



# UNIVERSITY STATUTE

## *OF THE ANGLO-AMERICAN UNIVERSITY*

### *(ANGLO-AMERICKÁ VYSOKÁ ŠKOLA, O.P.S.)*

The mission of the **Anglo-American University** is: “Graduates of the Anglo-American University are prepared to make a positive difference addressing local, national and international challenges through the application of current and developing knowledge in the context of a globalized world.”

The vision of the **Anglo-American University** is: “Anglo-American University aspires to be a leading university in the Czech Republic recognized for innovation and quality in teaching and learning in English with a commitment to societal excellence in a globalized world.”

## **PART ONE**

### **INTRODUCTORY PROVISIONS**

#### Article 1

#### **Basic Provisions**

1. According to Act No. 111/1998 Sb., on Institutions of Higher Education and Amending and Supplementing Other Laws (hereafter "Act on Higher Education"), the Anglo-americká vysoká škola, o.p.s. (hereafter “AAVS”) is an institution of higher education of the non-university type.
2. According to the Act No. 248/1995 Sb., on Public Benefit Corporations and Amending and Supplementing Other Laws (hereafter “Act on PBCs”) AAVS is a public benefit corporation whose statutory organ is the President (in Czech “ředitel”).
3. The registered seat of AAVS is in Prague, Czech Republic. The primary activities of AAVS are undertaken at this location.
4. AAVS was founded by the founders listed in Appendix № 1 to this University Statute.
5. The academic community of AAVS is composed of the academic staff and students of AAVS.
6. The name of AAVS in English is “Anglo-American University”.
7. The internal bodies of AAVS are: the Board of Trustees, the Supervisory Board, the President and the autonomous academic bodies.
8. The autonomous academic bodies of AAVS are: the Academic Council, the Faculty Senate, the Student Council, the Alumni Council and the Disciplinary Commission.

## Article 2

### **Goals of AAVS and the Activities of AAVS**

1. AAVS undertakes educational activities in accordance with accredited programs of study as listed in the Academic Codex of AAVS, as well as research, development, and other instructional and creative activities.
2. AAVS provides programs of life-long education outside the framework of Article 60 of the Act on Higher Education. In particular these include internships, international courses, instructional programs and seminars.
3. In the field of education, AAVS offers study in accredited bachelors' and masters' level study programs, holds state and other examinations and awards the academic degree "Bachelor and "Master".
4. The content, focus and curriculum of study are determined by the accredited study programs and the internal regulations of AAVS.
5. AAVS is financed primarily by tuition, donations and grants.
6. AAVS cooperates with foreign and local educational and professional institutions.

## **PART TWO ORGANS OF AAVS**

### Article 3

#### **Board of Trustees**

1. The Board of Trustees is the body of AAVS responsible for the preservation of the aims of AAVS, for which AAVS was founded, and for the due management of its assets.
2. The Board of Trustees consists of nine members appointed by the founders as provided for in the Founders' Deed.
3. The Board of Trustees has such powers and responsibilities as are vested in it by the Act on PBCs and the Founders' Deed. This includes the right to decide about amendments and supplements to this University Statute by a two-thirds vote of all members of the Board of Trustees. The provisions of this University Statute cannot modify or be in conflict with any provision of the Founders' Deed.
4. Moreover, the Board of Trustees has the following specific rights and responsibilities:
  - a) To set, on an annual basis, the goals and priorities of the President;
  - b) To formally evaluate, on an annual basis, the performance of the President;
  - c) To formally evaluate, on an annual basis, the performance of the Board of Trustees;
  - d) To actively participate in the preparation of review of the University Strategic Plan;
  - e) To name former Trustees as honorary emeritus Trustees and to establish the role of such honorary emeritus Trustees.
5. The Board of Trustees shall approve the Academic Codex, upon the recommendation of the Academic Counsel. The Academic Codex shall include:
  - a) The Academic Code (akademický řád);
  - b) The Study Code (studijní řád);

