

Charter of Institute of Applied Psychology of the Anglo-American University (AAU)

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1. Establishment and legal basis

- i. The Board of Directors hereby establishes the AAU Institute of Applied Psychology as an organizational unit of Anglo-American University (AAU).
- ii. The Institute operates within AAU's authorized activities, which include the delivery of higher education and lifelong learning (LL), independent scientific and other creative activities, applied research and development, consulting and advisory services, preparation of expert studies and reports, testing and measurement, publishing activities, and related production and trade activities.
- iii. The Institute advances AAU's mission and vision and aligns its plans with AAU's strategic documents and quality assurance system.
- iv. The institute cooperates closely with the School of Arts, Humanities and Social Sciences (SAHSS), which provides the B.A. in Psychology. The Director ensures coherence with school level academic strategy and quality.

2. Name, seat, and placement in the organization

- i. The official English name is "AAU Institute of Applied Psychology." The Czech language equivalent „Institut aplikované psychologie AAU“ may be used where required by law or practice.
- ii. The Institute's seat is AAU's registered campus.
- iii. The Director reports to the President for institutional matters, coordinates research matters with the Director of Research, coordinates academic matters with the Vice President for Academic Affairs, and coordinates finance matters with the CFO.

3. Purpose and activities

- i. The Institute conducts research in psychology and related fields, including basic, applied, and translational projects, independently or with external partners, in accordance with AAU's creative activity remit.
- ii. The Institute develops and delivers continuing professional development (CPD) opportunities for external learners, offering programs, courses, certificates, and other learning activities that enable professionals and other participants to keep their knowledge and skills current throughout

- their careers. Lifelong learning activities follow AAU's Lifelong Learning Code, including the possibility of credit recognition for related programs up to the limits set therein.
- iii. The Institute designs, validates, disseminates, and commercializes psychological assessment instruments, tools and learning materials, including intervention programs, psychodiagnostic tests, digital applications and platforms, implementation guidelines, and training resources relevant to psychological and psychology-related practice, in accordance with national regulations and standards.
 - iv. The Institute provides expert advisory and knowledge transfer services, expert studies, seminars, workshops, and conferences for the research community as well as public, private, and nonprofit partners consistent with AAU policies and law.

4. Director

- i. The Director leads the Institute's academic, research, and commercial agenda, and is responsible for strategy, operations, staffing proposals, budgeting proposals, academic quality, compliance, external partnerships, and risk management within the Institute's remit.
- ii. The Director serves as the degree program guarantor for the B.A. in Psychology unless another qualified guarantor is appointed according to AAU practice. Where a different guarantor is appointed, the Director must ensure tight operational coordination.
- iii. The Director is appointed and removed by the Board of Directors upon the AAU President's nomination. The term is three years and may be renewed. Interim appointment is possible when the position is vacant. Annual performance is reviewed by the President with input from the Institute Board.
- iv. The Director prepares an annual plan for the next academic year and submits midyear and annual reports on activities, finances, risks, and quality outcomes to the Institute Board and the President, with copies to the Vice President for Academic Affairs, the Director of Research and the Chief Financial Officer.
- v. The annual plan includes, among other things, research topics, LL portfolio, partnerships, commercialization pipeline, staffing and budget proposal.
- vi. The Director's key performance indicators include, but are not limited to, LL enrollment and completion, learner satisfaction, publications and citations, validated instruments, external funding, net contribution, compliance incidents.

5. Institute Board

- i. The Institute Board provides oversight, strategic guidance, and feedback to the Director and reviews plans, budgets, major program proposals, and commercialization matters.
- ii. The Institute Board maintains a risk register covering ethics, data, legal exposure, brand, and financial risk; material risks are escalated to the AAU President and CFO.
- iii. The Institute Board includes the Dean of the SAHSS, the Vice President for Academic Affairs, the Director of Research and the Chief Financial Officer as ex officio members. One member is appointed from among nominees put forward by the Faculty Senate. One member is appointed from external experts with expertise in psychometrics or clinical practice. Additional members may be appointed to secure the expertise needed. The Director attends meetings as a nonvoting participant except when otherwise requested by the chair.
- iv. Members other than ex officio members are appointed and removed by the Board of Directors on the President's recommendation. The term is three years and may be renewed. Terms shall be staggered so that no more than half of appointed members' terms expire in the same semester. Ex officio membership follows the relevant office.
- v. The Institute Board elects its chair from among its voting members for a two-year term. The chair sets agendas in consultation with the Director.
- vi. Members must disclose potential conflicts of interest annually and prior to any agenda item. Members with a material conflict shall recuse themselves from discussion and voting on the item.

