

CONSOLIDATED VERSION OF THE STATUTE OF BRNO UNIVERSITY OF TECHNOLOGY

Heading

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PREAMBLE

Building on a long tradition of technical education in Brno which dates back to 1849, Brno University of Technology, the oldest technical university in Moravia, strives to broaden the knowledge, intellectual wealth and progress through its teaching and research activities.

The teaching and creative activities at Brno University of Technology are fundamentally based on cultivation of critical thinking, sense of objectivity and adherence to high ethical standards.

The students, academic staff and employees follow the principles of freedom and responsibility as the absolute values creating good relationships among people and healthy attitude to work and property, both within Brno University of Technology and with respect to partners.

Brno University of Technology is part of a network of public higher education institutions claiming their place in the heart of European education. It supports international co-operation, openness and tolerance. It fulfils and defends the principles of equal opportunities and fairness at all levels of its conduct.

Brno University of Technology treasures expertise and professionalism in all activities, comprehensive development of the students and employees, supporting their self-realisation and reducing the impact of external risks, including rampant bureaucracy.

Brno University of Technology consists of faculties, university institutes and other component parts. Its goals for the future are fulfilled through a unified strategy, which the Faculties and component parts pursue and help achieve through their activities. Shared identity is developed through co-operation among the students as well as employees and further supported using a unified visual style.

Since its establishment under the name Czech University of Technology in Brno in 1899, Brno University of Technology has overcome numerous obstacles that history has brought. It succeeded in maintaining and strengthening its reputation by putting a strong emphasis on the knowledge of its students and qualities of its teachers. Brno University of Technology considers it its obligation to future generations to defend its place among the best European universities in terms of teaching, as well as creativity, and fulfilling the societal role as a university. Brno University of Technology shall always side with rationality, prosperity and democracy, thus contributing to the wealth of the nation.

PART ONE

INTRODUCTION

Article 1

General provisions

1. In compliance with Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the “Act”), the Statute of Brno University of Technology (hereinafter the “Statute”) shall be the fundamental legal document of the university, which shall be defined as follows:
 - a) name: Vysoké učení technické v Brně;
 - b) abbreviated name: VUT;
 - c) name in international relations: Brno University of Technology;
 - d) abbreviated name in international relations: BUT;
 - e) seat: Antonínská 548/1, 601 90 Brno;
 - f) legal status: public higher education institution;
 - g) type: university;
 - h) founded on: 19 September 1899 by decree of Emperor Franz Joseph I. as Czech University of Technology in Brno;
 - i) identification number: 00 216 305.
2. The legal predecessor of BUT was Brno University of Technology founded under Act No. 172/1990 Coll., on higher education institutions, as amended.

Article 2

Mission of BUT

1. BUT is a supreme centre of education, independent knowledge and creative activities and plays a key role in the scientific, cultural, social and economic development of the society through the following functions performed in compliance with law:
 - a) providing access to university education and the corresponding professional qualification and training for research and other demanding expert tasks, all that in compliance with the principles of democracy;
 - b) preserving and expanding knowledge and implementing scientific, research, developmental, innovative, artistic and other creative activities (hereinafter “creative activities”);
 - c) providing other forms of education and allowing persons to obtain, expand, deepen or refresh knowledge from various fields of science and culture, thus contributing to lifelong learning;
 - d) playing an active role in public debate on social issues and ethics, cultivation of cultural diversity and mutual understanding, building of civil society and preparation of young people for a life therein;
 - e) contributing to national and regional development and co-operating with various levels of government and the private sector and cultural entities;
 - f) developing international, and especially European, co-operation as a significant dimension of its activities, supporting joint projects with similar institutions abroad, mutual recognition of studies and diplomas and exchange of academic staff and students;
 - g) contributing to the development of the knowledge society in the area of new technologies and innovations.
2. BUT is aware of its position and role in the society and puts an emphasis on the ethical conduct of its academic community and its employees. Therefore, it also issues the BUT Code of Conduct.

3. BUT derives the principles of its activities from its traditional value of academic freedom. This value is associated especially with:
 - a) institutional autonomy;
 - b) political independence;
 - c) freedom of thought, right to present and defend opinions and democracy;
 - d) participation in self-administration.
4. The system of BUT values also includes academic responsibility, as an indispensable virtue following especially from the principles of:
 - a) expertise and objectivity;
 - b) critical thinking;
 - c) sense of truth and justice;
 - d) emphasis on economic benefits, sustainability, rate of return, safety and stability;
 - e) emphasis on social benefits and applicability;
 - f) emphasis on respect for the basic principles of rational management.

Article 3

Direction, mid-term orientation and strategic plans

1. Building on a long tradition and reflecting development trends, the teaching and the related scientific and research, developmental, innovation, artistic and other creative activities (hereinafter "creative activities") at BUT cover activities for which BUT holds accreditation within its programmes and fields where habilitation and professorship can be achieved and the areas of science that underlie these.
2. In compliance with law, the mid-term orientation of BUT, its refinement and the plan of its fulfilment in a certain period shall be defined in the Strategic Plan for Teaching and Creative Activities at BUT (hereinafter the "BUT Strategic Plan") and its annual implementation plans. The BUT Strategic Plan and its annual implementation plans shall provide further details on the mission of BUT from the perspective of BUT's role in the Czech Republic, in the regions and on the international scale. BUT shall publish the BUT Strategic Plan and its implementation plans in the public part of its website.
3. The mid-term direction of each faculty, university institute or other component part of BUT, its details and plan of fulfilment shall be defined in the strategic plan of teaching and creative activities of the relevant component part and its implementation plan.
4. Details regarding the form, drafting, deadline and procedure in discussing the BUT Strategic Plan and the strategic plans of teaching and creative activities of the BUT component parts and their implementation plans shall be stipulated in internal standards of BUT.
5. BUT is obliged to issue other documents relating to its activity, where BUT shall follow especially the provisions of Section 21 of the Act.

PART TWO

ACADEMIC COMMUNITY AND EMPLOYEES

Article 4

Academic staff

1. The members of the academic staff shall include Professors, Associate Professors, Extraordinary Professors, Senior Lecturers, Lecturers, Instructors and science, research and development staff employed at BUT and discharging teaching or creative activities, depending on the type of work agreed for the respective employment relationship.
2. A member of the academic staff shall also be member of the BUT academic community. A member of the academic staff working at a faculty shall also be member of the faculty's academic community.
3. A member of the academic staff is obliged to respect the fundamental values of BUT, preserve the reputation of BUT and act in compliance with the BUT Code of Conduct. A member of the academic staff shall enjoy the statutory academic freedoms, which he/she is obliged to counterbalance with his/her academic and social responsibility.
4. Openings for members of the academic staff shall be filled based on a selection procedure. A selection procedure may only be omitted for a reason under Section 77 (1) of the Act or for a reason under the Rules of Selection Procedure for Openings for BUT Academic Staff, which shall provide for hiring of new academic staff and the associated conditions. The remuneration of member of the academic staff shall be governed by the BUT Salary Rules.

