

Statutes of the Anglo-American University, registered institute

Mission:

“As a global and inclusive community, Anglo-American University prepares learners for success by cultivating critical thinking, effective communication and responsible action through personalized and transformative learning.”

Vision:

“Anglo-American University’s vision is to be a learning hub connecting study programs, real-world experience and research.”

In accordance with the full text of the Founders' Deed of the Anglo-American University, as issued on 11 November 2017,
the Board of Trustees of the Anglo-American University issues on 19 February 2018
the following

Statutes of the Anglo-American University

PART I

INTRODUCTORY PROVISIONS

Article 1

General Provisions

- (1) The Anglo-American University (the "AAU") is an institute under Act No. 89/2012 Sb., the Civil Code (the "Civil Code").
- (2) The AAU was established as a public benefit company on 29 June 2000 by registration in the register of public benefit companies kept by the Metropolitan Court in Prague and took over the competences and powers of previous organizations: The Anglo-American College Foundation (AAC), established in 1990 and registered on 1 December 1993 under Section 20b of Act No. 40/1964 Sb. (Civil Code). Following the adoption of Act No. 248/1995 Sb., governing public benefit organizations, and Act No. 227/1997 Sb., governing foundations and endowment funds (Endowment Act), the AAC was registered in March 1997 in accordance with the Endowment Act under the name of Anglo-American College in Prague. On 29 June 2000, the Anglo-American Institute of Liberal Studies (AAILS), a public benefit organization, came into existence and on 25 January 2001, it assumed all the rights and obligations of the AAC. On 30 May 2003,

the AAILS changed its name to the Anglo-American University, public benefit organization (AAU).

- (3) The AAU changed its legal form, following a decision adopted by the Board of Trustees on 24 August 2016, to that of an institute on 11 November 2016 and has been recorded in the register of institutes kept by the Metropolitan Court in Prague, file no. U 501.
- (4) The ID no. of the AAU is 25940082.
- (5) As at the date of these Statutes, the Founders of the AAU are Ms Lenka Deverová, Mr Martin Kůšik, Ms Michaela Proskočilová, Mr Jan Raichl and Mr Richard Lester Smith.
- (6) The AAU is, under Act No. 111/1998 Sb., governing higher education institutions and amending and supplementing other Acts (the "Higher Education Act" - HEA), a private higher education institution of the non-university type. The approval to operate as a higher education institution was granted to the AAU by a decision of the Ministry of Education, Youth and Sports of the Czech Republic (the "Ministry of Education") adopted on 29 June 2001.
- (7) Educational and research activities are carried out by the AAU on the basis of accreditation issued by the state authorities of the Czech Republic.
- (8) On 11 July 2016, the AAU was granted institutional accreditation according to the standards applicable to colleges and universities in the USA by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suit 100, Alameda, Ca 94501, USA (tel. +1 510 748 9001)
- (9) The seat of the AAU is located at Letenská 120/5, 118 00 Praha 1 - Malá Strana.
- (10) The academic community of the AAU is comprised of faculty members and students of the AAU.
- (11) The Czech name of the AAU ("Anglo-americká vysoká škola") translates into the English language, which is the working language of the AAU, as "Anglo-American University" (AAU) with the approval of the Ministry of Education granted on 1 April 2009.
- (12) If in this Statute are used names of AAU bodies or documents, there is inserted their name in the Czech language in parenthesis.

Article 2

AAU's Purpose and Activities

- (1) The AAU is an independent educational institution offering study programs and conducting scientific and research activities in English.
- (2) The AAU fulfills its purpose independently as well as in cooperation with foreign and domestic educational institutions by carrying out the following activities:
 - a) Implementing accredited study programs and lifelong learning programs

- b) Performing scientific and research activities, development and innovation activities as well as artistic or other creative activities related to the implementation of educational programs
 - c) Implementing courses and programs for students of other universities and institutions on the basis of executed contracts / agreements
 - d) Implementing programs and courses for the public
 - e) Organizing educational lectures for the public
 - f) Organizing discussion forums, seminars and conferences for the public
 - g) Operating a university library also for the needs of the public
 - h) Publishing for both the professionals and the public.
- (3) The AAU carries out business activities as a secondary activity by decision of the Board of Trustees, with the prior consent of the Founders. If the Founders do not give their consent, the reasons for their decision are given to the Board of Trustees.
- (4) With the prior consent of the Founders, the AAU may, by decision of the Board of Trustees on the basis of the AAU President's proposal, establish a limited liability company or participate in its establishment, provided that the Board of Trustees makes use of the company to carry out the secondary activities and that, under Section 403 of the Civil Code, any profit made from the activities of such a company is invested in the development of the AAU in order to increase the quality of the institute's activities and to cover the costs of the institute's administration.

PART II AAU BODIES

Article 3

AAU Bodies and their Competences and Powers

- (1) Under the provisions of the Higher Education Act, the AAU has the following self-governing academic bodies:
- a) Board of Trustees [správní rada], serving as the academic senate exercising the competences and powers granted to it by the Founders' Deed
 - b) Inspector [revizor], performing supervisory and revision activities under Sections 373-376 of the Civil Code
 - c) President [rektor], acting as the highest academic representative of the university and its governing body
 - d) Faculty Senate [senát přednášejících] as an elected body representing the AAU faculty members and acting as the academic senate to the extent granted to it by these Statutes
 - e) Student Council [studentská rada] as an elected body representing the AAU students and acting as the academic senate to the extent granted to it by these Statutes

- f) Academic Council [akademická rada], acting in the capacity of a scientific board to the extent granted to it by the Founders' Deed and these Statutes
 - g) Council for Academic Quality Supervision [rada pro vnitřní kontrolu kvality]
 - h) Disciplinary Commission [disciplinární komise]
 - i) Alumni Council [rada absolventů] as an elected body representing the interests of AAU alumni and presenting their views and recommendations
- (2) The AAU governance comprises the following persons:
- a) President [rektor]
 - b) Vice-President for Faculty and Study Affairs [prorektor pro záležitosti výuky]
 - c) Vice-President for Student Affairs [prorektor pro záležitosti studentů]
 - d) Vice-President for Research [prorektor pro vědu a výzkum]
 - e) Vice-President for Academic Quality [prorektor pro akademickou kvalitu]
 - f) Vice-President for Development and Communications [prorektor pro rozvoj a komunikace]
 - g) Vice-President for Administration and Operations [kvestor].
- (3) With regard to the competences and powers of public higher education institutions, the competences and powers of the bodies of the AAU as a private university is determined, in accordance with Section 41 (1) of the Higher Education Act (HEA), as follows:
- a) The competences and powers of the academic senate are exercised, to the extent defined by the Founders' Deed and by these Statutes, by
 - (i) The Board of Trustees (see Article 5) as regards:
 1. acting under Section 9 (1) (a) of HEA and Article VIII (13) (b) of the AAU Founders' Deed (establishing and cancelling parts of the AAU and its joint workplaces) based on a proposal by the President and with the consent of the Founders
 2. acting under Section 9 (1) (b) (3) of HEA (approving internal regulations required by applicable legislation); the regulations are put forward by the President after discussion with the AAU bodies in accordance with these Statutes),
 3. acting under Section 9 (1) (c) of HEA (approving budget and exercising control over the use of funds) based on a proposal by the President or the Vice-President for Administration and Operations after discussion with the AAU bodies in accordance with these Statutes,
 4. acting under Section 9 (1) (d) of HEA and (e) and Article VIII (13) (a) and (e) of the AAU Founders' Deed (approving reports required by the Higher Education Act); the reports are put forward by the President, the Vice-President for Administration and Operations, Vice-President for Faculty and Study Affairs or the Vice-President for Academic Quality after the AAU

bodies have expressed their opinion on them in accordance with these Statutes,

5. acting under Section 9 (1) (f) of HEA (approving the appointment of members of the Academic Council exercising the competences and powers of the scientific board) based on a proposal by the President,
 6. acting under Section 9 (1) (g) of HEA (approving admission requirements; these requirements are specified in more detail in the individual parts of the AAU Academic Codex) based on a proposal by the President after the AAU bodies have expressed their opinion on the requirements in accordance with these Statutes,
 7. acting under Section 9 (1) (h) of HEA (appointing and dismissing the President) in accordance with Sections 408, 410 and 414 of the Civil Code (confirmation of the appointment of Vice-Presidents and the Vice-President for Administration and Operations based on a proposal by the President),
 8. acting under Section 9 (1) (i) of HEA and Article VIII (13) (a) of the AAU Founders' Deed (approving the strategic plan for educational and creative activities (the "Strategic Plan") and the annual plan for the implementation of the Strategic Plan (the "Annual Action Plan") put forward by the President after the AAU bodies have expressed their opinion on it in accordance with these Statutes,
 9. acting under Section 9 (1) (j) of HEA and Article VIII (13) (d) of the AAU Founders' Deed (cancelling or suspending an internal regulation) based on a proposal by the President or of its own initiative if the Board of Trustees determines that the regulation is not in line with the applicable regulations, the Founders' Deed or these Statutes
 10. acting under Section 15 (1) (a) to (d) of HEA (giving prior consent to making legal acts) based on a proposal by the President under Section 412 of the Civil Code.
- (ii) The Faculty Senate (see Article 7 of these Statutes), as an elected body representing the interests of faculty members, comments on behalf of faculty members on the proposals put forward by the President to the Board of Trustees under Section 9 of HEA in accordance with these Statutes (see Article 3 (a) (i) (2), (3), (4), (6) and (8) and Article 4 (3) of these Statutes) and under Section 92 (1) (a) of HEA as regards delegating AAU representatives to the Assembly and the Presidium of the Council of Higher Education Institutions.
- (iii) The Student Council (see Article 8 of these Statutes), as an elected body representing the interests of students, expresses its opinion on behalf of students on the proposals put forward by the President to the Board of Trustees under Section 9 of HEA, in accordance with these Statutes (see Article 3 (a) (i) (2), (3), (4), (6) and (8) and Article 4 (3) of these Statutes)

and under Section 92 (1) (a) of HEA as regards delegating a representative of AAU students and his/her substitute to the Student Chamber of the Council of Higher Education Institutions.