- c) The Examination Code (zkušební řád);
  - d) The Disciplinary Code (disciplinární řád);
  - e) The Scholarship Code (stipendijní řád).
6. The Board of Trustees shall establish five standing committees:
- a) Academic Affairs Committee, comprised of three or four Trustees;
  - b) Finance, Planning and Budgeting Committee, comprised of three or four Trustees;
  - c) Financial Audit Committee, comprised of the members of the Supervisory Board;
  - d) Governance and Assessment Committee, comprised of three or four Trustees; and
  - e) Nominating Committee, comprised of three Trustees, one member elected by the Faculty Senate, one member elected by the Alumni Council, and one member representing the University Administration.
7. The Board of Trustees shall adopt By-Laws specifying in detail the activities and procedures relating to the Board of Trustees, the Board Committees, the Chair and Vice-Chair of the Board of Trustees, and individual Trustees.

#### Article 4

### **The Supervisory Board**

1. The Supervisory Board oversees the activities of AAVS and its governing and executive bodies, as provided for in the Law on PBCs and the Founders' Deed.
2. The Supervisory Board has three members appointed by the founders as provided for in the Founders' Deed.
3. The Supervisory Board has such powers and responsibilities as are vested in it by the Act on PBCs and the Founders' Deed. Moreover, the members of the Supervisory Board serve, ex officio, as members of the Financial Audit Committee, as specified in this University Statute and the Charter of the Financial Audit Committee.
4. The Supervisory Board shall adopt By-Laws specifying in detail the activities and procedures relating to the Supervisory Board, the Audit Committee, the Chair and Vice-Chair of the Supervisory Board, and individual Supervisory Board members.

#### Article 5

### **The President of AAVS**

1. The President of AAVS is the Chief Executive and Chief Academic officer of AAVS and acts as the statutory body of AAVS.
2. The President has such powers and responsibilities as are vested in him by the Act on PCBs, the Founders' Deed and this University Statute.
3. The President determines the organizational structure of the administration of AAVS. The President appoints and recalls the Provost and other University Officers, with the advice and consent of the Board of Trustees.
4. The President is the only person with the power to bind AAVS. The President may, however, derogate power to University Officers.

5. Moreover, the President has the following specific rights and responsibilities:
  - a. In cooperation with the Board of Trustees and the Alumni Council, the President establishes and serves as Chair of the Fundraising Committee.
  - b. The President shall establish as a consultative body the President's Collegium, which shall be consulted regularly regarding significant matters.
  - c. The President appoints such advisory committees as the President may from time to time determine. As appropriate, the President shall invite the Faculty Senate, the Alumni Council and the Student Council to nominate members to such committees.
  - d. The president shall ensure that AAVS undertakes continual evaluation of the efficiency with which AAVS utilizes its resources and of the academic excellence of AAVS.

#### Article 6

##### **Founders**

1. The founders of the AAVS are listed in the Appendix № 1 to this Statute.
2. The founders shall be provided with the text of this University Statute and any amendments or supplements hereto.

#### Article 7

##### **The Academic Council**

1. The Academic Council is an academic body which reviews and coordinates the activities of AAVS relating to study, education, research, development and other academic matters.
2. Members of the Academic Council are appointed and recalled by the President in accordance with this University Statute. The membership of the Academic Council shall be appointed by the President, except for cause shown, as follows:
  - a. The President, *ex officio*, as Chair of the Academic Council;
  - b. The Chair of the Academic Affairs Committee of the Board of Trustees, *ex officio*, as Vice-Chair of the Academic Council;
  - c. The Provost, *ex officio*, as Vice-Chair of the Academic Council;
  - d. Each Vice-Provost, *ex officio*;
  - e. The Dean of each School established at AAU, *ex officio*;
  - f. One member elected by the Supervisory Board;
  - g. Two members elected by the Faculty Senate;
  - h. Two members elected by the Alumni Council;
  - i. Two members elected by the Student Council;
  - j. One member selected by CEA;
  - k. Four members external to AAVS, selected by the Board of Trustees on the recommendation of the Academic Affairs Committee of the Board of Trustees.

