



Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice

*Pursuant to Section 36 (2), Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), the Ministry of Education, Youth and Sports registered these Statutes of the University of South Bohemia in České Budějovice under ref. no MSMT-14300/2020-1 on March 26, 2020.*

## **STATUTES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

### **PREAMBLE**

The Statutes of the University of South Bohemia in České Budějovice express the will of the academic community based on the awareness of the importance of the University for the development of human knowledge, education and culture and its mission to serve the truth and to develop the ideals of humanity in the spirit of the inviolable values of human dignity and freedom, in which the mutual relations of the members are determined by spiritual authority rather than by power in which the principles of academic freedoms are seen as an essential basis for the existence of the academic community and its scientific and pedagogical activities, mindful of the deepening of the autonomous and self-governing character of the University, as well as its independence from power or political structures, making every effort to provide access to studies for everybody who desires to be educated, advocating the idea of worldwide cooperation among universities not only as a basis of international scientific research, but primarily as a precondition for education of new generations in understanding, tolerance and respect.

### **PART ONE INTRODUCTORY PROVISIONS**

#### **Article 1 Fundamental Provisions**

(1) The University of South Bohemia in České Budějovice (hereinafter referred to as the "USB") is a public higher education institution of a university type pursuant to Act No. 111/1998 Coll., On Higher Education Institutions and on the Amendment to Other Acts (Higher Education Act), as amended (hereinafter as the "Act") and the Statutes of the University of South Bohemia in České Budějovice (hereinafter referred to as the "Statutes") is a fundamental document of the USB, which is defined by the following basic information:

- a. Full name: University of South Bohemia in České Budějovice
- b. Abbreviated name: USB ("JU" in the Czech language)
- c. Domicile: České Budějovice, Branišovská 1645/31a, PSČ: 370 05,
- d. IN: 60076658.

(2) The USB was established on 28 September 1991 by the Act No. 314/1991 Coll. of the Czech National Council, on the Establishment of the Silesian University, the University of South Bohemia, the University of West Bohemia, the University of Jan Evangelista Purkyně and the University of Ostrava.

(3) Foreign language versions of the name of the USB are:

- a. English: "University of South Bohemia in České Budějovice",
- b. German: "Südböhmische Universität in České Budějovice",
- c. French: "Université de Bohême du Sud de České Budějovice",
- d. Spanish: "Universidad de Bohemia del Sur de České Budějovice",
- e. Italian: "Università della Boemia meridionale di České Budějovice",
- f. Russian: "Южночешский университет в городе Ческе Будейовице",
- g. Latin: "Universitas Bohemiae Meridionalis Budovicensis".

## **Article 2**

### **Aims and Activities of the University**

(1) As a supreme centre of education, independent knowledge and creative activities, the USB is focused on scientific, cultural, social and economic development of the society and it fulfils the mission of a public higher education institution of a university type pursuant to Section 1 of the Act by its activities.

(2) The main objective of the USB as a research organization is to independently conduct basic research, industrial research or experimental development and publicly disseminate the results of these activities in the form of lectures, publications or a knowledge transfer.

(3) Educational and related scientific and research, development and innovation, artistic or other creative activities (hereinafter referred to as "creative activities") are developed at the USB in economic, humanitarian, pedagogical, scientific, social, theological, technical, artistic, health and agricultural fields at an international level.

(4) In addition to the educational and creative activities, the USB also carries out supplementary activities in the sense of Section 20 of the Act, in order to assist the fulfilment of the USB mission.

(5) To support its activities, the USB creates and provides:

- a. conditions for work or study within its financial, material and spatial capabilities,
- b. information services, library collections and access to them, access to

- electronic information and information technologies, editorial services, consulting services and other services for students related to their studies,
- c. conditions for sporting and cultural activities related to the fulfilment of the USB mission, including support of activities of associations and communities gathering members of the academic community of the USB whose activities contribute to the fulfilment of the USB mission,
  - d. social welfare conditions including student accommodation and meal provision for students and employees in its own dedicated facilities,
  - e. conditions for creating and maintaining relationships with alumni of the USB.

