Physical Education (the “DPE” henceforth).

(4) Other units of the CULS are:

- a) Rectorate,
- b) Study and Information Centre (the “SIC” henceforth).

(5) The university farm of the CULS is:

The CULS Farm at Lány (the “CFL” henceforth),

(6) The university forest establishment of the CULS is:

The CULS Forest Establishment at Kostelec nad Černými lesy (the “CFE” henceforth).

(7) The CFL and CFE are hereinafter jointly referred to as the “School Undertakings”, individually also as the “School Undertaking”.

**Article 25**

**Status and competence of the Faculties**

- (1) The status and competence of the Faculties are laid down in Sections 24 to 33 of the Act.
- (2) The internal organization of the Faculties shall be regulated in their Constitutions and Internal Governance Codes.

**Article 26**

**Status and competence of the Institute of Education and Communication**

- (1) The IEC is a pedagogical and research unit that participates in the instruction in study programmes and provides a supplementary pedagogical education.
- (2) The IEC is directly managed by the Rector and has one representative from the ranks of academic staff and one representative from the ranks of students in the CULS AS.

**Article 27**

**Status and competence of the Department of Physical Education**

- (1) The DPE is a pedagogical unit that helps to improve students' physical condition and develop their personality through its activities.
- (2) The DPE shall be directly managed by the Rector and shall have one representative in the CULS AS.

**Article 28**

**Status and competence of other units**

- (1) The internal organization of the other units shall be determined in their Internal Governance Codes.
- (2) The other units or parts thereof shall be managed by their respective senior officers, appointed and recalled by the Rector (if the option of recalling from employment has been agreed upon), with the exception of the Rectorate, which is managed by the Bursar, appointed and recalled by the Rectors. Seniority and subordination relations of these senior officers shall be determined by the Rector in form of his regulation.

**Article 29**

**Status and competence of the School Undertakings**

- (1) The internal organization of the School Undertakings shall be determined in the Internal Governance Codes.
- (2) The School Undertakings shall be led by directors, appointed, managed and recalled by the Rector.
- (3) The Director of the School Undertaking shall act on behalf of the CULS, unless, in particular cases, such right is reserved by the Rector or a person authorized by him, or unless such reservation ensues from special legal regulations, in affairs related to the School Undertaking, in the following areas:
  - a) business,
  - b) civil, with restrictions on disposal of intangible assets,
  - c) administrative,
  - d) employment.
- (4) The Director of the School Undertaking
  - a) shall manage activities of the School Undertaking in compliance with special legal regulations, internal regulations of the CULS, Internal Governance Code of the School Undertaking and according to the activity plan as approved by the Rector;
  - b) shall arrange for the administration of assets belonging to the CULS and entrusted to the School Undertaking, and arrange for reproduction of such assets.

**Part six**  
**Evaluation of activities of the CULS**

**Article 30**  
**Evaluation of activities of the CULS**

- (1) Results of the evaluation of the CULS activities must be approved by the CULS AS sufficiently in advance before the annual report on the CULS activities and the annual report on the CULS management are to be submitted to the Ministry.
- (2) The individual parts of the CULS are obligated to provide data required for the preparation of the annual report of the CULS and the annual report on the CULS management within the time-limit as determined by the Rector.

**Article 31**  
**Structure of evaluation of activities of the CULS**

- (1) The evaluation system of activities of the CULS shall apply to all pedagogical units of the CULS; however, with different intensities and periodicities. Evaluation criteria shall observe main activities of the CULS.
- (2) In terms of periodicity, the following is conducted:
- a) annual regular evaluations of activities of the whole CULS, ensuing from Section 21 of the Act;
  - b) if need be, mainly in case of unfavourable economic results of some parts of the CULS, regular evaluation of activities shall be conducted more frequently;
  - c) in general, the evaluation of activities of the whole of CULS by international universities of the same or similar specializations shall be conducted every 5 to 7 years;
  - d) the individual Faculties of the CULS shall perform self-evaluation every 3 to 5 years;
  - e) continuous evaluation of accreditation of individual subjects in programmes of study.

