

The Ministry of Education, Youth and Sports registered the Statute of Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-19998/2025-2 on the day when the registration was signed.

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Mgr. Vojtěch Tomášek
Head of the Higher Education Institution Department

STATUTE OF TOMAS BATA UNIVERSITY IN ZLÍN

The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Statute of Tomas Bata University in Zlín, in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act):

PART ONE BASIC PROVISIONS

Article 1 Basic provisions

(1) In accordance with the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as “Act”), the Statute of Tomas Bata University in Zlín (hereinafter referred to as “Statute”) is the basic legal document of Tomas Bata University in Zlín (hereinafter referred to as “TBU”), which is defined by the following basic information:

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| a) Full name in Czech: | Univerzita Tomáše Bati ve Zlíně |
| b) Shortened name in Czech: | UTB ve Zlíně |
| c) International name: | Tomas Bata University in Zlín |
| d) Shortened name in English: | TBU in Zlín |
| e) Communication languages: | Czech, English |
| f) Name abbreviation: | TBU |
| g) Registered office: | nám. T. G. Masaryka 5555, 760 01 Zlín |
| h) Legal status: | Public higher education institution |
| i) Type: | University |
| j) Establishment: | Act No. 404/2000 Coll., on the Establishment of Tomas Bata University in Zlín |
| k) Legal predecessor: | Brno University of Technology |
| l) Identification Number: | 70883521 |
| m) Tax Identification Number: | CZ70883521 |
| n) Name of the domain for electronic communication: | utb.cz |

(2) Symbols of TBU and of its component parts are listed in Appendix 1.

Article 2
Specialization and long-term orientation

Educational and scientific, research, development, innovation, artistic and other creative activities (hereinafter referred to as “R&D and creative activities”) carried out at TBU include the following spheres:

- a) Chemistry, technology, mechanical engineering, material engineering, food industry, environment, biomaterials, cosmetics,
- b) Economics, management, marketing, enterprise, finance, industrial engineering,
- c) Marketing communications, animation and audio-visual production, multimedia, design, arts management, creative industries,
- d) Informatics, automation and control, robotics, cybernetics, security technologies, energy industry,
- e) Pedagogy, philology, social sciences, health care,
- f) Logistics, crisis management, environmental security, population protection, security of the society,
- g) Scientific disciplines which serve as a basis for the spheres mentioned in the Letters a) to f).

Article 3
Activities and support provided to activities

(1) Education is implemented as follows:

- a) In accredited degree programmes,
- b) In degree programmes which have been granted authorization by the TBU Internal Evaluation Board on the basis of institutional accreditation for the relevant area of education,
- c) In Lifelong Learning programmes, in accordance with the Lifelong Learning Regulations of TBU.

(2) R&D and creative activities are carried out to the full extent, from research to development and urgent activities depending on needs of business and industry, particularly in the sphere of basic long-term orientation in accordance with Article 2. These activities are in particular implemented through:

- a) External and internal projects implemented within R&D and creative activities,
- b) Cooperation with business and industry, particularly in the form of general agreements on research/development activities and supplementary activities.

(3) TBU carries out supplementary activities related to the tasks to be performed as stated in the Article 1 and 2 in compliance with § 20 Paragraph 2 of the Act.

(4) In order to support the activities in accordance with Paragraph 1 and 2, and to support harmonious development of students and of the academic environment, TBU particularly:

- a) Focuses on the establishment and development of libraries, computer rooms and information networks and on provision of access to book and journal collections and to electronic information resources, and that to the maximum of its capacities,
- b) Provides good social conditions, accommodation and catering to the students and catering to the staff in particular, and that to the maximum of its capacities,
- c) Provides services and other supporting measures aimed at provision of equal opportunities to study at TBU to special needs students,
- d) Supports sports, physical training and cultural activities, and that to the maximum of its capacities,
- e) Carries out its own editorial and publishing activities.

(5) TBU also:

- a) Creates conditions for and supports cooperation on the international level, membership of supranational higher education institutions, student and academic staff mobility,

- b) Develops relations particularly with higher education institutions, research or other institutions, authorities of the public sector administration and with the TBU graduates, and pursues activities aimed at fulfilling the role of TBU as defined in § 1 of the Act and as arising from the academic principles,
- c) Supports activities of scientific, specialized, professional and student institutions,
- d) In its activities, TBU supports the intensity, quality and speed of dissemination of innovations for the needs of business and industry in the region.

Article 4

Degree programmes, fields of habilitation and appointment procedures

(1) The list of accredited degree programmes carried out at TBU (hereinafter referred to as “degree programmes”) and the list of fields in which TBU is entitled to organize habilitation procedures/professorial appointment procedures are posted on the official board including the formalities in compliance with § 21 Paragraph 1 Letter h) of the Act.

(2) A degree programme is usually carried out at that TBU Faculty which is responsible for its implementation, or directly at TBU. The details for degree programmes carried out by a university department or by several TBU component parts are specified in the respective TBU internal regulation in accordance with Paragraph 4.

(3) Other higher education institutions and legal entities may participate in the implementation of degree programmes through contractual cooperation, and that in accordance with § 2 Paragraph 8 and § 81 of the Act.

(4) The internal regulation of TBU specifying details related to a degree programme carried out directly at TBU, or with several component parts of TBU participating in the implementation of the degree programme in question, includes rules for dealing with organizational and legal aspects related to the degree programme carried out, in particular:

- a) Component parts participating in the implementation of the degree programme,
- b) Listing of legal entities collaborating on the implementation of the degree programme in accordance with the relevant contracts, if appropriate,
- c) Rules for and forms of participation in the implementation of the degree programme including responsibilities of the individual component parts and bodies of TBU.

Article 5

TBU internal regulations

(1) The TBU internal regulations subject to registration by the Ministry of Education, Youth and Sports (hereinafter referred to as “Ministry”) are the following:

- a) TBU Statute,
- b) Election Rules of the TBU Academic Senate,
- c) Rules of Procedure of the TBU Academic Senate,
- d) TBU Salary Regulations,
- e) Rules of Procedure of the TBU Scientific Board,
- f) Rules Governing Selection Procedures for Academic Staff Positions at TBU,
- g) TBU Study and Examination Regulations,
- h) TBU Scholarship Regulations,
- i) Disciplinary Code for TBU Students,
- j) Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at TBU,
- k) Lifelong Learning Regulations of TBU,
- l) Rules for Accounting and Financial Management of TBU,
- m) Rules for Proceedings Concerning the Statement of Invalidity of State Examinations or Parts Thereof, or Doctoral Thesis Defence and for Proceedings Concerning the Statement of Invalidity of Appointment as Associate Professor at TBU,

- n) Rules Governing Habilitation Procedures, Professorial Appointment Procedures and Procedures for Appointment of Adjunct Professors at Tomas Bata University in Zlín
- o) Rules Governing the Creation, Approval, Implementation of and Alterations to Degree Programmes Carried Out at TBU,
- p) Rules for Establishment of Legal Entities and for Monetary and Non-Monetary Investment in These and Other TBU Legal Entities.

(2) The internal regulations of TBU must be in conformity with the legal system of the Czech Republic and with the TBU Statute.

Article 6 Internal rules of TBU and of TBU component parts

(1) The TBU internal rules which are not subject to registration by the Ministry comprise, in addition to the internal regulations of the Faculties, the following:

- a) Internal rules issued by other TBU component parts in accordance with Article 23 and specifying the status, role and organization of the mentioned component parts,
- b) Work regulations,
- c) Decrees/decisions dealing with essential issues related to TBU as a whole in particular,
- d) Directives concerning particularly methodological and organizational issues,
- e) Instructions concerning urgent issues or issues relating to particular activities.

(2) The TBU internal rules particularly specify:

- a) Formalities and organization of implementation of degree programmes,
- b) Internal rules for financial management,
- c) Organizational structure and status of other TBU component parts,
- d) Information system and aims, functionality and the overall security policy thereof,
- e) Rules for the circulation and shredding of documents,
- f) Contents, forms and types of study certificates,
- g) Posting of information, internal rules and documents on official boards,
- h) Use of symbols of TBU and of its Faculties and of other TBU component parts.

(3) In accordance with Paragraph 1 Letter a), the internal rules issued by other TBU component parts are, in particular, those listed below:

- a) Statute of a university department,
- b) Organizational structure and rules of the Rectorate including the financial management and internal administration,
- c) Residence Halls and Housing Rules of the Halls of Residence and Refectory,
- d) Organizational structure of other TBU component parts and their organizational rules.

(4) The TBU internal rules may be issued by:

- a) The Rector in compliance with Paragraph 1,
- b) The Bursar, in compliance with Paragraph 1 Letter d) and e), within his/her competence as defined in the Act and in the Statute.

(5) The Statute of the relevant Faculty determines the competence to issue the internal rules of the same Faculty.

(6) Internal regulations of other component parts of TBU shall be issued by the Rector, in compliance with Paragraph 3 Letter a) and b); other internal regulations of component parts of TBU shall be issued by senior executives of the same component parts.

(7) Internal regulations of TBU and of TBU component parts must always be in accordance with the TBU Statute and with other internal regulations of TBU.

PART TWO
STUDY AND ADMISSION TO STUDY IN DEGREE PROGRAMMES

Article 7
Admission to study

(1) The admission to study in degree programmes is based on admission procedures which:

- a) Are publicly announced in compliance with § 49 Paragraph 5 of the Act,
- b) May be started upon the request of an applicant.

(2) In accordance with Article 12, applicants who have Czech nationality and foreign nationals are admitted to study in degree programmes carried out at TBU.