- b) The competences and powers of the scientific board under Section 12 of HEA are exercised by the Academic Council. (for details see Article 9 of these Statutes).
- (4) If the office of a member of a collective body terminates before the end of his/her term of office, the body may co-opt a new member whose term of office ends on the date on which the term of office of the member who has been replaced by the co-opted member should end.
- (5) The President issues and regularly updates the Organizational Scheme, including a description, which shows the organizational structure and links between individual AAU bodies.

Article 4 **Board of Trustees**

- (1) The Board of Trustees is the supreme body of the AAU, supervising the fulfilment of the AAU's purpose and other obligations arising from the AAU Founders' Deed.
- (2) The details concerning the composition of, search for, appointment and dismissal of the Trustees, the election, rights and responsibilities of its officers, the composition and competences and powers of its committees and the matters concerning making acts and decisions by the Board of Trustees are governed in principle by Article VIII of the Chart and, with necessary modification, by Sections 14 (3), (4) and (5) and Section 15 (1), (3) to (9) of the Higher Education Act; the details are regulated by the Procedure Rules of the Board of Trustees (see also Paragraph 6, Subparagraph q) of this article).
- (3) The Board of Trustees has the following specific rights and responsibilities in particular:
 - a) to appoint and dismiss the President and to decide on legal action taken against the President under the AAU Founders' Deed and the Civil Code, Section 410.
 - b) to issue the AAU Statutes and to approve changes thereto. The Statutes are subject to prior consent of the Founders and registration by the Ministry of Education. The provisions of the Statutes must always be in compliance with the Founders' Deed, they may not amend any of its provisions unless explicitly allowed by the Founders' Deed or be inconsistent with the provisions of the Founders' Deed.
 - c) based on a proposal by the President put forward with the approval of the Academic Council and with prior consent of the Founders, to consider and approve the creation, cancellation or substantial changes of the bodies constituting the institutional structure of the AAU, unless these Statutes provide otherwise.
 - d) based on a proposal by the President, to decide on creating, cancelling or joining other parts of the AAU and legal entities established by the AAU.
 - e) to approve the strategic plan for educational, creative activities and other development activities of the AAU for a period of several years (the "Strategic

Plan") put forward by the President after discussion with the AAU bodies in accordance with these Statutes.

- f) to annually approve and, if required, to modify based on a proposal by the President the AAU Action Plan, which outlines the operational objectives and priorities for the current and following academic years arising from the approved Strategic Plan.
- g) based on a proposal by the President, to decide on the appointment of the auditor after the expiry of the period for which the current auditor has been appointed or if his / her activity is not in line with the applicable legislation or has become unavailable
- h) based on a proposal by the President, to decide on the manner in which the offices of Vice-Presidents with an academic scope of competence are to be filled
- i) to give prior consent to the appointment of Vice-Presidents, Vice-President for Administration and Operations and Deans of Schools by the President, and to the appointment of members of the Academic Council and members of the Council for Academic Quality Supervision; this applies to members of these bodies who do not gain membership by virtue of their office in individual AAU bodies.
- j) to give prior consent to making acts defined in Article VIII (12) (m) of the AAU Founders' Deed, Section 412 of the Civil Code and Section 15 (1) of the Higher Education Act.
- k) based on a joint proposal by the President and the Vice-President for Administration and Operations and subject to prior consent of the Founders, to decide on the subject and scope of the secondary business activities of the institute and on conferring these activities on legal entities established by the institute.
- l) based on a proposal by the President, the Vice-President for Administration and Operations or the Vice-President for Faculty and Study Affairs, if either of them is authorized by the President, to consider and approve the wording and changes of the financial statements and annual reports prepared under Section 416 of the Civil Code (annual report of an institute) and Section 21 (2) (annual report on the activities of a higher education institution) and Section 21 (3) (annual report on the financial management of a higher education institution) of the Higher Education Act.
- m) to approve the objectives and evaluation criteria of performance of the President's office with regard to the Strategic Plan and the Action Plans of the AAU.
- n) to evaluate annually the work carried out by the Vice-President for Administration and Operations and to determine appropriate remuneration for or recourse against the President in accordance with the contract for performance of the President's office.
- o) to regularly evaluate the work of the committees of the Board of Trustees and to decide on remuneration paid to committee members for the work carried out in the committees.
- p) to appoint former Trustees as its honorary members and to determine the role of such honorary members.

- q) to issue the Procedure Rules of the AAU Board of Trustees regulating the rules of convening, chairing and adopting decisions in plenary sessions of the Board of Trustees, in meetings outside the plenary sessions and other matters in accordance with applicable legislation, the Founders' Deed and the AAU Statutes.
- (4) The Board of Trustees approves, as internal regulations of the AAU, beyond the scope of these Statutes, the following documents, which come into force after consideration by the Board of Trustees or registration by the Ministry of Education:
- a. the Procedure Rules and Electoral Rules of the Board of Trustees (see Section 17 (1)(b) of HEA)
 - b. the Procedure Rules and Electoral Rules of the Faculty Senate (see Section 17 (1)(b) of HEA)
 - c. the Procedure Rules and Electoral Rules of the Student Council (see Section 17 (1)(c) of HEA)
 - d. the Procedure Rules of the Academic Council (see Section 17 (1)(e) of HEA)
 - e. in-house salary regulations (see Section 17 (1)(d) of HEA)
 - f. the rules for recruitment of faculty members and for their career advancement (see Section 17 (1) (f) of HEA)
 - g. the Study and Examination Code (see Section 17 (1)(g) of HEA)
 - h. the Scholarship Code (see Section 17 (1)(h) of HEA)
 - i. the Standards of Conduct and Discipline Code (see Section 17 (1)(i) of HEA)
 - j. the rules for the quality assurance system for educational, research and other creative activities (see Section 17 (1) (j)) of HEA
- (5) The President, after discussion with the AAU bodies, submits, prior to the commencement of each academic year, to the Board of Trustees for approval the AAU Academic Codex as a collective document containing other internal rules, including some of the above internal regulations, as far as they concern the academic life of the AAU. The Academic Codex includes notably the following:
- Principles and Procedures
 - Faculty Code [Akademický řád], defining the position of the Faculty, the Faculty Responsibilities, the Faculty Hiring and Promotion (see also Paragraph 7 (f)) and the Grievance Procedure.
 - Study and Examinations Code [Studijní a zkušební řád], defining Basic Provisions, Admissions, Study, Conclusion of Study and Grading Policy (see also Paragraph 7 (g))
 - Standards of Conduct and Disciplinary Code [Zásady chování a disciplinární řád], including Fundamental Standards, standards of conduct and disciplinary code for Students (see also paragraph 7 (i)), and standards of conduct for Faculty
 - Scholarship Code [Stipendijní řád](see also Paragraph 7 (h))

- Financial Code [Finanční řád] comprising in particular Tuition and other Fees, including tables with figures valid for the given academic year.
- (6) The Board of Trustees issues, based on a joint proposal by the President and the Vice-President for Administration and Operations, the AAU Budgeting Principles and decides on any changes thereto. The Budgeting Principles must ensure that the costs of all components and services are distributed across the different accounting centers so as to guarantee sufficient academic autonomy and the quality of services required to implement the Strategic Plan within the Annual Action Plan as well as the services necessary to supervise the quality of teaching and research and to generate revenue beyond the tuition fee.
 - (7) The Board of Trustees exercises its powers over the AAU through its chair and committees established in accordance with the AAU Founders' Deed. The committees prepare materials for the Board of Trustees - they ensure the level of expertise of the submitted materials, have the opportunity to invite experts to discuss specific issues and, after prior discussion with the President, also specialists or external experts of the AAU. Details on the election of committee members, the terms of office of committee members and other details are specified by the Procedure Rules of the AAU Board of Trustees.
 - (8) The committees of the Board of trustees generally give their opinion on documents submitted for approval by the Board of Trustees. The Board of Trustees and its individual committees may recommend, through the President or an appointed administrator, arrangements for negotiating external professional cooperation, financial resources, establishing co-operation with other institutions in the Czech Republic and abroad and providing support in negotiations with the state and public authorities of the Czech Republic and other states, as regards securing the interests of the AAU
 - (9) Attendance of Trustees at plenary sessions of the Board of Trustees is considered honorary and is only subject to reimbursement of travel expenses and compensation for the loss of time in accordance with applicable regulations.
 - (10) Members of the committees of the Board of Trustees may be granted single annual remuneration for professional work in terms of performance of tasks when serving on a committee of the Board of Trustees. The amount of the remuneration is determined by the Board of Trustees based on a proposal by the Chair of the Board of Trustees after discussion with the President and the Vice-President for Administration and Operations, on the basis of evaluation of the work carried out by the committees and assessment by the Trustees, taking into consideration available resources. Other aspects of remuneration are subject to the provisions of Paragraph 11.
 - (11) Details on the appointment of and meetings held by the committees of the Board of Trustees and on the support provided to them by the AAU staff are specified by the Bylaws of the AAU Board of Trustees [Jednací řád správní rady AAU]

