

**the STATUTes**

**of the Technical university of Liberec**

**As from 2 August 2019**

*In accordance with Article 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some Other Acts (the Act on Higher Education Institutions), the Ministry of Education, Youth and Sports registered the Statutes of the Technical University of Liberec under the file number MSMT-* *26575/2019 on 2 August 2019.*

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*Mgr. Karolína Gondková*

*Head of the Department of Tertiary Education*

**THE STATUTES**

**OF THE TECHNICAL UNIVERSITY OF LIBEREC valid from 2019**

**PART 1**

**GENERAL PROVISIONS**

**Article 1**

**Name, Seat and Type**

(1) The full title of the university is the ”Technical University of Liberec“. It uses a round stamp with a small

national emblem of the Czech Republic and the inscription ”Technical University of Liberec“.

(2) The Technical University of Liberec (hereinafter referred to as “TUL“) uses the abbreviation TUL as its

shortened name.

(3) The designated seat of the TUL is Liberec.

Address: Studentská 1402/2, Liberec I, 461 17 (postcode) Identification number: 46747885 website: www.tul.cz (4) The official names of the TUL used for international contacts are the full titles in Czech or other languages: in English: ”Technical University of Liberec“, in French: ”Université Technique de Liberec“, in German: ”Technische Universität Liberec“, and in Russian: ”Libereckij techničeskij universitet“.

(5) TUL is a public university according to the Act on Higher Education Institutions No. 111/1998 Coll., and on Amendments and Supplements to Some Other Acts, as amended (hereinafter referred to as the “Act”), and in its activities it is governed by this Act.

**Article 2**

**Legal Predecessor**

The TUL was established by the governmental decree No. 98/1953, Coll., On the Changes in the Organization of Universities, valid from 1 September 1953 as “Vysoká škola strojní“. It was then divided into the Faculty of Mechanical Engineering and the Faculty of Textile Engineering by the governmental decree No. 120/1960, On the Changes in the Organization of Universities, valid from 1 September 1960 and referred to as “Vysoká škola strojní a textilní v Liberci“ (“University of Mechanical and Textile Engineering in Liberec”). The same name was set by the Higher Education Act No. 172/1990, valid from 4 May 1990. According to Art. 2 of the Act No. 192/1994 valid from 27 September 1994, the name “Vysoká škola strojní a textilní v Liberci“ was changed to “Technická univerzita v Liberci“ (“Technical University of Liberec”). This name has been valid since 1 January 1995.

**PART 2**

**MAIN ACTIVITIES**

**Article 3 Studies**

(1) TUL provides accredited study programmes of all types as well as lifelong learning programmes.

(2) On the public part of its websites, TUL makes public a list of accredited study programmes which it offers including their type, the forms of instruction and the standard lengths of study, mentioning the faculty if the study programme is carried out by a faculty.

(3) The rules of studies in lifelong learning programmes are set in the internal regulation called “Pravidla studia v programech celoživotního vzdělávání TUL” (“The Rules of Studies in Lifelong Learning Programmes at the TUL”).

(4) All documents are delivered to students and student candidates in accordance with the Act in the following way:

a) directly at the relevant study department; the student shall confirm receiving the document by their signature,

b) in the case of failure to deliver the document in the way defined in section a), it shall be delivered to their address for mail delivery or the address of the data box, which students have to list in the IS STAG (Section 63 Par. 3 b) of the Act) (hereinafter referred to as “electronic information system“),

c) in the case of failure to deliver the document in the proceedings according to Section 68 of the Act for the reason that the student has not fulfilled the obligation stated in Section 63 Par. 3 b) of the Act or failure of delivering the document to the address for mail delivery, the document takes the form of posting it on the official notice board,

d) the decision published in the proceedings according to the Section 50 of the Act by which the applicant’s request to be accepted to the university is met is delivered via the university electronic information system if the applicant has agreed to this in advance on the application form for studies. As the day of delivery and the notification of the decision, the first day after the decision is made accessible to the applicant in the electronic information system is to be considered,

e) the decision in matters stated in Section 68 Par. 1 a), b) and d) of the Act by which the student’s request is met, and the desicion in matters stated in Section 68 Par. 1 e) of the Act are delivered via the universiy electronic information system; the day of delivery and the announcement of the decision is in this case considered the first day after the decision is made accessible to the student in the electronic information system.

**Article 4**

 **Framework of Admission Requirements and the Method of Applying for Admission**

(1) Applicants for study programmes carried out by the TUL are admitted to the studies by the Rector of TUL, applicants for study programmes carried out by faculties by the Dean of the respective faculty (hereinafter “Rector“ or “Dean“).

(2) The knowledge, skills and talent of the applicants are usually tested by means of an entrance examination.

(3) The entrance examination can consist of a written and an oral part, and for applicants for study programmes

requiring special natural abilities also of an aptitude test.

(4) If an aptitude test is a part of the entrance examination, then it is taken first and the unsuccessful applicants

are not invited to the following part of the entrance examination.

(5) If a written examination in the same subject is a part of the admission procedure in two or more study programmes, the applicant takes the examination only once and the result is recognised in all other relevatnt admission procedures.

(6) If the number of successful applicants exceeds the capacity of a faculty or the TUL, the decision about

admission is based on the ranking order in the respective admission procedure.

(7) The conditions of admission to studies in lifelong learning programmes are set in the internal regulation with the title “Pravidla studia v programech celoživotního vzdělávání TUL“ (“The Rules of Studies in Lifelong Learning Programmes at the TUL“).

(8) In the case of study programmes carried out by the TUL, written and electronic applications are accepted by an office authorized by the Rector; in the case of study programmes carried out by faculties, applications are processed by the study department of the respective faculty.

(9) The admission procedures to studies in study programmes accredited at university level are organized by the office authorized by the Rector. The admission procedures to studies in study programmes accredited at a faculty are organized by the faculty in question.

(10) The decision on the results of the admission procedure and its potential review is governed by Section 50 of the Act.

(11) The applicant has the right to consult the file only after the announcement of the decision. TUL may provide a copy of the file to the applicant.

**Article 5**

 **Conditions for Studies of Foreign Students**

(1) Foreigners who study at the TUL under international agreements which are binding on the Czech Republic, study in accordance with these agreements.

(2) Foreigners who do not study in the way described in Par. 1 study at the TUL under the same conditions as citizens of the Czech Republic.

(3) Foreigners who apply for admission to degree study programmes at the TUL and their previous training was obtained at a foreign institution, shall submit, at the latest during the enrolment in studies, the original or a certified copy of a diploma. The certificate or similar documents issued by a foreign institution shall be affixed by a recognition clause; or in the case of a foreign university graduation certificate, it shall have a certificate of recognition of the higher education, unless an international agreement provides otherwise.