**Article 32**  
**Form of evaluation of activities of the CULS and evaluation results**

- (1) Evaluation criteria in the framework of annual evaluation of pedagogical and scientific and research activities of Departments and the Faculties shall be quantified. This quantification is established in:
- a) rules for quantification of pedagogical activities of members of academic staff and other employees of the CULS,
  - b) rules for quantification of creative and specialized activities of members of academic staff and other employees of the CULS,
  - c) evaluation of other employees of the CULS.
- (2) The obtained results of the evaluation of activities of the CULS shall be used primarily for mutual comparison of parts of the CULS, for setting developmental trends and for managing the CULS.

**Part seven**  
**Academic ceremonies and symbols**

**Article 33**  
**Insignia of the CULS and academic gowns**

- (1) The external expression of dignity, powers and responsibility of the Rector, Vice-Rectors, Deans and Vice-Deans (the "Academic Officers" henceforth) on ceremonial occasions shall be represented by insignia of the CULS and the Faculties (academic sceptre, chains).
- (2) The use of insignia and manner of storage shall be determined by the Rector and Deans for the individual Faculties.
- (3) The following persons are entitled to wear academic gowns of the CULS on ceremonial occasions:
- a) Academic Officers and promoters (academic gowns in colours of the CULS and the Faculties),

- b) other employees of the CULS in accordance with the decision of the Rector or Dean (black academic gowns); this mainly applies to the Bursar and secretaries of the Faculties,
- c) students of Doctoral programmes of study, if the honorary degree dr.h.c. is granted, and important guests according to the Rector's decision (black academic gowns),
- d) graduates from programmes of study provided by the CULS during the graduation ceremony or academic oath (black academic gowns),
- e) Beadles (gowns of Beadles).

(4) Black academic gowns may be worn by graduates from programmes of study provided by the CULS during the graduation ceremony or academic oath, subject to the following:

- a) agreement between Deans and the Rector on the form of use,
- b) sufficient quantity of the gowns.

(5) Documentation related to academic gowns shall be arranged by the Rector's Office.

#### **Article 34 Emblem of the CULS**

(1) The official emblem of the CULS shall be a two-tailed lion with a crown, looking to the right and holding the inscription "ČZU" [CULS] in his paws, with an embedded ear of corn.

(2) The emblem of the CULS is a protected trademark, and its use shall be regulated in the Rector's special guideline.

#### **Article 35 Stamps of the CULS**

(1) The CULS shall use 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, School Undertakings and other parts of the CULS shall use round 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) Guidelines regulating the use of round stamps shall be issued by the Rector.

(4) The form and rules of the use of stamps not referred to in paragraphs 1 and 2 (line stamps) shall be laid down in Internal Governance Codes of individual parts of the CULS.

#### **Article 36 Official notice boards**

(1) The CULS, the Faculties, university-wide pedagogical units and School Undertakings shall have their own official notice boards.

(2) The official notice board must be clearly indicated and placed in an easily accessible place in the buildings where the Rectorate of the CULS, the given Faculty, wide-university pedagogical unit or School Undertaking are located.

(3) The official notice board of the CULS shall be used for publishing information regarding the whole university; official notice boards of the individual parts of the university shall publish information related to the given university part. In particular, the following shall be posted on the official notice board:

- a) data concerning the admission procedure (Section 49 (5) of the Act),
- b) the list of accredited programmes of study provided by the CULS, including their types, division into branches of study, forms of instruction and standard periods of instruction,
- c) information on commencement of the academic year and its division into periods of instruction, examinations and holidays, as well as information on time-limits for enrolment for the academic year, semester or block of study,
- d) information on dates and venues of state examinations,