(3) In compliance with Paragraph 1 Letter b), the following applicants may apply for admission to study:

- a) Applicants who are currently studying or have studied in a degree programme carried out by a higher education institution or have suspended these studies,
- b) Foreign nationals in compliance with § 49 Paragraph 2 of the Act.

(4) The numbers of students admitted to study in degree programmes are based on the Strategic Plan of Educational, R&D and Creative Activities of TBU (hereinafter referred to as “TBU Strategic Plan”) and on the annual Implementation Plan of the same Strategic Plan.

(5) Students at other higher education institutions may be admitted to study in a part of a degree programme according to agreements concluded between higher education institutions or within international student exchange programmes. Their status at TBU, their rights and obligations are specified in the relevant agreement.

Article 8
Entrance examination

(1) In accordance with Article 7 Paragraph 1 Letter a), the admission procedure includes an entrance examination, unless an admission procedure without entrance examination has been announced.

(2) In accordance with Article 7 Paragraph 1 Letter b), the admission procedure usually includes an entrance examination.

(3) The entrance examination may consist of a written, oral or of a creative part, or of various combinations of the parts mentioned. In order to be admitted to study in a degree programme which requires a specific talent, the applicants must usually pass an examination that also includes an aptitude test.

(4) Detailed requirements regarding the aptitude test shall be set out in an internal regulation issued by the relevant Faculty or in an internal regulation issued by TBU.

(5) If the written entrance examination for admission to study in similar degree programmes is to be taken in the same subject, then the applicants for study in several similar degree programmes sit for this entrance examination only once. The result of the entrance examination in that subject is valid for other similar degree programmes.

(6) Applicants may be exempt from the entrance examination or from a part of the entrance examination based on their performance during their preceding studies and on their study activities. Details on the exemption from the entrance examination are to be specified by the relevant Faculty or by TBU.

Article 9
Rules for admission procedures and conditions for admission to study

Detailed rules for admission procedures and conditions for admission to study in a degree programme approved by the Academic Senate of TBU or by the Academic Senate of the relevant Faculty shall be posted by TBU in the part of the TBU website open to the public. These detailed rules must, in particular, specify:

- a) Manner of and deadline for application submission, procedure of payment of fees for actions related to the admission

procedure,

- b) Documents on completed education required by law that are to be presented,
- c) Deadline for and procedure of verifying whether the conditions for admission to study have been fulfilled; if the verification requires an entrance examination to be taken, then also the form and general content of the entrance examination including the assessment criteria are to be specified,
- d) Requirements regarding the aptitude test, if included in the admission procedure, and the time schedule thereof,
- e) Requirements regarding the health condition enabling the applicant to study in a degree programme,
- f) Rules regulating the exemption from the entrance examination or from a part of the entrance examination ,
- g) Dates on which the applicants are allowed (in compliance with § 50 Paragraph 5 of the Act) to view their materials relevant to the decision on their admission to study (hereinafter referred to as “file”),
- h) Conditions for permission to take the entrance examination on an alternative date,
- i) Procedure of informing the applicants about the results of the admission procedure.

Article 10 **Admission procedure**

(1) Applicants submit their applications to study in degree programmes in the required manner and within the set deadline in accordance with Article 9. The admission procedure is commenced once the relevant Faculty or TBU receives the submitted application. Only the applicant whose application is concerned is a party to the admission procedure.

(2) If the applicant fails to submit all materials whose submission is required in the relevant internal rule issued by the relevant Faculty or by TBU and related to the admission procedure within the set deadline, or if the application submitted by the applicant contains other types of deficiencies, the applicant shall be contacted at the address given in the application form and requested to additionally provide the required information and/or to remove the deficiencies, with an adequate period of time set as a deadline for doing so. If the applicant fails to remove the above-mentioned deficiencies in his/her application by the deadline additionally specified, the admission procedure shall be suspended. The applicant must be informed about the consequences arising from a failure to remove the deficiencies.

(3) Applicants who have not paid the fee for actions related to the admission procedure set in accordance with § 58 Paragraph 1 of the Act and with Article 13, in the required manner and within the set deadline, shall be contacted at the address given in the application form and requested to pay the tuition fee, with an adequate period of time set as a deadline for doing so. If the applicant fails to pay the tuition fee by the deadline additionally specified, the admission procedure shall be suspended. The applicant must be informed about the consequences arising from a failure to pay the fee.

(4) If an applicant fails to appear for the entrance examination without written excuse or if his/her excuse has not been accepted, he/she failed to meet the basic condition for admission to study and cannot be admitted to study. If the excuse has been accepted, the applicant shall be informed by the relevant Faculty or by TBU about an alternative date of the entrance examination.

(5) Decisions on admissions to study can be delivered to applicants (as “to be delivered to addressee only”) directly at the relevant Faculty/at TBU or through a provider of postal services. In the event that the decision grants the request of the applicant regarding the applicant’s admission to study, the decision may be delivered to the applicant via the TBU electronic information system, provided that the applicant has expressed his/her consent to this manner of delivery in his/her application in advance. In such a case, the first day following the provision of access to the decision for the student in the electronic information system is considered the date of delivery and of the announcement of the decision.

(6) Decisions must be issued within 30 days of the verification of conditions for admission to study.

(7) An applicant is entitled to view his/her file only after the decision has been announced. Only the applicant is entitled to view these documents, or, if appropriate, a person authorized by the applicant, i.e. given a power of attorney.

(8) The applicant can submit a request for a review of the decision within a period of 30 days of the day when it is announced. The appeal administrative authority is the Rector.

(9) The Rector shall examine whether the challenged decision has been issued in contradiction with the proceedings preceding the issuance of the Decision, with legal regulations, with internal regulations of TBU and of the relevant Faculty

and with the rules valid for the admission procedure concerning study issued by the relevant Faculty/TBU.

Article 11 Enrolment to study

(1) In compliance with § 51 of the Act, applicants admitted to study are entitled to enrol in the University. Each applicant is required to enrol on the given date. Applicants may excuse their absence from the enrolment in writing:

- a) Before the given date,
- b) After the given date, and that only in exceptional cases, particularly due to major health problems, however, no later than within 5 working days.

(2) Applicants admitted to study lose the right to enrol if they:

- a) Fail to appear and excuse themselves or
- b) Fail to appear but have excused themselves; nevertheless, the excuse has not been accepted,

and that within the deadline set for the enrolment.

(3) In the event that the excuse:

- a) Has been accepted, an alternative date or form of enrolment to study shall be specified,
- b) Has not been accepted, the applicant must be without delay informed in writing about this fact (in a letter “to be delivered to addressee only”).

(4) Final decisions on excuses, alternative dates or forms of enrolment to study in degree programmes carried out at a Faculty are to be taken by the Dean of the relevant Faculty; in case of enrolment to study in degree programmes carried out directly at TBU, the decisions are to be taken by the Rector.

(5) The Study and Examinations Regulations of TBU regulate the enrolment in the following year of study.

(6) The enrolment in degree programmes accredited to be taught in a foreign language takes place in the respective foreign language.

Article 12 Requirements regarding studies of foreign nationals

(1) Foreign nationals are admitted to study in degree programmes accredited to be taught in the Czech language under equal conditions as applicants who have Czech nationality.

(2) The Article 9 similarly applies to the requirements for admission of foreign nationals to study in degree programmes accredited to be taught in a foreign language.

(3) Students studying at higher education institutions abroad and participating in studies at TBU within international student mobility programmes have rights as set in the relevant agreement.

Article 13 Fee for actions related to admissions

(1) The fee for actions related to the admission procedure at TBU (hereinafter referred to as “admission fee”) amounts to a maximum as specified below and based on the basic amount set in compliance with § 58 Paragraph 2 of the Act (hereinafter referred to as “basic amount”):

- a) 15 % of the basic amount if the publicly announced admission procedure includes an entrance examination,
- b) 20 % of the basic amount if the publicly announced admission procedure includes an entrance examination and an aptitude test as a part of the entrance examination,
- c) 10 % of the basic amount in other cases,

and that after rounding down to the nearest whole ten CZK.

(2) The admission fee is non-returnable. Applicants for study shall pay the fee in the manner specified by the relevant Faculty or by TBU for the relevant academic year; the fee must be paid within the set deadline.

Article 13a

Fee for actions related to examination as to whether admission requirements have been fulfilled

(1) The fee for actions related to examination as to whether admission requirements have been fulfilled (hereinafter referred to as “fee for actions related to examination”) amounts to 20 % of the basic amount at TBU, and shall be rounded down to the nearest whole ten CZK.

(2) The fee for actions related to examination is non-returnable. Applicants for study shall pay the fee in the manner specified by the relevant Faculty or by TBU for the relevant academic year; the fee must be paid within the set deadline.

Article 14

Tuition fee

(1) Students whose studies exceed the standard duration of study in the relevant Bachelor’s/Master’s programme by more than one year must pay the tuition fee for studies in the given degree programme, to be set in relation to the basic amount in compliance with the Act.

(2) The tuition fee is to be paid for each commenced six months of study (hereinafter referred to as “six-month period”). The fee amounts to:

- a) A triple of the basic amount for each six-month period in the first year after exceeding the standard duration of study by more than one year, and that after rounding up to the nearest whole hundred CZK.
- b) A sextuple of the basic amount for each six-month period in the second year and in each following year after exceeding the standard duration of study by more than one year, and that after rounding up to the nearest whole hundred CZK.