**Article 6**

**The Course and Termination of Studies, Proceedings for the Statement of Invalidity**

(1) The course and termination of studies[[1]](#footnote-1)are set in the Act, the Statutes and the Study and Examination Regulations of the TUL. The Study and Examination Regulations are an internal regulation of the TUL; the specifications for the study in programmes of lifelong learning are set in the internal regulation with the title “The Rules of Study in Lifelong Learning Programmes at the TUL“.

(2) The date of the enrolment for studies is set by the Rector, or the Dean.

(3) The structure of the academic year is determined by the Rector upon agreement with the Deans.

(4) The Examination Committees for the State Final Examinations are appointed by the Rector or the Dean. Other members of the committees can be appointed by the Ministry of Education, Youth and Physical Education (hereinafter the “Ministry“).

(5) The way of closure of studies in lifelong learning programmes is set in the approved Programme of Lifelong Learning.

(6) Records of studies in study programmes, certificates of successful completion of studies in study programmes according to Section 57 and certificates of studies and of successful completion of Lifelong Learning programmes according to Section 60 are issued by the University.

(7) The Rector decides in proceeding of the statement of the invalidity of the state examination or its part, the state doctoral examination or the defense of the dissertation that took place at TUL (Section 47 c), e) of the Act). The reference for the decision in the proceeding shall include the opinion of the Review Committee appointed by the Rector. The Review Committee has 7 members. When appointing the committee, the Rector shall take into account the requirements of Section 47 c) Par. 6 of the Act so that most of its members are involved in the relevant education field or related fields and one of its members is a student nominated by the relevant Academic Senate.

**Article 7**

**Study-related Fees**

(1) By study-related fees, it is understood the fees stated in Section 58 (1) of the Act.

(2) Details of study-related fees are set out in Appendix 4 to the Statutes.

**Article 8**

 **Fees Associated with Lifelong Learning Programmes**

The amount and the way of payment of fees for studies in programmes of Lifelong Learning are set in the internal

regulation with the title “The Rules of Study in Lifelong Learning Programmes at the TUL“.

**Article 9**

**Additional Fees**

TUL can set fees:

a) for services connected with educational activities (mainly copy, information and library service); the amount and ways of payment of such fees have to be accessible in a price list of services issued by the head of the department which provides the services,

b) for issuing a student status certificate according to the Section 57, Par. 5 b) and c) of the Act, and of supplementary documents set by the Act, of other documents not required by the Act and for services of administration upon the students’ requests whose amount and way of payment is set by the respective directive of the Bursar.

**Article 10**

**Research and Scientific Activities**

(1) TUL carries out scientific, research, development or other creative activities according to special legal

regulations[[2]](#footnote-2)) , in particular:

a) scientific, research, development and innovation, artistic or other creative activities connected with study

programmes,

b) institutional research in the form of specific research and research intent,

c) purpose research on the basis of projects won in public competitions,

d) industrial and applied research and development on the basis of agreements with private, public or other legal entities and from resources acquired from foundations and donations. (2) In connection with scientific, research, development, innovative, artistic and other creative activities, the TUL performs habilitation procedures and procedures for the appointment of professors. The list of branches in which the TUL is authorised to perform habilitation procedures and procedures for the appointment of professors is made public on the public part if the TUL web sites.

**Article 11**

**Additional Activities**

(1) The TUL creates conditions for international relations of its faculties, departments, employees and students.

(2) Agreements with foreign partners can be concluded by the Rector, the Dean or the Head of the Higher- Education Institute in the extent set by Section 24 of the Act, or by employees authorised by the Rector or Dean. The agreements are archived at the Rector’s office.

(3) TUL performs editorial activities.

(4) Special Acts and legal regulations apply to foundations and endowment funds, or other non-profit

organizations which the TUL and/or a faculty or department have founded and administer.

(5) The University Library provides information support for the educational and scientific-research processes at the TUL. It makes the current state of knowledge accessible to public, mainly in the disciplines fostered at the TUL.

(6) The TUL provides catering and accommodation services to students, employees and other people at the

university canteens and halls of residence.

(7) The TUL arranges school meals.[[3]](#footnote-3)

**Article 12**

**Evaluation Activities**

(1) The TUL evaluates its activities annually.

(2) TUL prepares an annual report on the activities of the university. The details of the report are set by law.

(3) TUL prepares an annual report on its financial management. The submission, discussion and approval of the report are set by law.

(4) TUL prepare a strategic plan of the university. The submission, discussion and approval of the plan are set by law.

(5) TUL prepares a report on the internal quality assessment of the educational, creative and related activities of a public university. The submission, discussion and approval of the report are set by law and internal regulations of the TUL.

**PART 3**

**SUPPLEMENTARY ACTIVITIES**

**Article 13**

The TUL carries out supplementary activities in accordance with the Act, these Statutes and according to the

Bursar’s directive.

**PART 4**

**CONSTITUENT PARTS OF THE TUL**

**Article 14**

**Organisational Structure**

(1) The TUL is divided into the following constituent parts:

a) faculties,

b) higher-education institutes,

c) whole-university facilities,

d) other constituent parts, as listed in the Appendix No. 1.

(2) The list of TUL constituent parts and their abbreviations is published in Appendix No. 1.

(3) The organization and management of the activities and financial management of the TUL parts according to

Par. 1 a) and b), are governed by their Statutes and their Organization Regulations.

(4) The head of the Higher-Education Institute is the director; a whole-university or other departments are led by the director or the head who is appointed by the Rector on the basis of a selection procedure.

**Article 15**

**Faculties and Higher-Education institutes**

(1) A faculty is the basic part of the TUL, it carries out at least one accredited study programme and performs educational and scientific, research, development and innovative, artistic and other creative activities as set by the Act and these Statutes.

(2) The Higher-Education institute carries out scientific, research, development and innovative, artistic and other creative activities and can take part in the implementation of accredited study programmes or their parts.

(3) The Dean of a faculty is entitled to decide or act on behalf of the TUL in matters specified in Section 24 Par. 1 of the Act. Besides matters stated in Section 24 Par. 1 of the Act, the Dean is also entitled to decide or act on behalf of the TUL it the following matters concerning the faculty:

a) creation and implementation of study programmes,

b) the strategic focus of creative activity,

c) foreign contacts and activities

d) supplementary activities and the management of the resources obtained from these activities.

(4) The Director of an institute has the right to act on behalf of the TUL in the following matters:

a) the focus and organization of scientific, research, development and innovative, artistic and other creative

activities,

b) employment relations,

c) international relations and activities,

d) use of the allocated financial resources,

e) supplementary activities and administration of the resources obtained from these activities.

(5) Faculties and Higher-Education institutes and university organisations cooperate in achieving their goals.

(6) The financial management and internal management of a faculty are managed by the secretary to the extent specified by the Dean's order. The secretary is appointed and dismissed by the Dean. This provision is also valid for the Higher-Education institute.