3. The term of membership on the Academic Council is for two-years, with the exception of those members serving ex officio and the CEA representative. Repetitive appointment is possible.
4. The Academic Council has a quorum if a majority of all its members is present. The approval of a resolution of the Academic Council requires the vote of a majority of all the members of the Academic Council.
  5. The following matters require the advance affirmative approval of the Academic Council:
    - a. Implementation or substantial modification of any academic program;
    - b. Submission of an application for accreditation or reaccreditation;
    - c. Adoption of and amendments to the Academic Codex;
    - d. Appointment of members of State Examination Committees;
    - e. Appointment of Senior Lecturers; and,
    - f. Issuance of Honorary Degrees.
6. The following matters must be submitted in advance to the Academic Council for review and comment:
  - a. Establishment or elimination of any School;
  - b. Establishment or elimination of any Department within a School; and,
  - c. Termination of any academic program.
7. The Academic Council shall provide its advisory opinion concerning questions submitted to it by Trustees, members of the Supervisory Board, the President, Provost, University Officers, or Deans.

#### Article 8

### **The Faculty Senate**

1. Members of the Faculty Senate are members of the faculty elected to the Faculty Senate. The Members of the Faculty Senate shall be democratically elected according to procedures set forth in the Faculty Senate By-laws.
2. The Faculty Senate sets its own By-Laws, subject only to applicable law, the Founders' Deed and this University Statute.
3. The following matters require the advance affirmative approval of the Faculty Senate:
  - a. Implementation or substantial modification of any academic program;
4. The following matters must be submitted in advance to the Faculty Senate for review and comment:
  - a. Applications for accreditation and reaccreditation;
  - b. Appointment of Senior Lecturers;
  - c. Appointment of permanent full-time faculty members;
  - d. Establishment or elimination of any School;
  - e. Establishment or elimination of any Department within a School;
  - f. Termination of any academic program;
  - g. Approval of and amendments to the Academic Codex;
  - h. Issuance of the Lecturer's Handbook, Student Handbook and Academic Calendar;

- i. Issuance of Honorary Degrees; and,
  - j. Other significant academic matters.
5. The Board of Trustees, the President and the Provost shall regularly consult with the Faculty Senate regarding significant matters relating to the Faculty. Regular meetings of the Faculty Senate are open to the Trustees, Supervisory Board members, President, Provost and Vice-Presidents and non-voting observers.

#### Article 9

##### **The Student Council**

1. The Student Council is comprised of AAVS students in good standing.
2. The Student Council has [10] members. The term of membership on the Student Council is for one year.
3. The Student Council adopts its own Constitution, subject only to applicable law, the Founders' Deed and this University Statute.
4. The students of AAVS elect the members of the Student Council from among themselves. Five students are elected each September and five students are elected each February.
5. The Student Council has a Faculty Advisor, whose role shall be to advise and assist the Student Council. The Faculty Advisor is appointed by the Faculty Senate as provided for on the Faculty Senate By-laws.
6. The President and the Provost, or their designees, shall regularly consult with the Student Council regarding significant matters related to the student body.

#### Article 10

##### **The Alumni Council**

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

#### Article 11

##### **Disciplinary Commission**

1. The Disciplinary Commission is composed of the Provost or the Provost's designee, who is the Chair of the Disciplinary Commission, and two members nominated by the Faculty Senate and two members nominated by the Student Council.
2. The Disciplinary Commission addresses and determines allegations brought against students for

academic and non-academic infractions, as provided for in the Disciplinary Code of the Academic Codex.