- e) the list of branches of study in which the CULS is entitled to hold procedures for granting associate professorship or full professorship, stating the relevant Faculty, in case the programme or the branch of study in which the CULS is entitled to hold procedures for granting associate professorship and full professorship is accredited at the Faculty,
- f) data on commencement of the procedure for granting associate professorship or full professorship, including all dates of the appropriate public sessions of scientific boards (Section 75 (1) of the Act),
- g) data on termination of the procedure for granting associate professorship or full professorship,
- h) decisions delivered to students in an alternative manner (Section 50 (5) and Section 68 (3) (a) to (f) of the Act); in this case, the eighth day after displaying the document on the office board shall be understood as the day of alternative delivery,
- i) information on dates and venues of sessions of academic senates,
- j) competitive hiring procedures announced to fill positions of academic staff,
- k) other important public information.

(4) Moreover, information published on office notice board shall be published on the Internet.

### **Article 37**

#### **Academic ceremonies of the CULS**

(1) The Rector and Deans shall be installed in their offices in a ceremonial inauguration in the presence of members of the Academic Community of the CULS and invited guests. As a rule, an inaugural speech shall be delivered.

(2) The order of the ceremonial graduation when the honorary doctorate “honoris causa” is granted shall be specified by the CULS SB *ad hoc*.

(3) The ceremonial matriculation shall be a public expression of admission of students to the Academic Community of the CULS. Students shall take a solemn oath during the ceremonial matriculation, and the text of the oath shall be given in the Constitutions of the individual Faculties. The Dean, after consultation with the Rector, shall determine the form, elements and order of the matriculation.

(4) Graduation ceremonies shall be ceremonial acts during which Academic Officers present graduates from all types of study programmes with university diplomas and diploma supplements and their parts, or certificates of defence of the dissertation. Graduation ceremonies shall be organized by the Faculties or the IEC in collaboration with the Rector and Vice-Rectors. A solemn oath shall be taken during graduation ceremonies and its text shall be provided for the Constitutions of the Faculties or the IEC.

(5) 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) In the event the Vice-Rector should represent the Rector, the former shall be addressed as “Your Magnificence”.
- d) The Dean shall be addressed as “Spectabilis” (the celebrated one).
- e) The Vice-Dean shall be addressed as “Honorabilis”.
- f) In the event the Vice-Dean should represent the Dean, the former shall be addressed as “Spectabilis”.

### **Part eight**

#### **Management of the CULS**

### **Article 38**

#### **Rules of management of the CULS**

(1) The CULS shall perform its management according to the budget of costs and revenues, prepared for every calendar year. The budget must not be prepared as a deficient budget. After the end of the given year, the CULS

shall conduct the settlement with the State Budget and shall submit this settlement to the Ministry within the fixed time-limits.

(2) The basic source of the CULS budget shall be subsidies and contributions and other receipts pursuant to Section 18 (2) of the Act and other special legal regulations.<sup>1</sup>

(3) When managing means provided from the State Budget, the CULS shall be obligated to economize and to use these financial means efficiently in compliance with conditions of 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 with assets.

(4) The CULS must maintain proper records on assets and to establish rules of disposal of assets in an integral regulation; further, it shall adhere to general accounting standards.<sup>2</sup>

(5) The accounting unit of the CULS shall maintain its accountancy within an accountancy system; it shall observe general accounting standards.

(6) Within its supplementary activities, the CULS shall perform activities for consideration that are linked with its educational and scientific, research, developmental or other creative activities that should serve for a more efficient use of human resources and assets. Supplementary activities shall also include agricultural activities, which are necessary for ensuring further activities of CULS linked to science and research, education and teaching, testing, or administration and management of CULS owned property. The CULS must be consistent in keeping separated the costs and revenues related to supplementary activities.

(7) The CULS shall acquire financial means for ensuring activities financed from current assets from the following in particular:

- a) contributions from the State Budget as per Section 18 (2) of the Act,
- b) subsidies from the State Budget,
- c) fees related to study,
- d) return on assets,
- e) other receipts from the State Budget, from state funds, the National Fund, budgets of municipalities and regions and from the budget of the European Union,
- f) return on supplementary activities,
- g) income from gifts and legacies, from income from foundations and foundation funds,
- h) by combining financial means, from loans provided by financial institutions.

