



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

Pursuant to Section 36(2), Act No 111/199, 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 on

STATUTES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

PREAMBLE

The Academic Senate of the University of South Bohemia in České Budějovice, expresses the will of the academic community arising from the awareness of the importance of human knowledge, learning and culture and its mission to be in service to truth and to develop the ideals of humanity in the spirit of inviolable values of human dignity and freedom, endeavouring to deepen the ideas of the University as a community within which mutual relationships of members are determined by the intellectual authority and not by power, a community within which the principles of academic freedoms are preserved as the necessary foundation of the existence of the academic community and its educational and creative activity heeding the deepening of the self-governing and autonomous nature of the University as well as its independence from structures of power or politics, aiming at providing access to education to all who desire it, subscribing to the idea of worldwide cooperation of universities not only as the basis of international scientific research but primarily as the condition for the education of new generations towards understanding, tolerance and respect, approved this internal regulation (hereinafter as 'Statutes') pursuant to Section 9(1)(b) and Section 17(1)(a) of the Higher Education Act:

DIVISION ONE INTRODUCTORY PROVISIONS

Article 1

Name, registered office and type of the higher education institution

(1) The University of South Bohemia in České Budějovice (hereinafter as 'USB') is a university public higher education institution pursuant to Act No 111/1998, on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended (hereinafter as the 'Act'), which is defined by the following basic information:

- a. Full name: Jihočeská univerzita v Českých Budějovicích
- b. Abbreviated name: JU

- c. Registered office: České Budějovice, Branišovská 1645/31a, Postal code: 370 05
 - d. ID No: 60076658
- (2) Foreign language versions of the name of USB:
- a. English language: 'University of South Bohemia in České Budějovice';
 - b. German language: 'Südböhmische Universität in České Budějovice',
 - c. French language: 'Université de Bohême du Sud de České Budějovice',
 - d. Spanish language: 'Universidad de Bohemia del Sur de České Budějovice',
 - e. Italian language: 'Università della Boemia meridionale di České Budějovice',
 - f. Russian language: 'Южночешский университет в городе Ческе Будейовице',
 - g. Latin language: 'Universitas Bohemiae Meridionalis Budovicensis'.

Article 2

Legal predecessor

- (1) The University of South Bohemia in České Budějovice was established on 28 September 1991 by Act of the Czech National Council No 314/1991, 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, as the University of South Bohemia. The change of the name to the University of South Bohemia in České Budějovice occurred through Act No 111/1998, on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), on 1 July 1998.
- (2) The Faculty of Education in České Budějovice and the Faculty of Agronomy in České Budějovice, which had been separated from the University of Agriculture in Prague, were merged with the University of South Bohemia in České Budějovice through the Czech National Council Act No 314/1991 (within the meaning of Act 172/1990, on Higher Education Institutions, as amended by 216/1993).

Article 3

Mission and activity of the University

- (1) As a supreme centre of education, independent learning and creative activity, USB is focused on the scientific, cultural, social, and economic development of society and it fulfils the mission of a public higher education institution pursuant to Section 1 of the Act by its activity.
- (2) Educational and related scientific and research, development, innovative, artistic or other creative activity (hereinafter as 'creative activity') is developed at USB primarily in economic, education, social, theological, technical, artistic, healthcare, and agricultural fields as well as in fields of humanities and natural sciences at the international level.

- (3) The core goal of USB as a research organisation is to independently perform basic research, industrial research, or experimental development and to publicly disseminate the results of these activities in the form of instruction, publications, or technology transfer.
- (4) Apart from educational and creative activity, USB is also performing ancillary activity within the meaning of Section 20 of the Act in such a manner that this activity contributes to fulfilling the mission of USB.
- (5) USB creates and ensures the following in support of its activities:
 - a. work and study conditions appropriate to its financial, material, and spatial options,
 - b. information services, library stocks and access to these stocks, access to digital information and information technologies, editorial services, advisory services and other services for students related to their studies,
 - c. conditions for sports and cultural activities related to fulfilling the mission of USB, including the support for the activity of clubs and societies grouping members of the academic community of USB, the activity of which aids in fulfilling the mission of USB,
 - d. social conditions including accommodation for students and catering for students and employees in its own designated facilities,
 - e. conditions for establishing and maintaining relationships with USB graduates.