## **PART TWO**

### **ACADEMIC COMMUNITY, ACADEMIC SYMBOLS AND CEREMONIES**

#### **Article 3**

#### **Academic Community**

- (1) The academic community of the USB consists of its academic staff and students.
- (2) Academic staff of the USB includes professors, associate professors, adjunct professors, professional assistants, assistants, lecturers and science, research and development staff who according to their employment relationship with the USB perform pedagogical work and creative activities.
- (3) The legal status of a student is governed by Sections 61 to 63 of the Act. An applicant for a USB degree programme becomes a student on the day of enrolment to a degree programme at the relevant faculty. A person who was granted an interruption of studies according to Section 54 of the Act shall be reinstated to the student status on the date of re-enrolment in the studies. A student ceases to be considered a student on the date of completion of studies pursuant to Section 55, paragraph 1 and Section 56, paragraph 1 and 2 of the Act, or on the date of interruption of studies pursuant to Section 54 of the Act. Participation in a Lifelong Learning Programme does not grant the participant the legal status of a student.
- (4) The academic community of the USB is a common and integral guarantor of academic freedoms and rights of each of its members. At the same time, it is the responsibility of all members of the academic community to defend and develop these freedoms and rights.
- (5) The academic community of the USB is convened to discuss major issues or ordinances within the competences of the USB.

(6) The Rector or the Chairperson of the Academic Senate of the USB have the right to convene a meeting of the academic community of the USB.

#### **Article 4** **Visiting Professor**

(1) The designation "visiting professor" may be used by a member of the academic staff of another Czech or foreign higher education institution who has been granted the designation by the Rector upon a proposal of the Dean of the faculty in question. The visiting professor shall be issued an appointment decree certifying their status and defining the mission of the visiting professor corresponding to the activities of a professor or associate professor and the duration of their stay.

(2) Visiting professors are considered members of the academic staff of the USB for the duration of their stay.

(3) Visiting professors may be members of the Board of Examiners for state examination only if they meet the requirements defined in Section 53 (2) of the Act.

#### **Article 5** **Professor Emeritus**

(1) Professor emeritus at the USB may be appointed from the ranks of retired professors of the USB or professors who are retired and used to be employees of the USB. Professors emeriti are appointed by the Rector upon a proposal from the Dean of the relevant faculty after a statement from the Scientific Board of the faculty of the USB.

(2) Professor emeritus at the USB is an honorary title which does not establish membership in the academic community of the USB. Professors emeriti are entitled to participate in creative activities of the USB and to use its facilities and information technologies for this purpose. Professors emeriti have the right to be given the floor at meetings of the academic community of the USB. A professor emeritus appointment does not establish any employment rights.

#### **Article 6** **Honorary Degrees**

(1) The USB grants an honorary degree "doctor honoris causa", abbreviated as "dr. h. c." (hereafter referred to as "honorary degree ") to important domestic and foreign persons who have made a significant contribution to the development of the areas of the USB's focus.

(2) Decisions to award the honorary degree lie with the Scientific Board of the USB. Proposals may be submitted by:

- a. The Rector,
- b. Scientific boards of faculties of the USB,
- c. Members of the Scientific Board of the USB.

(3) The proposed person must give their consent to being awarded an honorary degree in advance. After a preliminary approval of the Scientific Board of the USB, the Rector shall ask for the consent. Honorary degrees are awarded at a special academic ceremony.

### **Article 7 Academic Insignia**

(1) Academic traditions, rights and freedoms and responsibilities of the Rector, Vice-Rectors, Deans and Vice-Deans (hereinafter referred to as the "academic official") are expressed through academic insignia of the USB and the academic insignia of faculties, which are used by academic officials during ceremonial occasions.

(2) Academic insignia of the USB and its faculties are the ceremonial mace, ceremonial chains of office and ceremonial robes.

(3) The use of the academic insignia of the USB and its faculties, ways of depositing these academic insignia and responsibility for their registration and management is stipulated by the Rector for the academic insignia of the USB and by the Dean for academic insignia of individual faculties.

