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## **PART ONE**

### **Purpose of the regulation**

This Directive regulates the rules for supporting extracurricular activities, particularly those of students of Tomas Bata University in Zlín (hereinafter referred to as “TBU”), and activities aimed at the development of their social and cultural life (hereinafter referred to as “extracurricular activities”). These activities are carried out through student societies, clubs, or organisations (hereinafter referred to as “student societies”). The Directive defines the main forms of such support and the procedure for granting and providing it.

## **Article 1**

### **Basic provisions**

- 1) For the purposes of this Directive, student extracurricular activities are understood to mean non-random activities aimed at fulfilling the social, sporting, cultural, and other personal development needs of students, particularly in connection with their use of free time, collaboration to improve the quality of studies and study conditions at Tomas Bata University (TBU), and the organisation of discussions, talks, meetings, and similar events.
- 2) For the purposes of this Directive, the following are not considered student extracurricular activities:

- a) activities that in any way support political parties or movements, trade unions, employers' organisations or professional associations, churches or religious societies,
  - b) activities aimed at generating profit, unless it is explicitly stated that all profits will be used to support extracurricular activities,
  - c) activities carried out directly by TBU or its component parts,
  - d) activities directly related to the fulfilment of academic requirements or duties arising from an employment or contractual relationship, unless such a relationship is established with TBU in connection with this Directive,
  - e) activities directly relating to or following from the operations of academic bodies of TBU or its faculties.
- 3) Only a student society that is duly registered at TBU in accordance with Article 2 of this Directive may receive support.
- 4) Members of registered student societies may include TBU students or alumni, TBU employees, or third parties.

## **PART TWO**

### **Registration and maintenance of the Student Societies Database at TBU**

#### **Article 2**

##### **Registration of a student society at TBU**

- 1) Each student society intending to operate at TBU and to receive support under this Directive in the relevant academic year is required to:
- a) register in the TBU Student Societies Database; and
  - b) confirm and, if necessary, update its information in the TBU Student Societies Database annually, no later than 30 November of the calendar year, thereby confirming its actual activity for the current academic year.
- 2) For the purposes of this Directive, the following may register:
- a) a student society with legal personality, established in accordance with Act No. 89/2012 Coll., the Civil Code, as amended (hereinafter referred to as the "Civil Code"), and duly registered in the public register (hereinafter referred to as a "registered society"); or
  - b) a student society without legal personality, organised under this Directive (hereinafter referred to as an "unregistered society").
- 3) A registered society is represented by its statutory representative. An unregistered society must appoint a representative, who must be a TBU student (hereinafter referred to as the "authorised person"), and who is thereby authorised to act on behalf of the

unregistered society externally. The authorised person must provide proof of authorisation to act.

- 4) Student societies whose activities are primarily carried out by university students and which are composed of at least a majority of TBU student members may register. In the case of a registered society, its main activity according to the public register must be the support of student activities and student life.
- 5) Registration is carried out by completing the form set out in Annex 1 to this Directive. The completed form must be submitted by the student society through its statutory representative or authorised person, either in paper form addressed to the Director of Marketing and Communications of TBU or electronically from a student email account to: [kancler@utb.cz](mailto:kancler@utb.cz).
- 6) Approval for registration of a student society in the TBU Student Societies Database is granted by the Rector of TBU.
- 7) The registration of a student society becomes valid and effective on the date of entry into the TBU Student Societies Database. Information regarding acceptance or rejection of registration will be communicated by TBU electronically to the authorised person or statutory representative of the student society.

### **Article 3**

#### **Management of Database of Student Societies at TBU**

- 1) Registered student societies are listed in the TBU Student Societies Database. They are also published on the TBU website at <https://www.utb.cz/en/student-2/student-clubs-and-societies-at-tbu/>.
- 2) The database of registered student societies at TBU is maintained by the TBU Director of Marketing and Communications. The Director of Marketing and Communications is responsible for processing personal data for the purpose of maintaining the student societies database at TBU, in accordance with the valid Rector's Directive on the Protection and Processing of Personal Data, acting as the data processing guarantor.

### **Article 4**

#### **Deregistration of a student society from the TBU Student Societies Database**

- 1) Upon the proposal of the TBU Director of Marketing and Communications, a registered student society may be removed from the TBU Student Societies Database by decision of the TBU Rector, if it is found to have violated:
  - a) applicable legal regulations,
  - b) the TBU Code of Ethics,

- c) obligations arising from this Directive, or
  - d) obligations arising from an agreement concluded with TBU, under which support is provided in accordance with this Directive.
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- 2) If a registered student society is removed from the TBU Student Societies Database pursuant to Paragraph 1, TBU is obliged to provide a justification for its decision and deliver it electronically to the authorised person or statutory representative of the student society. On the basis of the reasons stated in the justification, the student society shall be removed from the TBU Student Societies Database on the date the decision is delivered. This decision does not constitute an administrative decision within the meaning of Act No. 500/2004 Coll., the Rules of Administrative Procedure.
  - 3) The registration of a student society in the TBU Student Societies Database shall also lapse if the society fails to confirm its details in the TBU Student Societies Database by 30 November of each calendar year, in accordance with Article 4, Paragraph 1, Letter b).
  - 4) A registered student society may also request its deregistration from the TBU Student Societies Database through a written application submitted by its statutory representative or authorised person, either in paper form to the TBU Director of Marketing and Communications or electronically from the society's official student email address to: [kancler@utb.cz](mailto:kancler@utb.cz). The registration shall be terminated on the date the deregistration request is delivered.