Article 5

Students

1. An admitted applicant shall become a student and member of the BUT academic community as of the day of his/her enrolment. If his/her programme is implemented at a faculty, he/she also shall become a student and member of the academic community of the faculty.
2. All BUT students shall have identical rights and obligations.
3. A person shall cease to be a student on the date of termination of his/her studies or upon interruption of his/her studies.
4. A person whose studies have been interrupted shall become a student on the date of re-enrolment.

Article 6

Other employees

1. Employees other than the BUT academic staff shall contribute to the creative activities or provide for administrative, economic, organisational and technical activities, or participate in teaching.
2. Experts other than the BUT academic staff can participate in teaching based on agreements on work performed outside employment.
3. The remuneration of other employees shall be governed by the BUT Salary Rules.

Article 7
Professors and Associate Professors

1. Associate Professors shall be appointed by the Rector for a certain field, based on a habilitation procedure verifying the scientific, artistic and pedagogic qualifications of the applicant.
2. Professors shall be appointed by the President of the Czech Republic for a certain field based on a proposal of the Scientific Board of BUT (hereinafter the "BUT Scientific Board") submitted via the Minister of Education, Youth and Sports (hereinafter the "Minister").
3. BUT is authorised to carry out the habilitation procedure and the procedure to attain professorship. The habilitation procedure may also be carried out before the Scientific Board of a BUT component part. The procedure to attain professorship may also be imitated by the Scientific Board of a BUT component part.
4. The list of fields in which BUT is entitled to carry out the habilitation procedure or the procedure to attain professorship is published in the public part of the website of BUT or its component part.
5. The details of the habilitation procedure and the procedure to attain professorship, and also of the procedure on declaring an appointment as Associate Professor invalid, shall be stipulated in the BUT Rules of the Habilitation Procedure and Procedure to Attain Professorship.

Article 8
Visiting professors

1. The Rector may appoint a renowned teacher or expert a Visiting Professor based on his/her own motion or the motion of a Dean or a head of a university institute, following an approval by the BUT Scientific Board.
2. The position of a Visiting Professor is provided for in Annex 2.

Article 9
Emeritus Professors

1. A Rector may appoint an Emeritus Professor based on his/her own motion or the motion of a Dean or a head of a university institute, following an approval by the BUT Scientific Board.
2. A person may be appointed an Emeritus Professor if he/she meets the following conditions:
 - a) he/she has been appointed a Professor; and
 - b) he/she was employed as a Professor at BUT and this employment relationship has been terminated.
3. The position of an Emeritus Professor is provided for in Annex 2.

Article 10
Membership in bodies and committees

1. The activities of the academic staff and students in bodies and committees defined by the Act and other laws relating to the mission of higher education institutions, especially the membership in:
 - a) the Academic Senate of BUT (hereinafter the "BUT Academic Senate") and the Academic Senates of the faculties;
 - b) the BUT Scientific Board and the Scientific or Artistic Boards of the faculties or university institutes and Scientific or Artistic Boards of other higher education institutions;
 - c) the National Accreditation Bureau for Higher Education and in its bodies;

- d) bodies representing higher education institutions;
- e) the Research, Development and Innovation Board;
- f) bodies of the European Union;
- g) bodies competent to make decisions on provision of earmarked funds to ensure teaching and creative activities;

is an important part of the obligations following from the position of a member of the BUT academic community.

2. If members of the academic staff or students are active in the above bodies or committees, their supervisors or teachers, as applicable, are obliged to create such conditions that the members of the academic staff or students can participate in meetings and duly perform their tasks within these bodies or committees.

PART THREE ACADEMIC TRADITIONS

Article 11 Academic ceremonies

1. The academic traditions, rights and freedoms shall be manifested at BUT and its component parts through academic ceremonies and the academic insignia.
2. Academic ceremonies shall be attended by representatives of the academic bodies of BUT and its faculties, including the Rector, Deans, Chairpersons of the Academic Senates and their Chambers, and also Vice-rectors, Vice-deans, the Bursar, heads of university institutes, the Promoter and the Beadle, and potentially also other employees of BUT authorised by the Rector, Deans or heads of university institutes.
3. The academic ceremonies shall include especially the inauguration of a Rector and a Dean, matriculation, graduation, award of the honorary degree of *doctor honoris causa*, ceremonial meetings of the Scientific Board, ceremonial assembly of the academic community and ceremonial completion of studies within lifelong learning.
4. Matriculation is an academic ceremony where students are acquainted especially with the academic environment, traditions, values, freedoms, principles, ethics and their roles associated with their membership of the academic community. Students take an oath specified in Annex 1 during the matriculation.
5. Graduation is an academic ceremony during which graduates are ceremonially issued with their diplomas, following an oath. The oaths of graduates from Bachelor's, Master's and doctoral programmes are stipulated in Annex 1. BUT may require the graduate to pay part of the cost for the activities associated with the graduation. The maximum amount of the payment is stipulated by BUT internal standards.

Article 12 Academic insignia, gowns and symbols

1. Academic insignia and gowns shall only be used at places and occasions dignified in terms of their state and nature in the sense of academic rights, values, freedoms and principles.
2. Gowns shall be used in academic ceremonies. Gowns may be worn by the Rector, Deans, Chairpersons of the Academic Senates and their Chambers, and also by Vice-rectors, Vice-deans, the Bursar, heads of university institutes, the Promoter and the Beadle, and potentially also other employees of BUT authorised by the Rector, Deans or heads of the university institute.

3. A gown may be lent:
 - a) based on the Rector's decision, to a person who is or was awarded the honorary title of *doctor honoris causa*, members of the BUT Scientific Board, Emeritus Professors, members of the Scientific Board of a university institute, members of the academic staff, important guests at BUT, students and graduates;
 - b) based on a decision of the Dean, to members of the Scientific or Artistic Board of a faculty, of the Academic Senate of a faculty, members of the academic staff and students of a faculty attending matriculation.
4. A list of symbols of BUT and its component parts is provided in Annex 3.

Article 13

Honorary title of *doctor honoris causa*

1. In the spirit of the academic traditions, BUT shall award the honorary title of *doctor honoris causa* (abbreviated as dr. h. c.) to important Czech and foreign personalities who have significantly contributed to the development of their respective fields, which are also pursued at BUT in the long term.
2. Decisions on awarding the honorary title shall fall within the competence of the BUT Scientific Board. Proposals can be submitted by:
 - a) the Rector;
 - b) the Scientific or Artistic Boards of the faculties or Scientific Boards of the university institutes;
or
 - c) members and permanent guests of the BUT Scientific Board.
3. The awardee must consent to being awarded the honorary title. The consent shall be requested by the Rector following a preliminary approval of the BUT Scientific Board.

