

# STATUTE OF ANGLO-AMERICAN UNIVERSITY

## 1. GENERAL PROVISIONS

- 1.1 **Anglo-americká vysoká škola, z.ú.** (the “AAU”) is an institute established to develop knowledge, education, creative approach, independent knowledge and to deepen knowledge, learning and cultural diversity and understanding.
- 1.2 AAU has been established by the Deed of Founders of AAU (“**Founders’ Deed**”) and has been recorded in the register of institutes kept by the Metropolitan Court in Prague, file no. U 501.
- 1.3 AAU is based in Prague and its identification number is 25940082.
- 1.4 AAU is, under Act No. 111/1998 Sb., governing higher education institutions and amending and supplementing other Acts (the “**HEA**”), a private higher education institution of the non-university type. The approval to operate as a higher education institution was granted to the AAU by a decision of the Ministry of Education, Youth and Sports of the Czech Republic (the “**Ministry of Education**”) adopted on 29 June 2001.
- 1.5 AAU may establish Schools that offer education in accredited study programs (“**School**”) and other constituent parts or departments.
- 1.6 On 11 July 2016, AAU was granted institutional accreditation according to the standards applicable to colleges and universities in the USA by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suit 100, Alameda, Ca 94501, USA (tel. +1 510 748 9001).
- 1.7 The Czech name of AAU (“Anglo-americká vysoká škola”) translates into the English language, which is the working language of the AAU, as „Anglo-American University” with the consent of the Ministry of Education granted on 1 April 2009.
- 1.8 The AAU has taken over the competences and powers of previous organizations: The Anglo-American College Foundation (AAC), established in 1990 and registered on 1 December 1993 under Section 20b of Act No. 40/1964 Sb. (Civil Code). Following the adoption of Act No. 248/1995 Sb., governing public benefit organizations, and Act No. 227/1997 Sb., governing foundations and endowment funds (Endowment Act), the AAC was registered in March 1997 in accordance with the Endowment Act under the name of Anglo-American College in Prague. On 29 June 2000, the Anglo-American Institute of Liberal Studies (AAILS), a public benefit organization, came into existence and on 25 January 2001, it assumed all the rights and obligations of the AAC. On 30 May 2003, the AAILS changed its name to the Anglo-American University, public benefit organization (AAU). The AAU changed its legal form, following a decision adopted by the Board of Trustees on 24 August 2016, to that of an institute on 11 November 2016 and has been recorded in the register of institutes kept by the Metropolitan Court in Prague, file no. U 501.

## 2. AAU'S PURPOSE AND ACTIVITIES

- 2.1 AAU is an independent educational institution established to develop knowledge, education, creative approach, independent knowledge and to deepen knowledge, learning, cultural diversity and understanding.
- 2.2 AAU is a publicly beneficial legal person under Section 146 of Act No. 89/2012 Sb. (“**Civil Code**”). AAU fulfills its purpose independently as well as in cooperation with foreign and domestic educational and research institutions by carrying out primarily the following main activities:
  - a) providing accredited study programs and lifelong learning programs,
  - b) carrying out scholarly, scientific, research, development, innovation, artistic and other creative activities related to providing educational programs,

- c) providing programs, courses, lectures, seminars and conferences,
  - d) organizing public educational discussions on social and ethical issues,
  - e) running a university library, and
  - f) publishing publications for both professional and non-professional public.
- 2.3 The Board of Trustees of AAU (“**Board of Trustees**”) may approve carrying out business activities as a secondary activity if it determines at the same time the extent and manner of such activities. The obligation to carry out the main activities and to fulfill the purpose of AAU in the same quality, scale and availability of services is required remain unaffected.
- 2.4 With the prior consent of the Founders, AAU may establish a limited liability company or participate in its establishment, provided that AAU makes use of the company to carry out the secondary activities determined by the Board of Trustees and that the profit of the company is invested in the development of AAU in order to increase the quality and reputation of AAU and to cover the costs of its management.

### **3. AAU BODIES AND THEIR COMPETENCES**

- 3.1 The autonomous academic bodies of AAU within the meaning of the HEA are:
- a) Board of Trustees acting as the academic senate,
  - b) Inspector performing the control function (“**Inspector**”),
  - c) President as the governing body of the institute (“**President**”), and
  - d) Academic Council acting as the scientific board (“**Academic Council**”).
- 3.2 AAU senior executives are:
- a) President,
  - b) Vice Presidents,
  - c) Bursar,
  - d) School Deans, and
  - e) other personnel designated according to internal regulations of AAU.
- 3.3 The competence of AAU bodies as a private higher education institution in relation to the competence of public higher education institutions is in accordance with the provisions of Section 41 (1) of the HEA as follows:
- a) the competence of the Academic Senate of a public higher education institution shall be exercised by the Board of Trustees, and
  - b) the competence of the Scientific Board of a public higher education institution shall be exercised by the Academic Council.
- 3.4 AAU’s body is also the Quality Assurance Board (Council for Academic Quality Supervision). Its establishment and membership of the Board is set by internal regulations of AAU.
- 3.5 If the membership of any members of a collective body is terminated before the end of their term of office, the body may co-opt a new member whose term of office ends on the date on which the term of office of the replaced member should have ended.
- 3.6 The President issues and regularly updates the organizational chart of AAU.