(8) The CULS shall acquire financial means for ensuring activities financed from capital assets from the following in particular:

- 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,
- e) by combining means,
- f) loans provided by monetary institutions,
- g) purpose-directed gifts.

(9) The CULS shall be legally entitled to receive contributions from the State Budget with the aim of providing accredited programmes of study and programmes of lifelong education and related scientific, research,

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<sup>1</sup> For instance, Sections 12 to 14 of Act No. 218/2000 Coll., on Budgetary Rules and on Amending Certain Related Acts (Budgetary Rules), as amended by later regulations, 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.

<sup>2</sup> Act No. 320/2001 Coll., on Financial Control in Public Administration and on Amending Certain Acts (the Act on Financial Control), as amended by later regulations.

developmental and other creative activities, and subsidies for the development of the CULS. The CULS may obtain a subsidy from the State Budget to accommodate and to provide meals to students.

(10) Other revenues shall be the source obtained by own activities of the CULS and may be used to finance its activities. If revenue is provided for a specific purpose based on an agreement, the CULS shall draw the funds in compliance with such 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) The CULS shall raise the following funds:

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

(13) Formation and use of the funds:

a) The reserve fund shall be formed from:

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

The reserve fund shall be used primarily for the following purposes:

- to cover losses of previous accounting periods,
- to transfer means to the fixed assets reproduction fund, remuneration fund and operational means fund.

b) The fixed assets reproduction fund, which shall be formed from:

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

The fixed assets reproduction fund shall be used for the following purposes:

- to procure long-term assets,
- to pay instalments of investment credits and loans,
- to provide means to other persons on the basis of an agreement on joint investment activities,
- to transfer means into the reserve fund, remuneration fund and operational means fund.

c) The bursary fund, which shall be formed from:

- fees for study as per Section 58 (7) of the Act,
- transfers of tax-deductible costs according to a special legal regulation.<sup>3</sup>

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<sup>3</sup> Section 24 (2) (zr) of Act No. 586/1992 Coll., on Income Tax, as amended by later regulations.

Means of the bursary fund may be used for payment of bursaries in compliance with the Study Code of the CULS.

d) The remuneration fund, which shall be formed from:

- allocation from profit after taxation,
- 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 in compliance with the Internal Salary Regulation of the CULS,
- to transfer means from the reserve fund, fixed assets reproduction fund and operational means fund.

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

- purpose-directed gifts, with the exception of gifts intended for procurement and technical revaluation of long-term assets,
- purpose-directed financial means from abroad,
- purpose-directed public means, including means of purpose-directed and institutional support of research and development from public funds that could not be used by the CULS during the budget year in which they were provided, specifically up to the amount of 5% of the volume of purpose-directed public means provided for individual research and development projects or research plans in the given calendar year; in the case of another support from public means, up to the amount of 5% of the volume of such support provided in the calendar year; the transfer of purpose-directed means shall be reported in writing by the CULS to their provider.

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

f) The social fund, which shall be formed from:

- basic allocation at the expense of costs up to the amount approved by the CULS AS upon a proposal of the Rector from the annual volume of costs of the CULS 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 of employees in accordance with the Principles for provision of the employer's contributions to pension and capital life insurance, and for other purposes approved by the CULS AS based on the Rector's proposal.

g) The operational means fund, which shall be formed from:

- profit after taxation, from the balance of contribution as per Section 18 (2) (a) of the Act as of 31 December of the current year,
- transfer of means from the reserve fund, fixed assets reproduction fund, remuneration fund.

Means 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, the CULS shall be entitled to transfer means among its funds, specifically the reserve fund, fixed assets reproduction fund, remuneration fund and operational means fund. Transfers shall be decided by the Rector.