DIVISION TWO

ACADEMIC COMMUNITY, ACADEMIC SYMBOLS AND CEREMONIES

Article 4

Academic community

- (1) The academic community of USB consists of its academic staff and its students.
- (2) Professors, associate professors, adjunct professors, assistant professors, senior lecturers, lecturers and researchers who are employees of USB performing pedagogical as well as a creative activity under employment per agreed-upon type of work are academic staff of USB.
- (3) The legal status of a student is regulated particularly under Sections 61 to 63 of the Act. Applicants for admission to studies in a degree programme executed at USB become students on the day of enrolment in studies at the corresponding faculty. The person whose studies were interrupted under Section 54 of the Act becomes a student again on the day of re-enrolment in studies. A person ceases to be a student on the day of termination of studies under Section 55(1) and Section 56(1)(2) or by interrupting studies under Section 54 of the Act. Education

in a lifelong learning programme does not establish the legal status of a student for its participants.

- (4) The academic community of USB is the common and integral guarantor of all academic freedoms and rights of each of its members. Concurrently, it is the obligation of all members of the academic community to protect and cultivate these freedoms and rights.
- (5) The academic community of USB is called to discuss important matters or ordinances within the scope of the activity of USB.
- (6) The right to call a gathering of the academic community of USB belongs to the Rector or the Chair of the Academic Senate of USB.

Article 5 Adjunct professor

- (1) Such a person that meets the lawful requirements may become an adjunct professor at USB.
- (2) The work position of an adjunct professor may be filled on the basis of a selection procedure, the procedure of which is determined in the Selection procedure regulations for filling positions of academic staff at the University of South Bohemia in České Budějovice. However, the Rector may decide on a different manner of filling the position upon a proposal from a dean, e.g. directly approaching an applicant. Should a work position not be filled on the basis of a selection procedure for academic staff, its filling is to be approved by the USB Scientific Board as a condition.

Article 6 Visiting professor

- (1) The designation 'visiting professor of the University of South Bohemia in České Budějovice' may be used by an academic staff member of another domestic or foreign higher education institution who was granted the designation by the Rector upon a proposal from the dean of the corresponding faculty during the time of the activity of the staff member at USB. Proof of the grant of the visiting professor designation is the appointment decree delineating the mission of the visiting professor that corresponds to the activities of a professor, or an associate professor, and the period of their activity at USB.
- (2) Visiting professors have the rights and obligations of members of the academic community during the time of their activity at USB with the exception of the right to vote and be elected in academic senates.

- (3) Visiting professors can be members of committees for state final examinations only if they meet the requirements outlined under Section 53(2) of the Act.

Article 7

Professor emeritus

- (1) Professors who retired from employment at USB or who retired and were formerly employees of USB can be appointed as professors emeriti. Professors emeriti are appointed by the Rector upon a proposal of the dean of the corresponding faculty after the scientific board of the USB faculty provides their statement on the matter.
- (2) The title of professor emeritus of USB is an honorary title that does not establish membership in the academic community of USB. Professors emeriti have the right to participate in the creative activity at USB and use its facilities and information technologies for that purpose. Professors emeriti have the right to be given the floor at a gathering of the academic community of USB. The appointment to the position of a professor emeritus does not establish any labour law claims.

Article 8

Doctor honoris causa

- (1) USB awards the honorary rank 'doctor honoris causa', abbreviated as 'dr. h. c.' and displayed after the name, to figures who have contributed to the development of science, culture, or to the benefit of humanity in a different manner on the national and international scale.
- (2) The USB Scientific Board decides on the award of the honorary rank 'doctor honoris causa'. The following may submit proposals:
- a. Rector,
 - b. scientific boards of USB faculties,
 - c. members of the Scientific Board of USB.
- (3) The nominated figure must agree to the award before the honorary rank is awarded. The Rector is to request approval from the figure after preliminary approval of the USB Scientific Board. The honorary rank 'doctor honoris causa' is awarded at a grand academic ceremony.

Article 9
Professor honoris causa

- (1) USB Rector awards the honorary rank 'professor honoris causa', abbreviated as 'prof. h. c.' and displayed after the name, to internationally respected figures who were not employed at USB in the past but still contributed to the development of the pedagogical or creative activity at USB in a significant manner or cooperated with paramount professors and research teams of USB in a significant manner. Active or former academic or scientific staff of a higher education institution or another research organisation in the Czech Republic or abroad may become professors honoris causa.
- (2) The proposal for the award of the honorary rank 'professor honoris causa' including justification is submitted by a dean to the Rector.
- (3) Should the conditions, the meeting of which is required for the award of the honorary rank 'professor honoris causa', be met, the Rector is to submit the proposal for the award to the USB Scientific Board and decides whether the honorary rank is to be awarded or not while taking their statement on the matter into account.
- (4) The decree concerning the award of the honorary rank 'professor honoris' cause is presented at a grand academic ceremony.