Article 14

Medals and awards

1. The Rector shall grant medals and awards on behalf of BUT especially for:
 - a) merit in the area of development of BUT, its reputation and prestige in the Czech Republic and abroad;
 - b) noteworthy activities at BUT;
 - c) merit in the area of development of higher education;
 - d) co-operation with BUT; or
 - e) activities related to the orientation of BUT.
2. The Rector may grant:
 - a) the BUT Gold Medal;
 - b) the BUT Silver Medal;
 - c) the BUT Memorial Medal.
3. The rules for granting of medals shall be stipulated in BUT internal standards.
4. The Rector shall announce and grant awards, especially the award for extraordinary results of a student in his/her studies at BUT. The rules for announcing and granting of awards shall be stipulated in BUT internal standards.

PART FOUR STUDIES

Article 15 Teaching

1. Teaching at BUT shall take place:
 - a) in accredited programmes;
 - b) in lifelong learning programmes.
2. The authorisation of BUT to implement programmes under the statutory conditions follows from the approval of the relevant programmes either based on institutional accreditation or based on accreditation of the programmes. The National Accreditation Bureau is competent to grant accreditation.
3. The list of approved and accredited programmes implemented at BUT (hereinafter “programmes”), including:
 - a) their types and profiles, forms of teaching, standard periods of study and information on their accessibility to persons with disabilities; and
 - b) accreditation period;shall be published in the public part of the BUT website.
4. Teaching at BUT shall be further governed by the BUT Study and Examination Rules. Teaching within lifelong learning at BUT shall be governed by the BUT Lifelong Learning Rules.
5. The procedure of creating, approving and modifying proposed programmes before their submission for accreditation shall be governed by the Rules of BUT Programmes.

Article 16 Recognition of foreign higher education and qualifications

1. Certificates of recognition of higher education or a part thereof in the Czech Republic are issued under the Act at the request of a graduate of a foreign higher education institution.
2. The decision on issuance of a certificate of recognition of higher education or its part in the Czech Republic shall lie with the Rector. The underlying documents for the decision shall be secured at request of the Rector by the head of the BUT component part where a programme with similar contents is implemented.

Article 17 Proceedings to declare invalidity

1. The decision on declaring invalidity of a State final examination or its part, State doctoral examination or defence of a dissertation held at BUT shall lie with the Rector.
2. The documents underlying the decision in the proceedings under paragraph 1 shall include the opinion of a review committee appointed by the Rector on an *ad hoc* basis. The review committee shall have seven members, of which six shall be selected from among the Professors, Associate Professors and other experts, the seventh member shall be a BUT student. The persons who participated in the State examination, its part, or defence of the dissertation relevant for the proceedings on declaring invalidity may not be selected as members of the review committee.

Article 18
BUT decision-making in student affairs

1. The decision-making on the rights and obligations of students, defined in Section 68 of the Act, shall be governed by the Act and also by the applicable provisions of Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended (hereinafter the "Code of Administrative Procedure").
2. A student may lodge an appeal against a decision on the matters defined in Section 68 of the Act, doing so within 30 days of announcement of the decision and through the BUT body that issued the decision. The deadline may be waived for serious reasons occurring without the student's fault provided that other conditions stipulated in Section 41 of the Code of Administrative Procedure have been met. The administrative body competent to decide on the appeal shall be the Rector. If the contested decision was issued by a BUT body other than the Rector, the body may annul or modify the decision by itself if the appeal is fully satisfied thereby; otherwise, it shall forward the appeal to the Rector.
3. The Rector or, in case of a procedure under Section 87 of the Code of Administrative Procedure, the Dean shall review conformity of the contested decision and of the proceedings that preceded the decision with legal regulations and the internal regulation of the university and the faculty. The Rector shall annul a decision on a disciplinary offence and expulsion also pursuant to Section 67 of the Act in cases where circumstances are additionally ascertained that would justify discontinuation of the proceedings.

Article 19
Student register

1. BUT shall keep a Student Register, which shall serve to record basic information on students and their studies at BUT and for budgeting and statistical purposes. The contents of the Student Register and the keeping of student records, updating the records and making extracts and copies of the register are regulated by the Act.
2. The Student Register shall be kept in the form of electronic database of the Information System of BUT (hereinafter the "BUT IS").

Article 20
Persons not enjoying the status of a student

1. Registration in a lifelong learning programme or internationally recognised course shall not give rise to a status of a student.

Article 21
Proofs of studies

1. Pursuant to Section 57 of the Act, proofs of studies in a programme or completion of studies in a programme include:
 - a) student card;
 - b) study report in the BUT IS;
 - c) university diploma;
 - d) certificate of examinations passed;
 - e) certificate of study;
 - f) diploma supplement.

2. Certificates of examinations passed, and certificates of studies shall be issued by BUT at request of the student.

Article 22
Payments for proofs

1. BUT may request payment for issuance of:
 - a) substitute proofs defined by the Act;
 - b) certificates issued pursuant to the Act;
 - c) and other documents not specified in the Act.
2. The amounts or ranges of the payments shall be stipulated by the Act and internal standards of BUT.

Article 23
Scholarships

1. Students may be granted scholarships. The conditions for granting scholarships and the associated procedures shall be governed by the BUT Scholarship Rules.

PART FIVE
ADMISSION PROCEDURE

Article 24
Admission of students

1. Students shall be admitted to study in programmes through the admission procedure.
2. Students admitted to study in programmes at BUT may be Czech nationals (hereinafter “Czech applicants”) or foreigners.
3. The numbers of students admitted in programmes at BUT shall be based on the annual updates of the BUT Strategic Plan.
4. Students of other higher education institutions may also be admitted in parts of programmes based on agreements between higher education institutions or within international student exchange programmes. Their rights, obligations and status shall be governed by the relevant agreement.

Article 25
Admission examination

1. The admission procedure shall include an admission examination unless an admission procedure without admission examination is announced.
2. The admission examination shall either be written or consist of a written and oral part. The admission procedure for programmes requiring specific talent shall include a talent test, which may consist of several parts.
3. The applicant’s admission examination may be waived. Detailed provisions regarding a waiver of admission examination shall be stipulated in BUT internal standards or in internal standards of a

BUT component part involved in implementation of the relevant programme (hereinafter the “involved BUT component part”).