**PART 5**

**AUTHORITIES OF THE TUL**

**Article 16**

**Autonomous and Other Bodies and the Disciplinary Committee**

(1) Autonomous academic bodies according to the Section 7, Par. 1 of the Act are:

a) the Academic Senate,

b) the Rector,

c) the Scientific Board.

d) the Internal Evaluation Board

(2) Other authorities according to Section 7, Par. 2 of the Act are:

a) the Board of Trustees,

b) the Bursar.

(3) Disciplinary Committees are formed by the TUL and the faculties.

**Article 17**

**The Academic Senate**

(1) The Academic Senate of the TUL (hereinafter referred to as the “Academic Senate”) has 21 members, of whom 7 are students who constitute the chamber of students and 14 are members of the academic staff who constitute the chamber of academic staff.

(2) Each faculty elects 3 members of the Academic Senate; one of whom is a student.

(3) The election procedure and the ways in which the Academic Senate acts are set in the internal regulation with the title “The Rules of Election of the Academic Senate“ and “The Rules of Procedure of the Academic Senate.”

(4) The TUL creates conditions for the activities of the Academic Senate.

(5) The Academic Senate has the right to require expert reviews and consultations.

(6) The Academic Senate acts according to Section 8 and Section 9 of the Act.

(7) Upon the Rector ́s proposal, the Academic Senate also approves the Statutes of the Higher-Education institute.

**Article 18**

**The Rector**

(1) The Rector mainly:

a) acts as the representative of the TUL, directs it, represents, acts and makes decisions in connection with all matters pertaining to the TUL, unless otherwise stipulated by the Act. In cases where a special regulation envisages the competency of the chief statutory officer, this office is filled by the Rector,

b) summons meetings of the Deans and consults the matters pertaining to the TUL with them,

c) upon students’ requests and after a consultation with the Dean, decides about the potential reduction, cancellation or postponement of the study-related fees,

d) submits documents for legal proceedings which require prior written consent of the Board of Trustees according to Section 15, Par. 1 of the Act to the Academic Senate,

e) performs other activities needed for the operation of the TUL in accordance with the Act and these Statutes.

(2) Vice-Rectors act on behalf of the Rector in an extent determined by the him/her.

(3) Vice-Rectors:

a) are answerable to the Rector,

b) act in one another’s place in the way determined by the Rector. In the Rector’s absence, the Vice-Rector authorised by the Rector acts on behalf of the Rector concerning matters that cannot be delayed.

**Article 19**

**The Scientific Board**

(1) The legal status, composition and competence of the Scientific Board of the TUL (hereinafter referred to as the “Scientific Board“) are set by Section 11 and Section 12 of the Act. The proceedings and activities of the Scientific Board are governed by an internal regulation called the Rules of Procedure of the Scientific Board.

(2) The competence of the TUL Scientific Board stated in Section 12 Par. 1 b) and c) of the Act is entrusted to the TUL Internal Evaluation Board.

**Article 20**

**The Internal Evaluation Board**

(1) By these Statutes, the TUL establishes the TUL Internal Evaluation Board (hereinafter referred to as the "Internal Evaluation Board").

(2) The Internal Evaluation Board has 12 members. The composition, activity and manner of procedure is regulated by an internal regulation called the Statutes of the Internal Evaluation Board.

(3) The legal status and composition of the Internal Evaluation Board are set by Section 12 a) of the Act. The powers and competencies of the Internal Evaluation Board pursuant to Section 12 a) of the Act shall be supplemented in accordance with Section 12 Par.3 and Section 12a Par. 4 e) of the Act as follows:

1. approve the study programme submitted by the Rector on the proposal of the scientific or artistic and scientific council of the relevant faculty;
2. approves the intention to submit an application for accreditation, extension of accreditation or extension of the accreditation of a study programme submitted by the Rector on the proposal of the scientific or artistic and scientific council of the relevant faculty.

**Article 21**

**The Disciplinary Committee**

(1) The Disciplinary Committee of the TUL discusses disciplinary infractions of students enrolled at the TUL and presents the Rector with its proposal for dealing with the infraction in question (Section 13 of the Act).

(2) The Disciplinary Committee has four members, half of them are students.

(3) The Disciplinary Committee acts according to the internal regulation with the title “The Student Disciplinary Code of the TUL“.

**Article 22**

**The Board of Trustees**

(1) The Board of Trustees consists of 12 members.

(2) The TUL creates conditions for the activities of the Board of Trustees (drawing up the minutes and other documents, their reproduction and distribution, the reimbursement of travel expenses according to special internal regulations).

(3) The Board of Trustees, its position and competence are defined in Sections 14 and 15 of the Act.

(4) The Board of Trustees is governed by an internal regulation entitled the Statute of the Board of Trustees.

(5) The date of the referral in the sense of Section 14 Par. 5 of the Act is understood the day when the Rector submits the relevant proposal to the Secretary of the Board of Governors.

**Article 23**

**The Bursar**

(1) The Bursar is answerable for his/her activities to the Rector.

(2) The Bursar acts on behalf of the TUL in an extent set by the Rector’s directive according to Section 16, Par.1 of the Act.

(3) Economic and administrative department of the TUL is the Rector ́s Office. As a part of its activities it also provides legal and supervisory services of the TUL.

**Article 24**

**Advisory Bodies**

(1) The Academic Senate, Rector, Deans, Vice-Rectors, Vice-Deans, and the Bursar can set up advisory committees including joint committees of autonomous academic bodies. The committees are chaired by appointed members of the Academic Senate or the Rector, Vice-Rectors or the Bursar, or appointed employees or students.

(2) Permanent advisory bodies of the Rector are:

1. the Rector’s Consultative Panel
2. the Rector’s Collegium
3. the International Council.

(3) The Rector’s Consultative Panel ́s members are the Rector, Vice-Rectors, the Bursar, the Deans and Heads of higher education institutes.

(4) The Collegium members are the Rector, Vice-Rectors, the Bursar, the representative of the TUL at the Council of Higher Education Institutions, the head of the Academic Senate, the Deans, Vice-Deans, Heads of Higher-Education institutes, the representative of students, the representative of the trade union and other members appointed by the Rector.

(5) The TUL International Council (Hereinafter reffered to as the “International Council”) deals with the quality and guidelines of TUL's educational, creative and other related activities in terms of TUL's international position and coparticipates in the TUL vision, mission and long-term development strategy. The International Council has five members appointed by the Rector. The term of office of the members of the International Council is the same as that of the Rector. The activities, composition and proceedings of the International Council are governed by the Rector's directive called the Statute of the International Council of the Technical University of Liberec.

(6) The Rector can set up a committee for external relations. Its members are appointed by the Rector from important personalities of social life and from the graduates of the TUL. The committee can organize activities of the community of the graduates and friends of the TUL.

**PART 6**

**STUDY PROGRAMMES, LIFELONG LEARNING PROGRAMMES,**

**ACCREDITATION PROCESS**

**Article 25**

**Proposals of Study Programmes**

(1) The TUL or a faculty prepare proposals of study programmes which they want to offer including all requirements set in Sections 44 to 47 of the Act.