3. Decisions of the Disciplinary Commission may be appealed to the President.

#### Article 12

### **University Officers**

1. University Officers are:
  - a. The Provost;
  - b. The Vice-Presidents; and,
  - c. Chief Officers.
2. The President appoints and enters into employment relationships with University Officers upon the prior agreement of the Board of Trustees. University Officers report directly to the President.
3. The Provost is the Senior Vice-President and Deputy Chief Academic Officer of AAVS.
  - a. The Provost is responsible for the coordination and development of the educational and creative activity of AAVS. He/she is in charge of the development of external relations with educational institutions and other universities and colleges.
  - b. The Provost acts as President of AAU if no President exists.
  - c. The Provost has such powers, privileges and responsibilities as are set forth in this University Statute or determined by the President.
  - d. The Provost oversees the Deans and other academic officers as determined by the President.
  - e. The Vice-Provosts and Deans of the individual Schools serve, ex officio, as members of the Provost's Collegium. The Provost may appoint additional members. The Provost consults with the Provost's Collegium regarding significant matters.
  - f. The Provost appoints such advisory committees as the Provost may from time to time determine. As appropriate, the Provost will invite the Faculty Senate, the Alumni Council and the Student Council to nominate members of such committees.
4. The University Officers serve, ex officio, as members of the President's Collegium. The President may appoint additional members. The President shall consult with the President's Collegium regarding significant matters.
5. The rights and responsibilities of University Officers are determined by the President, in consultation with the Board of Trustees, the Provost and the President's Collegium.

#### Article 13

### **School Officers**

1. School Officers are the School Deans, Associate School Deans, Assistant School Deans, and Department Chairs.
2. School Deans and Associate School Deans are appointed by the President on the nomination of the Provost and with the consent of the Board of Trustees. Assistant School Deans and Department

Chairs are appointed by the Provost on the nomination of the respective School Dean.

3. The Deans manage the respective schools.
4. The Deans of Schools, after due consultation with applicable Department Chairs and, as appropriate, with the Provost's Collegium, decide on all affairs related to the School, unless this University Statute or other regulations of AAVS make such matters the responsibility of another body of AAVS.

#### Article 14

### **Organizational Structure of AAVS**

1. The basic structure of AAVS is defined by the law on PBCs, the Founders' Deed, this University Statute and the Academic Codex.
2. The President shall issue and regularly update an Organizational Code of AAVS that sets forth the organizational structure of AAVS.
3. The organizational structure of AAVS shall be depicted on an Organizational Chart attached as an Appendix to the Organizational Code.

### **PART THREE STAFF OF AAVS**

#### Article 13

### **Academic Staff**

1. The Academic staff is comprised of persons engaged at AAVS in pedagogical, research, development and other academic activities.
2. The rights and responsibilities of and related to the members of the Academic Staff are further specified in the Academic Code of the Academic Codex.

#### Article 14

### **Administrative Staff**

1. The administrative staff of AAVS is comprises all engaged by AAVS who are not otherwise provided for in this University Statute.
2. The rights and responsibilities of and related to the members of the Administrative Staff are further specified in the Organizational Code.

## **PART FOUR STUDENTS**

### Article 15

1. The Rights and responsibilities of and related to AAVS students are stated in §§ 61 to 63 of the Act on Higher Education and in the Study Code, Examination Code and Disciplinary Code of the Academic Codex.
2. Applicants for study at AAVS are admitted in accordance with the policies and procedures set forth in the Study Code of the Academic Codex. Admissions decisions are made without regard to race, color, creed, age nationality, ethnic background, religion, sexual orientation, or political views. Applicants accepted for study shall be registered in compliance with § 51 of the Act on Higher Education.
3. The Academic Codex, the requirements of the applicable accredited study program and other duly adopted policies of AAVS determine the content and structure of each course of study.
4. Tuition and fees that Students shall pay to study at AAVS shall be determined by the Board of Trustees.

## **PART FIVE ACADEMIC INSIGNIA AND CEREMONIES**

### Article 16

1. The outward expression of academic traditions, rights and liberties of academic officers of AAVS are academic insignia which are the medal of AAVS and chain.
2. Academic insignia of AAVS are used at special ceremonial occasions by President and Provost namely in the following extent:
  - a. The President – gold medal of AAVS and gold chain
  - b. The Provost – silver medal of AAVS and silver chain
  - c. The Vice-Presidents – silver chain
3. The academic ceremony of AAVS is the Graduation.
4. The Graduation takes place under the auspices of the President and with the participation of the founders, Board of Trustees members, Vice-Presidents and Deans of Schools of AAVS.