Article 26

Rules for the admission procedure and condition for admission of students

1. The rules for the admission procedure and conditions for admission of students in programmes shall be governed by BUT internal standards or internal standards of an involved BUT component part, based on the Act, BUT internal regulations or internal regulations of the involved BUT component part, as applicable. The internal standards must be published at least four months before the deadline for submission of applications for studies and shall be subject to approval by the BUT Academic Senate or the Academic Senate of the faculty, as applicable, according to the Act.
2. The BUT internal standards or the internal regulation or internal standards of the involved BUT component part specified in Article 1 shall include especially:
 - a) manner of, and deadline for, submission of applications;
 - b) manner of documenting the education required by the Act;
 - c) form, basic contents and criteria for evaluation of the admission examination;
 - d) requirement on medical fitness, if required for admission;
 - e) requirements of the talent test, if part of the admission procedure;
 - f) rules governing potential waiver of the admission examination;
 - g) minimum requirements for admission;
 - h) binding schedule, including especially the dates of the admission examinations, deadline for dispatch of invitations to admission examinations, and dates on which an applicant may inspect his/her materials relevant for the decision on his/her admission or rejection, in compliance with the Act;
 - i) manner of assessment of excuses of absence at the admission examination and potentially the possibility of taking the admission examination at another date;
 - j) manner of informing the applicants of the results of the admission examination.
3. The maximum number of students to be admitted shall be stipulated by the Rector or, if the relevant programme is implemented by a faculty or if a university institute is involved in the implementation of the programme, the maximum number of students to be admitted shall be stipulated by the head of the component part involved (i.e. the Dean or head of the university institute).

Article 27

Course of the admission procedure

1. An applicant shall submit a written application to a programme electronically through the BUT IS. For an applicant, the admission procedure shall be initiated upon delivery of the application to BUT or the involved BUT component part.
2. In case of any formal shortcomings in an application, BUT or the involved BUT component part shall invite the applicant to remedy and supplement it. If the applicant fails to deliver the application with the shortcomings remedied, he/she fails to meet a basic condition for admission and must be informed accordingly.
3. An applicant who fails to pay the fee for acts associated with the admission procedure within the deadline set and in the form determined fails to meet a basic condition for admission.

4. An applicant shall be invited to sit the admission examination in writing, through a registered letter or electronically through the BUT IS. If an applicant fails to appear for admission examination without an excuse, or the excuse is not accepted by the relevant body of BUT or its involved component part, he/she shall not sit the admission examination and thus fail to meet a basic condition for admission. If the excuse is accepted, the relevant body of BUT or its involved component part shall inform the applicant of another date on which he/she can sit the admission examination.
5. The manner of keeping documents on the admission examination and other facts decisive for admission shall be determined by the Rector through BUT internal standards.

Article 28

Decision-making on admission of a student

1. Decision-making on admission of a student is governed by the Act and the applicable provisions of the Code of Administrative Procedure.
2. The competence to decide on admission of a student to a programme implemented by a faculty shall lie with the Dean of the faculty, in case of other programmes, the competence shall lie with the Rector.
3. A decision must be issued within 30 days of verification of compliance with the conditions for admission. The decision shall be delivered by the means stipulated in the Act and in Part Eleven of the Statute.
4. An applicant may only inspect the file after the decision has been notified. A copy of the file may be provided to an applicant instead of allowing him/her to inspect the file. Only applicants may inspect the documents specified in sentence one. The BUT internal standards or the internal regulation or internal standards of the involved BUT component part shall specify the details.
5. An applicant may appeal against the decision within 30 days of being notified of the decision, where the appeal shall be lodged through the BUT body that issued the decision. The administrative body competent to decide on the appeal shall be the Rector. If the decision on admission was issued by the Dean, he/she may change the contested decision on his/her own if the appeal is fully satisfied thereby; otherwise, he/she shall submit the appeal to the Rector to decide thereon.
6. The Rector shall change decisions issued at variance with the Act, the internal standards of BUT or its involved component part, or the conditions for admission set. Otherwise, he/she shall uphold the original decision.

Article 29

Enrolment

1. An admitted applicant shall be entitled to enrol. An applicant is obliged to enrol in person at the date stipulated by BUT or its involved component part. An applicant may excuse himself/herself in writing from the personal enrolment:
 - a) before the deadline;
 - b) after the deadline in exceptional cases, especially in case of extraordinary medical complications, but not later than within 15 days of the date of enrolment.
2. An admitted applicant shall cease to be entitled to enrol if, within the deadline set by BUT or its involved component part for enrolment in person:
 - a) he/she has failed to appear and has failed to excuse himself/herself; or

- b) he/she failed to appear and excused himself/herself, but his/her excuse has not been accepted.
- 3. If the excuse:
 - a) has been accepted, a substitute date or form of enrolment shall be stipulated;
 - b) has not been accepted, the applicant shall be informed accordingly without delay by a consignment to be delivered into the addressee's own hands.
- 4. A final decision on excuses, substitute dates and forms of enrolment shall be issued by the Rector or a body of the involved BUT component part.

Article 30
Conditions for studies of foreigners

- 1. Foreigners may be admitted in programmes in the Czech language under identical conditions as Czech applicants. In case of admission of foreigners within the framework of international treaties binding on the Czech Republic, the conditions shall apply by analogy with potential modification of especially the schedule of the admission procedure and the manner of verification of the knowledge of the Czech language.
- 2. The conditions for admission of foreigners to study in foreign languages shall be stipulated by BUT or the involved BUT component part. The conditions shall be governed by BUT internal standards or an internal regulation or internal standards of the involved BUT component part relating to studies.
- 3. The admission procedure is based on the applicant's written application.

PART SIX
FEES

Article 31
Study related fees

- 1. Study related fees are fees governed by Section 58 of the Act. Study related fees are as follows:
 - a) fee for the admission procedure;
 - b) fee for the admission procedure for studies in a programme implemented in a foreign language;
 - c) tuition fee;
 - d) tuition fee for programmes in a foreign language.
- 2. The details of study-related fees are governed by Annex 4.

Article 32
**Fee for acts related to the habilitation procedure
and the procedure to attain professorship**

- 1. BUT shall impose a fee for acts related to the habilitation procedure and a fee for acts related to the procedure to attain professorship, which shall be published on the BUT official notice board.

Article 33
Fee for acts related to the procedure on
recognition of foreign higher education and qualifications

1. If an applicant requests recognition of foreign higher education and qualification at BUT, he/she shall pay to BUT a fee in the amount stipulated in Section 90a of the Act.

PART SEVEN
BODIES OF BUT

Article 34
Categorisation

1. The autonomous academic bodies of BUT are as follows:
 - a) Academic Senate of BUT;
 - b) the Rector;
 - c) Scientific Board of BUT;
 - d) Internal Evaluation Board of BUT;
 - e) Disciplinary Committee of BUT.
2. Other bodies of BUT are as follows:
 - a) BUT Board of Trustees;
 - b) the Bursar.