Article 5 Inspector

- (1) The Inspector is a supervisory and revision body of the institute. The term of office of the Inspector is three years.
- (2) The office of the Inspector is incompatible with membership on the Board of Trustees

- and the Academic Council of the AAU, with being employed by the AAU and with the performance of the work of an auditor of the AAU financial management.
- (3) The Inspector is appointed and dismissed by the Founders. The appointment procedure is governed by the provisions of the Founders' Deed applicable to the appointment of the Trustees.
 - (4) The Inspector exercises supervisory powers to the extent specified in Section 370 (1) (a) and (c) to (e) and Section 370 (2) of the Civil Code in accordance with the provisions of Article IX, Paragraphs 4 to 7 of the Founders' Deed.
 - (5) The AAU governance and staff are obliged to comply with the requirements of the Inspector in the scope and manner specified in Section 371 (2) of the Civil Code. If the Inspector discovers in the course of exercising his/her supervisory activity any evidence that the AAU does not duly and properly fulfill the purpose for which it was established or that the AAU does not fulfill its obligations and uses its rights in violation of the law, the Founders' Deed or these Statutes, the Inspector is obliged to immediately notify the President and the Chair of the Board of Trustees, and at the same time propose measures to remedy the identified deficiencies. If the Inspector proposes a measure which is not accepted, he/she is entitled to apply the provisions under Paragraph 7.
 - (6) Once a year, the Inspector is obliged to submit a written report on his / her supervisory activity for the previous calendar year at the first meeting of the Board of Trustees in a calendar year and in a copy to the President.
 - (7) The Inspector may convene a meeting of the Board of Trustees if the Chair of the Board of Trustees fails to do so at the Inspector's request within the required time limit.

Article 6 **AAU President**

- (1) The AAU President is a governing body of the AAU.
- (2) The President is appointed and dismissed by the Board of Trustees based on a selection procedure, for a maximum of five years from the date specified in the decision adopted by the Board of Trustees.
- (3) An agreement on the performance of office is entered into between the Chair of the Board of Trustees and the President concerning the content, conditions and evaluation of the performance of his/her office, following the consideration of the agreement at a plenary session of the Board of Trustees; the agreement stipulates the agreed minimum annual remuneration paid to the President in accordance with the salary regulations in regular monthly payments. The Agreement on the performance of the President's office may also include a provision on entitlement to annual remuneration, the granting of which is decided by the Board of Trustees based on comments given by the Inspector, which rely on an evaluation by the Governance and Assessment Committee that is based inter alia on the auditor's report on the past fiscal year. Similarly, an Agreement on the performance of the President's office may also include a sanction, which can only be applied on the basis of a proof of the President's failures or shortcomings in his/her activities, as clearly specified in the Agreement.

- (4) The President takes action and decides in the matters concerning the institute; the President acts independently unless the law or the Founders' Deed stipulate that prior consent of the Founders, the Board of Trustees or specified AAU bodies.
- (5) Beyond the framework provided by Article X (6) of the Founders' Deed, the President:
- a) may establish the AAU President Office to support the performance of the President's office. The President determines by his/her decision the composition and duties of the AAU President Office.
 - b) The President may establish as a consultative body a college of the President with whom he/she regularly consults important matters before adopting a decision. There are two types of the college:
 - (i) President's Collegium in executive format (PresCol (E)), whose members are the Vice-Presidents. The PresCol (E) deals in particular with management, finance, planning, budgeting, promotion, student admissions, client relationships, liaising with other institutions, and preparing for negotiations with third parties, as well as using the AAU resources for secondary business activities.
 - (ii) The President's Collegium in academic format (PresCol (A)), whose members are Vice-Presidents, Deans, Library Director and delegated representatives of the Faculty Senate, Student Council and Alumni Council. The Vice-President for Development and Communications and the Vice-President for Administration and Operations may waive their right to participate in meetings on agenda items which are exclusively academic in nature and on which they are not required to give their opinions. The PresCol (A) is convened at least once a month and discusses academic issues, particularly with regard to the structure and content of teaching, research, and student affairs, including services provided to students.
 - c) On the basis of proposals made by Trustees, Vice-Presidents or Deans or other AAU governance, the President may establish an Advisory Board [poradní rada] composed of persons prepared to provide consultancy or other support to specific AAU activities. Procedures for the approval of members of the AAU Advisory Board are determined by the President, with the approval of the PresCol (E) and the PresCol (A), by a President's decision, after prior consultation with the Founders, the Chair of the Board of Trustees and the Inspector.
 - d) The President provides ongoing evaluation of resource efficiency and the evaluation of the academic excellence of the AAU in cooperation with the committees of the Board of Trustees and the Council for Academic Quality Supervision, based on the opinions requested from the Inspector and the Auditor.
 - e) The President makes a final decision on issues of appeal against disciplinary measures and measures adopted in disputes between members of the AAU

governance, without prejudice to their personal rights arising from the Civil Code and the Higher Education Code.

- f) The President decides on the final form of the documents submitted for consideration or decision to the Board of Trustees, unless required otherwise by the law, by the Founders' Deed or by these Statutes.
- g) The President issues internal regulations and President's decisions, if approved by the Board of Trustees, if such a procedure is required by the law, by the Founders' Deed or by these Statutes.

Article 7 Faculty Senate

- (1) The Faculty Senate is an elected body representing the AAU faculty members.
- (2) The Faculty Senate has a minimum of seven (7) and a maximum of eleven (11) members.
- (3) Members of the Faculty Senate may be faculty members (lecturers having full-time employment at the AAU) and other experts participating in educational activities on the basis of work agreements outside the employment relationship (external lecturers). One member of the Faculty Senate is appointed by Cultural Experiences Abroad, Inc., (the "CEA") from among the academic staff employed at the CEA center in Prague. The right of external lecturers to be a member of the Faculty Senate extinguishes after the end of the relevant work agreement outside the employment relationship.
- (4) Members of the Faculty Senate are elected for a term of office of two years according to the procedures specified in the Procedure Rules of the Faculty Senate.
- (5) The Procedure Rules of the Faculty Senate must be in accordance with the provisions of the Higher Education Act as regards the competences and powers of the Faculty Senate as an independent chamber of the academic senate to represent the interests of faculty members in the institute as defined by the AAU Founders' Deed and Article 3 (3) (ii) of these Statutes.
- (6) The Faculty Senate elects under Section 92 (1) (a) of the Higher Education Act AAU representatives to the Assembly and the Presidium of the Council of Higher Education Institutions of the Czech Republic from among its faculty members.
- (7) The Faculty Senate elects representatives of the AAU faculty members to the AAU bodies as provided for in these Statutes.
- (8) The Faculty Senate reviews and comments in particular on
 - a) decisions to introduce, eliminate or substantially alter a study program within the framework of accredited programs provided by the AAU,
 - b) proposals for accreditation and renewal of accreditation of study programs,
 - c) appointment of lecturers to "senior lecturers" ... ~~recruitment of teachers to permanent working relat~~is,

- d) establishing or elimination of any School ... ~~establishing or elimination of any Department,~~
 - e) substantial change in the provisions of internal regulations subject to registration of the Ministry of Education and in the text of the AAU Academic Codex
 - f) draft of the Faculty Handbook, Student Handbook and Academic Calendar
- (9) The Board of Trustees, the President, the Vice-President for Student Affairs and the Vice-President for Research regularly consult with the Faculty Senate on important matters regarding lecturers.
 - (10) Meetings of the Faculty Senate are open to the public.
 - (11) If requested by the President or one of the Vice-Presidents or a School Dean, the President of the Faculty Senate is obliged to give the floor to them for a period which may be limited by a decision of the Faculty Senate at the current session, but not for less than 3 minutes.

Article 8 Student Council

- (1) The Student Council is an elected body representing the AAU students.
- (2) Members of the Student Council may only be the AAU students who duly and properly perform their student duties and responsibilities.
- (3) The Student Council has a minimum of five (5) and a maximum of ten (10) members. Membership on the Student Council is for two years unless otherwise provided in these Statutes. Every October and March, five members of the Student Council are elected to vacant positions in the Student Council, one of whom is elected for a period of one semester from among students sent to the AAU by Cultural Experience Abroad, Inc. or from among students staying at the AAU as part of student exchange for one semester.
- (4) The Student Council adopts its own statutes, which must be in line with the provisions of the Higher Education Act as regards the competences and powers of the Student Council as an independent chamber of the academic senate to represent the interests of students in the institute as defined by the AAU Founders' Deed and Article 3 (3) (iii) of these Statutes.
- (5) The Student Council elects, in accordance with the provisions of Section 92 (1)(a) of the Higher Education Act, a representative of AAU students and his/her substitute to the Student Chamber of the Council of Higher Education Institutions from among the students who duly and properly perform their student duties and responsibilities.
- (6) The Student Council elects representatives of the AAU students to the AAU bodies as provided for in these Statutes.
- (7) The Student Council recommends to the President candidates to positions of members of the Academic Council, members of the Council for Academic Quality Supervision, and members of the Disciplinary Commission of the AAU.
- (8) The Student Council is provided with a mentor designated by the Vice-President for

Student Affairs from the members of the Faculty Senate. For working with the Student Council, the mentor is entitled to appropriate remuneration as a special item of his / her salary.