### **4. BOARD OF TRUSTEES**

- 4.1 The Board of Trustees is the supreme body of AAU, supervising the fulfillment of the purpose and other obligations arising from the Founders’ Deed.

- 4.2 The Board of Trustees exercises the competence of the Academic Senate of a higher education institution pursuant to the HEA.
- 4.3 Details concerning the composition, nomination, approval, appointment and dismissal of members of the Board of Trustees, the election, the rights and responsibilities of its officers, the composition and competence of its committees and the issues of meetings and decision making by the Board of Trustees are governed by the Founders' Deed, the internal regulations of AAU and generally binding legal laws and regulations.
- 4.4 The Board of Trustees' exclusive competence is primarily:
- a) to oversee the fulfillment of the purpose of AAU within the meaning of the Founders' Deed,
  - b) to propose an amendment to the Founders' Deed to Founders,
  - c) to decide to change the seat of AAU if it does not change the Founders' Deed,
  - d) to propose to the Founders the dismissal of a member of the Board of Trustees if the member seriously or repeatedly violates the Founders' Deed or the AAU Statute, repeatedly without serious reasons does not attend the meetings of the Board of Trustees or its committees the member of which he/she is or damages the reputation of AAU,
  - e) to decide on the issuance and amendment of the AAU Statute; the Statute is subject to registration of the Ministry of Education,
  - f) to discuss and approve changes to the institutional structure of AAU, including dividing AAU into Schools,
  - g) to issue the principles for AAU budgeting and decide on their changes,
  - h) to discuss and approve:
    - (i) regular and extraordinary financial statements,
    - (ii) Annual Report of the AAU within the meaning of the provisions of the Civil Code,
    - (iii) Annual Activity Report and Annual Financial Management Report pursuant to the HEA, and
    - (iv) AAU budget and its changes.
  - i) to appoint and dismiss the President, determine the content and conditions of the contract for the performance of his/her office, evaluate his/her activities, and decide on the legal acts of AAU against the President,
  - j) to decide on the President's functional reward and, on the proposal of the Rector, to approve the limits and manner of remuneration of the Vice Presidents and the Bursar,
  - k) based on the President's proposal to decide on:
    - (i) the manner of appointing Vice Presidents, and approve the appointments,
    - (ii) the subject matter and scope of secondary economic activity,
    - (iii) designation of the auditor based on a proposal by the Inspector.
  - l) grant prior consent to acts whereby AAU:
    - (i) acquires or loses the ownership right to immovable property,
    - (ii) encumbers its immovable property,
    - (iii) acquires or loses a copyright or industrial right, and
    - (iv) establishes another legal entity or participates in such an entity with a contribution.
    - (v) acquires or loses the ownership right to movable property the value of which is higher than the value of a small-order contract under the Public Procurement Law.

- m) based on the President's proposal to discuss and approve the creation, termination or substantial change of AAU bodies, unless otherwise provided by law, the Founders' Deed or this Statute,
- n) based on the President's proposal to decide on establishing, terminating or merging other constituent parts of AAU and legal entities established by AAU,
- o) based on the President's proposal to approve the Strategic Plan for Educational and Creative Activities and Other Development Activities of AAU ("**Strategic Plan**") submitted by the President after consultation with AAU bodies and in accordance with this Statute,
- p) based on the Inspector's proposal to designate an auditor,
- q) to grant prior consent to the acts defined by the Founders' Deed, Section 412 of the Civil Code and Section 15 (1) of the HEA, and
- r) to issue the Bylaws of the Board of Trustees regulating convening of, conducting of and taking decisions in plenary sessions of the Board of Trustees, outside meetings and other matters in accordance with the law, the Founders' Deed and this Statute.

4.5 The Board of Trustees also decides on the following matters:

- a) on the President's proposal approves internal regulations prescribed by law (inter alia, pursuant to Section 9 (1) (b), point 3 of the HEA),
- b) on the President's proposal approves the budget and monitors the financial management (inter alia, pursuant to Section 9 (1) (c) of the HEA),
- c) on the President's proposal approves the reports required by the HEA (inter alia, pursuant to Section 9 (1) (d) and e) of the HEA),
- d) on the President's proposal appoints members of the Academic Council exercising the competence of the Scientific Council (inter alia, pursuant to Section 9 (1) (f) of the HEA),
- e) on the President's proposal approves the admission requirements for study programs (inter alia, pursuant to Section 9 (1) (g) of the HEA),
- f) on the President's proposal approves "the Annual Implementation Plan of the Strategic Plan ("**Annual Action Plan**") (inter alia, pursuant to Section 9 (1) i) of the HEA),
- g) on the President's proposal or on its own motion to revoke or suspend an internal regulation (inter alia, pursuant to Section 9 (1) (j) of the HEA) if it finds that the regulation violates the applicable regulations, the Founders' Deed or this Statute, and
- h) on the President's proposal grants prior consent to legal acts (inter alia, pursuant to Section 15 (1) (a) to (d) of the HEA).