Article 10
Academic insignia

- (1) The academic insignia of USB and academic insignia of USB faculties, which are used by academic officials during ceremonial occasions, are the expression of academic traditions, rights, freedoms, and the responsibility of the Rector, vice-rectors, deans, and vice-deans of USB (hereinafter as the 'academic official')
- (2) The academic insignia of USB and its faculties are the ceremonial mace, ceremonial chains of office and ceremonial robes.
- (3) The manner of storing the academic insignia of USB and its faculties and the responsibility of the records concerning them and maintenance are to be set by the Rector for the academic insignia of USB and by deans for the academic insignia of faculties.
- (4) Rules for the use of academic insignia of USB faculties are defined by statutes of faculties.
- (5) The following are entitled to the use of USB ceremonial robes during ceremonial occasions:

- a. academic officials and degree awarding officials ('promoters')
- b. other USB employees as per decisions of the Rector or dean
- c. graduates from studies in degree programmes executed at USB
- d. persons who are being awarded an honorary rank during the grand ceremony of its award
- e. beadles

Article 11 **Academic ceremonies**

- (1) Academic ceremonies are particularly:
 - a. ceremonial inaugurations of the Rector or dean as the expression of introducing them to their offices,
 - b. ceremonial matriculations of students as the expression of the admission of the student to the academic community,
 - c. ceremonial graduations during which USB graduates are presented with proof of obtaining higher education,
 - d. ceremonial award of an honorary rank.
- (2) The content, format, and manner of execution of academic ceremonies are proposed in the spirit of university traditions by the corresponding vice-rector or vice-dean and are approved by the Rector or the dean of the corresponding faculty.

Article 12 **Medals and awards**

- (1) The Rector awards medals and awards of USB on the basis of his or her decision as a recognition of the contribution to the development of USB for activities related to the fulfilment of the mission of USB and other contributions.
- (2) Regulations governing awarding medals and awards are set by the Rector. The registry of awarded medals and awards is kept at the USB Rectorate.
- (3) Regulations governing awarding medals and awards of faculties are set by the statutes of corresponding faculties.

Article 13

Seal, coat of arms, official round stamp

- (1) USB uses the University seal with the symbolism of Bohemia and the South Bohemian region including the text 'Sigillum Universitatis Bohemiae Meridionalis'.
- (2) USB uses the University coat of arms/logo in accordance with the current uniform visual style of USB.
- (3) USB uses the official round stamp including the coat of arms of the Czech Republic and the text 'Jihočeská univerzita v Českých Budějovicích'. The round stamp is used for issuing decisions of USB and other documents certifying important facts, issued in the exercise of the state authority, in accordance with general regulations concerning the use of state symbols of the Czech Republic.

DIVISION THREE

USB ORGANISATION AND MANAGEMENT

Article 14

USB bodies

- (1) Bodies outlined under Section 7 of the act are the self-governing academic and other bodies of USB.
- (2) The Internal Evaluation Board is hereby established pursuant to Section 7(1)(d) of the Act. The authority of the USB Scientific Board indicated under Section 12(1)(b)(c) of the Act is hereby entrusted to the Internal Evaluation Board. The Internal Evaluation Board also performs activity pursuant to Section 12a(4)(a–d) of the Act and, furthermore, the board comments on issues concerning the execution of degree programmes that are executed at USB submitted by the USB Rector for evaluation.

Article 15

Constituent parts of USB

- (1) USB consists of constituent parts, which are faculties, other facilities for the educational and creative activity or for providing information services and special-purpose facilities for cultural and sports activity, for accommodating and catering to students in particular and USB employees or for ensuring the operation of USB.

- (2) The following are faculties pursuant to Section 22(1)(a):
- a. Faculty of Economics,
 - b. Faculty of Fisheries and Protection of Waters,
 - c. Faculty of Agriculture and Technology,
 - d. Faculty of Arts,
 - e. Faculty of Education,
 - f. Faculty of Science,
 - g. Faculty of Theology,
 - h. Faculty of Health and Social Sciences.
- (3) Facilities pursuant to Section 22(1)(c) of the Act are:
- a. Academic Library,
 - b. British Centre,
 - c. Centre of Information Technologies,
 - d. Goethe Centre,
 - e. Publishing House.
- (4) Special-purpose facilities pursuant to Section 22(1)(d) of the Act are:
- a. Dormitories and Refectories,
 - b. Preschool facility.
- (5) The legal status of constituent parts of USB, their organisational structure, delineation of activities, rights and obligations are defined in legislation, internal regulations of USB, and in internal regulations of individual constituent parts of USB.