(2) In appendices to proposals potential further specifications can be added.

(3) The proposal of a study programme including appendices is submitted to the Rector by the Dean.

**Article 26**

**Study Programme Accreditation**

(1) The application for the accreditation of a study programme is submitted to the National Accreditation Bureau by the Rector.

(2) The TUL or its faculty monitors the validity and compiles the documents needed for the application for prolongation or extension of an accreditation of a study programme according to Section 80 of the Act.

**Article 27**

**Proposals of Lifelong Learning Programmes**

(1) The TUL or a faculty prepare proposals of Lifelong Learning programmes which they offer.

(2) The proposals of Lifelong Learning programmes are submitted to the Rector by the Dean.

(3) Lifelong Learning programmes are carried out by a faculty itself or by means of the Centre of Lifelong Learning.

**Article 28**

**Accreditation of the Habilitation Procedures and Procedures for the Appointment of Professors**

(1) Applications for the accreditation of habilitation procedures and procedures for the appointment of professors are submitted to the the National Accreditation Bureau by the Rector according to Section 82 of the Act.

(2) The documents needed for the accreditation of habilitation procedures and procedures for the appointment of professors are compiled by the TUL or its faculties.

(3) If the validity of the accreditation of habilitation procedures and procedures for the appointment of professors is limited, the TUL or its faculties monitor its validity and take respective measures.

**PART 7 STUDENTS**

**Article 29 Students**

(1) An applicant becomes a student on the day of his/her enrolment to studies in a study programme offered by the TUL or its respective faculty. The person whose studies had been interrupted becomes a student on the day of re-enrolment.

(2) A student shall cease to be a student of the TUL:

a) on the day of the closure of studies in the respective study programme according to Section 55 Par. 1 or Section 56 Par. 1 and 2 of the Act, b) on the day of the interruption of studies in the respective study programme according to Section 54 of the Act.

(3) The principles for granting a scholarship are determined by an internal regulation called Scholarship Regulations of the TUL.

**PART 8 EMPLOYEES**

**Article 30**

**Academic Staff and Other Employees**

(1) Employees of faculties, the rectorate and other constituent parts of the TUL are in labour-law relations with the TUL.

(2) In accordance with Section 3 of the Act, academic employees of the TUL are members of the Academic Community of the University and simultaneously of the Academic Community of one faculty at most. The membership in the academic community of a faculty is determined by the the longest weekly work load in an employment relationship at the respective faculty within the TUL. In the case of two equally long workloads at two faculties, the academic staff member shall choose to which academic community he/she wants to belong.

(3) If an academic staff member of the TUL is at the same time also a student of the TUL, their membership in the chamber of students or the chamber of academic staff is determined by the status that occurred earlier.

(4) The TUL Rules of Selection Procedures for filling the posts of academic staff and other job vacancies are an internal regulation.

(5) For other positions, mainly those of senior executives, employees shall be hired on the basis of a selection procedure or in a different way specified by the Rector or the Dean.

(6) Employees are remunerated according to the TUL Internal Remuneration Regulation.

**Article 31**

**Appointment of Associate Professors and Professors, Proceedings for the Statement of Invalidity**

(1) Habilitation procedures in the accredited branches, which are listed on the public part of TUL websites, are

carried out at the respective faculty according to Sections 72 to 75 of the Act.

(2) The proposal for appointment of a professor is submitted to the Ministry of Education, Youth and Sports by the Rector.

(3) Procedures for the appointment of professors in the accredited branches, which are listed on the public part

of TUL websites, are carried out at the respective faculty according to Sections 74 and 75 of the Act.

(4) The decision on the statement of invalidity of the appointment of an associate professor shall be made by the Rector in the case of habilitation proceeings held on TUL (Section 74 a) to c) of the Act).

(5) The documentation for the decision in the proceedings under paragraph 4 comprises the statement of the Review Panel appointed by the Rector. The Review Panel has 5 members, one of whom is appointed by the Rector on the proposal of the Minister, and the majority of the members of the Panel are not TUL employees.

(6) Details are provided by an internal regulation called the The Code of Procedure for Granting Associate Professorship and Full Professorship of the TUL.

**Article 32**

**Visiting Professors**

(1) At the suggestion of a Dean or Deans, the Rector may entitle a significant expert from another Czech or foreign university or a professional from a company to use the degree of a “visiting professor” for a fixed period of time, for one semester at the shortest, but always for a fixed period. The visiting professor is appointed by a letter of appointment.

(2) Proceedings for the appointment of a visiting professor take place at the faculty where the study programme for which the visiting professor is to be appointed takes place or at the Higher-Education institute involved in the relevant study programme.

(3) Visiting professors shall have the same rights and duties as other members of the Academic Community with the exception of voting and being elected to Academic Senates.

(4) The conditions for the specific work of the visiting professor shall be determined by the Rector or the TUL constituent parts.

(5) The labour-law relations of a visiting professor are governed by generally binding labor-law regulations.

**Article 33**

**Professor Emeritus**

(1) The Rector may appoint a professor emeritus on the basis of his/her own proposal, the Dean's proposal, the proposal of the Head of the Higher-Education institute, after the approval of the TUL Scientific Board.

(2) Proceedings for the appointment of professor emeritus take place at the faculty where the study programme for which the emeritus professor is to be appointed takes place, or at the Higher-Education institute involved in the relevant study programme.

(3) The professor emeritus is not considered academic staff, but is authorized to perform both pedagogical and creative activities within the part on which he/she operates.

(4) The conditions for the specific work of the emeritus professor shall be determined by the Rector or the TUL constituent part.

(5) The emeritus professor performs his/her activity on the basis of a work agreement established outside the employment relationship.

**PART 9**

**ACADEMIC INSIGNIA AND CEREMONIES**

**Article 34 Insignia**

(1) The external expression of academic traditions, rights and freedoms, powers and responsibility of the Rector, the Dean, the Vice-Rectors and the Vice-Deans shall be represented by the insignia of the TUL and its faculties.

(2) The use of insignia for university ceremonial events shall be determined by the Rector, for faculty events by the Dean.

(3) Documentation related to insignia is stored in the registry.

**Article 35**

**Academic Gowns**

(1) The following dignitaries shall be entitled to wear academic gowns of the TUL on ceremonial occasions:

a) the Rector, the Deans, the Vice-Rectors, the Bursar, the Vice-Deans,

b) members of the TUL Scientific Board and Scientific Boards of faculties,

c) academic staff and other members of the Academic Community in accordance with the decision of the

Rector,

d) significant guests nominated by the Rector or the Dean.

(2) The Rector shall take a decision on the way of using the academic gowns for the university events and the Dean for the faculty events.

(3) Documentation related to academic gowns is stored in the registry.