- vii. The Institute Board meets at least once per semester and may hold extraordinary meetings when requested by the chair, the President, the Director, or any two members. Meetings may be held in person or online.
- viii. The Institute Board adopts resolutions by a majority of members present, provided a quorum of at least half of the voting members is met. Ties are resolved by the chair's casting vote.
- ix. Minutes are published at the AAUNET.

6. Academic quality and ethics

- i. All Institute activities that bear on academic quality comply with AAU's Academic Quality Assurance Framework, including outcomes-based design, periodic review, benchmarking, and evidence-based improvement. Relevant oversight is carried out in cooperation with the Vice President for Academic Quality, the Vice President for Academic Affairs, and the Academic Quality Assurance Board.
- ii. Research involving human participants, sensitive data, or professional psychological practice is conducted under recognized ethical, privacy and confidentiality standards and applicable law. Projects proceed only after the approvals required by AAU are in place and after data protection safeguards have been confirmed. Staff follow the Code of Conduct, the Ethical Code of the Czech-Moravian Psychological Society (ČMPS), and all applicable regulations, ensuring that consent, purpose limitation, secure data storage, and anonymization are strictly observed.
- iii. Human subjects' projects require prior ethics review. Where a university research ethics procedure is designated by the President, the institute must use it; otherwise, an appropriate external review board must approve studies before data collection.
- iv. In developing psychometric assessment tools, the Institute follows internationally accepted standards and best practices for psychodiagnostic assessment and psychometrics, with particular emphasis on obtaining and documenting validity and reliability evidence.
- v. Conflicts of interest and outside professional activities must be disclosed and managed under the Code of Conduct.
- vi. For high-risk personal data processing, the Institute consults the Data Protection Officer and, where required, completes a data protection impact assessment before data collection.

7. Intellectual property, commercialization and finance

- i. By default, intellectual property created in the course of Institute employment or commissioned work is owned by AAU, unless agreed otherwise by contract in line with AAU policies and law. The Director must ensure appropriate agreements with staff, contractors, and partners.
- ii. All contracts for sales, licensing, or partnerships follow AAU signing authorities and internal review requirements. The Director submits proposed agreements through AAU's standard processes before any commitment is made.
- iii. Commercial activities must comply with AAU's registered subject of business, with applicable Czech and EU law, and AAU internal regulations.
- iv. The Institute operates as a distinct cost center within AAU's budget.
- v. Revenues from creative activities are recorded transparently; AAU may allocate surpluses to a fund for creative activities to support long-term research, in line with the Articles of Association.
- vi. Pricing of LL programs and paid services is proposed by the Director with the CFO, reviewed by the Institute Board, and approved by the Board of Directors.

8. Cooperation and partnerships

- i. The Institute may collaborate with external academic bodies, professional associations, healthcare providers, schools, nonprofit organizations or companies on research, education, and product development, provided AAU's standards, approvals, and quality assurance requirements are met.

- It shall be part of and actively contribute to national and international academic and professional associations or networks.
- ii. The Institute shall provide opportunities for psychology students to participate in supervised practice, internships, thesis projects, and research. It may establish a counseling and training center to provide support for student training, supervision, and engagement in research and other Institute activities.
 - iii. The Institute may form an advisory council of external experts and practitioners and may appoint or designate an ethics committee to review research involving human participants, sensitive data, or professional practice.

9. Transitional and final provisions

- i. This charter enters into force on the date of its adoption by the Board of Directors.
- ii. Within 60 days, the Director submits an inaugural three-year plan; an LL portfolio roadmap aligned with the LL Code; and a commercialization compliance checklist.

Document Review and Approval History

Date	Body/Individual	Action	Comments/Notes	Version
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09/23/2025	Student Council	Reviewed	No objections raised	v1.0
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09/26/2025	President	Issued		v2.0