Article 35
Academic Senate of BUT

1. Members of the BUT Academic Senate may not be substituted. The oath of a member of the BUT Academic Senate is included in Annex 1.
2. Membership in the BUT Academic Senate shall be incompatible with the position of the Rector, Vice-rector, Dean, Vice-dean, head of university institute, head of another component part, Bursar, Chancellor, and secretary of a component part.
3. The BUT Academic Senate shall consist of the representatives of academic staff and students elected by a relevant part of the academic community of BUT from among its members in the following manner:
 - a) the academic community of each faculty shall be represented by two members of academic staff and one student;
 - b) all university institutes and other component parts of BUT shall be represented jointly by two members of academic staff and one student.
4. The term of office of the members of the BUT Academic Senate shall be three years, and shall commence on the date of the constitutive meeting of the newly elected BUT Academic Senate. The term of office of all members of an academic senate of a higher education institution shall expire if the academic senate is not active pursuant to Section 9 of the Act on Higher Education Institutions for a period of six months.
5. Membership in the BUT Academic Senate during the term of office shall terminate:
 - a) upon resignation delivered to the Chairperson of the Academic Senate of BUT in writing. If the notice of resignation is delivered to the Chairperson of the BUT Academic Senate at a BUT

- Academic Senate meeting, the membership shall terminate as of the handover (delivery) of the written notice of resignation. In other cases, the day following the date of delivery of the notice of resignation to the Chairperson of the BUT Academic Senate shall be considered to be the day of termination of membership;
- b) on the day of termination of membership in the part of academic community by which the member was elected;
 - c) on the day following the day of approval of a motion for recalling the Rector by the BUT AS;
 - d) upon death.
6. Paragraph 5 (b) shall not apply to a member of the BUT Academic Senate elected from among the students who is no longer a student of any of the programmes delivered at the component part of BUT for which he/she was elected to the BUT Academic Senate as a result of proper completion of his/her studies in one or more programmes occurred during his/her term of office, provided that he/she submits a written or electronic application to study in another programme delivered by the same component part of BUT on the same day of completion of the last of his/her studies (hereinafter "other programme") at the latest. Such person's membership in the BUT Academic Senate shall terminate:
- a) on the date of legal force of the decision on his/her non-admission to the other programme;
 - b) on the day following the day of expiry of the period determined for enrolment to the other programme to no effect;
 - c) if he/she becomes a student of another study programme, on the day of expiry of his/her term of office as a BUT Academic Senate member, or on other grounds for termination of membership stipulated in paragraph 5.
7. The manner of election of the members and substitute members, the organisation structure and the manner of appointment of BUT Academic Senate bodies shall be governed by the Rules of the BUT AS. Rules of procedure of the BUT Academic Senate and its bodies shall be governed by the Rules of Procedure of the BUT AS.
8. Activities of the BUT Academic Senate shall be administratively and materially provided for by the BUT Rectorate.
9. The Rector, Vice-rector, Dean, Vice-dean, head of a university institute, head of another component part, Bursar, Chancellor, and secretary are obliged to provide the BUT Academic Senate with information necessary for its activities.
10. Activities of the BUT Academic Senate shall be governed by the Act and the internal regulations of BUT, where, pursuant to the present Statute, Academic Senate BUT:
- a) shall discuss changes to the wording of BUT's Code of Conduct;
 - b) shall provide statements on loan contracts entered into under the conditions stipulated in Art. 56 (8)(b) hereof.

Article 36 **Rector**

1. The Rector shall perform his/her position in accordance with the Act. The Rector shall perform the role of the governing body of BUT.
2. The Rector shall be appointed and removed by the President of the Czech Republic based on a proposal by the BUT Academic Senate. The proposal to the President shall be submitted through the Minister. The proposal shall be submitted by the Chairperson of the Academic Senate of BUT.
3. Adoption of resolutions on proposal to appoint or remove a Rector shall be governed by the Election Rules of the BUT Academic Senate.

4. The term of office of the Rector shall be four years. The position of the Rector at a public higher education institution may be performed by a person for a maximum of two consecutive terms of office.
5. The Rector shall guarantee academic freedoms, values, principles and ethics.
6. In particular, the Rector is obliged to support, provide for, develop, co-ordinate and manage significant teaching, research and development activities which require co-operation of members of the BUT academic community from various component parts of BUT, and which are not provided for within the activities of individual component parts and are not secured by agreements on co-operation of component parts.

Article 37
Scientific Board of BUT

1. The BUT Scientific Board shall be chaired by the Rector.
2. The members of the BUT Scientific Board shall be appointed and removed by the Rector. With respect to proposals for appointment of members of the BUT Scientific Board, the Rector shall take account of the teaching and creative activities, BUT's most important aims. The BUT Academic Senate is competent to grant the Rector prior consent to appoint or remove members of the Scientific Board of BUT; the Rector shall submit the proposals to be approved by the BUT AS.
3. The Rector is entitled to appoint permanent guests of the BUT Scientific Board, who shall participate in the meetings with an advisory vote.
4. The term of office of the members of the BUT Scientific Board shall be four years.
5. Membership in the BUT Scientific Board during the term of office shall terminate:
 - a) by removal;
 - b) upon resignation delivered to the Rector in writing.
 - c) upon death.
6. Activities of the Scientific Board of BUT shall be governed by the Rules of Procedure of the Scientific Board of BUT, and by the Code of Conduct of BUT.
7. The competence of the Scientific Board stipulated in Section 12 (1)(b) and (c) of the Act shall be entrusted to the Internal Evaluation Board of BUT.

Article 38
Internal Evaluation Board of BUT

1. The BUT Internal Evaluation Board shall be chaired by the Rector.
2. The Rector shall be competent to appoint and remove the Vice-chairperson of the BUT Internal Evaluation Board from among the members of the BUT academic staff that are Professors or Associate Professors at BUT.
3. The Chairperson of the Academic Senate of BUT shall always be a member of the BUT Internal Evaluation Board.
4. The Rector shall appoint and remove the rest of the members, not specified in paragraphs 1 to 3, in the following manner:
 - a) one third on the basis of proposal by the BUT AS; one of the members shall be a student of BUT;

- b) one third on the basis of proposal by the Scientific Board of BUT;
- c) and one third in his/her own discretion.

The Rector may reject the proposals of the BUT Academic Senate and the Scientific Board of BUT.

- 5. The Rector is entitled to appoint permanent guests of the BUT Internal Evaluation Board, who shall participate in the meetings with an advisory vote.
- 6. The term of office of the members of the BUT Internal Evaluation Board shall be six years, with the exception of the member from among the students, whose term of office shall be two years.

The first sentence shall not apply for the first appointed members of the BUT Internal Evaluation Board. When the first members of the BUT Internal Evaluation Board are appointed, the Rector shall determine one third of the members of the BUT Internal Evaluation Board proposed pursuant to paragraph 4 (a) to (c) for their six-year term of office, whose term of office shall terminate after two years, and one third of the members of the BUT Internal Evaluation Board, whose term of office shall terminate after 4 years.