**Article 36**

**Academic Ceremonies**

(1) The academic ceremony after the successful completion of studies (graduation ceremony) is organized by the respective part of the TUL. It takes place in the presence of the Rector or Vice-Rectors and for the study programmes carried out by faculties in the presence of their Deans, Vice-Deans and authorised members of the Scientific Board and the Academic Senate or the Academic Senates of the faculties. The formulas of the Promoter and the Graduation and Doctoral Oaths are included in Appendix 3.

(2) The academic ceremony at the beginning of studies (matriculation ceremony) is organized by the respective part of the TUL. For study programmes carried out by the TUL it takes place in the presence of the Rector or Vice-Rectors. For study programmes carried out by faculties it takes place mainly in the presence of their Deans and Vice-Deans. Full wording of the matriculation oath is listed in Appendix No. 3.

(3) Academic ceremonies, unlisted in Section 33 (1) and (2), shall install the Rector and Deans in their offices, accompany the event of granting the honorary degree Dr. h. c.; they may also accompany the meetings of the Scientific Board and graduation from programmes of Lifelong Learning.

(4) The content and the course of Academic Ceremonies is proposed by the respective Vice-Rector or Vice-Dean and approved by the Rector or Dean.

(5) Academic Ceremonies take place at the seat of the TUL. The Rector can, upon a Dean’s request, permit an

exception form this.

**Article 37**

**The Seal of the TUL**

Autonomous academic authorities and other authorities of the TUL and its faculties use the seal mainly to mark diplomas, certificates, publications and prints and letters.

**Article 38**

**Commemorative Medals, Rector ́s Awards**

(1) The TUL awards commemorative medals to its employees and students and other persons who have contributed to the development of the TUL, science and erudition and academic liberties.

(2) Commemorative medals are awarded by the Rector.

(3) Documentation related to the commemorative medals and Rector ́s awards is stored in the registry.

**Article 39**

**Honorary Degrees**

(1) In the spirit of university traditions, the TUL awards honorary degrees ”Doctor Honoris Causa“ (abbreviated as ”Dr.h.c.“) to outstanding personalities both from the Czech Republic and abroad who have significantly contributed to the development of the TUL or areas which belong to the focus and long-term orientation of the TUL.

(2) Awarding honorary degrees shall be subject to a regulation issued by the Rector after approval by the Academic Senate.

(3) The person to be awarded the honorary degree shall need to express their acceptance of it.

(4) Upon a Dean’s proposal, the Rector may award honorary degrees of “honorary professor of the TUL” or “honorary associate professor of the TUL” to significant professors and associate professors upon their retirement.

(5) The holder of the honorary degree listed in section (4) shall be entitled to participate in meetings of the Academic Community of the TUL.

(6) The holder of an honorary degree shall get no remuneration.

**PART 10**

**FINANCIAL MANAGEMENT OF THE TUL**

**Article 40**

**Financial Management Regulations**

Financial management regulations are included in Appendix No.2.

**PART 11**

**COMMON, TEMPORARY AND FINAL PROVISIONS**

**Article 41**

**Internal Legislation**

(1) The following appendices are parts of these Statutes:

a) Names and designated seats of faculties, Higher-Education institutes, whole-university facilities and other

constituent parts of the TUL (Appendix No. 1),

b) Financial Management Regulations (Appendix No. 2),

c) Academic Oaths (Appendix No. 3).

d) Study-Related Fees (Appendix No. 4).

(2) Apart from the internal regulations defined in Section 17, Par. 1 a) to j) of the Act, other internal regulations of the TUL include The Rules for Studies in Lifelong Learning Programmes of the TUL, Rules for Accreditation of Study Programmes, The Code of Procedure for Granting Associate Professorship and Full Professorship of the Technical University of Liberec and The Statutes of the Internal Evaluation Board of the TUL. Internal regulations of the TUL are subject to a registration by the Ministry.

(3) Among the internal regulations of the faculties there are those listed in Section 33, Par. 2 a) to e) of the Act.

(4) The internal norms include:

a) directives which deal with methodology and organisation matters,

b) orders which deal with operational matters.

(5) A Rector ́s directive formulates details about issuing, changing and repealing internal legislation.

**Article 42**

**Temporary and Final Provisions**

(1) The fees set out in Appendix 4, paragraphs 1 to 3, apply to all students who have applied for studies and have been admitted to studies in TUL study programmes after the entry into force of these Statutes. The study- related fee referred to in Appendix 4, paragraph 2, also applies to students who have been admitted to studies in TUL study rogrammes before the entry into force of these Statutes if under the previous legislation they have been charged a fee higher than the fee set in accordance with Appendix 4, paragraph 2.

(2) The Statutes of the TUL registered at the Ministry of Education, Youth, and Sports on 13 August 2018 under file number MSMT-23850/2018 are hereby revoked.

(3) These Statutes were approved pursuant to Section 9 Par. 1 b) (3) of the Act by the Academic Senate on 20 June 2019.

(4) The Statutes become valid pursuant to Section 36, Par. 4 of the Act on the date of their registration at the Ministry.

(5) These Statutes shall become effective on the date of registration by the Ministry.

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doc. RNDr. Miroslav Brzezina, CSc., m.p.

Rector

**TUL Statutes Appendix No. 1**

**NAMES AND SEATS OF FACULTIES, HIGHER-EDUCATION INSTITUTES, WHOLE-UNIVERSITY FACILITIES AND OTHER CONSTITUENT PARTS OF THE TUL**

The abbreviations for individual constituent parts of the TUL are provided in the brackets.

**FACULTIES**

Technical University of Liberec

**Faculty of Mechanical Engineering**

with a designated seat in Liberec (FS)

Technical University of Liberec

**Faculty of Textile Engineering**

with a designated seat in Liberec (FT)

Technical University of Liberec

**Faculty of Sciences, Humanities and Education**

with a designated seat in Liberec (FP)

Technical University of Liberec

**Faculty of Economics**

with a designated seat in Liberec (EF)

Technical University of Liberec

**Faculty of Arts and Architecture**

with a designated seat in Liberec (FUA)

Technical University of Liberec

**Faculty of Mechatronics, Informatics and Interdisciplinary Engineering Studies**

with a designated seat in Liberec (FM)

Technical University of Liberec

**Faculty of Health Studies**

with a designated seat in Liberec (FZS)

**HIGHER-EDUCATION INSTITUTES**

Technical University of Liberec

**Institute for Nanomaterials, Advanced Technologies and Innovation**

with a designated seat in Liberec (CxI)

**WHOLE-UNIVERSITY FACILITIES**

**Rector’s Office** (REK)

University Library (UKN)

Halls of Residence and University Canteens (KAM)

Lifelong Learning Centre (CDV)

**TUL Statutes Appendix No. 2**

**REGULATIONS FOR FINANCIAL MANAGEMENT OF THE TUL**

**Article 1**

**Introductory Provisions**

(1) The TUL is a legal entity; it is a public higher education institution.