(4) The following persons are entitled to use the USB gowns during ceremonial occasions:

- a. Academic officials and Promotors,
- b. other USB employees according to the Rector or Dean's decision,
- c. graduates of degree programmes implemented at the USB,
- d. persons proposed for the award of an honorary degree,
- e. mace-bearers.

### **Article 8 Academic Ceremonies**

(1) Academic ceremonies are in particular:

- a. ceremonial inauguration of the Rector or Dean as an expression their appointment into office,
- b. ceremonial matriculation of students as an expression of their admission the academic community,
- c. graduation ceremony where the graduates of the USB are awarded a

certificate of higher education,  
d. an honorary degree award ceremony.

(2) The content, form and manner of academic ceremonies is proposed by the relevant Vice-Rector or Vice-Dean in the spirit of university traditions and approved by the Rector or Dean of the relevant faculty.

### **Article 9 Medals and Awards**

(1) Medals and awards of the USB are awarded by the Rector as a recognition of the person's merits for development of the USB, for activities related to the fulfilment of the USB mission and other merits according to the decision of the Rector.

(2) The Code for Awarding Medals and Awards is stipulated by the Rector. The register of awarded medals and prizes is kept at the Rectorate of the USB.

### **Article 10 University Seal, Coat of Arms and Official Round Stamp**

(1) The USB uses a university seal with the symbolism of Bohemia and the South Bohemian region with the text "Sigillum Universitatis Bohemiae Meridionalis".

(2) The USB uses a university logo/coat of arms in accordance with the USB's common visual style.

(3) The USB uses an official round stamp with the state emblem of the Czech Republic and the text "University of South Bohemia in České Budějovice". The official round stamp is used to issue USB decisions and to confirm important legal facts in accordance with the general rules on use of state symbols of the Czech Republic.

## **PART THREE ORGANIZATION AND MANAGEMENT OF THE USB**

### **Article 11 USB Bodies**

(1) The self-governing academic and other bodies of the USB are the bodies listed in Section 7 of the Act.

(2) The Internal Evaluation Board is established pursuant to Section 7 (1) d) of the Act. The competence of the Scientific Board of the USB referred to in Section

12 (1) b) and c) of the Act is hereby assigned to the Internal Evaluation Board of the USB. The Internal Evaluation Board of the USB also carries out the activities pursuant to Section 12a (4) a) to d) of the Act and expresses its views on programmes of studies implemented by the USB, which are submitted for assessment by the Rector of the USB.

## **Article 12**

### **Constituent Parts of the USB**

(1) The USB is divided into constituent parts which comprise of faculties, other institutions for educational and creative activities or for providing information services and special purpose facilities for cultural and sporting activities, for accommodation and catering especially for students and USB employees or for ensuring the operation of the USB.

(2) Pursuant to Section 22 (1) c) of the Act, the faculties are:

- a. The Faculty of Economics
- b. The Faculty of Fisheries and Protection of Waters,
- c. The Faculty of Arts,
- d. The Faculty of Education,
- e. The Faculty of Science,
- f. The Faculty of Theology,
- g. The Faculty of Health and Social Sciences,
- h. The Faculty of Agriculture.

(3) Pursuant to Section 22 (1) c) of the Act, the Institutions are:

- a. The Academic Library,
- b. The British Centre,
- c. The Centre of Information Technologies,
- d. The Goethe Centre,
- e. The Publishing House.

(4) Pursuant to Section 22 (1) d) of the Act, the purpose facilities are:

- a. Dormitories and Refectories,
- b. Preschool facilities.

(5) The legal status of the constituent parts of the USB, organizational structure, definition of activities, rights and obligations are specified in the Act, internal regulations of the USB and in internal regulations of the individual constituent parts of the USB.

### **Article 13**

#### **Management Structure of the USB**

(1) The managing employees of the USB in the sense of Section 9 (1) (a) of the Act are the Rector, Vice-Rectors, the Bursar, and Deans of faculties.