Article 16 **Rectorate**

- (1) USB Rectorate:
- a. secures the needs of USB as a whole;
 - b. executes organisational, coordination, consulting and advisory, methodological, record-keeping and inspection activities in the study, scientific, economic, personnel, legal, investment, public relations, marketing, international relations, and internal management areas;
 - c. materially and administratively secures the activity of USB bodies and vice-rectors.

Details concerning the activity and organisation of USB Rectorate are set by the USB Rectorate Regulations.

Article 17

Large research infrastructures

- (1) Large infrastructures for research, development and innovations are unique research facilities necessary for a coherent research and development activity that is highly financially and technologically demanding. Large research infrastructures are also established for use by other research organisations and other entities.
- (2) The following large research infrastructures exist at USB:
 - a. South Bohemian Research Centre for Aquaculture and Biodiversity of Hydrocenoses (CENAKVA), which is established and administrated within the USB Faculty of Fisheries and Protection of Waters, in the organisational structure of which it is included;
 - b. Czech Arctic Research Station of Josef Svoboda, which is established and administrated within the USB Faculty of Science, in the organisational structure of which it is included.
- (3) Large research infrastructures are managed by directors with whom employment relations are concluded by the dean of the corresponding faculty.

Article 18

USB management structure

- (1) Managing employees of USB within the meaning of Section 9(1)(a) of the Act are the Rector, vice-rectors, the Bursar, and deans of faculties.
- (2) The management of faculties and other constituent parts of USB:
 - a. Deans answer to the Rector for their activity; this does not affect the scope of authority of deans in matters pursuant to Section 24 of the Act.
 - b. Directors of other constituent parts of USB that are not faculties are directly subordinated to the Rector.
 - c. Should an academic staff member be performing his or her activity at more than one USB faculty, the dean of the faculty where he or she has concluded an employment contract decides in matters concerning labour law issues concerning the staff member.
 - d. The Bursar methodologically manages secretaries of faculties and heads of finance offices of other constituent parts of USB.
 - e. Vice-Rectors methodologically manage vice-deans and other supervising staff members of faculties if they perform activities for which the corresponding vice-rector bears responsibility on the USB level.

- (3) The USB Academic Senate and its members answer for their activity to the academic community of USB. In the performance of their offices, members of the senate are not bound by orders or resolutions of bodies of the faculty at which they were elected but only by their own conscience; they are required to heed the interests of USB as a whole.
- (4) The Rector is to submit a proposal for appointing members of the USB Scientific Board within three months after his or her appointment.

Article 19 **Permanent advisory bodies of the Rector**

- (1) The Rector's Board is the permanent advisory body of the Rector.
- (2) Deans of faculties and other persons designated by the Rector are members of the Rector's Board.
- (3) The Rector may establish other advisory bodies as needed.

Article 20 **Internal regulations and other internal norms of USB**

- (1) Internal regulations of USB are regulations indicated under Section 17(1) of the Act. Pursuant to Section 17(1)(k) of the Act, other internal regulations of USB are:
 - a. Statute of the USB Internal Evaluation Board,
 - b. Rules of the University of South Bohemia in České Budějovice for establishing legal entities and contributions to legal entities,
 - c. Lifelong Learning Regulations of USB,
 - d. Rules of habilitation procedures and procedures for appointing professors at USB.
- (2) Internal regulations of faculties are regulations indicated under Section 33(2) of the Act. Other internal regulations pursuant to Section 33(2)(f) of the Act are such regulations that are set by the statutes of the faculty.
- (3) In addition to the internal regulations of USB and the internal regulations of faculties, USB bodies and faculty bodies and bodies of other constituent parts are entitled to create and enforce the following within the scope of their authority at their own discretion for the purposes of management, organisation or methodological anchoring of activities related to fulfilling the mission of USB:
 - a. ordinances, regulations, rules, decisions, and methodological instructions of a binding nature (hereinafter as 'ordinances'),

- b. methodological recommendations.
- (4) Ordinances with a University-wide scope of authority are made public at the internet website of USB. Ordinances with a limited scope of authority are made public at the internet websites of all constituent parts of USB to which the scope of authority applies.
- (5) Should the Rector think that some ordinance or methodological recommendation of a USB body or a constituent part of USB, the subsequent scrutiny of which is not addressed in any way, is contradictory to the generally binding legislation, internal regulations of USB or internal regulations of the corresponding constituent part of USB, he or she is to notify the body that published the contentious recommendation of that fact. Should the body insist on its ordinance or methodological recommendation, it is entitled to request a hearing from the Rector. Should that not occur so without undue delay, or should the dispute not be resolved even after being discussed within the appropriate period of time, the Rector is entitled to rectify the issue within the scope of his or her authority.