Furthermore, the first sentence shall not apply in case of termination of membership in the BUT Internal Evaluation Board before the term of office expires pursuant to paragraph 7. In that case, the position shall be performed by a substitute appointed to the free position of a member of BUT Internal Evaluation Board by the Rector pursuant to paragraph 4 of this Article; the substitute shall only be appointed for the rest of the relevant term of office.

- 7. Membership in the Internal Evaluation Board of BUT shall terminate:
 - a) by removal;
 - b) upon resignation delivered to the Rector in writing.
 - c) upon death.
- 8. The activities of the Internal Evaluation Board of BUT shall be governed by its Rules of Procedure, Rules of the Quality Assurance System for Education and Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities of a Public Higher Education Institution, and the Code of Conduct of BUT.
- 9. The Internal Evaluation Board of BUT shall perform the activities stipulated in Section 12 (1)(b) and (c) of the Act instead of the BUT Scientific Board.

Article 39 **Disciplinary Committee of BUT**

- 1. The Disciplinary Committee of BUT shall hear any cases of disciplinary offences of the students of BUT who are not enrolled at any faculty of BUT and file motion for decision to the Rector.
- 2. The Disciplinary Committee of BUT shall have six members: three members shall be appointed from among the students, three members from among the academic staff.
- 3. Members of the Disciplinary Committee of BUT shall be appointed by the Rector. The Rector's proposal to appoint members of the Disciplinary Committee of BUT shall be subject to approval by the BUT Academic Senate.
- 4. The members of the Disciplinary Committee of BUT shall elect the chairman of the Committee from amongst their number.
- 5. The term of office of the members of the Disciplinary Committee of BUT shall be two years.
- 6. Membership in the Disciplinary Committee of BUT during the term of office shall terminate:
 - a) by removal by the Rector approved by the BUT AS;
 - b) upon expiry of membership in the BUT academic community;

- c) upon resignation delivered to the Rector in writing.
 - d) upon death.
7. Activities of the Disciplinary Committee of BUT shall be governed by the Disciplinary Rules for the Students of BUT.

Article 40
BUT Board of Trustees

1. The activities of the BUT Board of Trustees shall be governed by the Act and the BUT Board of Trustees Statute.
2. The BUT Board of Trustees Statute shall be approved by the Rector, who shall forward it for approval to the Minister.
3. The BUT Board of Trustees shall have fifteen members. The BUT Board of Trustees shall elect a Chairman and a Vice-Chairman from amongst its members.
4. The members of the BUT Board of Trustees must not be employees of BUT.
5. The term of office of the members of the BUT Board of Trustees shall be six years.
6. Membership in BUT Board of Trustees during the term of office shall terminate on the grounds provided by Section 14 of the Act.

Article 41
Bursar

1. The Bursar shall lead the economic management and internal administration, and represent BUT in the scope stipulated by the Act.
2. Further competencies and responsibilities of the Bursar shall be determined by the Rector.
3. The Bursar shall be appointed and removed by the Rector. The term of office is not determined; the Bursar's performance of the position shall be limited by the appointment and removal.
4. The Bursar shall answer for his/her activities to the Rector.
5. Within his/her competencies, the Bursar shall determine the methodology to be followed by the secretaries of component parts of BUT and the head of other component parts of BUT.
6. In the case of a demonstrable threat of loss-making by any component part of BUT, the Bursar is obliged to submit a proposal of remedial measures to the Rector. On the basis of prior authorisation by the Rector, the Bursar is also entitled to take over the economic management of a component part of BUT until further notice. Such measure shall be discussed by the BUT Academic Senate without delay.
7. In the sense of the Act, the Bursar is responsible for the completeness, accuracy, clarity, accessibility and timeliness of the economic information required by the BUT Academic Senate.

PART EIGHT

ORGANISATION AND MANAGEMENT STRUCTURE

Article 42

Structure of BUT

1. BUT is a legal person established on the basis of law, acting as a single and integral legal entity with respect to third parties.
2. BUT shall be structured into component parts, i.e. faculties, university institutes and other component parts, as follows:

A. Faculties

- 1) Faculty of Civil Engineering;
- 2) Faculty of Mechanical Engineering;
- 3) Faculty of Electrical Engineering and Communication;
- 4) Faculty of Architecture;
- 5) Faculty of Chemistry;
- 6) Faculty of Business and Management;
- 7) Faculty of Fine Arts;
- 8) Faculty of Information Technology.

B. University institutes

- 1) Institute of Forensic Engineering;
- 2) Centre of Sports Activities;
- 3) Central European Technology Institute.

C. Other component parts

- 1) Computer and Information Services Centre;
 - 2) Lifelong Learning Institute
 - 3) Accommodation and Catering Services;
 - 4) VUTIUM press;
 - 5) Rectorate;
 - 6) Central Library.
3. The names of the component parts and their alternatives are specified in Annex 5.
 4. Other organisational relations within BUT and between the individual component parts, including their internal management, shall be provided for by the Rules of Organisation of BUT, which shall constitute an internal standard of BUT approved by the BUT Academic Senate. The organisational relations at the level of the BUT component parts shall be governed either by organisational standards of the faculties (i.e. internal standards of the faculties), unless the bodies of the respective faculty stipulate otherwise, or by organisational rules of the university institutes or other component parts (i.e. internal standards of component parts of BUT), as applicable.
 5. BUT may establish legal entities and acquire interest in legal entities, including in the form of monetary contributions or contributions in kind provided to the legal entities. The rules of establishing of and interest in legal entities are specified in Annex 6.

Article 43 Faculties

1. The faculties shall be headed by Deans, who shall be appointed and removed by the Rector based on the proposal of the Academic Senate of the faculty. The Dean shall appoint and remove the Secretary of the Faculty.
2. The term of office of the Dean shall be four years. The position of the Dean at a public higher education institution may be performed by a person for a maximum of two consecutive terms of office.
3. In the scope determined by the Dean, the Dean may be substituted by Vice-deans, who the Dean shall appoint and remove.
4. The proposal for the appointment of the Dean shall be submitted by the Chairperson of the Academic Senate of the faculty to the Rector not later than one month before termination of the present Dean's term of office.
5. The Rector may also remove the Dean at his/her own motion, only after the prior statement of the Academic Senate of the faculty and with the consent of the BUT Academic Senate, if the Dean fails to perform his/her obligations in a serious manner or seriously harms the interests of BUT or the faculty.
6. In addition to the authorisations specified in Section 24 (1) of the Act, the bodies of the faculties of BUT shall decide and discuss matters specified in Section 24 (2) and (3) of the Act in the scope and under the conditions specified in the internal regulations of BUT, internal standards of BUT and in accordance with the Strategic Plan of BUT and the schedule of implementation of the Strategic Plan:
 - a) design and implementation of programmes;
 - b) strategic focus of creative activities;
 - c) international relations and other activities;
 - d) complementary activities and management of funds obtained from such activities;
 - e) awarding the faculty prizes to students enrolled at the faculty;
 - f) in fulfilling the obligations regarding fire protection in relation to property which the faculty has the right to manage;
 - g) in fulfilling the obligations regarding occupational safety and health protection in relation to the relevant faculty's activities;
 - h) entering into co-operation agreements on matters relating to the faculty;
 - i) entering into agreements with faculties of foreign higher education institutions regarding the studies of foreigners and recognition of such studies;
 - j) admission to lifelong learning programmes provided by the faculty.
7. Article 35 (5)(a),(b) and (d) and (6) shall also apply as appropriate to the Academic Senates of the faculties.