## **PART SIX ECONOMIC MANAGEMENT OF AAVS**

### Article 17

1. AAVS uses its resources for the purpose of fulfilling its academic mission. It can use its resources for other activities in accordance with the Act on PBCs and the Act on Higher Education, as provided for in the Budget.

2. AAVS manages its economic affairs according to a Budget approved by the Board of Trustees for each Fiscal Year.
3. The Fiscal Year of AAVS is identical with the Academic, namely from 1 September to 31 August.
4. The President shall prepare a detailed and comprehensive financial report at the end after of each Fiscal Year (the “Financial Report”). The President shall submit the Financial Report to the Board of Trustees and the Supervisory Board no later than 31 January of each year.
5. The President shall prepare a detailed and comprehensive Budget proposal prior to each Fiscal Year (the “Proposed Budget”). The President shall in particular make certain that the Proposed Budget ensures the economic stability of AAVS and reflect the goals set forth in the Strategic Plan adopted by the Board of Trustees or otherwise determined by the Board of Trustees.
6. In accordance with the Act on PBCs, AAVS issues an Annual Financial Report, which shall be deposited in the Collection of Documents maintained by the registration court.

#### Article 18

### **Evaluation of and Reporting on the Activities of AAVS**

1. AAVS prepares an Annual Report on its Activities in accordance with §§ 20-21 of the Act on PCBs.
2. AAVS prepares an Annual Report on its activities as well as an Annual Financial Report in accordance with the Act on Higher Education, both of which shall be submitted in a timely manner to the Ministry of Education, Youth and Sports in compliance with the § 42 (1a) of the Act on Higher Education.
3. The President shall ensure that all necessary evaluations and reports are completed in a timely fashion and that all necessary and appropriate data is collected on a continuing and perpetual basis.
4. The evaluation process shall be undertaken separately for each individual School and other organizational units of AAVS, and for AAVS as a whole.
5. The evaluation of activities of AAVS shall be prepared as a minimum once per every three years; when determining the next term the results of the previous evaluation.
6. The President shall ensure that all reports prepared under this Article of the University Statute shall be submitted to the Board of Trustees in a timely fashion and all such reports must be adopted by the Board of Trustees.

#### Article 19

### **The Official Information Panel**

1. AAVS has its Official Information Panel.
2. The Official Information Panel must be made clearly recognizable and placed at an easily accessible location in the main campus building. The content of the Official Information Panel may be made public by remote access (Electronic Official Information Panel) via the internet on the web page of AAVS.
3. Documents specifying the following, or indicating where the following information may be

found, shall be placed on the Official Information Panel in a timely fashion:

- a. Information about the admissions process and deadlines for submitting applications;
- b. The Academic Calendar;
- c. Listing of courses offered;
- d. Information about dates and locations of state examinations;
- e. The Founders' Deed, University Statute and Academic Codex;
- f. The Annual Reports of the University.

## **PART SEVEN FINAL PROVISIONS**

### Article 20

1. The governance documents of AAVS, as registered by the Ministry of Education, Youth and Sports of the Czech Republic, shall include the following:
  - a. The Founders' Deed
  - b. This University Statute
  - c. The Academic Codex, comprised of:
    - i. The Academic Code
    - ii. The Study Code
    - iii. The Examination Code
    - iv. The Disciplinary Code
    - v. The Scholarship Code
2. All governance documents of AAVS are kept with the President.

### Article 21

1. This University Statute was discussed and approved by the Board of Trustees on December 8th, 2014.
2. This University Statute enters into force upon the day of its registration by the Ministry of Education, Youth and Sports of the Czech Republic.

Annex No. 1

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