(3) In compliance with § 58 Paragraph 4 of the Act, amounts of tuition fees to be paid for study in a degree programme taught in a foreign language are determined by the product of the basic amount, of the financial costs coefficient assigned to the degree programme by the Ministry and of the coefficient expressing the costs related to the assurance of the quality of study in a degree programme; the amount of this coefficient for the following academic year is determined in the relevant TBU internal regulation approved by the TBU Academic Senate. When enrolling on a degree programme in a foreign language in the course of an academic year, only a proportional part of the fee for the relevant academic year shall be imposed, after rounding up to the nearest whole hundred crowns. In case of joint degree programmes carried out in cooperation with a foreign higher education institution, amount of the tuition fee to be paid for study in a degree programme taught in a foreign language shall be set in the respective agreement on the implementation of the joint degree programme in question.

(4) The tuition fee is to be paid by the students by bank transfer, by giro transfer form and credited to the account of TBU, in cash in the TBU Cash Office, or using a payment card and the TBU payment gateway.

(5) The tuition fee payable in compliance with Paragraph 2 is due within 90 days of the day of the issuance of the Decision on the tuition fee imposed. The tuition fee payable in compliance with Paragraph 3 is due within 90 days of the day of enrolment to study in a degree programme or of the day of enrolment for the next year of study in a degree programme.

(6) The exact amount of the tuition fee for the relevant academic year is to be specified by the Rector in accordance with Paragraphs 2 and 3 and shall be posted in the part of the TBU website open to the public usually before the deadline set for submission of applications for study in compliance with § 49 Paragraph 5 and 6 of the Act, however, no later than on the last day of the deadline for submission of applications for study, in compliance with the Act.

(7) The Decision on the tuition fee imposed in compliance with § 58 Paragraph 3 and 4 of the Act is to be issued by the Dean of the relevant Faculty; in case of degree programmes carried out directly by TBU, the Decision is to be issued by the Rector. The Decision may be delivered to the students (as “to be delivered to addressee only”) directly at the relevant Faculty or at TBU or through a provider of postal services. In case the Decision fails to be delivered due to the student’s failure to fulfil his obligation specified in § 63 Paragraph 3 Letter b) of the Act or if the Decision fails to be delivered to the delivery address reported by the student, then the Decision shall be delivered in the form of a public notice. The day following the delivery is considered the first day of the period set for the submission of a written request for a review of the Decision.

(8) A student can submit a request for a review of the decision within a period of 30 days of the day when it is announced. The appeal administrative authority is the Rector.

(9) When taking a decision about a request for a review of a Decision on the tuition fee imposed, the Rector may reduce

or waive the imposed tuition fee or extend the due date thereof or permit paying off the fee in instalments, taking into account, above all, reasons deserving special consideration. Such reasons are in particular: The student's academic performance, social and health condition, family situation. The student must attach to his/her request documents evidencing circumstances decisive for the review of the request. The Decision taken by the Rector in compliance with this Paragraph is final.

(10) If the student fails to pay the tuition fee imposed, this may be considered a disciplinary offence in compliance with § 64 of the Act. The tuition fee imposed is payable even if the student terminates his/her studies.

Article 15 **Documents on study**

(1) Documents on study are uniform at TBU in compliance with § 57 Paragraph 1 of the Act. The Student Record Book is issued in the form of an extract from the IS/STAG information system officially confirmed by the Student Affairs Office of the relevant Faculty or by TBU.

(2) Substitute documents issued in compliance with § 57a Paragraph 1 are subject to a fee amounting to CZK 4,000 per document.

(3) New documents issued in compliance with § 57a Paragraph 2 are subject to a fee amounting to CZK 1,000 per document.

(4) Certificates issued in compliance with § 99 Paragraph 2 to 4 and Paragraph 10 of the Act, and other documents not specified in the Act are subject to a fee. The range of payable amounts is specified in the relevant internal rule issued by TBU.

PART THREE **UNIVERSITY BODIES**

Article 16

(1) The self-governing bodies at TBU are the following:

- a) Academic Senate of TBU,
- b) Rector of TBU,
- c) Scientific Board of TBU,
- d) Internal Evaluation Board of TBU,
- e) Disciplinary Committee of TBU.

(2) Other bodies at TBU are the following:

- a) Board of Governors of TBU,
- b) Bursar of TBU.

Article 17 **Academic Senate**

(1) The TBU Academic Senate (hereinafter referred to as "TBU AS") is a self-governing representative body of TBU. The legal position of the TBU AS is specified in the Act.

(2) The TBU AS is composed of representatives of academic staff and students elected by the relevant component parts of the TBU academic community from among themselves.

(3) The membership of the TBU AS is non-transferable.

(4) The number of members of the TBU AS and the member election procedure are specified in the Election Rules of the TBU AS. The organizational structure, rules for the establishment of bodies, rules of procedure of TBU AS and of the bodies thereof are specified in the Rules of Procedure of the TBU AS.

(5) The oath of a member of the TBU AS is included in Appendix 2.

(6) The term of office of the TBU AS and of its members and the reasons for termination of membership are specified in the Election Rules of the TBU AS.

(7) The activities to be done by the TBU AS are to be funded within the TBU budget.

(8) The Rector and the Bursar are required to provide the TBU AS with information necessary for its activities.

(9) The TBU AS may authorize its members to act as correspondents in advisory boards and in working teams in accordance with Article 26.

Article 18 Rector of TBU

(1) In compliance with § 10 Paragraph 4 of the Act, the Rector of TBU (hereinafter referred to as “Rector”):

a) Makes decisions on the number of Vice-Rectors and on the scope of their competence,

b) Appoints the Vice-Rector authorized to fully deputize for the Rector,

c) Authorizes persons to deputize for him/her in individual cases.

(2) Furthermore, the Rector particularly:

a) Appoints and removes the Vice-Rectors from office after the TBU AS has approved the relevant proposal,

b) Appoints and removes the Deans from office in conformity with the procedure set by law,

c) Appoints and removes Directors of other TBU component parts from office, in accordance with Article 23 Paragraph 3 Letters a), b) and d),

d) Determines the number and structure of staff of TBU,

e) Appoints employees authorized to carry out financial operations and those who have signing power of the individual accounts,

f) Nominates and appoints members authorized to represent TBU in statutory bodies of legal entities.

(3) Appointments as listed in Paragraph 2 Letter c) shall be made following a selection procedure, which is usually announced once per four years.

Article 19 TBU Scientific Board

(1) The legal position of the TBU Scientific Board is specified in the Act.

(2) The Rector appoints and removes the members the TBU Scientific Board after a prior consent has been given by the TBU AS.

(3) When nominating candidates to be appointed members of the TBU Scientific Board, the Rector takes into consideration the representation of fields which form part of the TBU specialization.

(4) In addition to the members of the TBU Scientific Board, the Rector may appoint guest members of the TBU Scientific Board, and that in accordance with Paragraph 2. Guest members of the TBU Scientific Board have no right to vote.

(5) The term of office of a member of the TBU Scientific Board is four years.

(6) The membership of the TBU Scientific Board may be terminated during the term of office as follows:

a) By removal from office,

b) By resignation, announced in writing to the Rector,

c) By death.

(7) In compliance with § 12 Paragraph 1 Letter b) and c) of the Act, the TBU Internal Evaluation Board shall be entrusted with the competence of the TBU Scientific Board.

Article 20
TBU Disciplinary Committee

- (1) The TBU Disciplinary Committee has six members; half of them are students.
- (2) The term of office of the academic members of the TBU Disciplinary Committee is four years. The term of office of the student members of the TBU Disciplinary Committee is two years.
- (3) The membership of the TBU Disciplinary Committee may be terminated during the term of office as follows:
 - a) By removal from office,
 - b) By resignation, announced in writing to the Rector,
 - c) By termination of affiliation to the relevant academic community,
 - d) By death.

Article 21
TBU Board of Governors

- (1) The legal position of the TBU Board of Governors is specified in the Act.
- (2) The Board of Governors has nine members.

Article 22
Bursar of TBU

- (1) The Bursar of TBU (hereinafter referred to as “Bursar”) is in charge of financial management and internal administration of TBU to the extent specified in a decision or a decree issued by the Rector, and acts on behalf of TBU to the extent specified in a decree issued by the Rector.
- (2) The Bursar may be authorized by the Rector to act on behalf of other TBU component parts, in accordance with Article 23 Paragraph 3, in the following spheres:
 - a) Internal administration,
 - b) Labour law sphere except for staff listed in the relevant Rector’s decision,
 - c) Management of financial resources allocated to these component parts.
- (3) The Bursar is in charge of financial management and administration of TBU property in compliance with the Act, with other specific legal regulations, with this Statute and with other TBU internal regulations. The Bursar is responsible to the Rector for the results of financial management and for the administration of TBU property as well as for the correct methodology connected with the performance of the said activities.
- (4) The Bursar prepares a budget proposal including the implementation thereof and submits the mentioned proposal to the Rector. The Bursar is responsible for the budget management and submits evaluations to the Rector. He/she prepares supporting documents for the meetings of the Board of Governors.
- (5) The Bursar gives methodological instructions to the secretaries to and financial managers of TBU component parts.
- (6) In case that balanced financial management is threatened at any of other TBU component parts, the Bursar is required to recommend to the Rector a solution proposal and the measures to be taken, aimed to remedy the problem.
- (7) The Bursar is responsible to the Rector for the concept of and strategy and general rules for the use of the TBU information system and for provision of security to the information system components specified in Article 39 Paragraph 1 Letter a) and c) within the strategy, concept and general rules.

PART FOUR
ORGANIZATIONAL AND MANAGEMENT STRUCTURE

Article 23
TBU Structure

- (1) TBU comprises faculties and other component parts.