Article 21 **Rights of faculty bodies**

- 1) Faculty bodies are entitled to decide or act on behalf of USB in the following matters concerning the faculty within the meaning of Section 24(2) of the Act:
- a. creating and executing degree programmes in accordance with the USB Strategic Plan, internal regulations of USB, and ordinances of the vice-rector within whose competence the organisation and the development of te educational activity of USB belongs,
 - b. the strategic focus of the creative activity in accordance with the USB Strategic Plan, internal regulations of USB, and ordinances of the vice-rector within whose competence the organisation and the development of the creative activity of USB belongs,
 - c. international relations and activities in accordance with the USB Strategic Plan, internal regulations of USB, and ordinances of the vice-rector within whose competence the organisation and the internationalisation of activities at USB belongs,
 - d. ancillary activity and handling resources obtained through this activity in accordance with the USB Strategic Plan, internal regulations of USB, and ordinances of the Bursar.
- 2) Faculty bodies are the first instance decision-makers concerning the rights and obligations of students enrolled at the faculty. In procedures concerning the award of scholarships launched ex officio by the Rector, the Rector is the first instance decision-maker.

Article 22
Decision-making and affixing signatures

- (1) The following persons decide on behalf of USB and are authorised to perform all legal acts in accordance with legislation and act outwardly with respect to third parties:
 - a. the Rector in all matters specified by legislation and the statutes,
 - b. vice-rectors within the scope set by the statutes and the Rector,
 - c. the Bursar within the scope set by the statutes and the Rector,
 - d. directors of constituent parts of USB, which are not faculties, within the extent set by internal regulations of USB,
 - e. deans of faculties in all matters pursuant to Section 24 of the Act concerning the corresponding faculty,
 - f. in the matter of public procurement pursuant to Act No 134/2016, on Public Procurement, as amended, which concern the corresponding constituent parts of USB and the funding of which is secured from resources which the constituent part is entitled to manage, deans or directors of other constituent parts of USB are authorised to decide on placing the public procurement order in accordance with special legislation or internal norms of USB.
- (2) Persons indicated in paragraph 1, subparagraphs (a) to (f) are entitled to authorise other persons to legal acts only within the scope of their authority.
- (3) Affixing signatures on behalf of USB is executed in such a way that the authorised person affixes its signature to the printed, imprinted or otherwise superscribed name of USB, additionally the person may include information concerning his or her office or work position.

Article 23
Asset management of USB

- (1) Asset management of USB is regulated by USB Asset Management Rules that constitute Annexe No 1 of the Statutes, Rector's ordinances and Bursar's ordinances, setting rules of asset management including its record-keeping, stocktaking, responsibilities and authorities when managing assets of USB.
- (2) The Rector discusses the rules on preparing the USB budget with representatives of the USB Academic Senate and the USB Board of Trustees. The Rector submits the budget proposal, an integral part of which is the setting of rules of the provisional budget, to the USB Academic Senate and the USB Board of Trustees for approval pursuant to legislation. Should the budget proposal not be approved by the USB Academic Senate, the Rector is to submit a new proposal in fourteen days at the latest. Should the budget proposal not be approved by the USB Academic Senate again, the asset management of USB is governed by the provisional budget. Should the budget proposal be approved by the USB

academic Senate, the proposal is further approved pursuant to Section 14(5) of the Act. In the case that the USB Board of Trustees returns the budget proposal to the USB Academic Senate for new discussions and the USB Academic Senate subsequently does not approve the proposal, asset management of USB is to be governed by the provisional budget.

- (3) Should a constituent part of USB incur a loss in its asset management at the end of the calendar year (i.e. a negative economic result), the Rector may impose a sanction upon evaluating the nature of the loss.
- (4) USB assets are entrusted to the Rectorate, faculties and other constituent parts of USB to be managed.
- (5) The Bursar, deans, and directors of other constituent parts of USB bear responsibility to the Rector for the purposeful use of financial resources and due management of USB assets.