4.6 The Board of Trustees approves other regulations of AAU as set forth by the law or by this Statute.

4.7 On the President's and Bursar's joint proposal, the Board of Trustees issues the principles for AAU budgeting and decides on their changes. The principles must ensure that the distribution of costs related to all components and services between individual accounting units guarantees the autonomy of the academic units and the quality of the services necessary for the implementation of the Strategic Plan within the Annual Action Plan as well as the services necessary to effectively control the quality of teaching and research, or to generate revenue on top of the tuition fees.

4.8 The Board of Trustees exercises its powers over AAU through its Chair or through a person designated by the Chair.

4.9 The activities of the members of the Board of Trustees related to attending plenary sessions of the Board of Trustees shall be considered honorary and shall be only subject to the compensation of travel expenses and the loss of time in accordance with applicable regulations.

4.10 Members of the committees of the Board of Trustees may be granted financial compensation for work in the committees. Its amount shall be determined by the Board of Trustees after consultation with the President and the Bursar, on the proposal of the Chair of the Board of Trustees based on the participation of Trustees in the work of the committees, taking into consideration the financial management results and available resources.

## **5. INSPECTOR**

- 5.1 The Inspector is a control body of the institute. The Inspector's term of office is three years.
- 5.2 The office of the Inspector is incompatible with membership of the Board of Trustees and the Academic Council, and with the performance of the work of an auditor of AAU.
- 5.3 The Inspector is appointed and dismissed by the Founders on a proposal from the Board of Trustees.
- 5.4 The Inspector exercises control within the scope stipulated by the Founders' Deed, the generally binding legal laws and regulations and the internal regulations of AAU.
- 5.5 If the Inspector finds evidence that AAU does not properly fulfill the purpose for which it was established or that AAU bodies do not fulfill its obligations and use their rights in violation of the law, the Founders' Deed or the internal regulations, he/she is obliged to warn the President and the Chair of the Board of Trustees of this fact without delay and at the same time to propose measures to remedy the identified deficiencies.
- 5.6 Once a year, the Inspector is obliged to submit a written report on his/her control activity for the previous accounting period.
- 5.7 The Inspector may convene a meeting of the Board of Trustees if the Chair of the Board of Trustees fails to do so at the Inspector's request within the required time limit.
- 5.8 The Inspector's remuneration shall be determined by the Board of Trustees, after discussion with the President.

## **6. PRESIDENT**

- 6.1 The President is a governing body of the AAU.
- 6.2 The President is appointed and dismissed by the Board of Trustees based on a selection procedure for a four-year term, starting on the date stated in the resolution of the Board of Trustees.
- 6.3 AAU, acting for this purpose by the Chair of the Board of Trustees, enters into a contract with the President on the performance of the office, concerning the content, conditions and evaluation of the performance of the office and stipulating the President's remuneration. The contract may also contain provisions on the entitlement to extraordinary remuneration, the granting of which shall be decided by the Board of Trustees following the opinion of the Inspector. Similarly, the contract may also include a sanction penalty that may be applied upon proof of the President's failure or deficiencies in his activities.
- 6.4 The President acts and decides on AAU matters, and acts independently for AAU unless the law or the Founders' Deed stipulate that prior consent of the Founders, the Board of Trustees or specified AAU bodies is required.
- 6.5 The President:
  - a) may establish the President's Office to support the performance of his/her office. The President decides on the composition and duties of the President's Office,
  - b) establishes the President's Collegium as a consultative body („President's Collegium”) with whom he/she regularly consults important matters before adopting a decision. The President's Collegium consists primarily of:

- (i) the Vice Presidents and the Bursar, concerning the matters of management, finance, planning, budget preparation and monitoring, marketing, recruitment of students, client relationships, liaising with other institutions, and preparing for negotiations with third parties, as well as using AAU's resources for secondary business activities,
  - (ii) the Vice Presidents, School Deans, Library Director and representatives of faculty, students and alumni, concerning academic matters (e. g. admission requirements).
- c) on the proposals from the Trustees, Vice Presidents, Bursar or School Deans or other AAU senior executives, the President may establish the Advisory Board composed of persons prepared to provide consultancy or other support to specific AAU activities.