Article 44 University institutes

1. A university institute shall perform creative activities and may participate in implementation of the accredited programmes or their parts.
2. A university institute head shall be appointed and removed by the Rector. The head shall be directly subordinate to the Rector. If it is purposeful, the head shall appoint and remove a secretary of the university institute. In that case, the secretary shall have a similar position to a faculty secretary.

3. A head of a university institute shall appoint and remove a Scientific Board of a university institute, with the consent of the BUT Academic Senate.

Article 45
Other component parts

1. In their activities, the other component parts shall support activities and goals of BUT as a whole.
2. Heads of other component parts, with the exception of the Rectorate, shall be appointed and removed by the Rector. The Rectorate shall be headed by the Rector.
3. The head shall be directly subordinate to the Rector. If it is purposeful, the head shall appoint and remove a secretary of the other component. In that case, the secretary shall have a similar position to a faculty secretary.

Article 46
Vice-rectors

1. A Vice-rector shall represent the Rector pursuant to Section 10 of the Act in the scope specified by:
 - a) internal regulations of BUT;
 - b) internal standards of BUT;
 - c) a written power of attorney granted to the Vice-rector by the Rector.
2. On the basis of the power of attorney, the Vice-rector may substitute the Rector in his/her absence.
3. Vice-rectors shall be appointed and removed by the Rector, after the BUT Academic Senate provides a statement.
4. The Vice-rectors shall answer for their activities to the Rector.

Article 47
Chancellor

1. The Chancellor shall substitute the Rector in the scope specified by:
 - a) internal regulations of BUT;
 - b) internal standards of BUT;
 - c) a written power of attorney granted to the Chancellor by the Rector.
2. On the basis of the power of attorney, the Chancellor may substitute the Rector in his/her absence.
3. The Chancellor shall be appointed and removed by the Rector.
4. The Chancellor shall answer for their activities to the Rector.

Article 48
Incompatibility of positions

1. The positions of Rector, Vice-rector, Dean, Vice-dean, head of a university institute, head of another component part, Bursar, Chancellor and secretary shall be mutually incompatible.

Article 49

Decision-making, representation of BUT, and signing documents on behalf of BUT

1. The Rector shall decide on behalf of BUT; the Rector is entitled to all legal acts in accordance with the Act, and shall act *vis-à-vis* third parties.
2. In the scope specified by the Act, the Statute, internal regulations and internal standards of BUT or by a written power of attorney granted by the Rector, the following persons shall also represent BUT:
 - a) Vice-rector;
 - b) Bursar;
 - c) Chancellor;
 - d) Deans of the faculties;
 - e) heads of university institutes;
 - f) heads of other component parts.
3. The Rector, who acts as a governing body of BUT, is entitled to also authorise other persons to represent BUT.
4. In the matters of economic management and administration, the Rector is entitled to limit the competencies of the Deans of the faculties, heads of university institutes and heads of other component parts. The Rector is obliged to inform the BUT Academic Senate of such measure without delay after taking it.
5. Documents shall be signed on behalf of BUT in that an authorised person shall attach his/her signature and stamp to the name of BUT and, if applicable, its component part. The requisites of the official stamps of BUT and their use shall be governed by internal standards of BUT.

Article 50

Advisory councils and working groups

1. Advisory councils shall be established for regular and long-term performance of activities of BUT and its component parts.
2. Working groups shall be established to perform important operational tasks, or to solve *ad hoc* problems and assignments.
3. Advisory councils shall be established by the Rector, Vice-rectors, the Chancellor, and the Bursar within their competencies and responsibilities, and, unless they determine otherwise, they shall chair them. Working groups shall be established similarly.
4. If it is purposeful, rules of procedure of the relevant advisory council shall be issued in the form of an internal standard of BUT.
5. Standing advisory councils shall be:
 - a) BUT management;
 - b) Rector's Council;
 - c) Council for BUT Information System;
 - d) BUT Construction Committee;
 - e) BUT Editorial Board;
 - f) Supervisory Board of Accommodation and Catering Services of BUT;
 - g) Integrated Operational Risk Management Committee;
 - h) BUT Library Committee;
 - i) BUT Ethics Committee.

6. The BUT Academic Senate is entitled to nominate one member to each advisory council specified in paragraph 5.
7. The relevant employees and students are obliged to perform the activities in the advisory councils and working groups. If members of the academic staff or students are active in an advisory council or a working group, their supervisors or teachers, as applicable, are obliged to create adequate conditions for them and support their work in the advisory council or working group, as applicable.

PART NINE INTERNAL REGULATIONS AND STANDARDS

Article 51 Internal regulations of BUT

1. Internal regulations of BUT shall include:
 - a) BUT Statute;
 - b) Election Rules of the Academic Senate of BUT;
 - c) Rules of Procedure of the Academic Senate of BUT;
 - d) BUT Salary Rules;
 - e) Rules of Procedure of the BUT Scientific Board;
 - f) Rules of Selection Procedure for Openings for BUT Academic Staff;
 - g) Study and Examination Rules of BUT;
 - h) Scholarship Rules of BUT;
 - i) Disciplinary Rules for Students of BUT;
 - j) BUT Rules of Lifelong Learning;
 - k) Rules of Procedure of Internal Evaluation Board;
 - l) Rules of the Quality Assurance System for Education and Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities of BUT;
 - m) BUT Rules of Habilitation Procedure and Procedure to Attain Professorship;
 - n) Rules of BUT Programmes.
2. Internal regulations of BUT must always comply with the Act and the BUT Statute.
3. Internal regulations of BUT and their amendments shall be subject to approval by the BUT Academic Senate and registration by the Ministry of Education, Youth and Sports (hereinafter the "Ministry").
4. Internal regulations of BUT shall be saved in the BUT IS and published in the public part of the BUT website, including the terms of their force and effect.