DIVISION FOUR EDUCATIONAL ACTIVITY

Article 24

Framework conditions for admission to studies

- (1) The legal conditions for admission to studies in bachelor's, master's and doctoral degree programmes are defined under Section 48 of the Act.
- (2) The faculty may set other conditions for admission to studies in a degree programme concerning:
 - a. knowledge, abilities, or aptitudes verified through admission examination,
 - b. secondary school results, or higher professional or higher education institution results,
 - c. health of the applicant for admission to studies should the nature of the degree programme require it,
 - d. similarity of degree programmes or the number of credits obtained during studies in selected types of study courses, should the conditions concerned be those for admission to studies in a master's degree programme that is consecutive to a bachelor's degree programme.
- (3) The faculty may set the highest accepted number of applicants to be accepted who met the set conditions; should a higher number of applicants meet these conditions, the order of the best applicants is to decide.

- (4) Conditions for admission to studies are updated for every academic year and published in accordance with Section 49(5)(6) of the Act. Detailed rules for admission procedures and conditions for admission to studies in accredited degree programmes are determined by the dean of each faculty. Such ordinance must be duly published contain particularly the following:
- a. application submission deadline,
 - b. manner of application submission,
 - c. list of facts that the applicant is required to prove or otherwise substantiate, including the required manner and date for providing proof of these facts,
 - d. form and organisational framework of admission examinations – if such are prescribed – including the indication of the framework content of each examination and the criteria for its evaluation, alternatively also the rules regulating the waiving of admission examinations,
 - e. requirements on the health fitness for studying in the given degree programme, should they be set as conditions for admission to studies,
 - f. minimum level of meeting the conditions necessary for admission to studies,
 - g. dates and the manner of verifying that the individual conditions for admission to studies are met, or the delineation of the option to take the admission examination at an alternative date or the setting of the final date after which proof of the required facts can no longer be provided,
 - h. the potential highest possible number of applicants to be accepted in the given degree programme and the criteria for determining the order of applicants,
 - i. information on whether the faculty will allow the applicant to access the file or provide a copy of the file,
 - j. amount, the manner of payment and the payment deadline of the fee for acts related to the admission procedure.
- (5) By arriving for the admission examination, the applicant declares that he or she is able to undertake the examination.
- (6) Missing the admission examination date does not establish the applicant's right to undertake the admission examination on an alternative date. The applicant's request to undertake the admission examination on an alternative date is possible only in the case that the faculty set the option of undertaking the admission examination on an alternative date in advance in the conditions of the admission procedure as per paragraph 4. The applicant must substantiate the grounds for the request.
- (7) Should the admission examination requirement be a part of the verification of conditions for admission to studies and the applicant does not undertake the examination, he or she shall not meet the conditions for admission to studies.
- (8) Should the applicant not provide evidence or substantiate the required facts, which are the condition for admission to studies, by the due deadline or

alternatively by the set final deadline in a due manner, he or she shall be deemed not to have fulfilled the given conditions for admission to studies.

- (9) If an applicant requests a waiver of the deadline for fulfilling a condition for admission to studies or for proving a fact which is set as a condition for admission to studies and concurrently with the application fulfils the relevant condition or proves the required fact, the dean may grant the request and take the additionally substantiated facts into account in the admission procedure only on condition that this does not affect the rights of applicants on whose admission to studies has already been decided.

Article 25 **Admission procedure**

- (1) Applicants submit an electronic application for study via the USB information system. In cases worthy of special consideration, the dean may decide on an alternative method of submitting the application.
- (2) An applicant with special needs (disability, chronic illness or other health problems) has the right to use support measures and related services during the admission examination. If he or she wishes to exercise this right, he or she must select the appropriate option on the online application form.
- (3) If the application does not have the prescribed particulars or if it suffers from other defects, the faculty to which the application was submitted is to invite the applicant to remove them, provide him or her with a reasonable time limit for doing so and instruct him or her of the consequences of failing to remove the defects within that time limit. If the applicant fails to remedy the defects in the application within the time limit, the admission procedure shall be terminated, and the applicant shall be notified of this fact by delivery of the corresponding resolution.
- (4) The USB sets the fee for the acts related to the admission procedure in accordance with Section 58(1)(4) of the Act. This fee is payable on the date of submission of the application for admission studies.
- (5) When verifying the conditions of admission to studies, the faculty is to proceed in such a way as to establish a state of affairs about which there is no reasonable doubt. If the data required for the verification of the conditions of admission to study can be obtained from the official records maintained by the JU, the faculty is required to procure such data.