(2) The TBU Faculties are the following:

- a) Faculty of Technology
- b) Faculty of Management and Economics
- c) Faculty of Multimedia Communications
- d) Faculty of Applied Informatics
- e) Faculty of Humanities
- f) Faculty of Logistics and Crisis Management

(3) Other component parts of TBU are the following:

- a) University department entitled University Institute
- b) TBU Library
- c) Rectorate
- d) Halls of Residence and Refectory

(4) The full names and shortened names of all component parts including the international names are given in Appendix 3.

Article 24 Management structure

The TBU management structure comprises the Rector, Deans, Bursar, and, in compliance with the relevant Rector's decision, senior executives of other TBU component parts.

Article 25 Director of Marketing and Communications

(1) The TBU Director of Marketing and Communications (hereinafter referred to as "Director of Marketing and Communications") is directly subordinate to the Rector.

(2) The Director of Marketing and Communications in particular:

- a) Ensures and coordinates internal and external communication within the TBU uniform concept of communication,
- b) Is responsible for the relevant components of the information system in accordance with Article 39 Paragraph 1 Letter b),
- c) Is the Head of departments in accordance with the organizational rules,
- d) Holds the post of Secretary to the Board of Governors.

Article 26 TBU advisory bodies

(1) Advisory boards and working teams may be established and advisors to the Rector may be appointed, all of them as advisory bodies at TBU, with the aim of ensuring coordinated, regulated and mutually information-based organization of all activities done at TBU, at TBU Faculties and at other component parts of TBU, and of dealing with fundamental as well as with significant and urgent tasks.

(2) Advisory boards are established and advisors to the Rector are appointed in particular in order to carry out regular and long-term activities; working teams are established in order to deal with urgent issues.

(3) Advisory boards and working teams are to be established by the Rector, the Vice-Rectors and the Bursar within their scope of competence and responsibility. The official who has established the board/team shall also decide on the necessity of issuance of rules of procedure to be formulated for the relevant advisory board. Advisors shall be appointed by the Rector, who shall in particular specify the activities to be done by the relevant advisor as well as detailed conditions for the advisor's activities carried out at TBU.

(4) Advisory boards are particularly the following bodies:

- a) TBU University Management Board,
- b) TBU Rector's Advisory Council,
- c) TBU International Board,

- d) TBU Professorial Council,
- e) TBU Ethics Committee,
- f) TBU Information and Security Systems Council,
- g) TBU Building Committee,
- h) TBU Committee on Location Assignment,
- i) TBU Library and Editorial Council.

The individual advisory boards, composition and numbers of members thereof is to be determined by the Rector in a TBU internal rule.

(5) Working teams are bodies established by the Rector and also by the Vice-Rectors and the Bursar, within their scope of competence and responsibility.

(6) Activities carried out by advisory boards/working teams and by advisors to the Rector are a professional duty of the relevant employees. The superiors to the members of advisory boards/working teams and to advisors to the Rector are required to create appropriate conditions for the members'/advisors' work.

Article 27

Decision-making, acting and signing on behalf of TBU

(1) The following officials can take decisions on behalf of TBU, are entitled to perform all legal actions in compliance with the Act and to act on behalf of TBU when negotiating with third parties:

- a) Rector, in all matters specified in the Act and in the Statute,
- b) Vice-Rectors, to the extent determined by the Rector, or, upon a power of attorney in writing given by the Rector, if appropriate,
- c) Bursar, to the extent specified in the Act, in this Statute and in measures taken by the Rector in the form of an internal rule issued by the Rector; if applicable, upon a power of attorney in writing given by the Rector.
- d) Deans, to the extent specified in the Act, in this Statute and in matters concerning more than one Faculty, upon written agreement between the respective Deans, and that particularly concerning the labour law and mutual contractual relations with legal and physical entities,
- e) Senior executives of component parts, in compliance with Article 23 Paragraph 3 Letter a) in matters:
 - 1. Relations associated with the labour law and concerning the subordinate staff, after previously discussing the matter with the Rector.
 - 2. Management of financial resources allocated to the component part, in compliance with the TBU Budget Rules.
 - 3. Supplementary activities and management of resources generated from these activities, to the extent and under conditions specified in the Budget Rules of TBU, in accordance with Article 28 Paragraph 3.
- f) Senior executives of component parts, in compliance with Article 23 Paragraph 3 Letter b) and d), in matters entrusted to them in accordance with the relevant measure imposed by the Rector.

(2) Persons not mentioned in Paragraph 1 are entitled to act on behalf of TBU and to perform legal actions only to the extent specified in the Act, in TBU internal regulations or upon a power of attorney or an authorization given by persons mentioned in Paragraph 1 Letter a) to f) within their scope of competence.

(3) Duties of persons acting on behalf of TBU may be regulated in the relevant Rector's Decree.

(4) The procedure of signing on behalf of TBU is performed as follows: The authorized person adds his/her signature together with an imprint of the official stamp to the name of TBU; in case of a TBU component part, the name of the relevant TBU component part must be added.

(5) Only a recognized electronic signature or a recognized electronic seal may be used to sign a document in the form of a data message through which the authorized person acts on behalf of TBU.

**PART FIVE
RULES FOR FINANCIAL MANAGEMENT OF TBU**

**Article 28
Budget**

(1) The TBU Budget is a plan that governs the funding allocated to TBU activities. It contains an income and revenue plan and a cost plan as well as a plan for spending of the investment funding for the budgetary year.

(2) The Medium-Term Outlook for the TBU Budget is an income and revenue plan, a cost plan as well as a plan for spending of the investment funding in any of the budgetary years for which the Medium-Term Outlook for the TBU Budget has been drawn up.

(3) In relation to the TBU strategic plan, the TBU Budget Rules define the structure and, in particular, specify the rules for management of TBU financial resources as well as the rules for internal funding. The TBU Budget Rules contain methodological and algorithmic provisions for the calculation of the TBU Budget Breakdown. The Rector submits the Budget Rules for approval to the TBU AS before 30 November of the calendar year preceding the year for which the budget is being drawn up.

(4) Through the TBU Budget Breakdown, funding is allocated to the TBU Faculties and to other component parts of TBU, in compliance with methodological and algorithmic provisions approved in the TBU Budget Rules. The Rector submits the TBU Budget Breakdown for approval to the TBU AS usually within 30 days after approval of the TBU Budget Rules. The TBU Faculties and other TBU component parts independently manage the financial resources allocated from the TBU Budget. The allocation of financial resources to the Faculties and to other TBU component parts must not be set as a deficit budget. When managing the allocated funds, the TBU Faculties and other component parts of TBU must respect the specific purposes of the public funding allocated.

(5) In the event that the TBU AS does not approve the TBU Budget Rules or the TBU Budget Breakdown submitted by the Rector, including the mutually approved alterations and amendments, the Rector shall submit a new proposal within 30 days. Before the Budget Breakdown is approved by the TBU AS, the TBU Budget Breakdown approved for the previous budgetary year shall be followed, and that reduced by 10 %. Only events included in previously concluded contracts shall be funded.

(6) The use of fund resources mentioned in § 18 Paragraph 6 Letter a) to d), f) and g) of the Act and conditions for the transfer of resources between the funds mentioned in § 18 Paragraph 6 Letter a), b), d) and g) of the Act are regulated in the TBU Regulations for Accounting and Financial Management.

(7) In the event that a TBU component part continuously manages the financial resources allocated in such a manner that the annual economic result is in danger, a senior executive of the relevant component part is obliged to immediately inform the Rector and the Bursar about this fact. Furthermore, the Rector shall inform the TBU Academic Senate about this fact, and that at the next meeting of the TBU AS, and shall, at the same time, submit a proposal concerning the planned solution.

**Article 29
Property and financial management**

(1) In order to carry out their activities, the TBU Faculties and other TBU component parts use movable property owned by TBU and registered at the individual component parts.

(2) The Deans and senior executives of the respective TBU component parts are responsible to the Rector for an efficient use of financial resources and for a proper management of the property, in accordance with Article 23.

(3) Decisions on the purchase of securities issued by the State or of securities the redemption of which is guaranteed by the State and/or of securities issued by a commercial company in which TBU has put capital into (§ 19 Paragraph 3 of the Act), are to be taken by the Rector in accordance with the approved TBU budget.

(4) The Rector is entitled to conclude credit contracts amounting to:

- a) No more than a five hundred multiple of the amount of the property value starting from which objects are considered as long-term tangible assets, and that after approval from the TBU AS,
- b) A five hundred or a higher multiple of the amount of the property value starting from which objects are considered as long-term tangible assets, and that after approval from the TBU AS and with consent of the TBU

Board of Governors.

(6) Audits of financial management of the TBU Faculties and other TBU component parts are carried out annually as a minimum; the Bursar is responsible for the audit to be carried out.

PART SIX EVALUATION CARRIED OUT AT TBU

Article 30 Evaluation

(1) TBU shall ensure the quality of educational, R&D, creative and related activities and regularly evaluate the said activities.

(2) TBU applies standards and procedures for the internal evaluation of educational, R&D, creative and related activities (hereinafter referred to as “internal evaluation”) which are regulated in the Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at TBU.

(3) The process of internal evaluation shall be managed by the TBU Internal Evaluation Board.

Article 31 Internal Evaluation Board of TBU

(1) The legal position of the TBU Internal Evaluation Board is specified in the Act.

(2) The Rector is the Chairperson of the TBU Internal Evaluation Board. The Chairperson of the TBU AS is a member of the TBU Internal Evaluation Board. The Deputy Chairperson of the TBU Internal Evaluation Board is appointed by the Rector from among TBU academic staff who hold the degree of Professor or Associate Professor.