### **PART THREE**

#### **Basic rights and responsibilities of registered student societies at TBU**

##### **Article 5**

##### **Rights of registered student societies**

- 1) Representatives of registered student societies may submit proposals, suggestions, and comments to TBU regarding any activities carried out at TBU. They may approach the TBU management with requests aimed at improving the quality of education and study conditions, with proposals for innovations in sustainability, enhancing mutual communication, etc. They may also initiate discussions with the TBU management in these areas. Representatives of registered student societies may also be invited to meetings and discussions with relevant TBU staff members.
- 2) Registered student societies may receive support for their activities in accordance with this Directive.

**Article 6**  
**Responsibilities of registered student societies**

- 1) A registered student society must comply with generally binding legal regulations, as well as TBU's internal rules and regulations, including the Code of Ethics of TBU in Zlín and the principles of academic rights and freedoms.
- 2) Activities of registered student societies must not be carried out in conflict with the interests of TBU students, staff, or their partner organisations, and must not damage the good reputation of TBU.
- 3) In the event that a registered student society receives and utilises support for its activities under this Directive, it is obliged to comply with the conditions of such support as specified in this Directive.

**PART FOUR**  
**Support for registered student societies**

**Article 7**  
**Forms of support**

- 1) Registered student societies may apply to TBU for:
  - a) support for their core activities (operational support),
  - b) marketing support, and/or
  - c) financial support.
- 2) There is no legal entitlement to any type of support listed in Paragraph 1 of this Article.
- 3) Activities will not be supported if:
  - a) they directly or indirectly promote alcohol, smoking, or the use of psychotropic substances,
  - b) they are funded from other TBU financial sources.
- 4) Student societies established for the purpose of charitable fundraising are required to submit, as part of their registration, a document proving endorsement by a charitable organisation (e.g. a cooperation agreement or another document confirming such cooperation). They must also subsequently provide evidence that the collected funds have been used for the stated charitable purpose. If a student society is established solely for a specific charitable event without the backing of an existing charitable organisation,

it must submit a complete financial report after the event, including details on the use of the funds raised for the event.

- 5) All activities supported under Paragraph 1 of this Article must be non-commercial in nature.

## **Article 8**

### **Operational support**

- 1) A registered student society may request the allocation of space for carrying out its regular and stable activities in accordance with its mission (hereinafter referred to as the “designated space”). The designated space may include equipment. The terms of use of the designated space and equipment shall be set out in a separate written agreement. Approval for the use of such space is granted by the Bursar. There is no legal entitlement to the provision of space under this Paragraph.
- 2) A registered student society is obliged, when using the designated space and TBU equipment, including IT infrastructure, to comply with the internal rules and regulations of TBU governing the use of TBU premises and facilities. Further details shall be specified in a separate written agreement.
- 3) A registered student society may request access to the TBU network as well as the national e-infrastructure for science, research, and education operated by CESNET, z. s. p. o., exclusively on the basis of a written agreement. This access may be subject to charges. The use of these networks is permitted only for non-commercial purposes. Approval for network access is granted by the Director of the TBU Information Technology Centre. The registered student society must comply with TBU’s internal regulations concerning network use and the valid Terms and Conditions of Access to the CESNET e-infrastructure.

## **Article 9**

### **Marketing support**

- 1) Registered student societies may use the name and logo of TBU in their official titles, accompanying, promotional and other materials, only with prior written consent from the TBU Marketing and Communications (hereinafter referred to as “MC”). All use of the university name and logo must comply with the Graphic Design Manual of Tomas Bata University in Zlín (available at <https://vizual.utb.cz/english/>).
- 2) Registered student societies may design their own logos. If they choose to do so, they must adhere to the Communication Manual for Student Societies at TBU (available at [www.vizual.utb.cz](http://www.vizual.utb.cz)).

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- 3) Use of logos of Faculties and other component parts in titles, accompanying, promotional or other materials is only permitted with prior written consent from the relevant Dean, Director of the component part, or the Director of Marketing and Communications. This written consent shall also specify the conditions for the use of the name and logo of the component part, in line with the TBU logo manual.
  - 4) With the consent of the TBU Director of Marketing and Communications, registered student societies may use TBU's promotional channels, including in particular:
    - a) space on the TBU website and social media platforms, or other media as determined by the TBU Director of Marketing and Communications,
    - b) notice boards and information panels designated for general use,
    - c) designated spaces for poster placement.

Use of TBU promotional channels must always comply with TBU's internal regulations.

## **Article 10**

### **Financial support**

- 1) A registered student society may apply for financial support for a project or event it is organising, by submitting a written request (following the structure outlined in Annex 2 to this Directive) either in person to the Director of Marketing and Communications of TBU, or electronically from the official student email address to: [kancler@utb.cz](mailto:kancler@utb.cz).
- 2) A proposal for the provision of financial support, including its form and amount shall be submitted by the Director of Marketing and Communications of TBU. The decision on whether to grant financial support, and in what form and amount, lies with the Rector of TBU.
- 3) A formal written agreement between TBU and the registered society will be concluded regarding the provision of financial support. This agreement will define the terms for the use and possible settlement of the funds, as well as other rights and obligations of both contracting parties, including their roles concerning the processing of personal data. Financial support may only be provided after the agreement has entered into effect.
- 4) The financial support agreement shall also stipulate procedures in the event of a breach of the rules for spending/using the financial support.
- 5) Funding for selected projects or events organised by registered student societies is covered by the Internal Communication Fund.
- 6) The provided financial support, or any part thereof, may not be transferred to any other legal or natural persons.

**Article 11**  
**Final and transitional provisions**

- 1) Student societies operating at TBU prior to the entry into force of this Directive are required to register within 30 calendar days from the date this Rector's Directive comes into effect.

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25 September 2023	01	Marketing and Communications	Creation of document

*This English version of the internal regulation is not legally binding; it is for informational purposes only and does not have to correspond to the Czech version of the original document.*