(2) The Rector's Advisory Board is a permanent advisory body to the Rector. Members of the Rector's Advisory Board are faculty Deans and other persons appointed by the Rector. The Rector may appoint other advisory bodies as required.

(3) The Rectorate of the USB:

- a. provides for the needs of the USB as a whole;
- b. provides organisational, coordinating, consulting, methodological, enrolment and control activities concerning studies, scientific, economic, HR, legal, investment, external relations, marketing, foreign relations and internal administration areas;
- c. provides for the material and administrative activities of the Rector, Vice-Rectors, the Bursar, the Academic Senate of the USB, the Scientific Board of the USB, the Internal Evaluation Board of the USB and the Board of Trustees of the USB.

Details of activities and organisation of the Rectorate of the USB are set out in the Rectorate Regulations of the USB.

(4) Management of faculties and other constituent parts of the USB:

- a. Deans are accountable to the Rector for their activities, the Dean's competences in matters stipulated in Section 24 of the Act are not thereby affected;
- b. directors of other constituent parts of the USB, which are not faculties, are directly subordinate to the Rector;
- c. if a member of the academic staff carries out their activities at several faculties of the USB, their Labour Code related issues are dealt with by the Dean of the faculty where they perform a larger part of their activities; if the share is equal at all faculties, the Rector deals with the issues upon discussion with the Deans of the faculties concerned;
- d. Secretaries of faculties and heads of economic departments of other constituent parts of the USB are managed by the Bursar regarding methodology;
- e. Vice-Deans and other managerial staff of faculties are managed regarding methodology by the Vice-Rectors when they perform activities for which the Vice-Rector is responsible at the level of the whole USB.

(5) The Academic Senate of the USB and its members are accountable for their activities to the academic community of the USB. In exercising their office, members of the Senate are not bound by orders or resolutions of the bodies of

the faculty where they were elected, but only by their conscience, and are obliged to protect the interests of the USB as a whole.

(6) Within three months of his/her appointment, the Rector shall submit a proposal for the removal and appointment of members of the Scientific Board of the USB to the Academic Senate of the USB.

#### **Article 14** **Internal Regulations of the USB**

(1) The internal regulations of the USB are the regulations listed in Section 17 (1) of the Act. Under Section 17 (1) k) of the Act, other internal regulations of the USB constitute as follows:

- a. Statutes of the Internal Evaluation Board of the USB,
- b. Financial Management Principles of the USB,
- c. Rules for Establishment of Legal Entities and for Monetary and Non-monetary Investments to USB Legal Entities,
- d. Lifelong Learning Code of the USB
- e. Rules of Habilitation Procedures and Procedures for Appointing Professors at the University of South Bohemia in České Budějovice.

(2) In addition to the internal regulations of the USB and internal regulations of the faculties, as per Section 33 (2) of the Act, the USB and faculty bodies and other constituent parts are authorized to create and - within the framework of their competencies - enforce the following documents in order to manage, organise or provide a methodology for activities related to the fulfilment of the USB mission:

- a. ordinances, codes, decisions, and methodological guidelines of a binding nature (hereinafter as the "ordinances"),
- b. methodological recommendations.

(3) Ordinances with the University-wide competence are published on the website of the USB. Ordinances with a limited scope of competency are published on the websites of the relevant constituent parts of the USB concerned.

(4) If the Rector considers any ordinance or methodological recommendation of a USB or a constituent part of the USB inconsistent with the generally binding legal regulations or the internal regulations of the USB, they shall notify the body that published the disputed ordinance or methodological recommendation; if the body insists on the ordinance or methodological recommendation, they are entitled to request a hearing with the Rector; if this is not arranged without undue delay or if, after a discussion of the matter, there is no revision to address the inconsistencies within a reasonable time, the Rector is entitled to rectify the document.