- (6) The applicant is invited in writing to take the admission examination if prescribed.
- (7) If the applicant agrees to this in advance in his or her application for admission to studies, a positive decision on admission to studies may be delivered to him or her via the electronic information system of the USB. In other cases, the decision is delivered via a postal service provider or via a data mailbox.
- (8) The decisive date for determining the deadline for the publication of the report on the course of the admission procedure by the faculty pursuant to section 50(9) of the Act is understood as the date on which the last decision on admission to studies issued by the dean of the relevant faculty for the given academic year came into force.

Article 26

Conditions for studies of foreign nationals

- (1) The conditions for the admission of foreign nationals to study in a study programme must enable the fulfilment of obligations arising from international treaties by which the Czech Republic is bound. Unless there is a special reason for this, the same conditions apply to the admission of foreign nationals to study and to their study as apply to citizens of the Czech Republic.
- (2) Foreign nationals study at USB:
 - a. as students according to the law,
 - b. on the basis of current international treaties by which the Czech Republic is bound,
 - c. on the basis of cooperation agreements concluded within the meaning of Section 6(1)(j) of the Act, in particular within the framework of international programmes, European Union programmes for academic mobility and on the basis of agreements between universities.
- (3) The conditions for admission to studies pursuant to paragraph (1), subparagraphs (b) and (c), and the course of such studies shall be governed by the relevant agreement.
- (4) Foreigners may be admitted to studies in a degree programme executed in the Czech language only if they demonstrate sufficient knowledge of the Czech language. The condition under the first sentence does not apply to citizens of the Slovak Republic. The method of verifying knowledge of the Czech language in the admission procedure shall be determined by the dean in an ordinance as per Article 23(4).

Article 27

Study-related fees

- (1) The basic rules on study-related fees are defined in Section 58 of the Act.
- (2) Study-related fees are:
 - a. the fee for acts related to the admission procedure pursuant to Section 58(1)(4) of the Act,
 - b. the fee for studies as per Section 58(3) of the Act,
 - c. the fee for studies in a foreign language pursuant to Section 58(4) of the Act,
 - d. the fee for the acts related to the assessment of the fulfilment of the condition for admission to studies pursuant to Section 48(7) of the Act.
- (3) The fee related to studies as per paragraph 2, subparagraph (a), is set at CZK 500. This fee is non-refundable.
- (4) The basis for determining the study-related fees (hereinafter as 'the base') is announced by the Ministry of Education, Youth and Sports (hereinafter as 'MEYS') by the end of January of the calendar year. The base is valid for the academic year starting in that calendar year.
- (5) The amount of the tuition fee pursuant to Section 58(3) of the Act is to be determined with regard to the base and the average coefficient of the economic intensity of degree programmes executed at the faculties of USB as follows:
 - a. for students enrolled at the Faculty of Economics, the Faculty of Arts, the Faculty of Education and the Faculty of Theology: $\text{base} \times 3.5$,
 - b. for students enrolled at the Faculty of Health and Social Sciences: $\text{base} \times 4.25$,
 - c. for students enrolled at the Faculty of Fisheries and Water Protection, the Faculty of Science and the Faculty of Agriculture and Technology: $\text{base} \times 5$.If the basis falls below CZK 2 400, one and a half times the basis shall be added to the fee formula instead of the base. The results of the calculation are to be rounded up to the nearest ten CZK.
- (6) After the announcement of the base by MEYS, USB will publish the specific amount of the tuition fee for students of individual USB faculties for the following academic year.
- (7) The due date for payment of the tuition fee pursuant to section 58(3) of the Act is governed by Section 58(7) of the Act and is normally to be set at 90 days from the date on which the decision on the assessment of the fee becomes final.
- (8) The fee for studies in a foreign language pursuant to section 58(4) of the Act is determined:

- a. for students of bachelor's degree programmes executed at the Faculty of Health and Social Sciences in the amount of EUR 4 600, for students of bachelor's degree programmes executed at other faculties in the amount of CZK 500,
- b. for students of master's degree programmes in the amount of CZK 500,
- c. for students of doctoral degree programmes executed at the Faculty of Economics in the amount of EUR 3 300, for students of doctoral degree programmes executed at the Faculty of Education in the amount of CZK 30 000, for students of doctoral degree programmes executed at the Faculty of Health and Social Sciences in the amount of CZK 3 000, for students of doctoral degree programmes executed at other faculties in the amount of CZK 500,

for every 12 months of studies. The amount of this fee shall be set for the duration of the student's studies at an amount corresponding to the amount set in the first year of studies according to the text of the Statutes effective in the first year of studies. Students admitted to studies under projects, programmes or treaties whose terms and conditions do not allow the fee to be charged are exempt from this fee.