- (9) The President, Vice-President for Student Affairs and the AAU governance are responsible for providing services to students, they regularly consult with the Student Council on essential matters relating to the affairs of students and the services intended for them.

Article 9 Academic Council

- (1) The AAU Academic Council is a collective body responsible for academic development and for the conduct of research by the AAU under Section 12 of the Higher Education Code concerning the scientific board of a public higher education institution.
- (2) Members of the Academic Council are appointed and recalled by the President with the prior consent of the Board of Trustees, the Faculty Senate and the Student Council. This provision does not apply to the appointment of members of the Academic Council who gain their membership by virtue of their office assigned in the respective AAU bodies.
- (3) The following persons are members of the Academic Council by virtue of their office:
 - a) the President, who also presides over the Academic Council
 - b) the Chair of the Academic Affairs Committee, who is also a Vice-President of the Academic Council
 - c) the Vice-President for Faculty and Study Affairs, who is also a Vice-President of the Academic Council, whose competences and powers include the review of the rules for recruitment and career advancement of lecturers
 - d) the Vice-President for Research, who is also a Vice-President of the Academic Council, whose competences and powers include the review of the rules for recruitment and career advancement of non-teaching faculty members
 - e) the Vice-President for Student Affairs, who is also a Vice-President of the Academic Council, whose competences and powers include the entire review of the Academic Codex
 - f) the Director of Office of International Cooperation
 - g) the President of the Faculty Senate
 - h) the President of the Student Council
 - i) the Deans of Schools
- (4) Other members of the Academic Council are appointed by the President so as to ensure the following composition of the Academic Council:
 - a) one member recommended by the Faculty Senate from among the AAU faculty members
 - b) one member recommended by the Student Council from among students enrolled in full-time studies at the AAU who duly and properly perform their student duties and responsibilities
 - c) one member recommended by the Alumni Council representing graduates

- d) one member recommended by the CEA or the Student Council, representing the interests of students present at the AAU through short-term exchange programs and international cultural and study programs,
 - e) four prominent personalities of academic life who are not members of the AAU academic community.
- (5) Membership on the Academic Council is for two years, with the exception of members who are in office. Re-appointment is possible.
 - (6) The Academic Council is convened regularly by the President or the Vice-President of the Academic Council, if authorized to do so by the President, during the fall and spring semester on specified dates. The agenda of the Academic Council is communicated to the council members in writing, including essential documents, at least 10 working days before the date on which the council meeting is convened.
 - (7) The Academic Council has a quorum if an absolute majority of its members are present. For the approval of the Academic Council's decision, the majority of all its members present at the quorum meeting are required.
 - (8) The Academic Council may also adopt decisions *per rollam* outside its sessions if the President so requests in writing. In this case the provisions of Article VIII (15) of the Founders' Deed apply with necessary modification.
 - (9) Members of the Academic Council must be informed of any substantial changes to the Statutes and to any part of the Academic Codex. The relevant document may be submitted to the members of the Academic Council for comments or for approval *per rollam* outside its sessions. However, if more than one-fifth of all members of the Academic Council so request, the President is obliged to convene a plenary session of the Academic Council to consider and approve of the document.
 - (10) The following issues require the approval of the Academic Council:
 - a) implementation of new study programs or modifications of existing study programs, if such modifications significantly change the program structure (see Section 12 (1) (b) of HAE)
 - b) submission of an accreditation request, widening the scope of accreditation or extending its validity period (see Section 12 (1) (c) of HAE)
 - c) submission of a request for institutional accreditation or for widening its scope (see Section 12 (1) (d) of HAE) ...~~appointment of members of state examination committees ... appointment of senior lecturers or senior researchers~~
 - d) awarding an honorary academic degree.
 - (11) The following matters must be submitted to the members of the Academic Council for review and comments:
 - a) draft of the Strategic Plan of the institute (see Section (12) (1) (a) of HAE)
 - b) draft of the rules ensuring academic quality supervision of educational and research activities (see Section (12) (1) (h) of HAE)
 - c) President's proposal to appoint or dismiss members of the Council for Academic Quality Supervision (see Section (12) (1) (h) of HAE)
 - d) draft report on the internal assessment of the quality of the educational and research activities prior to the submission of the draft report to the Board of Trustees for approval (see Section (12) (1) (j) of HAE)

- e) draft annual report on the activities of AAU as a higher education institution prior to the submission of the draft report to the Board of Trustees for approval (see Section (12) (1) (k) of HAE)
 - f) establishing, joining or elimination of any School as a separate unit of the AAU
 - g) substantial changes to individual parts of the AAU Academic Codex, if these changes significantly impact on the conditions of study at the AAU
~~establishing or elimination of any Department within a School;~~
- (12) The Academic Council provides its advisory opinion on other issues included in the agenda of regular sessions or in cases requiring a quick solution also through *per rollam* assessment by its members outside the sessions.
- (13) The members of the Academic Council who are not part of the AAU governance are also entitled to special remuneration for the work carried out for the Academic Council, in addition to the reimbursement of travel expenses under special regulations applicable in the Czech Republic, in the scope confirmed by the President and at the hourly rate determined following the comments given by the Vice-President for Administration and Operations.

Article 10 Council for Academic Quality Supervision

- (1) In order to comply with the provisions of Article XII of the Founders' Deed and with Section 12a of the Higher Education Act, the President is authorized to establish by his / her decision and with the approval of the AAU Academic Council the Council for Academic Quality Supervision.
- (2) Until the Council for Academic Quality Supervision has been established, its competences and powers are exercised by the Academic Council.
- (3) If established, the Council for Academic Quality Supervision (hereinafter referred to as the "Council" in this Article) has at least 8 members appointed by the President or designated as follows:
- a) the AAU President, who is also the President of the Council
 - b) a professor or associate professor [“docent” or “profesor” habilitated in the Czech Republic] - an AAU faculty member, who is also the Vice-President of the Council and is appointed for a two-year term
 - c) the Vice-President for Academic Quality, who is also the Executive Vice-President of the Council, arranging for the relevant documents for the Council sessions in accordance with the competences and powers granted to him / her by these Statutes
 - d) the Chair of the Academic Affairs Committee of the Board of Trustees
 - e) the President of the Faculty Senate or a member of the Faculty Senate elected to this office by the Faculty Senate for a two-year term
 - f) the President of the Student Council or a student enrolled in a master's degree program and duly perform his / her student duties and responsibilities, elected to this office by the Student Council for a two-year term
 - g) two or more members elected by the Academic Council for a two-year term from among its non-faculty members who are not in a conflict of interest with regard to the evaluation procedures applied by the Council.

- (4) Membership on the Council is incompatible with the office of a Vice-President, with the exception of any member referred to in paragraph 3 (c), with the office of any Dean, Department Chair or Study Program Guarantor, with the exception of the Vice-President of the Council under paragraph 3 (b).
- (5) Among other things, the Council:
 - a) approves the draft rules of the system of ensuring, monitoring and evaluating the quality of educational, research and other creative activities of the AAU, which, as an internal regulation, is issued by the President after consideration by the Academic Council and the Board of Trustees
 - b) specifies the procedure and dates of the internal assessment of the quality of the educational, research and other creative activities of the AAU
 - c) prepares in accordance with the requirements of Section 42 (1) (3) and the accreditation procedures a report on the internal assessment of the quality of education, research and other creative activities of the AAU and any amendments to this report,
 - d) through its Executive Vice-President, continuously maintains records on the progress and the results of the internal assessment of the quality of the educational, research and other creative activities of the AAU,
 - e) performs other activities to the extent and in the situations set forth in these Statutes in accordance with the rules of the system of ensuring, monitoring and evaluating the quality of educational, research and other creative activities of the AAU.
- (6) Members of the Council who are not part of the AAU governance are also entitled to special remuneration for the work carried out for the Council, in addition to the reimbursement of travel expenses under special regulations applicable in the Czech Republic, in the scope confirmed by the Vice-President for Academic Quality and at the hourly rate determined following the comments given by the Vice-President for Administration and Operations.
- (7) If the Council for Academic Quality Supervision is not established, its fields of action are transferred to the Academic Council.

Article 11 **Alumni Council**

- (1) The Alumni Council comprises all those who have successfully completed their studies at the AAU.
- (2) The Alumni Council has a minimum of three (3) and a maximum of seven (7) members remotely selected by the AAU alumni, who agree that their contact details will be used for this purpose by the AAU even after graduating from the AAU.
- (3) The Alumni Council adopts its own statutes in accordance with the applicable legislation, the AAU Founders' Deed and these Statutes.
- (4) The President or his / her representative and, upon request, any Vice-President consult with the Alumni Council on essential matters concerning alumni.
- (5) The Alumni Council is engaged in the preparation of activities that engage AAU graduates and those who have studied at the AAU for at least one semester in the

promotion of the AAU, organizing social and educational activities related to education and sharing knowledge.