(2) The tasks of the founder of the TUL are fulfilled by the Ministry.

(3) Financial management of the TUL is governed by the Act, decisions of the Ministry on awarding the contribution and subsidies from the State Budget and by other relevant legal regulations and the Statutes of the TUL, mainly with these regulations of financial management.

**Article 2**

**Financial Management of the TUL**

(1) The TUL shall perform its financial management according to the budget of costs and revenues, created for every calendar year. The budget must not be drawn up as a deficient budget. After the end of the given year, the TUL shall conduct the settlement of block grants and subsidies from the State Budget and shall submit the settlement to the Ministry within the set deadline.

(2) The main sources of the TUL budget shall be the weighted grant from the state budget for teaching and creative activities (hereinafter “the block grant”), standard and capital subsidies from the State Budget and other income pursuant to Section 18 (2) of the Act and other special legal regulations.[[4]](#footnote-4) The amount of the resources for the TUL is set by the Ministry according to rules which are publicly announced, annually specified and discussed with the representatives of the university (Section 92, Par. 3 of the Act).

(3) When managing the means provided from the State Budget, the TUL shall be obliged to economize and to use these financial means efficiently in compliance with the Act and other special legal regulations[[5]](#footnote-5), in agreement with the decision of the Ministry about the provision of the block grant or subsidies. The Rector shall be responsible towards the Minister of Education, Youth and Physical Education for the efficient use of the block grant, the subsidies, the settlement of the subsidies towards the State Budget and proper management with property.

(4) For the realization of the accredited study programmes and programmes of lifelong learning and the related science, development, research, artistic or other creative activities (hereafter “main activities”), the TUL owns immovable and movable property and is obliged to keep its proper records. The TUL manages this property within the framework of the main activities in a way guaranteeing its full and effective use. Temporarily unnecessary or superfluous property can be used by other subjects in exchange of a financial settlement. Permanently unnecessary property is transferred to the ownership of other subjects for money or in exceptional cases free of charge, and the TUL at the same time may get into its ownership property needed to the fulfilment of the function of the TUL. The Rector, the Deans or the Director of the Higher-Education Institute, or the Bursar in accordance with the Act and in the extent set in Bursar’s directive (Sections 16 and 19, Par. 2 of the Act) have the right to decide about the management with the property of the TUL. This decision does not apply to activities specified in Section 15 of the Act.

(5) The TUL accountancy is administered in the system of double-entry bookkeeping, in accordance with common provisions about accountancy[[6]](#footnote-6).In its accountancy the TUL is obliged to separate costs and profits connected with complementary activities.

(6) Within its main activities, the TUL also provides goods delivery and providing services to students, which are related the educational activities (mainly copying, printing services, the sale of study literature, etc.).

(7) The TUL has the right to deposit pecuniary or non-pecuniary deposits to legal entities, but only after having the opinion of the Academic Senate and the approval of the Board of Governors.

(8) Payments of sanctions shall be a part of the TUL costs.

(9) The TUL shall have the right to accept credits and loans for both running and capital expenses, unless no claims towards the State Budget arise from accepting them, and if their returnability is secured within the management of the TUL. The state shall not be liable for commitments of the TUL.

(10) Financial resources from the block grant and subsidies from the State Budget are appropriated at the TUL in accordance with the methodology of the Ministry, the Ministry of Finance and the Czech National Bank for the execution of the Act of the State Budget or of the Provisional Budget.

**Article 3**

**Financial Management of Current Assets of the TUL**

(1) The TUL shall acquire financial means for ensuring its main activities financed from current assets from the following, in particular:

a) the weighted grant from the State Budget for teaching and scientific, research, development, artistic and

other creative activities,

b) subsidies from the State Budget,

c) study-related fees,

d) return on assets,

e) other income from the State Budget, from state funds, budgets of municipalities and from the budget of

the European Union,

f) return on supplementary activities,

g) income from gifts and legacies, from income from foundations and endowment funds,

h) association of financial means,

i) creating its own funds,

j) loans provided by financial institutions,

k) from other own revenues.

(2) Study-related fees are the income from the main activities of the TUL.

(3) Fees for lifelong learning programmes organised according to Art. 8 of the Statutes constitute the income from the main activities of the TUL.

(4) The TUL pays contributions according to a signed agreement of the association of resources which it can use for activities for which they were associated.

(5) The budget of scientific and professional symposia, conferences and similar events organized by the TUL organizes must be balanced by contributions of participants and its own sources. The TUL may provide means to cover the costs connected to participation of its employees at events organised by another legal entity if the programme is related to the activity of the TUL.

**Article 4**

**Financial provision of TUL investment activity**

(1) The TUL shall acquire financial means for ensuring activities financed from capital assets from the following, in particular:

a) individual or systemic capital transfers (investment subsidies) from the State Budget,

b) the weighted grant from the State Budget toward educational, scientific, research, development, artistic

and other creative activities, and subsidies from the State Budget for the development of the TUL,

c) public budgets, state funds and the European Union funds,

d) the own resources of the fund for reproduction of investment property,

e) combined means for joint investment activities,

f) loans provided by financial institutions,

g) purpose-directed gifts and legacies, income from foundations and endowment funds,

h) from other own revenues.

(2) The resources gained from individual or systemic capital transfers (investment subsidies) from the State Budget are strictly purpose bound and are subject to the annual settlement.

(3) Other financial resources obtained for investment activities are the activities of the TUL and they can be used to finance its investment activities. If the obtained resources are provided upon an agreement for a particular purpose, the TUL is bound by this agreement in using the resources.

(4) Financial operations concerning investment activities are administered by the means of the account “Own Property” and the account “Fund for the Reproduction of Investment Property”.

**Article 5**

**The TUL Funds**

(1) The TUL shall establish the following funds:

a) the reserve fund,

b) the fund for the reproduction of investment property,

c) the scholarship fund,

d) the remuneration fund,

e) the fund of purpose-designated means,

f) the social fund,

g) the operational means fund.

(2) The reserve fund shall be created from profit after tax. The reserve fund shall be used primarily to cover losses of the following accounting periods and to cover needs unprovided for by the budget. The use of the fund is accounted for in the profits and costs.

(3) The source of the fund for the reproduction of investment property shall be:

a) allocation from profit after tax,

b) the balance of the block grant from the State Budget as of December 31 of the current year,

c) accounting depreciations of long-term assets,

d) the profit from the sale and disposal of long-term property at its residual value (what exceeds the residual

value is considered other profit).

The fund shall be used for the following purposes:

a) to procure long-term assets,

b) to provide means to others on the basis of an agreement on joint investment activities,

c) to pay instalments of investment credits and loans,

d) as a complementary resource of financing the mending and maintenance of long-term property after

securing the investment needs of the TUL (it is accounted to the profits of the TUL).