## **Article 15**

### **Rights of Faculty Bodies**

Under Section 24 (2) of the Act, faculty bodies have the right to make decisions or to act on behalf of the USB in the following matters regarding the faculty:

- a. creation and implementation of degree programmes in accordance with the Strategic Plan of the USB, the internal regulations of the USB and ordinances of the Vice-Rector accountable for the organisation and development of educational activities at the USB;
- b. strategic focus of creative activities in accordance with the Strategic Plan of the USB, the internal regulations of the USB and ordinances of the Vice-Rector responsible for the organisation and development of creative activities at the USB;
- c. international relations and activities in accordance with the Strategic Plan of the USB, the internal regulations of the USB and ordinances of the Vice-Rector responsible for the organisation and development of internationalisation activities at the USB;
- d. supplementary activities and management of resources obtained from these in accordance with the Strategic Plan of the USB, the internal regulations of the USB and ordinances of the Bursar.

## **Article 16**

### **Decision-Making and Signing Authority**

1) The following persons are entitled to make decisions, enter into legal transactions in accordance with the law and act externally towards third parties on behalf of the USB:

- a. the Rector in matters set out by the Act and Statutes,
- b. Vice-Rectors within the scope specified by the Rector,
- c. the Bursar within the scope specified by the Statutes and the Rector,
- d. Directors of constituent parts of the USB, which are not faculties, within the scope specified by the internal regulations of the USB,
- e. Deans of faculties in matters under Section 24 of the Act, concerning the relevant faculty,
- f. concerning public procurement under the Act No. 134/2016 Coll., On Public Procurement, as amended, concerning the relevant constituent part of the USB and financed from the funds entrusted to that constituent part, Deans or Directors of other constituent parts of the USB are authorised to make decisions in accordance with the specific USB legislation or internal regulations on public procurement.

(2) Persons referred to in paragraph 1 letters a) to f) can authorize other persons to enter into legal transactions only within the scope of their authority.

(3) Signing on behalf of the USB is carried out by affixing the authorized person's signature to printed or otherwise executed name of the USB.

## **Article 17**

### **Financial Management of the USB**

(1) The USB's financial management is regulated by the Financial Management Principles of the USB and the Rector's Ordinance setting out Assets Management Regulations, including assets registration, inventory, liability, and authority concerning the management of the USB assets.

(2) The USB Rules for Budgeting shall be discussed by the Rector and representatives of the Academic Senate of the USB and the Board of Trustees. In accordance with the Act, a draft budget, with the rules for provisional budget as its integral part, shall be submitted for approval to the Academic Senate of the USB and the Board of Trustees by the Rector. If the draft budget is not approved by the Academic Senate of the USB, the Rector shall submit a new proposal within 14 days. In case of repeated failure to approve the budget proposal by the Academic Senate of the USB, the financial management of the USB shall be governed by the provisional budget. Should the draft budget be approved by the Academic Senate of the USB, the proposal is submitted for further approval in accordance with Section 14 (5) of the Act. Should the Board of Trustees of the USB return the draft budget to the Academic Senate of the USB to be renegotiated and the Academic Senate of the USB subsequently rejects the proposal, the USB's financial management shall be governed by the provisional budget.

(3) If a constituent part of the USB incurs a loss in its financial management at the end of the calendar year (i.e., negative economic result), the Rector may, after assessing the nature of the loss, impose a sanction.

(4) The assets of the USB are entrusted to the Rectorate, faculties and other constituent parts of the USB.

(5) The Bursar, Deans and Directors of other constituent parts of the USB are accountable for the efficient use of funds and proper management of USB assets to the Rector.

## **PART FOUR**

### **EDUCATIONAL ACTIVITIES**

## **Article 18**

### **Admission Procedure and Conditions for Admission to Studies**

(1) Applicants submit an electronic application for admission to studies through the Information System of the USB unless the Dean of the relevant faculty decides otherwise. In cases worthy of special consideration, the Dean may decide on an alternative method of submitting an application for admission to studies.

(2) If the application lacks the prescribed essentials or contains other errors, the Study Department of the faculty to which the application has been submitted shall invite the applicant to remedy these, setting them a reasonable deadline and instructing them on the consequences of not remedying the deficiencies within this deadline. If the applicant fails to comply with these provisions, the admission procedure shall be stopped. The faculty than shall inform the applicant on the decision to stop the proceedings.