- (6) The Alumni Council is engaged in fundraising activities for further development of the AAU and expresses its views on any proposals related thereto.

Article 12

Disciplinary Commission

- (1) The AAU Disciplinary Commission has five (5) members appointed by the President for a two-year term as follows:
 - a) the Vice-President for Student Affairs, who also chairs the Disciplinary Commission
 - b) two representatives of the AAU academic community recommended by the Faculty Senate
 - c) two representatives of the AAU students recommended by the Student Council.
- (2) The Disciplinary Commission addresses students' disciplinary infractions and decides on them as provided for in the Standards of Conduct and Disciplinary Code of the AAU Academic Codex.
- (3) An appeal to the President may be lodged against the decision of the Disciplinary Commission; the president shall decide on the appeal within 10 working days. The appeal has a suspensory effect. The President cancels the decision of the Disciplinary Commission and sends the case back for reconsideration if the President determines that the procedure has not been followed or that new facts have emerged that could have influenced the Disciplinary Commission's decision. The President issues a final confirmation of the Disciplinary Commission's decision if the President determines that the occurrence of the appealed infraction has been proved and the decision of the Disciplinary Commission has been made in accordance with the procedure set out in the Standards of Conduct and Disciplinary Code of the Academic Codex.

PART III.

AAU STAFF

Article 13

Faculty (academic staff)

- (1) The AAU faculty members are employees of the AAU engaged in pedagogical or creative activities, or both, according to the type of work agreed in their employment contract.
- (2) Other experts are engaged in educational activities as external lecturers working on the basis of work agreements outside the employment relationship.
- (3) The rights and responsibilities of faculty members and experts engaged in educational activities are specified in the Faculty Code of the AAU Academic Codex.

- (4) Lecturers from international universities who have a comparable position to professors or associate professors from Czech universities may be awarded the academic degree "AAU visiting professor" for the duration of their activity at the AAU by a decision of the President issued at the proposal of the AAU Academic Council.
- (5) AAU lecturers with the academic rank of professor or associate professor may be awarded, after termination of their work duties at the AAU, the honorary degree of AAU emeritus professor or emeritus associate professor bestowed upon them by the President based on a proposal by the Faculty Senate.
- (6) Visiting professors, emeritus professors and emeritus associate professors have the rights and duties of AAU faculty members, with the exception of salary entitlement and membership on the elected AAU bodies.
- (7) Faculty members, visiting professors, emeritus professors and emeritus associate professors, external lecturers and students on internship enter into employment contracts or other work agreements outside the employment relationship with the Vice-President for Faculty and Study Affairs after consideration by the Vice-President for Administration and Operations.
- (8) Faculty members employed exclusively to work at the AAU research centers enter into employment contracts or other work agreement outside the employment relationship with the Vice-President for Research after consideration by the Vice-President for Administration and Operations.

Article 14

Administrative Staff

- (1) Administrative staff are all the AAU staff who are engaged in activities necessary for administration and operation, whose position is not otherwise determined by these Statutes.
- (2) The rights and responsibilities of administrative staff are set forth in an employment contract, which also specifies the member of the AAU governance who the administrative staff member reports to.
- (3) Requirements related to the selection of administrative staff members and their job description fall within the competences and powers of the governance member who, in accordance with the AAU Organizational Scheme, negotiates an employment contract with an administrative staff member as instructed by the Vice-President for Administration and Operations.
- (4) Administrative staff enter into employment contracts or work agreements outside the employment relationship with the Vice-President for Administration and Operations.
- (5) Contracts with third parties on the provision of services that do not require an employment contract or a work agreement outside the employment relationship are negotiated and entered into by the Vice-President for Administration and Operations.

Article 15
AAU Governance

- (1) The AAU Governance comprises Vice-Presidents, Deans, Library Director, Directors of Research Centers, and Directors of Sections.
- (2) The AAU enters into permanent employment contracts with the AAU Governance members in accordance with the provisions of Article 14 of these Statutes, defining the rights of a faculty or administrative staff member. Details on the rights and responsibilities of the AAU Governance members are further defined in Articles 16 to 22 of these Statutes.
- (3) In accordance with the Founders' Deed, the President enters into a separate agreement on the performance of office with the Vice-Presidents and Deans if the Founders' Deed specifies that they are appointed for a definite term of office. During the performance of office, the previously executed employment contract for an indefinite period of time remains valid. The advantages available to the AAU Governance members compared to other AAU employees are considered to be part of a separate agreement on the performance of office, which includes a separately agreed part of remuneration that is subject to meeting specified criteria and adequate to the scope of liability and the number of subordinates resulting from the performance of the office.
- (4) Vice-Presidents and Deans are appointed and dismissed by the President with the prior consent of the Board of Trustees in accordance with the provisions of the Founders' Deed and these Statutes. Deans are appointed and dismissed by the President based on a proposal by the Vice-President for Faculty and Student Affairs and taking into account the recommendations of the Vice-President for Research. The President in accordance with the recommendations of the respective Vice-President appoints directors of sections and other senior staff members.

Article 16

Vice-President for Faculty and Study Affairs

- (1) The Vice-President for Faculty and Study Affairs is an AAU faculty member, who has a regular permanent employment contract and an agreement for the performance of office which he / she has been appointed to for a four-year term by the President with the prior consent of the Board of Trustees, with the possibility of a repeated appointment.
- (2) By virtue of his / her office and in agreement with the President and the other Vice-Presidents, the Vice-President for Faculty and Study Affairs:
 - a) coordinates the work on documents for accreditation procedures related to the further development and modernization of accredited study programs and the overall provision of academic activities of the AAU in accordance with the requirements of accreditation authorities.
 - b) manages Deans and lecturers, unless otherwise provided in these Statutes or the Academic Codex.
 - c) by selecting courses and lecturers, ensures the quality of basic courses intended for all students regardless of their choice of School to which they are registered.

- d) negotiates and enters into employment contracts and work agreements outside the employment relationship with faculty members after discussion with Deans in accordance with Article 13 (7) of these Statutes;
- e) in cases where a lecturer is hired who is likely to become a Research Track Lecturer, the Vice-President for Faculty and Study Affairs consults the recruitment and the terms and conditions of the contract with the lecturer with the Vice-President for Research.
- f) makes a final decision on which courses will be included in the study programs in each semester and during the winter or summer term, taking into account the existing human and financial resources and approved budget.
- g) supervises the annual update of the contents of the AAU Course Catalog, as a document that summarizes course descriptions and information on lecturers, credits, and other course-related indicators, and participates in regular review of the contents of the Academic Codex.
- h) adopts necessary measures to improve the quality of educational activities while making use of the recommendations of Deans and the Faculty Senate
- i) establishes advisory committees or working groups and appoints their members for the purpose of professional assessment of academic matters related to the preparation of study programs and courses; draws on recommendations from other AAU governance members and bodies, as necessary.
- j) in cooperation with the President, other Vice-Presidents and Deans, conducts negotiations on establishing cooperation with other higher education institutions and ensures the implementation of joint academic activities arising from such cooperation agreements.
- k) in cooperation with the Vice-President for Student Affairs and based on the recommendations from other AAU bodies, determines the conditions to be met by the newly admitted students and ensures the development of services provided by the AAU to its students.
- l) in cooperation with the Vice-President for Research and based on the recommendations from other AAU bodies, selects lecturers for the Research Track.
- m) in cooperation with the Vice-President for Academic Quality, determines the Learning Outcomes, ensures regular monitoring and assessment of specified quality criteria, and provides the prerequisites for a regular and objective evaluation of the course content and teaching methods of individual lecturers.
- n) participates in the formulation of internal regulations and documents defining the AAU policy in the various fields of its activities.
- o) decides, in accordance with the Standards of Conduct and Disciplinary Code of the AAU Academic Codex, on disciplinary or remedial measures against members of the Faculty Senate.
- p) participates in the preparation and decides on the use of documents and information intended for the promotion of accredited studies at the AAU or recommends a review or withdrawal of such documents.
- q) supervises the creation of AAU budget chapters of AAU workplaces (Schools) providing accredited education in cooperation with the Deans and the Vice-President for Administration and Operations.

- r) participates in the PresCol(A) and PresCol(E) meetings and submits to the PresCol for consideration any issues of material nature or requiring a collective assessment at executive or academic level.
- s) is responsible for the preparation and finalization of the annual report on the activities of the AAU pursuant to Section 21 (2) of HEA and presents it, through the President, to the Board of Trustees for approval in a timely manner.