(4) The scholarship fund shall be formed from:

a) study-related fees as per Section 58 Par. 6 of the Act,

b) transfers of tax-deductible costs according to a special legal regulation[[7]](#footnote-7).

The resources of the fund are registered according to the parts which produced them and they can be used only for scholarships for students according to the Scholarship Regulations of the TUL. Their use is decided upon by the Rector or the Dean. The resources of the scholarship fund are not the resources provided to the TUL for scholarships as a part of the block grant or subsidy from the State Budget; these resources are subject to the annual settlement with the State Budget.

(5) The remuneration fund shall be formed from an allocation from profit after it has been taxed. The means of the fund shall be used in compliance with the Internal Salary Regulation of the TUL. The use of the fund is accounted for in the profit and costs.

(6) The fund of purpose-designated means shall be formed from:

a) purpose-designated public means, including means of purpose-directed and institutional support of research and development from public funds that could not be used by the TUL during the budget year in which they were provided,

b) purpose-designated gifts, with the exception of gifts intended for the acquisition or technical improvement

of long-term assets,

c) purpose-designated financial means from abroad.

Purpose-designated means listed in section a) above can be transferred to the fund of purpose-designated means up to the amount of 5% of the purpose-designated public funds provided to the TUL for individual research projects or research intentions in the respective calendar year; in the case of other support from public resources up to the amount of 5 % of this support provided to the TUL in the respective calendar year. The transfer of purpose-designated means shall be reported in writing by the TUL to their provider. The fund of purpose-designated means may be used solely for the purpose for which these means have been provided to the TUL.

(7) The social fund shall be formed from basic allocation at the expense of costs up to the amount of 2% of the annual volume of the TUL costs accounted for salaries, compensation for salaries and remuneration for the on-call duty. The resources of the fund shall be used mainly for the care for the employees according to approved rules.

(8) The operational means fund shall be formed from profit after taxation and from the balance of the block grant from the State Budget as of 31 December of the current year. Means of the fund may be used to cover running (non-investment) costs in the current calendar year.

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

(10) During the distribution of profit after taxation among individual funds of the TUL, specific needs of the TUL shall be taken into consideration.

(11) In legitimate cases the TUL has the right to transfer resources among the funds with the exception of the scholarship fund and the fund of special-purpose resources.

**Article 6**

**Component Budgets of Faculties and Other TUL Constituent Parts**

(1) In the central accountancy, individually registered faculties, the Higher-Education institute, the Rector ́s office and the Halls of Residence and students’ canteens are the basis for the redistribution of the financial resources within the TUL.

(2) The block grant and subsidies from the State Budget and other income according to Section 18, Par. 2 of the Act and other special provisions4) are the basic source of the financial management of the faculties and other constituent parts of the TUL. The division of the block grant, the subsidies from the State Budget and other financial resources to the faculties and other parts of the TUL is upon the Rector’s suggestion approved by the Academic Senate every year.

(3) Faculties and other parts draw up component budgets for a calendar year and manage their financial means according to them. The deans, and in the case of other parts their heads, are answerable to the Rector for the effective use of the block grants and subsidies from the State Budget and their potential settlement with the State Budget and for the proper management with the property. In the case of a deficit course of the budget management of a faculty or another part, the Rector has the right to take exceptional measures and he/she at the same time decides about the way in which the loss of a faculty or another part will be settled. In the case of a positive balance of the financial management of a faculty or another part, the balance will be transferred to the budget of the following year in accordance with the decision of the Dean or the Head.

(4) Apart from the block grant and subsidies from the State Budget, the faculties and other parts can gain other common financial means:

a) from study-related fees,

b) from the profit from the property bought from the budget of a faculty or another part,

c) from other income from the State Budget, from state funds, from municipal budgets and the budgets of the

EU,

d) from the profits from complementary activities,

e) from gifts and legacies, income from foundations and endowment funds,

f) by associating financial means,

g) from other own revenues.

(5) Faculties and other parts also manage capital resources approved by the Academic Senate for the purchase of machines and equipment and for building adjustments realized by the technical department of the TUL or monitored by this department. These resources come from the share of means gained from accounting depreciations of long-term property.

(6) Faculties and other parts can gain capital resources also:

a) from special-purpose contributions and subsidies from the State Budget,

b) from their own share in the financial management result of the TUL after its taxation,

c) from special-purpose subsidies from the State Budget aimed at projects of science and research (including

foreign ones) ,

d) from special-purpose gifts or associated resources on the basis of an agreement on their association,

e) from the profit from the sale and disposal of long-term property bought from FRIM allotment to a faculty or another part at its residual value. If a higher value than the residual value is gained, the exceeding part is the profit of a faculty or another part and it can be used for financing non-investment activities. If a lower value than the residual value of the sold property is gained, the difference is a cost in non- investment area.

(7) Reimbursement of payments of a penalty nature caused by faculties or other parts is the cost of these faculties or parts.

**Article 7**

**Supplementary Activities of the TUL**

(1) The TUL owns assets that must be used to perform the main activity. In addition, its assets may be used for supplementary activities, when in compliance with the Act.

(2) Within supplementary activities, the TUL shall perform activities that are linked to its main activity. Supplementary activities must not deteriorate the quality, scope and accessibility of activities for the purpose of which the TUL was established.

(3) To handle the possessions of the TUL is not the object of the supplementary activities.

(4) Supplementary activities at TUL are governed by the Bursar's directive.

**Article 8**

**The Financing of Special Purpose Facilities of the TUL**

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

(2) Shall the TUL share the special-purpose facilities with another person or legal entity, the TUL shall contribute to costs and revenues according to the ratio of utilization, as stipulated in a concluded agreement. In addition, lump-sum payments for a pro rata part of utilization of special-purpose facilities may be stipulated in a relevant agreement.

**Article 9 Refectories**

(1) TUL is entitled to cover the operation of its own catering facilities, except for the value of the food, providing catering to TUL staff. TUL is also entitled to contribute to replacement meals for its employees according to the conditions agreed in the Collective Contract.

(2) The TUL shall not subsidize students’ meals; however, it may pay the operation of its catering facilities that provide catering services to students by providing them two main meals a day, up to the amount of actual costs, excepting the value of food.

**TUL Statutes Appendix No. 3**

**ACADEMIC OATH OF THE TECHNICAL UNIVERSITY OF LIBEREC**

**Matriculation Oath**

Today I have become the member of the academic community of the Technical University of Liberec. I promise that I will fulfil responsibly all the duties which are connected with my studies at the university. I will direct all my effort to the acquisition of high degree of knowledge.

I promise that I will not abuse my academic rights and liberties, and will respect the good name of my university and its academic community.