(3) The USB sets a fee for administrative costs connected with the admission procedure pursuant to Section 58 (1) and (4) of the Act. This fee is payable on the date of submitting the application for admittance to studies. An application submitted without a fee for the cost of administrative costs associated with the admission procedure is considered to be a defective application pursuant to paragraph 2. An applicant who does not pay this fee within the set deadline does not fulfil a basic condition for admission to studies.

(4) Conditions for admission to studies in bachelor's, master's and doctoral degree programmes are generally laid down in Articles 48 to 50 of the Act.

(5) Conditions for admission to studies pursuant to paragraph 4 shall be updated and published in accordance with Section 49 (5) and (6) of the Act for each academic year. Detailed rules for the admission procedure and conditions for admission to studies in accredited programmes of studies are laid down by the Dean of each faculty. This ordinance must be duly published and include in particular:

- a. the deadline for submitting applications;
- b. the method of submitting applications;
- c. a list of all facts the applicant is obliged to document or otherwise certify, including the required form and the deadline for providing these;
- d. the form and organizational framework of the entrance examinations if they are required, specifying the frame content of each examination and its assessment criteria as well as the rules governing the possible waiver of the entrance examination;
- e. requirements for medical fitness to studies the relevant degree programme, if laid down as a condition for admission to studies;
- f. the minimum level of fulfilment of the requirements necessary for admission to studies;
- g. deadlines and method of verifying the fulfilment of individual conditions of admission to studies;
- h. the maximum number of applicants admitted to the relevant degree programme;
- i. information on whether the faculty will allow the applicant to consult their file or provide the candidate with a copy of the file;
- j. criteria for assessing the validity of an applicant's excuse for absence at the entrance examination or missing the deadline for certifying the required facts, or determining the possibility to sit the admission examination on an alternative date or setting a final deadline for issuing

- the decision after which the facts can no longer be substantiated;
- k. the amount, method of payment and due date for the fees related to the admission procedure;
  - l. the amount, method of payment and due date for the fees related to the assessment of fulfilment of the conditions for admission to studies pursuant to Section 48 (4) d) and (5) c) of the Act, if it is determined in accordance with Section 48 (7) of the Act.
- (6) If there is an entrance examination, the candidate shall be invited in writing.
- (7) If the applicant consents to this in their application for admission to studies, a positive decision on their admission to the studies may be delivered to them through the USB electronic information system. In other cases, the decision is served by a postal operator.
- (8) If the applicant fails to attend the entrance examination without providing a written excuse or their excuse is not accepted, they fail a basic condition for admission to studies.
- (9) An applicant who fails to certify the required facts constituting a condition of admission to studies in due time or within the prescribed final deadline, fails a basic condition for admission to studies.

### **Article 19**

#### **Requirements for Foreigners Wishing to Study**

- (1) Foreigners may be admitted to studies in a degree programme in Czech or a foreign language, if:
- a. their education has been recognised to fulfil the education required by the Act for admission to the given type of degree programme,
  - b. have met the conditions set for admission to studies.
- (2) In cases worthy of special consideration, the Dean may decide on an appropriate modification of deadlines or other conditions of admission and deadlines for enrolment of foreigners in studies.
- (3) A foreigner who has received the status of a USB student becomes a member of the academic community of the USB with all related rights and obligations.

### **Article 20**

#### **Study-Related Fees**

- (1) Study-related fees are governed by Section 58 of the Act and the Rector's ordinance, which stipulates the amount of each fee set at the USB for each type of fee obligations.

(2) The amount of the study-related fee pursuant to Section 58 (3) of the Act shall be set as follows:

- a. for students of faculties with a studies implementation costs coefficient (hereinafter referred to as "coefficient") of less than or equal to 1,5: basis  $\times$  3,5;
- b. for students of faculties with a studies implementation costs coefficient greater than 1,5 and less or equal to 2,0: basis  $\times$  4,25;
- c. for students of faculties with a studies implementation costs coefficient greater than 2,0: basis  $\times$  5.