6.6 Before the beginning of each academic year, after discussion with AAU bodies, the President submits to the Board of Trustees for approval the AAU Academic Codex as a collective document containing other internal rules, including some of the above-mentioned internal regulations, as far as they concern the academic life of AAU. The Academic Codex includes primarily the following parts:

- a) fundamental principles and procedures of academic life,
- b) Faculty Code defining the position of faculty and their responsibilities, the regulation of their hiring and promotion with regards to their experience and academic qualification and activity, and the grievance procedure,
- c) Study and Examinations Code defining basic rights and responsibilities of students, the rules of admission to study, the study regulations, the rules governing the termination of studies and the rules for the evaluation of the study results,
- d) Standards of Conduct and Disciplinary Code stating fundamental rules of academic life at AAU, standards of conduct and disciplinary code for students, and standards of conduct for faculty,
- e) Scholarship Code,
- f) Financial Code including primarily the rules for setting tuition and other fees, including tables with values applicable for the next academic year, and
- g) other internal regulations that are appropriate or necessary for the smooth functioning of AAU.

## **7. FACULTY SENATE**

7.1 Members of the Faculty Senate are members of the faculty elected to the Faculty Senate. The Members of the Faculty Senate shall be democratically elected according to procedures set forth in the Academic Codex.

7.2 The Faculty Senate sets its own By-Laws, subject only to applicable law, the Founders' Deed, this Statute, and the Academic Codex.

7.3 The following matters must be submitted in advance to the Faculty Senate for review and comment:

- a) Implementation or substantial modification of any academic program;
- b) Applications for accreditation and reaccreditation;
- c) Establishment or elimination of any School;
- d) Establishment or elimination of any Department within a School;
- e) Termination of any academic program;
- f) Approval of and amendments to the Academic Codex;

- g) Issuance of the Lecturer's Handbook, Student Handbook and Academic Calendar;
- h) Issuance of Honorary Degrees; and,
- i) Other significant academic matters.

- 7.4 The Faculty Senate shall elect, in accordance with the provisions of Section 92 (1) a) of the HEA, AAU representatives in the Assembly and in the Presidium of the Council of Higher Education Institutions of the Czech Republic ("CHEI").
- 7.5 The Board of Trustees, the President and the Provost shall regularly consult with the Faculty Senate regarding significant matters relating to the Faculty. Regular meetings of the Faculty Senate are open to the Trustees, Supervisory Board members, President, Provost and Vice Presidents and non-voting observers.

## **8. STUDENT COUNCIL**

- 8.1 The Student Council is comprised of AAVS students in good standing.
- 8.2 The Student Council has [10] members. The term of membership on the Student Council is for one year.
- 8.3 The Student Council adopts its own Constitution, subject only to applicable law, the Founders' Deed and this University Statute.
- 8.4 The students of AAVS elect the members of the Student Council from among themselves. Five students are elected each September and five students are elected each February.
- 8.5 The Student Council has a Faculty Advisor, whose role shall be to advise and assist the Student Council. The Faculty Advisor is appointed by the Faculty Senate as provided for on the Faculty Senate By-laws.
- 8.6 The Student Council shall elect, in accordance with the provisions of Section 92 (1) a) of the HEA a student representative in the CHEI Student Chamber and his/her substitute from the students in good academic standing.
- 8.7 The President, or his/her designees, shall regularly consult with the Student Council regarding significant matters related to the student body.

## **9. ALUMNI COUNCIL**

- 9.1 The Alumni Council is comprised of individuals who have been awarded academic credit at AAVS.
- 9.2 The Alumni Council has no fewer than five members elected by all individuals who have been awarded academic credit at AAVS.
- 9.3 The Alumni Council adopts its own By-laws, subject only to applicable law, the Founders' Deed and this University Statute.
- 9.4 The President, or his/her designee, shall regularly consult with the Alumni Council regarding significant matters related to the alumni.

## **10. ACADEMIC COUNCIL**

- 10.1 The AAU Academic Council is a collective body responsible for academic development and for the conduct of research at AAU within the scope set by Section 12 of the HEA for a scientific board of a public higher education institution.
- 10.2 Members of the Academic Council are appointed and dismissed by the President with the prior consent of the Board of Trustees and after consulting the Faculty Senate. This provision does not apply to those who become members by virtue of their office.
- 10.3 The following persons are members of the Academic Council by virtue of their office:

- a) the President, who also presides over the Academic Council,
- b) the Chair of the Board of Trustees,
- c) the Vice Presidents,
- d) the Chair of the Faculty Senate, and
- e) School Deans.

10.4 Other members of the Academic Council are appointed by the President to ensure the following representation:

- a) one employed faculty member that is not a member of the Faculty Senate,
- b) one member recommended by the CEA or the Student Council representing the interests of students staying at AAU through short-term exchange programs and international cultural and educational programs (this provision applies when AAU is in a contractual relationship with the CEA),
- c) one member of the Board of Trustees other than the Chair of the Board, and
- d) at least four prominent academics, preferably with the title of associate professor or professor, who are not members of the AAU academic community.