(15) The CULS may distribute profit after taxation into their funds only in case losses, if any, from previous periods have been covered. Balances of funds as of 31 December of the current year shall be transferred to the following budget year.

(16) When the profit is distributed after taxation among individual funds of the CULS, specific needs of the CULS 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 provided in the Act or another special legal regulation.

(17) Means of the budget shall only be used for financing activities for the purpose of which the CULS was established, and for financing supplementary activities as per Section 20 (2) of the Act.

(18) The CULS shall have the right to accept credits, returnable financial assistance and loans for running and capital expenses, unless no claims towards the State Budget arise from accepting the same, and if their returnability is secured within the management of the CULS. The State shall not be liable for commitments of the CULS.

(19) Payments of sanctions shall be a part of costs of the CULS.

#### **Article 39**

##### **Assets**

(1) The CULS shall own assets that must be used to perform the main activity of the CULS - i.e. the performance of tasks in educational and scientific, research, developmental or other creative activities. In addition, its assets may be used for supplementary activities. Assets of the CULS shall include items, apartments and non-residential premises, rights and other property.

(2) The CULS may acquire only securities issued by the State or securities the payment of which is guaranteed by the State, or securities of a trading company in which the public university invested its assets.

(3) Within supplementary activities, the CULS shall perform activities for consideration that are linked to its main activity. Supplementary activities must not affect adversely the quality, scope and availability of activities for the purpose of which the CULS was established.

(5) The CULS shall not be entitled to assume liability for monetary debts of other persons, or to create a right of pledge in real estate. The CULS may not become a member of a public trading company or a general partner of a limited partnership. Furthermore, the CULS shall not contribute to a trading company or a cooperative with intangible assets acquired in its ownership from the ownership of the State, or a contribution provided as per Section 18 (3), or a subsidy provided as per Section 18 (5) of the Act. Monetary and non-monetary contributions to legal persons shall be decided by the Rector in a special decision.

#### **Article 40**

##### **Financing of facilities**

(1) The CULS shall finance capital and running expenses of its facilities having the character of refectories, dormitories, lodging houses, educational facilities for youth and adults, operation of libraries, gymnasias and other sports facilities, if these shall serve for employees or students of the CULS.

(2) In case the CULS shall use facilities as per paragraph 1 in conjunction with another person, the CULS shall contribute to costs and revenues according to the ratio of utilization, as stipulated in an agreement that is to be concluded. 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) The CULS is entitled to provide its staff with meals or contributions to meals in compliance with applicable legislation.

(2) The CULS is entitled to provide contributions to students' meals from the funds of subsidies granted by the Ministry of Education, Youth and Sports and from own resources.

### **Part nine**

#### **Concluding provisions**

##### **Article 42**

##### **Concluding provisions**

(1) The Constitution of the Czech University of Life Sciences Prague registered by the Ministry on 04 October 2011 under Ref. No. 29 398/2011-30 is hereby repealed.

(2) The present Constitution was approved by the CULS AS on 08 January 2013 in conformity with Section 9 (1) (b) of the Act.

(3) In compliance with Section 36 (4) of the Act, the present Constitution shall become valid on the day of its registration by the Ministry.

prof. Ing. Jiří Balík, CSc., dr.h.c. m.p.

Rector of the CULS Prague

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The changes of the Constitution of the Czech University of Life Sciences Prague were approved by the Academic Senate of the Czech University of Life Sciences Prague on 18 September 2013, on 30 October 2013, on 28 January 2014, on 30 October 2014, on 17 December 2014, from 25 March 2015 to 1 April 2015 (correspondence voting), and on 8 October 2015 by the Academic Senate of the Czech University of Life Sciences Prague, in conformity with Section 9 (1) (b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts (the Act on Higher Education Institutions).

The changes of the Constitution of the Czech University of Life Sciences Prague shall come into force on the day of registration by the Ministry of Education, Youth and Sports in accordance with Section 36 (4) of the Act on Higher Education Institutions.

*Annex No. 1  
to the Constitution of the CULS Prague*

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

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