The results of the calculation are rounded up to the nearest ten. The coefficient for individual faculties shall be set by the Rector.

(3) If the basis for calculating the study-related fees announced by the Ministry of Education, Youth and Sports (hereinafter as the "MEYS") falls under the amount of CZK 2,400, the basis in the formula for calculating the fee is replaced by an amount equal to 1.5 times the basis.

(4) After the publication of the basis for calculation to the study-related fees by the Ministry of Education, Youth and Sports, the USB shall publish the exact amount of study-related fees for students of individual faculties of the USB for the following academic year.

(5) The study-related fee for a degree programme in a foreign language according to Section 58 (4) of the Act ranges between CZK 500 and CZK 210,000 per year. The exact amount of the fee within this range shall be determined by consideration of the costs of the implementation of the relevant degree programme.

(6) The study-related fee is payable by a bank transfer and within the deadline specified in the relevant decision on the amount of the studies-related fees. In cases worthy of special consideration, the Dean may decide on another method of payment. The due date of the fee, as per Section 58 (7) of the Act is, as a general rule, set at 90 days from the date when the decision on the amount of the studies-related fees comes into force.

(7) A student may request the Dean of the faculty to waive, reduce or postpone the due date of the study-related fee, or also to establish a schedule of instalments, before the decision on the amount of the fee has been issued or at the time of an appeal against the issued decision. The request made before the decision on the fee amount is deemed as exercising the right to express one's opinion in the proceedings, to propose evidence and to make other conclusions in accordance with Article 36 (1) and (2) of Act No. 500/2004 Coll., The Administrative Procedure Code, as amended (hereinafter referred to as the "Administrative Code").

(8) The student's reasons for the application under paragraph 7 must be substantiated. The reasons relevant for the request are particular:

- a. difficult social situation,
- b. serious medical reasons,
- c. other reasons worthy of special consideration.

(9) The Dean may, at the student's request submitted prior to the decision, decide to set a fee lower than the amount calculated in accordance with paragraph 2; provide a schedule of instalment or a longer term of the fee. The student may appeal against the decision within 30 days of the date of being notified.

(10) An appeal against the decision on setting the study-related fee is submitted to the Dean of the faculty where the student is enrolled for studies. The Dean by themselves may only grant the appeal, otherwise, they shall submit it to the Rector. When deciding on an appeal against a decision on setting a study-related fee, the Rector takes into account the student's learning outcomes, their social situation, any serious medical or other reasons worthy of consideration, if these have been duly substantiated. The Rector decides in such a way that when deciding on identical or similar cases no unwarranted differences are created.

#### **Article 21**

#### **Reimbursement for Other Administrative Proceedings and Proceedings of a Different Nature**

(1) In accordance with the Act and other special regulations, students may be charged for proceedings specified in the Bursar's Ordinance to the amount of the costs associated with them.

(2) The proceedings shall not be carried out unless the fee under paragraph 1 is paid.

#### **Article 22**

#### **Delivery of Documents to Students**

(1) Decisions made under Section 69a (3) of the Act are delivered to students through the USB electronic information system. An integral part of this electronic information system is the university e-mail address assigned to the student at enrolment in studies.

(2) In other cases, the service of documents in proceedings leading to a decision on the student's rights and obligations is governed by the provisions of Section 69a (2) of the Act and the relevant provisions of the Administrative Procedure Code.

**PART FIVE  
FINAL PROVISIONS**

**Article 23**

(1) The Statutes of the University of South Bohemia in České Budějovice, registered by the Ministry of Education, Youth and Sports under no. MSMT-35322/2016 on November 10, 2016.

(2) These Statutes have been approved under Section 9 (1) b) item 3 of the Act by the Academic Senate of the USB on October 15, 2019.

(3) Pursuant to Article 36 (4) of the Act, these Statutes become effective on the date of their registration by the Ministry of Education, Youth and Sports.

Assoc.Prof. Tomáš Machula, PhD, ThD, m. p.  
Rector