(3) The Rector appoints other members of the TBU Internal Evaluation Board as follows:

- a) Four members nominated by the TBU AS; one of them must be a student at TBU,
- b) Four members nominated by the TBU Scientific Board and
- c) Four members according to his/her own decision.

(4) In case of nominations listed in Letter a) and b), the Rector may refuse to appoint the nominee; the Rector is obliged give the nominating person reasons for the refusal.

(5) The composition of the TBU Internal Evaluation Board reflects the spheres of education corresponding to the specializations of degree programmes carried out at TBU.

(6) The post of a member of the TBU Internal Evaluation Board is incompatible with the post of the Rector/Dean/Vice-Dean/Head of a university department held at TBU.

(7) The term of office of the Chairperson and of other members of the TBU Internal Evaluation Board is six years, except for the member appointed from among students, whose term of office is two years. If a membership of a member of the TBU Internal Evaluation Board terminates before his/her term of office expires, the new member shall be appointed only for the remaining period of the respective term of office. The same person is allowed to hold the same post of a member of the TBU Internal Evaluation Board during no more than two consecutive terms of office. The performance of duties related to the post of the member, provided that the member in question has not been appointed from among persons other than members of the academic community of TBU, is bound by his/her status at TBU.

(8) The membership of the TBU Internal Evaluation Board may be terminated as follows:

- a) By expiry of the term of office in accordance with Paragraph 7,
- b) By removal from office by the Rector,
- c) By resignation, announced in writing to the Rector,
- d) In case of a member appointed from among students, on the day when his/her studies terminate, provided that the member did not immediately enrol on a follow-up degree programme carried out at TBU,

- e) In case of the Chairperson of the TBU AS, on the day when his/her term of office expires,
- f) By death.

(9) The TBU Internal Evaluation Board shall be entrusted activities as specified in § 12 Paragraph 1 Letter b) and c) of the Act.

(10) The TBU Internal Evaluation Board shall, apart from activities specified in the Act and conferred on the Board in compliance with the provisions of Paragraph 9:

- a) Grant the authorization to implement a particular type/types of a degree programme in a particular area/areas of education within the institutional accreditation, and that to a TBU Faculty/Faculties and/or directly to TBU, if applicable,
- b) Make decisions on an expansion/extension of the authorization to implement a degree programme which has been granted in accordance with Letter a), and approve major alterations in a degree programme during the implementation thereof,
- c) Adopt measures aimed to remedy deficiencies in the implementation of a degree programme which has been granted an authorization in accordance with Letter a), which are the following:
 - 1. Request made to the relevant Faculty and aimed to remedy the problem within a reasonable period of time,
 - 2. Ban on a continuing admission of applicants for study in the given degree programme,
 - 3. Revocation of the authorization to implement a degree programme; a proposal for an approval of such a corrective measure shall solely be submitted by the Rector.
- d) Give its opinion on the TBU internal rules which specify the list of internal requirements obligatory for obtaining the authorization to implement a degree programme within the institutional accreditation as well as the details of the proposal for granting an authorization to implement a degree programme within the institutional accreditation,
- e) Carry out internal evaluation of a degree programme and approve the draft report on the evaluation of the degree programme,
- f) Give an opinion on the Report on R&D and Creative Activities submitted by the Rector,
- g) Approve major alterations in a degree programme during the implementation thereof in accordance with the accreditation granted by the National Accreditation Bureau for Higher Education,
- h) Discuss the deficiencies occurring during the implementation of a degree programme and adopt a proposal regarding the intention to cancel the degree programme in question, to be submitted to the Rector and, subsequently, to the TBU Scientific Board,
- i) Approve methodological materials regarding particular matters connected with evaluation in accordance with the Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at TBU,
- j) Give an opinion on the TBU internal rules specifying formalities for evaluation in accordance with the Rules Governing the System of Quality Assurance of Educational, R&D, Creative and Related Activities and Internal Evaluation of Quality of Educational, R&D, Creative and Related Activities at TBU,
- k) Grant the authorization to carry out Lifelong Learning programmes and internationally recognized courses in accordance with the TBU Lifelong Learning Regulations,
- l) Give an opinion on matters submitted to the Board by the Rector for consideration.

(11) The TBU Internal Evaluation Board may request a statement from another body of TBU, from another body of a TBU Faculty or another component part of TBU.

(12) The TBU Internal Evaluation Board is entitled to get acquainted with conclusions drawn by other bodies and advisory boards of TBU.

(13) The rules of procedure of the TBU Internal Evaluation Board are specified in the official Rules of Procedure of the TBU Internal Evaluation Board, which represent an internal rule of TBU.

Article 32
Evaluation report

(1) Once every five years, TBU shall elaborate a report on internal evaluation, annually updated by adding and amendment describing the improvements achieved in the sphere of quality and controlling measures.

(2) The Internal Evaluation Report and amendments to the same Report shall be provided access to in conformity with the Act.

PART SEVEN
FACULTIES AND ACADEMIC COMMUNITY OF TBU

Article 33
Rights of Faculties

- (1) The bodies of the Faculty are entitled to make decisions or act on behalf of TBU in matters concerning the Faculty:
 - a) Establishment of self-governing academic bodies of the Faculty,
 - b) Internal organization of the Faculty,
 - c) Habilitation procedures and professorial appointment procedures,
 - d) Management of financial resources allocated to the Faculty,
 - e) Relations connected with labour law.
- (2) Furthermore, the bodies of the Faculty are also entitled to make decisions or act on behalf of TBU in matters concerning the Faculty:
 - a) Creation and implementation of degree programmes,
 - b) Strategic orientation of R&D and creative activities,
 - c) International relations and activities,
 - d) Supplementary activity and management of resources generated from this activity to the extent and under conditions specified in the TBU Budget Rules, in accordance with Article 28 Paragraph 3, with TBU internal regulations, and under observance of the rules listed in the TBU Code of Ethics.
 - e) Decisions concerning rights and responsibilities of students enrolled on degree programmes carried out at a Faculty in the first degree in cases of administrative adjudication, and in other cases regarding the students' studies.
- (3) When taking decisions or acting in accordance with Paragraph 2 Letter a), the bodies of the Faculty shall adhere to the Rules Governing the Creation, Approval, Implementation of and Alterations to Degree Programmes Carried Out at TBU,
- (4) When taking decisions or acting in accordance with Paragraph 2 Letter b), the bodies of the Faculty shall adhere to the strategic plan of TBU.

Article 34
Status of academic staff

(1) The performance of both pedagogic and R&D and creative activities in compliance with § 70 Paragraph 1 of the Act requires a qualification represented by university education. The characteristic activities expected to be performed involve above all:

- a) In the pedagogical sphere:
 1. Direct participation in the implementation of degree programmes as defined in the Study and Examination Regulations of TBU, particularly in the form of lectures, seminars and tutorials, examinations and consultations,
 2. Acting as supervisors for Bachelor's and Master's theses, working in examination boards and in subject committees,

3. Working as supervisors or consultants in doctoral programmes,
4. Participation in the preparation of degree programmes and membership of degree programme boards,
5. Preparation of newly introduced or modernized course units,
6. Preparation of study-related documents, materials and supports;

b) In the sphere of science, R&D, arts and other creative activities:

1. Holding the post of the project investigator or of a member of the research team in projects implemented within programme calls or within contracts based on selection procedures,
2. Active participation in implementation teams in projects implemented within programme calls or within contracts based on selection procedures,
3. Participation in proposals and implementation of significant engineering, scientific and artistic works (patents, licences),
4. Acting as external examiners in habilitation procedures or professorial appointment procedures,
5. Publishing, presentation and reviewing activities.

(2) The status of a member of the academic staff is conditional on the performance of activities both in accordance with Paragraph 1 Letter a) and with Paragraph 1 Letter b) in the employment relationship. Both types of activities must be demonstrably carried out during a longer period of time, and may neither be concurrent nor comparable as regards their extent. An absence of some of the activities mentioned in Paragraph 1 during a limited period of time is not decisive for the status of a member of the academic staff and shall not result in an alteration in the employment. The manner of reporting of both types of activities carried out by an academic is specified in the relevant internal regulation of TBU.

(3) Members of the academic staff shall follow the TBU Code of Ethics included in Appendix 4.

(4) Academics are members of the academic community of the TBU Faculty at which they are registered as employees. The TBU AS shall decide on other TBU academics' affiliation with a particular academic community for the purposes of elections to the TBU AS, and that upon the Rector's proposal.

Article 35 Sabbatical leave

The Rector decides on sabbatical leave to be taken in compliance with § 10 Paragraph 1 of the Act, or, after approval by the Rector, the decision is to be taken by the Dean in compliance with § 24 Paragraph 1 Letter e) of the Act under conditions specified in § 76 of the Act.

Article 36 Membership of Academic Senates, Scientific Boards and other bodies established by law

Activities done by members of the academic staff and by students in bodies and associations specified in the Act and in other specific legal regulations related to the role of higher education institutions, particularly to the membership of:

- a) The TBU AS and Academic Senates at the Faculties
- b) The TBU Scientific Board, Scientific Boards of TBU component parts and Scientific Boards of other higher education institutions
- c) The TBU Internal Evaluation Board and Internal Evaluation Boards at other higher education institutions
- d) The National Accreditation Bureau for Higher Education and its working commissions
- e) Representative bodies of higher education institutions in accordance with § 92 of the Act
- f) The Research, Development and Innovation Council
- g) Bodies of significant international institutions

are an important part of their professional duties connected with their position as members of the TBU academic community. Senior executives at all levels and academic staff are required to create conditions for the members' participation in meetings and for the role of these bodies and associations to be properly performed, and to evaluate and remunerate the members for the mentioned activities.