10.5 The term of office of the members of the Academic Council shall be four years, except for those who become members by virtue of their office. Re-appointment is possible.

10.6 The Academic Council is convened regularly by the President during the fall and spring semesters on the dates specified in advance. The agenda of the Academic Council is communicated to the members in writing with substantive documents at least one week before the meeting date.

10.7 The Academic Council has a quorum if most of its members are present. The majority of the members present are required to approve a resolution of the Academic Council.

10.8 On the President's proposal, the Academic Council may also take decisions *per rollam* outside the session. However, if more than one-fifth of all members of the academic council so request, the Rector is required to convene a plenary session of the Academic Council to consider and approve the document.

10.9 The Academic Council comments on substantial changes to the internal regulations of AAU prior to their approval by the competent body.

10.10 The following issues require a prior consent of the Academic Council:

- a) proposal of a new study program or such a modification of an existing study program that significantly changes the current program structure (see Section 12 (1) b) of the HEA),
- b) submission of an accreditation request, widening the scope of accreditation or extending its validity period (see Section 12 (1) c) of the HEA),
- c) submission of a request for institutional accreditation or for widening its scope (see Section 12 (1) d) of the HEA),
- d) appointment of members of state examination committees,
- e) awarding honorary academic degrees,
- f) awarding academic ranks to faculty.

10.11 The following matters must be submitted to the Academic Council for review and comments:

- a) draft of the Strategic Plan of the institute (see Section 12 (1) a) of the HEA),
- b) draft of the rules of quality assurance of educational and research activities (see Section 12 (1) h) of the HEA),



- c) President's proposal to appoint or dismiss members of the Quality Assurance Board (see Section 12 (1) (h) of the HEA),
- d) draft of the report of the internal evaluation of the quality of the educational, creative, and related activities prior to the submission of the report to the Board of Trustees for approval (see Section 12 (1) (j) of the HEA),
- e) draft of the annual report on the activities of AAU as a higher education institution prior to the submission of the report to the Board of Trustees for approval (see Section 12 (1) k) of the HEA), and
- f) establishing, merging or elimination of any School as a separate unit of AAU.

10.12 Until the Quality Assurance Board is established, the Academic Council also:

- a) approves the proposal of regulations concerning the system of assuring, monitoring and evaluating the quality of the educational, research and other creative activities of AAU,
- b) determines the procedures and deadlines for internal evaluation of the quality of the educational, research and other creative activities of AAU,
- c) processes the report of the internal evaluation of the quality of the educational, research and other creative activities of AAU and appendices to this report,
- d) keeps records of the course and outcomes of the internal evaluation of the quality of the educational, research and other creative activities, and
- e) perform other activities in accordance with this Statute in accordance with the rules of the system of assuring, monitoring and evaluating the quality of the educational, research and other creative activities of AAU.

## **11. DISCIPLINARY COMMITTEE**

11.1 The Disciplinary Committee has five (5) members appointed by the President for a two-year term of office as follows:

- a) the Vice President designated by the President, who also chairs the Disciplinary Committee,
- b) two representatives of AAU academic community recommended by the Faculty Chamber, and
- c) two representatives of AAU students recommended by the Student Chamber.

11.2 A member of the Disciplinary Committee who is in a conflict of interest with the person whose offense is being dealt with in a particular case, shall be excluded from the meeting and decision making.

11.3 The Disciplinary Committee addresses disciplinary offenses of students and decides on them in line with the Academic Codex.

11.4 The decision of the Disciplinary Committee may be appealed to the President who shall decide on the appeal within 10 working days. The appeal has a suspensive effect. The President cancels the decision of the Disciplinary Committee and returns the case back for reconsideration if he/she finds that the procedure has not been followed or that new facts have emerged that could affect the decision of the Disciplinary Committee. The President issues a final confirmation of the decision of the Disciplinary Committee if he/she finds that the offense has been proven and the decision of the Disciplinary Committee has been made in accordance with the Academic Codex.

## **12. AAU FACULTY**

12.1 AAU employed faculty members are employees of AAU engaged in pedagogical or creative activities, or both, according to the type of work agreed in their employment contract.

12.2 Other experts are engaged in teaching as adjunct lecturers based on work agreements outside the employment relationship.

12.3 The rights and responsibilities of employed faculty and experts engaged in teaching are specified in the internal regulations of AAU.

### **13. ADMINISTRATIVE STAFF**

13.1 Administrative staff are all the AAU staff who are engaged in activities necessary for administration and operation, whose position is not otherwise determined by this Statute.

13.2 The rights and responsibilities of administrative staff are set forth in the internal regulations of AAU and their employment contract.