Article 17

Vice-President for Student Affairs

- (1) The Vice-President for Student Affairs is an AAU faculty member, who has a regular permanent employment contract and an agreement for the performance of office which he / she has been appointed to for a four-year term by the President with the prior consent of the Board of Trustees, with the possibility of a repeated appointment.
- (2) By virtue of his / her office and in agreement with the President and the other Vice-Presidents, the Vice-President for Student Affairs:
 - a) coordinates the activities of the AAU workplaces focused on working with students, especially the following ones:
 - (i) promotion of the AAU Brand and public relations;
 - (ii) drafting and use of any required documents and Internet and social network tools;
 - (iii) search for, addressing, recruiting and further guidance of prospective future AAU students through the admission procedure;
 - (iv) registration of students and monitoring their academic results;
 - (v) maintenance of contacts with the alumni in cooperation with the Alumni Council including participation on organization of activities involving the alumni in the AAU academic community;
 - (vi) provides guidance to prospective students in, organizes recruitment events and activities related to student including co-operation on the organization of academic events at the start and completion of studies;
 - (vii) participation on cultivation and mediation of internal communication in accordance with the AAU's values and in cooperation with the Vice-President for Development and Communication;
 - (viii) cooperation with other educational institutions;
 - (ix) negotiation and organization of international students exchanges including preparation and monitoring of contracts;
 - (x) under conditions set ahead provision of necessary assistance to students with their stay in the Czech Republic, with securing of required documents, with placement in internship positions and with any dealing with third persons;
 - (xi) provision of consultations to students needed for orientation in the choice of study programs and courses and in the search for appropriate professional direction or further studies to follow graduation at AAU;
 - (xii) in cooperation with the Vice-Presidents, Deans, and the Student Services Center, provision of support to students in organizing social, cultural, sporting, educational and other leisure activities within the scope of the AAU budget;

- (xiii) provision of psychological consulting, which is available under pre-arranged conditions to the AAU students and staff to deal with difficult life situations.
- b) cooperates with the Deans and their subordinates in ensuring that students are prepared for their studies.
- c) determines the content of data on students and their academic results collected in the information system and participates in the selection of technical and software equipment used for this purpose.
- d) represents the AAU in negotiations with the CEA and other institutions on short-term student exchange at the AAU.
- e) supervises the annual update of the Academic Codex and the Students' Handbook.
- f) is responsible for preparing the Academic Calendar and coordinates the creation of Timetables.
- g) to the extent set forth in the Scholarship Code of the AAU Academic Codex, assesses the Deans' proposals and keeps records of the provision and use of scholarships granted by the AAU to its students.
- h) based on reports of student's violation of the Standards of Conduct and Disciplinary Rules of the AAU Academic Codex submitted by lecturers and students to the Deans, other AAU governance members or to the public, organizes the hearing of such violations before the AAU Disciplinary Commission.
- i) participates in the preparation of documents and information intended for the promotion of studies and student life at the AAU or recommends a review or withdrawal of such documents.
- j) participates in the creation of AAU budget chapters of AAU centers providing services for students in cooperation with the Deans and the Vice-President for Administration and Operations.
- k) participates in the PresCol(A) and PresCol(E) meetings and submits to the PresCol for consideration any issues of material nature or requiring a collective assessment at executive or academic level.
- l) participates in the preparation of the contents of the AAU annual report under Section 21 (2) (annual report on the activities of a higher education institution) and Section 21 (3) (annual report on the financial management of a higher education institution) of the Higher Education Act, regarding the data on the AAU students.

Article 18

Vice-President for Research

- (1) The Vice-President for Research is an AAU faculty member, who has a regular permanent employment contract and an agreement for the performance of office which he / she has been appointed to for a four-year term by the President with the prior consent of the Board of Trustees, with the possibility of a repeated appointment.
- (2) By virtue of his / her office and in agreement with the President and the other Vice-Presidents, the Vice-President for Research:
 - a) manages and evaluates the activities of centers and workplaces ensuring scientific and research activities at the AAU, in particular:
 - (i) Center of Research and Creative Activities ("CR&CA"), in accordance with the President's Directive No. 2_2017, which defines the CR&CA as an

- independent AAU workplace for the support and coordination of research and creative activities of faculty members with a long-term perspective.
- (ii) Other specialized workplaces or workgroups designed to address specific projects financed from external resources, unless excluded by decision of the President or the institution providing financial resources.
- b) in cooperation with the Vice-President for Student Affairs, prepares documents for accreditation procedures with regard to the further development and modernization of accredited study programs and to ensuring the implementation of research and creative activities required by the accreditation authorities.
 - c) in cooperation with the other Vice-Presidents, Deans and individual lecturers and/or students involved in the issues related to the use of existing human, material and financial capabilities of the AAU to initiate, secure, develop, implement and evaluate activities of research or creative nature, which contribute to increasing the quality of educational or advisory activities of the AAU in accordance with an action research plan adopted after consultation with the PresCol(A) and PresCol(E).
 - d) negotiates and enters into employment contracts and work agreements outside the employment relationship with faculty members pursuant to Article 13 (8) of these Statutes.
 - e) ensures that the scientific, research and other creative activities organized at the AAU or in cooperation with the AAU are linked to the study programs offered by the AAU.
 - f) participates in the preparation and decides on the use of documents and information intended for the promotion of scientific, research and creative activities organized at the AAU or recommends a review or withdrawal of such documents.
 - g) supervises the creation of AAU budget chapters of AAU centers and workplaces in his/her charge in cooperation with project managers and the Vice-President for Administration and Operations.
 - h) participates in the PresCol(A) and PresCol(E) meetings and submits to the PresCol for consideration any issues of material nature or requiring a collective assessment at executive or academic level.
 - i) participates in the preparation of the contents of the AAU annual report under Section 21 (2) of HEA (annual report on the activities of a higher education institution) and Section 21 (3) of HEA (annual report on the financial management of a higher education institution), regarding the data on the AAU scientific, research and creative activities.

Article 19

Vice-President for Academic Quality

- (1) The Vice-President for Academic Quality is an AAU faculty member, who has a regular permanent employment contract and an agreement for the performance of office which he / she has been appointed to for a four-year term by the President with the prior consent of the Board of Trustees, with the possibility of a repeated appointment.
- (2) By virtue of his / her office, the Vice-President for Academic Quality:

- a) coordinates activities and prepares documents related to the demonstration of fulfillment of the obligations arising from the accreditation conditions of the AAU study programs.
- b) in accordance with the instructions given by the President and the Vice-Presidents, represents the AAU at the negotiations with the Western Association of Schools and Colleges (also referred to as the "WASC") and the WASC Senior College and University Commission (also referred to as the "WSCUC") on the procedures and obligations of the AAU resulting from the accreditation granted by the WSCUC.
- c) manages work on the preparation and modification of the AAU Strategic Plan and on regular monitoring of the fulfillment of objectives and priorities set in the annual action plans of the AAU activities and development.
- d) is responsible for preparing and implementing an internal quality supervision system for the AAU academic activities.
- e) proposes to the President candidates for membership in the AAU Council for Academic Quality Supervision for the position of Executive Vice-President of the Council, who is in charge of the agenda of council sessions.
- f) manages the work of the Institutional Research Office, which also processes and analyzes student data and assesses their Learning Outcomes with the aim of improving the quality of student recruitment, work with students and educational activities as determined by the accreditation conditions for the AAU as a whole and for individual Schools and study programs; organizes other necessary statistical surveys and supervisions.
- g) is responsible for the preparation of a report on internal quality supervision of the educational and creative activities of the AAU under Section 77b of the Higher Education Act.
- h) participates in the preparation and decides on the use of documents and information intended for the promotion of the results of quality assessment of the educational and research programs implemented at the AAU or recommends a review or withdrawal of such documents.
- i) supervises the creation of the AAU budget chapters on ensuring the quality control of educational and research programs implemented at the AAU in cooperation with the President and the Vice-President for Administration and Operations
- j) participates in the PresCol(A) and PresCol(E) meetings and submits to the PresCol for consideration any issues of material nature or requiring a collective assessment at executive or academic level.
- k) participates in the preparation of the contents of the AAU annual report under Section 21 (2) (annual report on the activities of a higher education institution) and Section 21 (3) (annual report on the financial management of a higher education institution) of the Higher Education Act, regarding the data on the quality assessment of the AAU academic activities.

Article 20

Vice-President for Development and Communication

- (1) The Vice-President for Development and Communication is an AAU governance member, who has a regular permanent employment contract including contractual arrangements on the performance of office which he / she has been appointed to for a

four-year term by the President with the prior consent of the Board of Trustees, with the possibility of a repeated appointment.

- (2) By virtue of his / her office and in agreement with the President and the other Vice-Presidents, the Vice-President for Development and Communication:
 - a) monitors the fulfillment of the AAU vision, as expressed in the Founders' Deed and other AAU documents.
 - b) gives a direction to and evaluates the activities of workplaces in charge of the internal and external communication in terms of promotion and utilization of the AAU's resources in accordance with the AAU Organizational Scheme.
 - c) in cooperation with the President and the Vice-President for Administration and Operations, participates in the recruitment of staff involved in the organization and administration of promotional, communication, recruitment and educational activities not covered by the accredited study programs, in accordance with Article 14 (5) of these Statutes applied with necessary modification.
 - d) in cooperation with the Vice-President for Administration and Operations, creates and implements the AAU Human Resources Development Plan, the purpose of which is to ensure further professional development of faculty and administrative staff of the AAU and their motivation through objective assessment of their work tasks and assignments and offers of necessary training, study exchange and other forms of supplementing professional skills and knowledge.
 - e) offers guidance to the AAU staff in finding new and innovative forms of work and focus in order to help keep the AAU in permanent contact with global technological and social developments.
 - f) beyond the general duties of the AAU governance members pursuant to Article 25 of these Statutes, helps to establish and foster good relations with third parties and potential donors.
 - g) participates in the preparation and decides on the use of documents and information intended to promote the AAU as a center of lifelong professional education, organizing training, seminars, conferences and other social activities, and decides on a review or withdrawal of such documents.
 - h) supervises the creation of AAU budget chapters concerning the activities of workplaces under his/her scope of competences and powers pursuant to subparagraph (c) of this paragraph.
 - i) participates in the PresCol(E) meetings and submits to the PresCol(E) for consideration any issues of material nature or requiring a collective assessment at executive level; participates, at his / her discretion, in the PresCol(A) meetings.
 - j) participates in the preparation of the contents of the AAU annual report under Section 21 (3) of HEA (annual report on the financial management of a higher education institution), regarding the data on the non-academic activities of the AAU.