**Formula of the Promoter**

Graduates from the programmes provided by the Technical University in Liberec are announced by the promoter. S/he pronounces Bachelors (Masters, Engineers ...) by the means of the following words:

“I pronounce the following graduates from the Technical University of Liberec, who successfully finished their studies by completing the Bachelor (Master) study programme, study branch .......... at the Technical University of Liberec, Bachelors (Masters, Engineers ...). These graduates will now be called upon by their name to swear an oath to the Rector, or the Dean, and to receive the diploma“

**The Oath of a Graduate from the Bachelor or Master Study Programme**

Being aware of the importance of university education for multilateral development of the society, I promise that I will use and further extend the knowledge and experience acquired during my studies according to my best strength and abilities to the general benefit and will never abuse it.

I solemnly promise that I will always behave in accordance with democratic and humanistic traditions and general moral principles and that I will respect the Czech Republic and the Technical University of Liberec.

**The Oath of a Graduate from the PhD. Study Programme**

Your Magnificence,

Being aware of the importance of science for the multilateral development and education of the society, I promise that I will use the scientific knowledge and experience acquired during my studies in the Doctoral study programme according to my best strength and abilities to the general benefit and with the awareness of the special responsibility for the development of the erudition of the whole society. I will endeavour the further development of scientific knowledge in my field, support the development of the future scientific generation and follow the international character and ethical traditions of science. I promise that I will always behave in the spirit of democracy and humanism and in my activities reinforce the good name of the Czech Republic, the Technical University of Liberec and all its faculties.

**TUL Statutes Appendix No. 4**

**STUDY-RELATED FEES**

(1) **Fee for procedures related to the admission procedure pursuant to Section 58 (1) and (4) of the Act**

The amount of the fee for the procedures related to the admission procedure is no more than 20% of the base determined pursuant to Section 58 (2) of the Act. The specific amount of the fee for the admission procedure is set as follows:

a) CZK 600 for all study programmes in the Czech language,

b) CZK 2 000, or USD 100, for all study programmes conducted in a foreign language.

If the amount specified in Section 58 (2) of the Act stipulates that the amount of the specific fee for the procedures related to the admission procedure exceeds the amount stipulated by law, this specific fee is set at the maximum amount permitted by law, i.e. 20% of the base determined pursuant to Section 58 (2) of the Act.

**(2) Study-related fee pursuant to Section 58 (3) of the Act**

The amount of the study-related fee for exceeding the standard length of studies increased by one year, is CZK 18,000 for each commenced six months of study.

**(3) Study-related fee pursuant to Section 58 (4) of the Act**

The specific amount of the fees for each academic year of studies started in a foreign language is determined as follows:

|  |  |  |
| --- | --- | --- |
| Faculty | Bachelor’s and Master’s study programme | Doctoral study programme |
| FS | 4 000 USD | 2 000 USD |
| FT | 3 000 USD | 2 000 USD |
| EF | 3 500 USD | 1 200 USD |
| FUA | 5 000 USD |  |
| FM | 3 000 USD | 2 000 USD |

 (4) The amount of study-related fees is published for each academic year in the public section of the individual faculty's and university's web sites on the last day of the deadline for submission of applications at the latest.

(5) The student is obliged, within the meaning of Section 63 (3) a) of the Act, to pay the study-related fees and to state the facts decisive for their amount. Breach of these obligations may be considered a disciplinary offense under Section 64 of the Act.

(6) The fee under paragraph 2 shall be assessed to the student by the Rector or the Dean. The study-related fees under paragraph 2 shall be payable within 90 days from the date of delivery of the decision on the assessment of the fee.

(7) The fee under paragraph 3 shall be assessed to the student by the Rector or the Dean. The study-related fee referred to in paragraph 3 shall be payable within 30 days of the date of delivery.

(8) The fee under paragraph 1 shall be payable no later than on the date of filing of the application for study.

(9) Study-related fees shall be paid by non-cash method to the TUL bank account.

(10) The student may appeal against the decision to assess the study-related fee within 30 days of the delivery of the decision. The appeal is filed through the Dean of the relevant faculty, who is to make a statement on the appeal. The Dean shall forward the appeal to the Rector within 10 days through the Education and Internal Legislation Department. The filing of appeals has a suspensive effect on the due date of the fee.

(11) The Rector may reduce, waive or postpone the due date of the fee within deciding on the appeal against the decision to assess the study-related fee, taking into account the following circumstances:

a) study results,

b) social reasons,

c) serious health reasons, allocated status TP, ZTP, ZTP / P,

d) Erasmus+ study stays and internships (registered in IS STAG), and equivalent foreign placements, equivalence of which is confirmed by the Dean if they are the reason for a longer period of studies,

e) organizational and technical reasons - in particular changes in study plans, length of standard study period,

f) distance from the completion of previous studies 5 years or more,

g) fulfilment of all the obligations under Article 145 of the TUL Study and Examination Regulations before the State Final Examination.

(12) The Rector may, at the request of the student, reduce or waive the fee for studies under paragraph 3, or defer the payment of the fee into several instalments or postpone its payment.

(13) When filing the appeal against the decision on the due date of the fee, the student may submit a proposal for payment method of the amount due. If the debtor is no longer a student, a maturity settlement agreement will be drawn up with the bursar.

(14) The Rector shall cancel the decision on assessing the fee if it was issued in violation of generally binding regulations or TUL internal regulations.

(15) The Rector shall not, as a rule, reduce, waive or postpone the maturity of a fee in the process of deciding on an appeal against a decision to assess a study-related fee unless the student has settled all amounts due from past decisions.

1. Section 51 to 57 of the Act. [↑](#footnote-ref-1)
2. I.e. the Act. No. 111/1998, Coll., On Higher Education Institutions and on Amendments and Supplements to some Other Acts as amended, The Act No. 130/2002 Coll., on the Promotion of Research, Experimental Development and Innovation from Public Funds and on the Amendment of Certain Related Acts (Act on Support of Research and Experimental Development and Innovation), as amended. [↑](#footnote-ref-2)
3. Section 119 of the Act No. 561/2004, Coll., On Preschool, Basic, Secondary, Tertiary Professional and Other Education (The Education Act). Section 3, Par. 1 (a), regulation No. 107/2005 Sb., On School Meals. [↑](#footnote-ref-3)
4. E.g. Section 12 to 14 of the Act No. 218/2000, Coll., On Budgetary Rules and on Amendments to Certain Related Acts(Budgetary Rules), as amended, Regulation of the MF No. 40/2001, Coll., on the participation of the state budget in the financing of asset reproduction programs Act No. 130/2002, Coll., on the Promotion of Research, Experimental Development and Innovation from Public Funds and on the Amendment of Certain Related Acts (Act on Support of Research and Experimental Development and Innovation), as amended. [↑](#footnote-ref-4)
5. E. g. Act No. 218/2000, Coll. [↑](#footnote-ref-5)
6. For example the Act no. 563/1991, Coll., The regulation of the Ministry of Finance No. 504/2002, Coll. [↑](#footnote-ref-6)
7. Act No. 586/1992, Coll. [↑](#footnote-ref-7)