### **14. AAU SENIOR EXECUTIVES**

14.1 AAU senior executives are the Vice Presidents, Bursar, School Deans, and Library Director.

14.2 AAU senior executives are appointed and dismissed by the President with a prior consent of the Board of Trustees in line with this Statute and the internal regulations of AAU.

### **15. VICE-PRESIDENTS**

15.1 The positions of Vice-Presidents shall be specified by the internal regulations of AAU. The Provost and Bursar are also considered as Vice-Presidents. The description of activities and responsibilities of the Vice-Presidents shall be determined by the internal regulations of the AAU, or by the President's decision.

### **16. BURSAR (VICE PRESIDENT FOR ADMINISTRATION AND OPERATIONS)**

16.1 The Bursar is the AAU senior administrative executive, appointed to for a four-year term of office by the President with the prior consent of the Board of Trustees, with the possibility of a repeated appointment.

16.2 The Bursar is a senior executive to all administrative staff of AAU, unless otherwise provided in this Statute.

16.3 By virtue of his/her office and in agreement with the President and the other senior executives of AAU, the Bursar:

- a) manages, coordinates and evaluates the activities of the departments ensuring administrative, personnel, financial and support services in the scope specified by the internal regulations of AAU, which includes primarily the following activities:
  - (i) budget preparation and monitoring, keeping accounts, concluding contracts for the provision of external services and supervising the administration of accounts and the petty cash fund pursuant other internal regulations of AAU,
  - (ii) use and maintenance of AAU's own or leased immovable and movable property,
  - (iii) activities related to human resources and payroll of staff, preparation of contracts and agreements with employees, regular assessment of employees and assurance of their professional growth according to the instructions of the President, payroll of all AAU employees and remuneration paid to persons with work agreements outside the employment relationship in accordance with the law and the internal regulations of AAU,
  - (iv) activities related to information and communication, including the selection, purchase, operation and maintenance of equipment and software for information and telecommunication technologies in accordance with the development plan and budget of AAU, while respecting the requirements of the law and the internal regulations of AAU,

- b) negotiates and enters into employment contracts and work agreements outside the employment relationship with administrative staff within the meaning of this Statute,
- c) is responsible for properly discussing the documents for the preparation of AAU budget, prior to its approval by AAU bodies, with all senior executives who manage departments (units) or projects in accordance with the budgeting principles and other internal regulations of AAU,
- d) is responsible for the creation of AAU budget chapters concerning the activities of departments within his/her competence and powers pursuant to letter a) of this paragraph,
- e) at the request of the President, Inspector, Chair of the Board of Trustees provides information and, upon request, prepares reports for the President and the Board of Trustees on the funds available to the institute and its individual departments or for projects and on the current status of utilization of the funds,
- f) supervises the proper management of legal entities established by AAU or the legal entities in which AAU participates with a contribution,
- g) prepares draft internal regulations of AAU required by the law or at the President's request prior to discussing them by the President's Collegium and other AAU bodies in accordance with this Statute,
- h) participates in the preparation and decides on the use of documents and information intended to promote AAU as an institute in terms of its economic management, financial stability, pricing of services and utilization of assets and human resources, or recommends a review or withdrawal of such documents,
- i) participates in the meetings of the President's Collegium in the executive format, to which he/she submits for consideration any issues of material nature or requiring a collective assessment at the executive level; and participates, at his/her discretion, in the meetings of the President's Collegium in the academic format or is invited by the President to do so, and
- j) is responsible for the preparation of the Annual Report of AAU within the meaning of Section 416 of the Civil Code and the Annual Financial Management Report within the meaning of Section 21 (3) of the HEA.

## **17. DEANS OF SCHOOLS**

17.1 Deans of Schools manage individual Schools of AAU.

17.2 The School Deans are appointed by the President for a four-year term of office with a possibility of a repeated appointment.

17.3 The School Deans cooperate within the agreed scope defined by the job description with the President, Vice Presidents and Bursar, as well as the Faculty Senate, primarily as regards the assessment of students' eligibility to attend selected courses, provision of data on students' engagement in educational activities, requirements and recommendations of lecturers and students, compliance with the rules defined by the internal regulations of AAU.