- (9) The tuition fee for studies in a foreign language pursuant to Section 58(4) of the Act is payable within 30 days of the entry into force of the decision on the assessment of the fee.
- (10) Fees related to studies are to be paid by a bank transfer. In cases worthy of special consideration, the dean may decide on another method of payment of the fee.
- (11) In proceedings concerning the assessment of tuition fees pursuant to Section 58(3)(4) of the Act, the Rector is the appellate authority. The Rector is entitled to reduce, waive or postpone the due date of the fee in the context of an appeal against a decision on the assessment of a study-related fee pursuant to paragraph 2, subparagraph (b). The grounds may include, but are not limited to:
 - a. a difficult social situation,
 - b. serious health grounds,
 - c. other reasons worthy of special consideration.
- (12) The grounds for a proposal to reduce, waive or postpone the due date of the fee, whether by way of a one-off payment or by setting up an instalment plan, must be substantiated by the student together with the appeal to the authority which issued the decision on the assessment of the study-related fee. A request for a waiver, reduction or postponement of the due date of the tuition fee as per paragraph 2, subparagraph (b) or (c), submitted before the decision on the assessment of the fee is issued is regarded as the exercise of the right to express

one's opinion in the proceedings, to propose evidence and to make other proposals pursuant to Article 36(1)(2) of Act No 500/2004, the Administrative Code, as amended (hereinafter as the 'Administrative Procedure Code').

- (13) The dean may, on the basis of an application by a student submitted before the decision is issued, decide to assess a fee in an amount lower than the amount determined pursuant to paragraph (5) or paragraph (8); he or she may also set a payment schedule or a longer payment period for the fee. The student may appeal against the decision within 30 days of being notified.
- (14) In the context of deciding on an appeal against a decision on the assessment of a study-related fee, the Rector takes into account the student's academic performance, his or her social situation, any serious health or other grounds worthy of consideration on the basis of duly substantiated facts and in such a way that no unjustified differences arise when deciding in identical or similar cases.
- (15) No fee is set for the acts related to the assessment of the fulfilment of the condition for admission to studies pursuant to Section 48(7) of the Act.

Article 28

Charges for non-entitlement administrative acts and other acts

- (1) For acts specified in an ordinance of the Bursar, a fee may be charged to students in accordance with the Act and other special regulations up to the amount of the costs associated with these acts.
- (2) No act shall be performed without payment of the fee as per paragraph (1).

Article 29

Delivering documents to students

- (1) Decisions pursuant to Section 69a(3) of the Act shall be delivered to students via the electronic information system of USB. An integral part of this electronic information system is the delivery to the university email address assigned to the student upon enrolment.
- (2) In other cases, the delivery of documents during proceedings aimed at issuing a decision on the rights and obligations of a student are governed by the provision of Section 69a(2) of the Act and the relevant provisions of the Administrative Procedure Code.

**DIVISION FIVE
TRANSITIONAL, COMMON AND FINAL PROVISIONS**

**Article 30
Transitional provisions**

- (1) Persons appointed, elected, or installed under the existing Statutes shall be deemed to be elected, appointed, or installed under these Statutes. Their terms of office are not affected by this regulation.
- (2) The Faculty of Agriculture and Technology under these Statutes is understood to refer to the Faculty of Agriculture under the existing regulations. The Faculty of Agriculture and Technology is to submit proposals for new internal regulations to the Academic Senate of USB within six months of the date on which these Statutes or a related internal regulation enters into force. Until the date on which the new internal regulations of the faculty take effect, the existing internal regulations of the faculty are to be followed.

**Article 31
Common and final provisions**

- (1) Annexe No 1 - Rules of the Asset Management of the University of South Bohemia in České Budějovice - is a part of these Statutes.
- (2) The Statutes of the University of South Bohemia in České Budějovice registered with MEYS on 26 March 2020 under ref. No MSMT-14300/2020-1 are hereby rescinded.
- (3) The Asset Management Rules of the University of South Bohemia in České Budějovice issued on 13 September 2010 are hereby rescinded.
- (4) These Statutes were approved pursuant to Section 9(1)(b), point (3), of the Act by the USB Academic Senate on 11 January 2022.
- (5) These Statutes enter into force pursuant to Section 36(4) of the Act on the date of registration by MEYS.
- (6) These Statutes take effect on the date of publication in the public section of the USB website.

prof. PhDr. Bohumil Jiroušek, Dr.
Rector