Article 21

Vice-President for Administration and Operations

- (1) The Vice-President for Administration and Operations [kvestor] is an AAU senior administrative officer, who has a regular employment contract including contractual arrangements on the performance of office which he / she has been appointed to for a four-year term by the President with the prior consent of the Board of Trustees, with the possibility of a repeated appointment.
- (2) The Vice-President for Administration and Operations is superior to all the

administrative staff of the AAU unless these Statute provide otherwise.

- (2) By virtue of his / her office and in agreement with the President and the other Vice-Presidents, the Vice-President for Administration and Operations:
- a) manages, coordinates and evaluates the activities of administrative, personnel, financial and support services in the scope defined by these Statutes and in accordance with the AAU Organizational Scheme, which includes in particular the following activities:
 - (i) budgeting, keeping accounts, executing contracts for the provision of external services and supervising the administration of accounts and the petty cash fund pursuant to Article 28 of these Statutes concerning the AAU economic management and other internal regulations of the AAU.
 - (ii) use and maintenance of own or leased immovable and movable AAU property.
 - (iii) activities related to HR and payroll, recruiting administrative staff of the AAU, preparation of contracts and agreements with employees, regular appraisal of employees and ensuring their professional growth according to the instructions of the President and in accordance with the recommendations of the Vice-President for Development and Communication, payroll of all the AAU employees and remuneration paid to persons with work agreements outside the employment relationship in accordance with the applicable legislation and internal regulations of the AAU.
 - (iv) activities related to information and communication, including the selection, purchase, operation and maintenance of equipment and software for information and telecommunication technologies in accordance with the development plan and budget of the AAU, while respecting the requirements of the applicable legislation and internal regulations of the AAU.
 - b) negotiates and enters into employment contracts and work agreements outside the employment relationship with administrative staff pursuant to Article 14 of these Statutes.
 - c) is responsible for properly reviewing the documents for the preparation of the AAU budget prior to approval by all the AAU governance who manage workplaces (centers) or projects in accordance with the Budgeting Principles and other internal regulations of the AAU.
 - d) is responsible for the creation of AAU budget chapters concerning the activities of workplaces (centers) under his/her scope of competences and powers pursuant to subparagraph (a) of this paragraph.
 - e) at the request of the President, Inspector, Chair of the Board of Trustees or the President, the Auditor, the Chair of the Board of Trustees or the Chair of the Finance, Planning and Budgeting Committee of the Board of Trustees, provides information and, upon request, prepares reports for the President and the Board of Trustees on the funds available to the institute and its individual workplaces or for projects and on the current status of utilization of the funds.
 - f) supervises the proper management of legal entities established by the AAU or where the AAU has any economic interest.

- g) prepares draft internal regulations of the AAU required by the applicable legislation or at the President's request prior to consideration of the regulations by the PresCol and other AAU bodies in accordance with these Statutes.
- h) participates in the preparation and decides on the use of documents and information intended to promote the AAU as an institution in terms of its economic management, financial stability, pricing of services and utilization of assets and human resources, or recommends a review or withdrawal of such documents.
- i) participates in the PresCol(E) meetings and submits to the PresCol(E) for consideration any issues of material nature or requiring a collective assessment at executive level; participates, at his / her discretion, in the PresCol(A) meetings or is invited by the President to do so.
- j) is responsible for the preparation of annual reports of the AAU as an institute under Section 416 of the Civil Code and annual reports on the financial management of the AAU under Section 21 (3) of the Higher Education Act.

Article 22

Deans of Schools

- (1) Deans of Schools, Assistant Deans and Chairs represent the Schools.
- (2) The Deans are appointed by the President based on a proposal from the Vice-President for Faculty and Study Affairs. The Assistant Deans are appointed by the Vice-President for Faculty and Study Affairs based on a proposal from the respective Dean for a three-year term of office with a possibility of a repeated appointment.
- (3) The Chairs are appointed and dismissed by the Deans in accordance with the classification of study programs by fields of expertise.
- (4) The Deans manage the respective School in terms of its academic performance to the extent of the competences and powers granted to them by the Vice-President for Faculty and Study Affairs.
- (5) The School representatives cooperate within the agreed scope defined by the job description determined by the President, Vice-Presidents as well as the Faculty Senate and the Student Council, in particular as regards the assessment of students' eligibility to attend selected courses, provision of data on students' engagement in educational activities, requirements and recommendations of lecturers and students, compliance with the rules defined by the Academic Codex and other internal regulations of the AAU concerning activities of Schools.
- (6) The Deans decide on all matters related to Schools after consultation with the relevant Chairs and with designated commissions or workgroups of the Vice-president for the Faculty and Study Affairs, unless the competences and powers in such matters are granted to another body of the AAU by the Founders' Deed, by these Statutes or by an internal regulation of the AAU.
- (7) The Deans, in agreement with the President and the Vice-Presidents:
 - a) provide educational activities within the curricula administered by the School and are responsible for the high quality of the study programs and courses provided.

- b) propose to enter into or terminate contracts with lecturers of the courses (classes) in the study programs administered by the School.
- c) ensure proper assessment of the performance of Faculty Senate members in the courses (classes) in the study programs administered by the School, taking into account the recommendations and rules set for the assessment of academic quality, and, according to the instructions of the Vice-President for Academic Quality, prepare documents for the Council for Academic Quality Supervision, the President and the Board of Trustees and/or the Inspector.
- d) confirm admission of students to courses (classes) in study programs administered by the School.
- e) decides on the rights and obligations of students enrolled in courses (classes) in study programs administered by the School in accordance pursuant to the AAU Academic Codex, while respecting the requirements of the applicable legislation. This does not apply to granting scholarships with the exception of merit-based scholarships and to decisions on disciplinary measures which fall pursuant to Article 12 of these Statutes within the competences and powers of the Disciplinary Commission or within the competences and powers of the Vice-President for Student Affairs pursuant to Article 17 of these Statutes.
- f) decides, in accordance with the general rules of the AAU Academic Codex, on student's appeal against the evaluation of his / her Learning Outcomes by the lecturer of the course (class) in the study program administered by the School.
- g) participates in the preparation and decides on the use of documents and information intended for the promotion of courses (classes) in study programs administered by the School or recommends a review or withdrawal of such documents.
- h) in cooperation with the President, the Vice-President for Faculty and Study Affairs and the Vice-President for Administration and Operations, participates in the creation of the AAU budget chapter concerning the School administered by him / her.
- i) participates in the PresCol(A) meetings and submits to the PresCol(A) for consideration any issues of material nature or requiring a collective assessment.
- j) participates in the preparation of the contents of the AAU annual report under Section 21 (2) (annual report on the activities of a higher education institution) and Section 21 (3) (annual report on the financial management of a higher education institution) of the Higher Education Act, regarding the data on the School administered by him /her.

Article 23

Joint Provisions for AAU Staff

- (1) Any salary-related matters involved in the execution of contracts with the AAU staff and contracts for the provision of services are governed by an internal regulation of the AAU and a framework definition of the scope costs of the center, where the employee is assigned for the purposes of the AAU budget.
- (2) The AAU governance members perform additional tasks arising from their membership

in the AAU bodies.

- (3) In view of their position at the AAU, the governance members are actively involved in activities focused on obtaining additional funds and provide upon request any required support for or information on these activities.
- (4) Any matters concerning relations between the AAU governance that do not arise from the provisions of these Statutes are resolved by the President, after consideration by the PresCol and in accordance with the Founders' Deed, by issuing a President's decision or an internal regulation of the AAU.
- (5) To support the activities of Vice-Presidents, the Vice-President for Faculty and Study Affairs is entitled, in agreement with other Vice-Presidents, to establish the Support Office of Vice-Presidents and, in agreement with the President and the Vice-President for Administration and Operations, to define its composition, competences and powers by a President's decision.

PART IV. STUDENTS

Article 24

Rights and duties / obligations of students

- (1) The rights and obligations of the AAU students are generally defined under Sections 61 to 63 of the Higher Education Act and the Academic Codex of the AAU, sections Study and Examinations Code and Standards of Conduct and Disciplinary Code.
- (2) Prospective AAU students are admitted in accordance with the principles and procedures set out in the Academic Codex, section Study and Examinations Code. Student admissions to any School are not determined by a person's race, color, religion, age, nationality, ethnic group, belief or life philosophy, sexual orientation or political opinions. Specific rules on the nationality of prospective AAU students are defined in Article 25 of these Statutes.
- (3) Admitted students are enrolled under Section 51 of the Higher Education Act in the manner and procedure detailed in the section Study and Examinations Code of the AAU Academic Codex.
- (4) The content and structure of individual study programs and courses are determined by valid accreditations and described for each academic year in the AAU Course Catalog.
- (5) Tuition fees and other fees that students are obliged to pay for studying at the AAU are defined in the Financial Code of the AAU Academic Codex, which is subject to prior approval by the AAU Board of Trustees.
- (6) The AAU students may apply for a scholarship in accordance with the general rules set out in the Scholarship Code of the AAU Academic Codex, which is subject to prior approval by the AAU Board of Trustees.