17.4 The School Deans decide on all matters related to Schools in accordance with the internal regulation of AAU.

17.5 The School Deans, in agreement with the President, Vice Presidents and Bursar, primarily:

- a) provide instruction in study programs administered by the School and are responsible for the quality of instruction,
- b) propose to enter into or terminate contracts with lecturers in the study programs administered by the School,

- c) ensure proper assessment of the performance of faculty in the study programs administered by the School, considering the recommendations and rules set for the assessment of instruction quality,
- d) confirm admission of students to the study programs administered by the School,
- e) decide on the rights and obligations of students enrolled in study programs administered by the School in accordance with provisions of the internal regulations of AAU, while respecting the requirements of the law. This does not apply to granting scholarships and to decisions on disciplinary measures which according to this Statute fall within the authority of the Disciplinary Committee or President,
- f) decide, in accordance with the internal regulations of AAU, on students' appeal against the evaluation of their study results by the lecturer of the course (class) in the study program administered by the School,
- g) participate in the preparation and decides on the use of documents and information intended for the promotion of courses (classes) in study programs administered by the School or recommends a review or withdrawal of such documents, and
- h) in cooperation with the President and Bursar participate in the creation of AAU budget chapter concerning their School.

## **18. JOINT PROVISIONS FOR AAU STAFF**

- 18.1 Salary-related matters related to the conclusion of contracts with AAU staff and contracts for the provision of services are governed by an internal regulation of AAU.
- 18.2 AAU senior executives perform other tasks arising from their membership in AAU bodies.
- 18.3 In view of their position at AAU, the senior executives are actively involved in activities focused on obtaining additional funds and upon request provide any required support for or information on these activities.
- 18.4 Any matters concerning relations between AAU senior executives that do not arise from the provisions of this Statute are resolved by the President, after discussion at the President's Collegium and in accordance with the Founders' Deed, by making a decision or issuing an internal regulation of AAU.

## **19. RIGHTS AND OBLIGATIONS OF STUDENTS**

- 19.1 The rights and obligations of AAU students are generally defined in accordance with Sections 61 to 63 of the HEA by the Academic Codex of AAU in sections Study and Examinations Code and Standards of Conduct and Disciplinary Code.
- 19.2 Prospective AAU students are admitted in accordance with the principles and procedures set out in the Academic Codex, section Study and Examinations Code. Student admissions to any School are not determined by a person's race, color, religion, age, nationality, ethnic group, belief or life philosophy, sexual orientation or political opinions. Specific rules on the nationality of prospective AAU students may be specified by an internal regulation of AAU.
- 19.3 Admitted students are enrolled in accordance with Section 51 of the HEA in the manner and procedure detailed in AAU Academic Codex, section Study and Examinations Code.
- 19.4 The content and structure of individual study programs and courses are determined by valid accreditations and described for each academic year in AAU Course Catalog.
- 19.5 Tuition fees and other fees that students are obliged to pay for studying at AAU are specified in the Financial Code of AAU Academic Codex, which is subject to prior approval by the Board of Trustees.

19.6 AAU students may apply for a scholarship in accordance with the general rules set out in the Scholarship Code of AAU Academic Codex, which are subject to prior approval by the Board of Trustees.

## **20. CONDITIONS OF INTERNATIONAL STUDENT ADMISSIONS**

20.1 Prospective AAU students who are not citizens of the Czech Republic or who do not have a permanent residence permit in the Czech Republic are informed during the admission procedure in detail about the conditions they have to fulfill and of the documents they have to submit before starting their studies or during their first 90 days in order to obtain entry visa and study visa allowing them to stay in the Czech Republic for study purposes.

20.2 In the case of applicants for an initial bachelor study program after graduating from a secondary school, the applicants are required to submit documents confirming the completion of their secondary education in accordance with the provisions of the applicable Czech legislation.

## **21. USE OF INSIGNIA AND AUSPICES FOR CEREMONIES**

21.1 The outward expression of academic traditions, rights and liberties of AAU employed faculty are academic insignia, i.e. the AAU medal, the President's chain, the Vice Presidents' chains or other items of artistic value intended by the President's policy for use at ceremonial events and academic ceremonies.

21.2 An academic ceremony at AAU means an annual graduation ceremony for graduates who have successfully completed their studies at AAU or within AAU cooperation programs with other universities, or the AAU Academic Council meeting at which AAU grants honorary or extraordinary academic degrees.

21.3 During the academic ceremonies, the AAU Academic Insignia are used by the President and other employed faculty as follows:

- a) The President is entitled to use the AAU gold medal and a gold chain, and
- b) other Vice Presidents are entitled to use the AAU silver chain.

21.4 The graduation ceremony is held under the auspices of the President and in the presence of the Founders, Trustees, Vice Presidents and AAU School Deans.

## **22. USE OF RESOURCES AND ASSET MANAGEMENT**

22.1 AAU uses its resources primarily for the purpose of fulfilling its basic educational and research purpose as defined in the Founders' Deed in accordance with sections 306 (2), 357, 402, 412, 414 and 415 of the Civil Code and with the provisions of the HEA, as well as in accordance with the granted accreditations. The results of the activities fulfilling the purpose of the AAU are available to everyone under pre-defined conditions.

22.2 With the consent of the Board of Trustees and Founders, AAU is entitled to supplement its resources also by carrying out business activities in accordance with sections 307 and 403 of the Civil Code in the scope and manner set out in the decision of the Board of Trustees.