Article 37
Visiting Professor

(1) Employees joining TBU:

- a) To carry out activities corresponding to activities carried out by Professors or Associate Professors,
- b) To work at TBU at least during one semester or longer, but during a limited period of time, in accordance with the Labour Code,
- c) Who are Professors or Associate Professors at another higher education institution in the Czech Republic or abroad, or are renowned experts in their specialization or, in principle, fulfil the conditions for habilitation or professorial appointment in accordance with the Act.

are awarded the status of “Visiting Professors at TBU” during their employment at TBU.

(2) Visiting Professors are members of the academic staff at TBU.

Article 37a
Adjunct Professor

(1) TBU may establish a post of an Adjunct Professor at TBU (hereinafter referred to as “Adjunct Professor”) for the field of education in which TBU has been granted institutional accreditation.

(2) A justified request for an establishment of a post of an Adjunct Professor shall be submitted to the Rector by the Dean or by the Head of the relevant university department where the post is planned to be established.

(3) The Rector shall take a final decision on the establishment of the post of an Adjunct Professor.

(4) The post of an Adjunct Professor may be held by:

- a) A person who has achieved status comparable to an Associate Professor or a Professor abroad, or
- b) A person who is a renowned expert who has professional experience of no less than 10 years in the given area of education.

(5) The procedure for appointment of Adjunct Professors adheres to the Rules Governing Habilitation Procedures, Professorial Appointment Procedures and Procedures for Appointment of Adjunct Professors at Tomas Bata University in Zlín.

(6) In accordance with his/her Contract for Employment, an Adjunct Professor shall carry out both teaching, R&D, creative and other specialized activities at the relevant constituent part/Faculty/university department, where he/she is employed.

(7) An Adjunct Professor may be appointed as a guarantor of a Bachelor’s/Master’s/doctoral programme, and also as a supervisor in a doctoral programme, in compliance with TBU internal regulations.

(8) Requirements regarding a particular performance of work of an Adjunct Professor shall be set out by the Dean of the relevant Faculty/Head of the relevant university department.

(9) In compliance with the Act, an Adjunct Professor is not entitled to use the academic degree of Professor, abbreviated as “Prof.”, before his/her name; in connection with his/her activities ensuing from his/her job position at TBU, he/she may use the title “mimořádný profesor UTB ve Zlíně” in Czech or “Extraordinary Professor at TBU in Zlín” in English after his/her name. The use of a professorial degree awarded abroad is hereby not concerned.

(10) In compliance with the Act, no selection procedure shall be held in order to fill a job position of an Adjunct Professor.

(11) An Adjunct Professor is a member of the academic staff at TBU.

**Article 38
Emeritus Professor**

(1) A person who:

- a) holds the post of Professor at a higher education institution,
- b) was employed as a Professor with TBU and terminated his/her employment,
- c) will perform creative, educational or consultancy activities at TBU within the agreed extent

may be appointed Emeritus Professor at TBU.

(2) TBU will create conditions appropriate for an Emeritus Professor and will enable him/her to use the TBU equipment and facilities for the activities specified in Paragraph 1 Letter c) to the agreed extent.

(3) An Emeritus Professor is appointed by the Rector upon a proposal of a senior executive of the relevant component part and upon the subsequent consideration of the proposal by the TBU Scientific Board.

**PART EIGHT
INFORMATION SYSTEM OF TBU**

**Article 39
Information system of TBU**

(1) The TBU information system is a functional unit providing comprehensive information services for the TBU educational, R&D and creative activities, for the management of TBU and its component parts, for its supplementary activities and also for the public sector administration, for the sphere of business and the public.

(2) The TBU component parts and constituent parts thereof are obliged to observe the standards and security measures imposed by the Rector and included in TBU internal regulations.

**PART NINE
ACADEMIC TRADITIONS OF TBU**

**Article 40
Academic ceremonies**

(1) Academic insignia and academic ceremonies are the outward expressions of academic traditions, rights and freedom at TBU.

(2) During academic ceremonies, the following academic dignitaries are present: Rector, Deans, Vice-Rectors, Vice-Deans, Chairpersons of the TBU Academic Senate as well as Chairpersons of the Academic Senates of the TBU Faculties, and Promotor.

(3) Academic ceremonies include, in particular, inaugurations of the Rector and Deans, matriculation ceremonies, graduation ceremonies, honorary degree ceremonies, festive meetings of the Scientific Board, festive gatherings of the academic community and school-leaving ceremonies held upon completion of Lifelong Learning programmes.

(4) A matriculation is an academic ceremony during which students are officially accepted as members of the academic community upon taking the matriculation oath. The wording of the oath of a student who is matriculated by the relevant Faculty is stated in the Statute of the same Faculty, the wording of the oath of a student who is matriculated directly by TBU is stated in Appendix 2.

(5) A graduation ceremony is an academic ceremony during which graduates of degree programmes receive their degree certificates upon taking the graduation oath. The wording of the oath of graduates of Bachelor's and Master's programmes carried out by a Faculty is included in the Statute of the relevant Faculty. The wording of the oath of graduates of Bachelor's and Master's programmes carried out directly by TBU is included in Appendix 2. The wording of the oath of a PhD graduate is stated in Appendix 2.

Article 41

Academic insignia, gowns and their use

- (1) Gowns are worn and insignia are used during academic ceremonies.
- (2) Academic insignia and gowns must not be used in such places and on such occasions that are not, as regards their type and character, dignified in terms of academic rights, freedom and principles.
- (3) The following academic dignitaries (Article 40 Paragraph 2) are authorized to wear the gowns: Doctors honoris causa of TBU, Bursar, Director of Marketing and Communications, Faculty secretaries and beadles.
- (4) Gowns may be lent:
 - a) Upon a Rector's decision, to the person who has been awarded the honorary degree of "doctor honoris causa", to the members of the TBU Scientific Board, to the members of the TBU AS, to Emeritus Professors, academic staff, to the members of the TBU Board of Governors, to prominent guests to TBU, to students and graduates.
 - b) Upon a decision of a senior executive of a component part, to the members of the Scientific Board of the relevant component part and of the Academic Senate of the Faculty, to academic staff at the relevant component part and to graduating students.
- (5) The TBU Rector and Vice-Rectors are authorized to use the TBU academic insignia. The Dean and Vice-Deans are authorized to use the academic insignia of the relevant Faculty.
- (6) Academic insignia may be lent, upon a Rector's decision, to the person who has been awarded the honorary degree of "doctor honoris causa".

Article 42

Honorary degree of Doctor Honoris Causa

- (1) In accordance with the university traditions, TBU confers the honorary degree of "doctor honoris causa" (abbreviated to "Dr. h. c.") upon distinguished Czech and foreign personalities who have contributed significantly to the development of those fields that represent the specialization and long-term orientation of TBU (Article 2) or to the development of other significant fields of human activities.
- (2) The decision on the honorary degree to be conferred is taken by the TBU Scientific Board. Nominations are submitted by:
 - a) the Rector,
 - b) Scientific Boards of the TBU component parts,
 - c) Members of the TBU Scientific Board.
- (3) The nominee must give his/her consent to the conferment of the honorary degree. The nominee's consent is requested by the Rector after a prior consent has been given by the TBU Scientific Board.
- (4) The honorary degree is conferred during an academic ceremony.

Article 43

Medals and awards

- (1) On behalf of TBU, the Rector awards medals and hands out awards, particularly in recognition of the following accomplishments:
 - a) According to merit related to the development of TBU, its reputation and prestige in the Czech Republic and abroad,
 - b) Significant activities done at TBU,
 - c) According to merit related to the development of higher education and the higher education system,
 - d) Relations with TBU,
 - e) Activities in fields related to the specialization of TBU.
- (2) Rules for awarding medals are set in the relevant Rector's Directive.

(3) The medals awarded are registered, documentation on medals is kept in the TBU Registry.

(4) By his/her decision, the Rector announces and makes awards, particularly those representing the acknowledgement of a student's outstanding academic performance achieved during his/her studies at TBU. The awards are handed out during graduation ceremonies.

PART TEN COMMON AND FINAL PROVISIONS

Article 44 Appendices

The Statute comprises the following appendices:

- a) Appendix 1 – TBU Symbols
- b) Appendix 2 – TBU Academic Oaths
- c) Appendix 3 – TBU Faculties and Other Component Parts
- d) Appendix 4 – Rules for Assurance of Adequate Supporting Measures Aimed to Equalize Opportunities for Study at TBU

Article 45 TBU Official Boards

- (1) TBU as well as each TBU Faculty has as its own clearly designated Official Board.
- (2) The TBU Official Board is situated in the seat of TBU; the Official Board of the relevant Faculty is situated in the seat of the same Faculty.
- (3) Information specified in the Act and in generally binding legal regulations shall be posted on the Official Board.
- (4) TBU and its Faculties run their Official Boards also in the electronic form on the official website of TBU (www.utb.cz).

Article 46 Validity and effect

- (1) The Statute of Tomas Bata University in Zlín registered by the Ministry under the Ref. No. MSMT-573/2017 on 5 January 2017, as amended, is hereby cancelled.
- (2) This Statute was approved by the TBU Academic Senate on 22 July 2025.
- (3) This Statute comes into force on the day when registered by the Ministry in accordance with § 36 Paragraph 4 of the Act.
- (4) This Statute becomes effective on the day when registered by the Ministry.