Article 25

Conditions of International Student Admissions

- (1) Prospective AAU students who are not citizens of the Czech Republic or who do not have a permanent residence permit in the Czech Republic are informed during the admission procedure in detail about the conditions they have to fulfill and of the documents they have to submit before starting their studies or during their first 90 days

in order to obtain entry visa and study visa allowing them to stay in the Czech Republic for study purposes.

- (2) In the case of applicants for an initial bachelor study program after graduating for a secondary school, the applicants are required to submit documents confirming the completion of their secondary education in accordance with the provisions of the applicable Czech legislation.
- (3) In other cases, applicants who are not citizens of the Czech Republic or who do not have a permanent residence permit in the Czech Republic are subject to Article 24 of these Statutes without any further restrictions.

PART V. ACADEMIC INSIGNIA AND CEREMONIES

Article 26

Use of Insignia and Auspices for Ceremonies

- (1) The outward expression of academic traditions, rights and liberties of the AAU faculty are academic insignia, i.e. the AAU medal, the President's chain, the Vice-Presidents' chains or other items of artistic value intended by the President's directive for use at ceremonial events and academic ceremonies.
- (2) An academic ceremony at the AAU means an annual graduation ceremony for graduate students who have successfully completed their studies at the AAU or within the AAU cooperation programs with other universities, or an AAU Academic Council meeting at which the AAU grants honorary or extraordinary academic degrees.
- (3) During the academic ceremonies, the AAU Academic Insignia are used by the President and the Vice-President for Faculty and Study Affairs as follows:
 - a) The President is entitled to use the AAU gold medal and a gold chain.
 - b) The Vice-President for Faculty and Study Affairs is entitled to use the AAU silver medal and a silver chain.
 - c) The other Vice-Presidents are entitled to use a silver chain.
- (4) The graduation is held under the auspices of the President and in the presence of the Founders, Trustees, Vice-Presidents and AAU Deans of Schools.

PART VI. AAU ECONOMIC MANAGEMENT AND ADMINISTRATION

Article 27

Use of Resources and Asset Management

- (1) The AAU uses its resources for the purpose of fulfilling its basic educational and research mission as defined in the AAU Charter under Sections 306 (2), 357, 402, 412, 414 and 415 of the Civil Code and pursuant to the provisions of the Higher Education Act governing private institutions of higher education, as well as in accordance with the accreditations granted to the AAU. The results of the activities fulfilling the purpose of the AAU are available to everyone under pre-defined conditions.

- (2) The AAU is entitled to supplement its resources with the approval of the Board of Trustees and Founders also by carrying out business activities under Sections 307 and 403 of the Civil Code in the scope and manner set out in the decision of the Board of Trustees and registered in the register kept by the Metropolitan Court in Prague, file no. U 501.
- (3) The AAU manages its funds within the framework of the AAU budget, which is annually approved by the Board of Trustees and during the academic year before the beginning of the summer semester further updated by the Board of Trustees. The draft budget and an update thereof are submitted to the Board of Trustees jointly by the President and the Vice-President for Administration and Operations, after consideration by the AAU bodies in accordance with these Statutes.
- (4) The fiscal year of AAU is identical with the academic year, namely from 1 September to 31 August of the following calendar year. From the point of view of the needs of a study plan, the beginning and end of the academic and fiscal years can be postponed by a few days.
- (5) In the event of transformation of the institute by merger with another institute, the provisions of Sections 382 to 390 apply with necessary modification.

Article 28

Publishing Reports and Other Information on AAU Activities

- (1) Under Section 416 of the Civil Code, the AAU issues within six months of the end of the fiscal year, i.e. by the end of February, a regular annual report, which is published on the AAU website and deposited as a publicly available document in the collection of documents kept by the Metropolitan Court in Prague under file no. U501. The report is submitted jointly by the AAU President and Vice-President for Administration and Operations to the Board of Trustees for approval.
- (2) The AAU publishes an annual report on its activities within the time-limit set by the Ministry of Education, as a non-periodical publication under Section 21 (2) and Section 42 (1) (a) of the Higher Education Act. The report is prepared by the Vice-President for Faculty and Study Affairs and submitted together with the AAU President to the Board of Trustees for approval.
- (3) The AAU publishes an annual report on its financial management within the time-limit set by the Ministry of Education, as a non-periodical publication under Section 21 (3) and Section 42 (1) (a) of the Higher Education Act; the report includes, in particular, any revenues and expenses related to subsidies granted by the Ministry of Education and other state authorities of the Czech Republic. The report is prepared by the Vice-President for Student Affairs in cooperation with the Vice-President for Administration and Operations and submitted together with the AAU President to the Board of Trustees for approval.
- (4) The AAU prepares, within the time-limit set by the Ministry of Education under Section 42 (b) of the Higher Education Act, its Strategic Plan, which, after discussion with the Ministry of Education and approval by the Board of Trustees based on the President's proposal confirmed by the PresCol(E) is published as a non-periodical publication.

- (5) The AAU implements under Section 77b of the Higher Education Act and Article 10 (5) of these Statutes, an internal quality evaluation system for each School and AAU organization unit separately and for the AAU as a whole. A report on the results of the quality evaluation is submitted, under Section 42 (1) (d) of the Higher Education Act, to the Board of Trustees after approval by the President, and subsequently to the Ministry of Education.
- (6) An overall evaluation of the AAU's activities is carried out by the Board of Trustees at least once every three years, the evaluation date being determined during the previous evaluation.
- (7) In order to meet the obligations arising from the WSCUC accreditation, the AAU prepares, within set time-limits and in a specified format, a progress report to meet the teaching standards applicable in the United States of America.
- (8) In other cases, the AAU's reporting activities described in Article 29 of these Statutes are governed by Section 42 (1) (c) and (f) to (g) of the Higher Education Act.
- (9) The President, in cooperation with the relevant Vice-Presidents and the Vice-President for Administration and Operations, ensures that all reports prepared under this article are submitted to the Board of Trustees for consideration and approval. If required by the time-limit set for publishing reports, the Board of Trustees approves the report out of session by *per rollam*. In this case, the provisions of Article VIII (15) of the Founders' Deed apply with necessary modification.

Article 29

Publishing of Additional Information

- (1) The AAU publishes in the public section of its website the following:
 - a) List of accredited study programs, including program types and profiles.
 - b) Forms of teaching and standard periods of study and information on their availability for persons with disabilities.
 - c) Internal regulations registered by the Ministry of Education, Youth and Sports of the Czech Republic including data on their validity and effective periods.
 - d) Annual reports on AAU's activities, annual reports on AAU's financial management and the AAU Strategic Plan prepared and published in accordance with Article 30 of these Statutes.
- (2) The AAU publishes bachelor and master theses that have been defended, including opponents' opinions and the result of the defense, by making them available in the AAU Library as reference only items.
- (3) The AAU Library provides a publicly accessible list of bachelor and master theses containing
 - a) author's name and surname:
 - b) thesis title
 - c) title of study program in which the author defended his/her thesis,

- d) year of thesis submission to be deposited in the library and
- e) publication ID code.

PART VII. FINAL PROVISIONS

Article 30

AAU Internal Regulations

- (1) The internal regulations governing the organization and operation of the AAU, which are subject to registration and consultation with the Ministry, are as follows:
 - a) AAU Statutes
 - b) AAU Academic Codex, with the content specified in Article 4 (8) of these Statutes
 - c) Long-term plan on the AAU's educational, research, innovation and other creative activities in the form of a Strategic Plan defining missions, visions, value sharing, strategic goals and priorities and specific operational outputs including the criteria of their evaluation and deadlines for expected achievement.
- (2) Other internal regulations and documents governing specific procedures and activities of the AAU are as follows:
 - a) AAU Organizational Scheme
 - b) Set of internal AAU regulations approved by the Board of Trustees but not subject to registration by the Ministry of Education
 - c) Set of other regulations and directives issued by the President and the Vice-Presidents with the President's approval
 - d) Set of President's and Vice-President's decisions on specific issues governing the operation of and cooperation among the AAU's workplaces or addressing specific situations
- (3) The internal AAU regulations under paragraph 1 are kept in the original copy in the AAU President's office. The internal AAU regulations under paragraph 2 are kept in the original copy at the premises designated by the administrator of the AAU documents.
- (4) The documents referred to in this article are subject to the specific rules of the Document Register.

Article 31

Final Provisions

- (1) These Statute were considered and approved by the AAU Board of Trustees on 19 February 2018.
- (2) These Statute enter into force in respect of third parties on the date of registration by the Ministry of Education.
- (3) Following the registration by the Ministry of Education, these Statute will be made available to the public in the Czech language in the collection of documents kept by the Metropolitan Court in Prague under ref. no. U501 and in the English language on the

public part of the AAU website.

Prague, 20 February 2018

Ing. Petr Pajas
AAU President

doc. Ing. Jiří Schwarz, CSc.
Chairman of the AAU Board of Trustees