22.3 The AAU manages its funds within the framework of AAU budget which is annually approved by the Board of Trustees, and further updated by the Board of Trustees during the academic year before the beginning of the spring semester. The draft budget and an update thereof are submitted to the Board of Trustees jointly by the President and the Bursar, after consideration by AAU bodies in accordance with this Statute.

22.4 The fiscal year of AAU is identical with the academic year, namely from 1 September to 31 August. In the event that the decision of the Board of Trustees or the court on annulment of AAU with liquidation comes into force, the winding-up proceedings are governed by the provisions of Sections 378 to 381 of the Civil Code.

22.5 In the event of transformation of the institute by merger with another institute, the provisions of Sections 382 to 390 of the Civil Code apply with necessary modification.

### **23. PUBLISHING REPORTS AND OTHER INFORMATION ON AAU ACTIVITIES**

23.1 In accordance with Section 416 of the Civil Code, within six months of the end of the fiscal year, i.e. by the end of February, AAU publishes a regular annual report by depositing it as a publicly available document in the collection of documents kept by the registration court. The annual report is also published on AAU website. The report is submitted for approval by the President to the Board of Trustees.

23.2 Within the time-limit set by the Ministry of Education, AAU publishes the Annual Activity Report as a non-periodical publication in accordance with Section 21 (2) and Section 42 (1) a) of the HEA. The report is prepared by the President and submitted to the Board of Trustees for approval.

23.3 Within the time-limit set by the Ministry of Education, AAU publishes the Annual Financial Management Report as a non-periodical publication in accordance with Section 21 (3) and Section 42 (1) a) of the HEA; the report primarily includes any revenues and expenses related to subsidies granted by the Ministry of Education and other state authorities of the Czech Republic. The report is prepared by the President and submitted to the Board of Trustees for approval.

23.4 Within the time-limit set by the Ministry of Education, AAU prepares the Strategic Plan in accordance with Section 42 (1) b) of the HEA, which, after discussion with the Ministry of Education and approval by the Board of Trustees based on the President's proposal is published as a non-periodical publication.

23.5 Within the meaning of Section 77b of the HEA and Article 10 (5), AAU carries out an internal evaluation for each School and organization unit individually and for AAU as a whole. A report on the results of the evaluation, approved by the President and the Board of Trustees, is submitted to the Ministry of Education in accordance with Section 42 (1) d) of the HEA.

23.6 An overall evaluation of AAU's activities is carried out by the Board of Trustees at least once every three years, the evaluation date being determined during the previous evaluation.

23.7 In order to meet the obligations arising from the WSCUC accreditation, AAU prepares, within set time-limits and in a specified format, progress reports to meet the teaching standards applicable in the United States of America.

23.8 In other cases, AAU's reporting activities described in Article 29 of this Statute are governed by Section 42 (1) c) and f) to g) of the HEA.

23.9 The President ensures that all reports prepared under this article are submitted to the Board of Trustees for consideration and approval. If required by the time-limit set for publishing reports, the Board of Trustees approves the report *per rollam* out of session.

### **24. PUBLISHING OF ADDITIONAL INFORMATION**

24.1 AAU publishes in the public section of its website the following:

- a) list of accredited study programs, including program types and profiles,
- b) forms of instruction and standard periods of study and information on their availability for persons with disabilities,
- c) internal regulations registered by the Ministry of Education including data on their validity and effectiveness,
- d) Annual Activity Reports, Annual Financial Management Reports and Strategic Plan of AAU.

## **25. AAU INTERNAL REGULATIONS**

25.1 The internal regulations governing the organization and operation of AAU that are subject to registration with the Ministry of Education are as follows:

- a) AAU Statute,
- b) AAU Academic Codex (to the extent it is required to be registered, i. e. Scholarship Code, Study and Examination Code, Disciplinary Code).

25.2 Other regulations and documents governing specific procedures and activities of the AAU are as follows:

- a) set of regulations of AAU approved by the President and the Board of Trustees that are not subject to registration by the Ministry of Education, including the relevant parts of the Academic Codex,
- b) set of other regulations and policies approved by the President,
- c) set of President's and senior executives' decisions on specific issues governing the operation of and cooperation of AAU departments or addressing specific situations.

25.3 The AAU regulations are kept in the original copy in the President's Office.

25.4 The documents referred to in this article are also kept in the electronic form and are subject to the specific rules of the Records Management Policy of AAU.

## **26. FINAL PROVISIONS**

26.1 This Statute was discussed and approved by the Board of Trustees of AAU on 2<sup>nd</sup> December 2019.

26.2 This Statute becomes effective on the date of registration by the Ministry of Education.

26.3 Following the registration by the Ministry of Education, this Statute will be made available to the public in the collection of documents kept by the Registration Court and in the English and Czech language in the public section of AAU website.