Assoc. Prof. Ing. Martin Sysel, Ph.D. m.p.
Chairperson of the TBU Academic Senate

Prof. Mgr. Milan Adámek, Ph.D. m.p.
Rector of TBU

Appendix 1 to the Statute of TBU in Zlín

TBU SYMBOLS

TBU Symbols

The symbols of TBU in Zlín comprise a mark, sign, insignia, gowns, an embossed seal, a motto and a flourish.

Mark and sign

(1) Mark

The TBU mark consists of a stylized symbol of a book and of the University's name. The symbol is a simple graphic image of a standing book (viewed from above), whereas the orange area - Pantone 1585, 1585 C (black or grey) - depicts the cover and spine of the book, the white area represents papers of the book. The whole composition is completed by a wedge-shaped shadow thrown by the book (always in the same colouring as the book cover), which completes the format in the upper part of the mark.

The design was inspired by the functionalist architecture of Zlín - its typical simplicity and sense for maximum practical use of space.

The finishing touches were put by the text on the right hand side. It bears the name of the University, its component part or Faculty. The text written in Berlin CE Regular font is left aligned.

(2) Sign

The TBU sign represents a more solemn version of the mark. The symbol of the book is placed in the centre of a circle, the perimeter of which is lined by the University's name in Latin UNIVERSITAS THOMAE BATA ZLINENSIS in the upper part and by the University's motto ERUDIRE ET CREARE in the lower part. The texts are written in upper-case letters in Berlin CE Medium font. The blank space between the University's name and the motto is filled up with a square-shaped point.

Insignia

The TBU insignia comprise a mace and chains.

(1) Rector's mace

The Rector's mace consists of a shaft and a head. The base of the head is a massive circle. There is an open book on both sides in the upper part of the mace. The book is a starting point for relief streams which head diagonally into four directions.

The book represents traditional historical forms of education, the streams covered by symbols and structures represent contemporary and future forms of communication and educational systems.

There is a grey-blue agate placed obliquely in the middle of the circle. The grey-blue agate is honed into a shape of an irregular cube and the university maxim ERUDIRE ET CREARE is engraved separately on both of its sides. The sign UNIVERZITA TOMÁŠE BATA VE ZLÍNĚ is written on the front side of the circle; on the back, there is the English version TOMAS BATA UNIVERSITY IN ZLIN.

The head is divided from the shaft by two flat discs. The bigger one contains dark blue enamel on the upper side. In combination with the yellow metal of the mace, it represents the town colours of Zlín. Other discs are divided by a smooth shaft, which contains a coil in the middle. This enables to divide it into two parts.

The length of the mace is 119 cm, it is made of gilded brass.

Its author is the sculptor Michal Vitanovský. The mace was made by the studio Ateliér TIP, Prague.

(2) Rector's chain

The Rector's chain consists of the body of the chain - catena and of a hanging medal. The double-sided and stamped medal is 80 mm in diameter, and bears a portrait of Tomas Bata en face and an unclosed writing UNIVERZITA TOMÁŠE BATA VE ZLÍNĚ on the obverse side. In the upper part of the reverse side, there is a stylized view into the full University Assembly Hall, in the lower part there is the town emblem of Zlín with the inscription: 1. 1. 2001.

The chain - catena is made of three types of stamped parts with simple non-figural relief. The central part with the hanging medal defines the chain expansion. The chain also contains two types of chain parts - circle and square, which regularly alternate and are connected with little circles.

The Rector's chain is made of gilded silver.

Its author is the sculptor Michal Vitanovský. Mintage and assembly were made by Štátna mincovňa (Mint), Kremnica, Slovakia.

(3) Vice-Rector's chains

The only difference between the Vice-Rectors' chains and the Rector's chain is the material used. The Vice-Rectors' chains are made of silver.

Its author is the sculptor Michal Vitanovský. Mintage and assembly were made by Štátna mincovňa (Mint), Kremnica, Slovakia.

Gowns

Gowns are designed in a confluent silhouette with a red base colour and are worn by the following academic dignitaries: Rector, Chairperson of the TBU AS and Vice-Rectors. The gowns of the Bursar and of the Director of Marketing and Communications have a blue base colour.

The gowns are colourfully accented with a stripe and trimming of the sleeves. Their colours are contrasting with the base colour. They accentuate the majesty of the silhouette and the ceremonial character of the whole.

Gown colours:

Rector	red and golden
TBU AS Chairperson	red and blue
Vice-Rectors	red and grey
Bursar	blue and red
Director of Marketing and Communications	blue and grey
Beadle	blue

The same colours are used for headdresses.

Embossed seal

The embossed seal is based on the TBU sign. The text along the perimeter was replaced (both visually and according to the number of letters) by a series of 36 short beams in the shape of the capital letter I. The embossed seal is made of a negative steel die. This seal is used for signing documents and verifying their authenticity. Furthermore, the seal can be used in personal correspondence of the Rector and Deans. It improves the visual quality of the message and gives a formal character to the correspondence.

Motto

The motto of TBU is **ERUDIRE ET CREARE** in Latin, which means **EDUCATE AND CREATE** in English.

It expresses the University's brief credo, which TBU follows and adheres to. The motto can be used as one of the University's symbols on solemn occasions.

Ceremonial flourish

Academic ceremonies are accompanied by a ceremonial flourish.

Symbols of TBU component parts

The symbols of the component parts are described in the Statutes of the relevant component parts. They comprise the mark, insignia and gowns of the relevant component part.

Marks of TBU component parts

The marks of the individual component parts imitate the TBU mark with the exception of the colour of the book symbol. Each of the component parts has its own colour of the book symbol. The text contains the name of the relevant component part and the affiliation with TBU.

Colours of the marks of the component parts:

Faculty of Technology	dark blue	Pantone 2746
Faculty of Management and Economics	light blue	Pantone 292
Faculty of Multimedia Communications	red	Pantone 1788
Faculty of Applied Informatics	yellow	Pantone 123
Faculty of Humanities	brown	Pantone 1535
Faculty of Logistics and Crisis Management	yellow-green	Pantone 381
University Institute	green	Pantone 361

Insignia and gowns of Faculties

The insignia and gowns of the Faculties are described in the Statutes of the individual Faculties.

The use of the symbols is specified in Article 41 of the Statute.

Detailed specification of the use of the TBU mark, of the marks of the individual component parts and their application is included in the Graphic Manual for Uniform Visual Identity of TBU.

Addresses and texts used during academic ceremonies

(1) During academic ceremonies, traditional Latin addresses are used for addressing academic dignitaries:

- a) Addressing the Rector “Your Magnificence” (magnificence)
- b) Addressing a Vice-Rector “Honorabilis” (honourable)

In the case that the Rector is represented by a Vice-Rector, then the Vice-Rector is addressed “Your Magnificence”.

- c) Addressing a Dean “Spectabilis” (renowned)
- d) Addressing a Vice-Dean “Honorabilis”

In the case that the Dean is represented by a Vice-Dean, then the Vice-Dean is addressed “Spectabilis”.

- e) Addressing the Promotor “Honorabilis”.

(2) Academic ceremonies are usually held in the Czech language. Graduation ceremonies of “doctors honoris causa” (Dr. h. c.) may be held in a foreign language.

Images of TBU mark, sign, embossed seal and marks of the component parts

The images of the TBU mark, sign, embossed seal and the marks of the component parts are presented in the TBU Design Manual.

Documentation on TBU symbols

Documentation on the symbols including photographs is kept in the TBU Registry.

Appendix 2 to the Statute of TBU in Zlín

ACADEMIC OATHS TAKEN AT TBU

OATH TAKEN BY MEMBERS OF THE TBU ACADEMIC SENATE

I swear that, as a member of the Academic Senate of Tomas Bata University in Zlín, I will always act in accordance with the legal rules of the Czech Republic and of Tomas Bata University in Zlín, with democratic and academic principles and with my conscience, with full responsibility towards the academic community in the interest of Tomas Bata University in Zlín and all its component parts, in the interest of its position, standard and development, and in the interest of the general level of education and the higher education system.

MATRICULATION OATH

I swear that I will conscientiously perform all my duties associated with studies at a higher education institution. I declare that I will make every effort to achieve outstanding academic performance and I will systematically work towards developing my knowledge and skills. As a student of Tomas Bata University in Zlín, I honestly swear that I will respect the Code of Ethics for Students at Tomas Bata University in Zlín, I will act in order to protect the good reputation of this institution and I will refrain from doing anything that may damage its reputation.

OATH TAKEN BY BACHELOR'S (MASTER'S) GRADUATES

I swear that I will use the knowledge gained during my studies at Tomas Bata University in Zlín to contribute to the development and progress of the society and will constantly be broadening it by means of further studies. I will perform my duties responsibly and conscientiously and will never knowingly take advantage of my position. I will make every effort to act in accordance with principles of humanity during my whole life and at work in order to justify the reputation of the University at which I have completed my studies.

OATH TAKEN BY PHD GRADUATES

I swear that I will use and further develop the knowledge, attitudes and approaches to dealing with scientific and engineering (artistic) issues and life issues. I will use and further develop all the above gained during my studies in a PhD programme at Tomas Bata University in Zlín in accordance with academic principles and ideals of humanity, for the development of science, engineering (arts, engineering and arts) and prosperity of the society. I will remain faithful to the academic community in which I have received my PhD degree and which has conferred the degree upon me.

OATH TAKEN BY DOCTOR HONORIS CAUSA (ABBR. DR. H. C.)

(Oath is part of the graduation pronouncement)

Hence, in the spirit of university traditions and practices, you are asked to take the following oath in front of this academic assembly.

I promise that I will:

- Continue my existing and highly regarded work,
- Develop my field of expertise and spread my knowledge throughout the academic and public spheres,
- Remain devoted to academic principles and humanitarian ideals for the welfare of mankind,
- Preserve a lasting and positive relationship with Tomas Bata University in Zlín, which has appreciated my personality and my work by conferring the highest academic degree upon me.

Appendix 3 to the Statute of TBU in Zlín

FACULTIES AND OTHER TBU COMPONENT PARTS

1. Full name in Czech:	Univerzita Tomáše Bati ve Zlíně Fakulta technologická
International name:	Tomas Bata University in Zlín Faculty of Technology
Shortened name:	Faculty of Technology
Name abbreviation:	FT
2. Full name in Czech:	Univerzita Tomáše Bati ve Zlíně Fakulta managementu a ekonomiky
International name:	Tomas Bata University in Zlín Faculty of Management and Economics
Shortened name:	Faculty of Management and Economics
Name abbreviation:	FaME
3. Full name in Czech:	Univerzita Tomáše Bati ve Zlíně Fakulta multimediálních komunikací
International name:	Tomas Bata University in Zlín Faculty of Multimedia Communications
Shortened name:	Faculty of Multimedia Communications
Name abbreviation:	FMC
4. Full name in Czech:	Univerzita Tomáše Bati ve Zlíně Fakulta aplikované informatiky
International name:	Tomas Bata University in Zlín Faculty of Applied Informatics
Shortened name:	Faculty of Applied Informatics
Name abbreviation:	FAI
5. Full name in Czech:	Univerzita Tomáše Bati ve Zlíně Fakulta humanitních studií
International name:	Tomas Bata University in Zlín Faculty of Humanities
Shortened name:	Faculty of Humanities
Name abbreviation:	FHS
6. Full name in Czech:	Univerzita Tomáše Bati ve Zlíně Fakulta logistiky a krizového řízení
International name:	Tomas Bata University in Zlín Faculty of Logistics and Crisis Management
Shortened name:	Faculty of Logistics and Crisis Management
Name abbreviation:	FLCM
7. Full name in Czech:	Univerzita Tomáše Bati ve Zlíně Univerzitní institut
International name:	Tomas Bata University in Zlín University Institute
Shortened name:	University Institute
Name abbreviation:	UNI
8. Full name in Czech:	Univerzita Tomáše Bati ve Zlíně Knihovna

International name: Tomas Bata University in Zlín
Library
Shortened name: TBU Library
Name abbreviation: TBU L

9. Full name in Czech: Univerzita Tomáše Bati ve Zlíně
Rektorát

International name: Tomas Bata University in Zlín
Rectorate
Shortened name: Rectorate
Name abbreviation: Re

10. Full name in Czech: Univerzita Tomáše Bati ve Zlíně
Koleje a menza

International name: Tomas Bata University in Zlín
Halls of Residence and Refectory
Shortened name: Halls of Residence and Refectory
Name abbreviation: HRR

Appendix 4 to the Statute of TBU in Zlín

**RULES FOR ASSURANCE OF ADEQUATE SUPPORTING MEASURES AIMED TO EQUALIZE
OPPORTUNITIES FOR STUDY AT TBU**

Article 1

General principles

1. These Rules set out the basic principles for provision and implementation of supporting measures aimed to equalize opportunities to study at TBU in accordance with § 21 Paragraph 5 of the Act.
2. TBU guarantees technical, organizational and legislative conditions that ensure universal accessibility of the university environment regardless of the immediate needs of a particular student.
3. Support for applicants and students with special needs (hereinafter referred to as “special needs students”) is carried out in accordance with the TBU Strategic Plan with the aim of permanently creating conditions for equalizing of opportunities to study at TBU.
4. The main principles for equalizing of opportunities to study at TBU are the following:
 - a) Each special needs student is entitled to such conditions for study that do not disadvantage or discriminate him/her in comparison to non-disabled students.
 - b) When providing support, TBU respects the individual possibilities and specific needs of a particular special needs student, as well as their variability during the course of study.
 - c) Special needs students, similarly to non-disabled students, manage their own studies and are responsible for fulfilling the obligations associated with their studies.
5. TBU guarantees the following measures aimed to equalize study opportunities:
 - a) Provision of wheelchair-accessible spaces, adequate interior modifications or taking of appropriate organizational and technical measures.
 - b) Equipping with special information technologies, which represent the basic guarantee of technical accessibility of studies and of study-related materials, as well as objectivity of study-related obligations and assessment of academic performance.
 - c) Basic technological equipment used to ensure standard service measures.
 - d) Ensuring the accessibility of internal information systems.
 - e) Ensuring H&R, technical and organizational conditions for fulfilment of specific needs.
 - f) Time compensation, individual tuition, processing of study-related literature, personal assistance, study assistance, transcription service, spatial orientation, recording service, interpreting service.
6. When contacting a special needs student, TBU employees are obliged to act in a manner respecting the student’s specific needs. At the same time, it is expected that the highest possible degree of participation and independence of the special needs student will be applied during his/her studies at TBU.
7. TBU is entitled to require minimum competencies from a special needs student aimed to compensate for his/her specific needs to the greatest extent possible.

Article 2

Organizational provision of supporting measures

1. Support for special needs students is mediated and provided by the Centre for Special Needs Students (hereinafter referred to as the “Centre for SNS”), which is a component part of the TBU Counselling Centre.

2. The Centre for Special Needs Students cooperates with the authorized staff of the TBU component parts. Authorized employees of the component parts deal with study-related matters and problematic situations of special needs students during their studies at the relevant TBU Faculty. At the same time, they are responsible for provision of information on the specific needs and on the support of special needs students at the relevant TBU Faculty.
3. Academic staff providing classes and other TBU employees who are otherwise involved in the fulfilment of the academic obligations of special needs students shall respect the study-related recommendations concerning the particular special needs student.

Article 3

Diagnostics and assessment of the degree of specific needs

1. TBU performs diagnostics, which are carried out on the basis of an expert assessment of the specific needs of the student and of their functional impacts on his/her studies at TBU.
2. The results of the diagnostics serve as a basis for adjustment of the conditions for the entrance examination in the case of applicants, and for adjustment of the conditions for study in the case of students.
3. When modifying the conditions in accordance with the previous Paragraph, the special needs student is obliged to provide TBU with the necessary cooperation.
4. The student is obliged to provide a proof of his/her specific needs. The method of proof is specified in the relevant internal regulation issued by TBU.

Article 4

Modification of conditions/requirements related to special needs students

1. TBU shall take into account the specific needs of those applicants who request it at the beginning of the admission procedure as well as the specific needs of those students who request it after enrolment in a degree programme.
2. TBU shall also take into account specific needs in the process of monitoring of the student's academic performance, and that by modifying the study-related requirements depending on the type and extent of the student's specific needs.
3. TBU shall also take into account the specific needs of a special needs student when providing the student with accommodation in the TBU Halls of Residence.
4. TBU shall take into account the specific needs of special needs students during the organization of student mobility abroad. In this case, support for special needs students is provided not only by the Centre for Special Needs Students but also by the TBU International Office. If a special needs student participates in academic mobility abroad, TBU may also increase the lump sum of the scholarship for a study period abroad, and that by adding the costs associated with the specific needs of the student.
5. In the event that a special needs student intends to take advantage of the supporting measures aimed to equalize opportunities during his/her studies at TBU, an agreement shall be concluded between the special needs student and TBU, namely on the provision of services to special needs students.
6. Details on further procedure and on the options related to modifications of conditions/requirements are specified in the relevant TBU internal regulation.

Article 5

Obligations of TBU employees

1. TBU teachers and employees who participate in the implementation of supporting measures for special needs students are required to respect the following rules:
 - a) Apply equal access and avoid reducing the requirements to be fulfilled by special needs students in comparison to the requirements to be fulfilled by non-disabled students.
 - b) Enable the use of recommended forms of provision of access to studies during classes and during the monitoring of student academic performance.

- c) Take into account the specific needs of a special needs student in the field of communication, use of information, and performance of other activities directly related to study and research activities,
- d) Provide access to information and materials concurrently to providing access to the same to non-disabled students; if those do not meet the specific needs of the special needs student, the teacher shall provide them to the special needs student for adaptation to an accessible format,
- e) The obligation to notify the employees of the Centre for Special Needs Students before the start of classes in the semester about the requirements that may exceed the capabilities of the special needs student (laboratory classes, excursions, etc.) and, thus, enable that other solutions or possible alternative options are sought.
- f) Ask the employees of the Centre for Special Needs Students for cooperation in the event that it is not possible to ensure the implementation of the modifications set for the study-related requirements to be fulfilled by the special needs student, which are listed in the information system.
- g) Avoid deviating from the standard form and course of an examination when it is possible to meet the requirements using available technologies; for this purpose, the teacher is obliged to ensure that the written materials are adapted to an accessible format.

Article 6

Records and archiving of documentation on special needs students

1. The administration, registration and archiving of documents relating to measures aimed to support the equalization of opportunities during studies at TBU is provided by the Centre for Special Needs Students.
2. The Centre for Special Needs Students shall record and archive documentation on special needs applicants/students, which includes personal data and special categories of personal data. This documentation is prepared to provide support for special needs applicants during the admission procedure and for special needs students during their studies. In the case of special needs students, the documentation is processed on the basis of an agreement with TBU concluded between TBU and the relevant special needs student.
3. The relevant employees of the Centre for Special Needs Students shall be authorized to view the documentation. The employees of the Centre for Special Needs Students shall be bound by confidentiality with regard to the data contained in the documentation, and may not pass on or provide access to such data or to related information to third parties, with the exemption of persons authorized to perform control activities.