Article 52 Internal standards of BUT

1. Internal standards of BUT are binding documents of BUT which further regulate matters related to the arrangement of BUT activities.
2. Internal standards of BUT:
 - a) shall be applicable across the university, unless they stipulate otherwise;
 - b) shall not be subject to registration by the Ministry;
 - c) must comply with the Act and internal regulations of BUT.
3. The following internal standards of BUT shall be distinguished:

- a) **rules** – providing for the basic organisational and procedural settings and procedures which shall be further elaborated on in directives and other internal standards;
 - b) **directives** – internal standards of a long-term effect. They shall provide for organisational and procedural set up of BUT as a whole, stipulate rules and procedures, define rights and obligations of regulation entities regarding, in particular, methodological and organisational matters of BUT and its individual component parts;
 - c) **decisions** – usually providing for the organisational and procedural settings of BUT as a whole. They shall provide for performance of particular activities, usually on a personal, local or temporary level;
 - d) **instructions** – usually implementing instructions to internal regulations, directives and decisions, which regulate mid-term, partial or operational organisational or procedural system settings, or standards usually used for a necessary fast regulatory action;
 - e) **methodological guidelines** – standards providing for detailed and specific methodological instructions for procedures in relevant areas.
4. Internal standards of BUT shall be issued by the Rector or the Bursar. The only exception is the methodological guidelines which may be issued by the head of a Rectorate department, upon consultation with and approval by a superior member of the BUT management.
 5. The requisites, drawing up, recording, revision and other matters regarding the internal standards of BUT shall be governed by an internal standard of BUT.

Article 53

Internal regulations and standards of component parts of BUT

1. Internal regulations and standards of component parts of BUT shall provide for matters regarding performance of their activities.
2. Internal regulations and standards of component parts:
 - a) shall not be subject to registration by the Ministry;
 - b) internal regulations of component parts must comply with the Act, internal regulations of BUT and internal standards of BUT applicable across the university;
 - c) internal standards of component parts must comply with the Act, internal regulations of BUT, internal standards of BUT applicable across the university, and internal regulations of component parts;
 - d) shall be saved in the BUT IS.
3. The following internal regulations of component parts shall be distinguished:

A. Internal regulations of faculties

Internal regulations of faculties are defined in Section 33 of the Act.

Internal regulations of faculties shall be approved by the Academic Senate of the faculty, which shall subsequently forward them to the BUT Academic Senate for approval via its Chairperson. Internal regulations of the faculties shall be published in the public part of the websites of the faculties, including the terms of their force and effect.

Internal regulations of faculties shall be issued by Deans.

B. Internal regulations of university institutes

The basic internal regulations of university institutes shall be the Statute, Organizational Rules of the university institute and Rules of Procedure of the Scientific Board of the university institute, if such Board is established.

Internal regulations of university institutes shall be subject to approval by the BUT Academic Senate. Internal regulations of university institutes shall be published in the public part of the university component part's website, including the terms of their force and effect.

Internal regulations of university institutes shall be issued by the directors of the university institutes.

C. Internal regulations of other component parts of BUT

The only internal regulation of another component part of BUT shall be the Rules of Organisation of the component part.

Internal regulations of other component parts of BUT shall be subject to approval by the BUT Academic Senate. Internal regulations of other component parts shall be published in the public part of the websites of the other component parts, including the terms of their force and effect.

Internal regulations of other component parts shall be issued by their heads.

4. The following internal standards of component parts shall be distinguished:

A. Internal standards of faculties

Internal standards of the faculties shall be as follows:

- a) organisational rules of the faculties;
- b) directives, decisions and instructions of the faculties.

Internal standards of a faculty shall be issued by the Dean.

B. Internal standards of university institutes

Internal standards of university institutes shall be directives, decisions, and instructions of university institutes.

Internal standards of university institutes shall be issued by their heads.

C. Internal standards of other component parts

Internal standards of other component parts shall be directives, decisions, and instructions of other component parts.

Internal standards of other component parts shall be issued by their heads. In case of the Rectorate, the internal standards shall be issued by the Rector or the Bursar.

PART TEN RULES OF ECONOMIC MANAGEMENT

Article 54 BUT economic management

1. BUT shall be a single accounting entity divided into economic centres for the internal purposes of budgeting, monitoring and evaluation of costs and revenues. The status of an economic centre shall be granted and revoked on the basis of a BUT internal standard issued by the Rector.

2. BUT shall keep its accounts in compliance with the general accounting regulations, especially those applicable to accounting entities whose main activity does not consist in pursuit of business. BUT shall keep separate accounts for economic and non-economic activities.
3. The conditions for the economic management of BUT are stipulated by independent BUT internal rules. When using funds from the State budget and handling all property, BUT shall be obliged to act purposefully, economically and efficiently, respecting the principles of due managerial and professional care, and in compliance with special legal regulations and the conditions set by the providers of the funds and property.
4. The Bursar shall be responsible for setting-up the system of funding and economic management of BUT, for stipulating and observing the conditions for use of the allocated funds and drawing of subsidies from the State budget, and for determining the principles of accounting and the system of circulation of documents. The heads of the individual economic centres shall be responsible *vis-à-vis* the Rector for economic results of their respective economic centres.
5. After the end of a calendar year, BUT shall account for special-purpose public funds, including public funds of special-purpose and institutional support of research and development (pursuant to Section 18 (9)(c) of the Act). The resulting accounts shall be submitted to the provider within set deadlines, together with a written notice of transfer of funds into the Special Purpose Fund, if applicable. BUT shall transfer any positive balance of the support into the Operations Fund and the Investment Asset Renewal Fund, pursuant to Section 18 (7) of the Act.
6. All profits from the economic activities related to education and research shall be used by BUT to fund activities related to teaching and creative activities. Profit after tax shall be first used by BUT to cover losses of previous calendar years, if any, then to create funds (Reserve Fund, Bonus Fund, Investment Asset Renewal Fund, Operations Fund).
7. Supervision over economic management shall be an integral part of auditing activities on all levels of management. Setting up the system of the auditing activities shall fall within the competence of the Bursar. An audit of the economic management of the faculties, university institutes and other component parts of BUT shall be performed at least once a year and falls within the competence of the Bursar. The use of funds by BUT as a whole shall be supervised by the BUT Academic Senate (Section 9 (1)(c) of the Act).

Article 55 Budget

1. BUT shall draw up its budget pursuant to Section 18 of the Act for each calendar year and shall carry out its economic management in accordance therewith. The BUT budget shall be composed of funds for current and capital expenditures and shall be drawn up according to individual economic centres. The rules for drawing up the budget shall be set for the relevant calendar year by a BUT internal standard approved by the BUT Academic Senate on the basis of a draft submitted by the Rector.
2. The budget of BUT and its economic centres shall be established in such a way so as not to generate a loss, on the basis of the sources of funding, and shall be approved by the BUT Academic Senate on the basis of a draft submitted by the Rector, and subsequently by the BUT Board of Trustees.
3. In the event that the BUT Academic Senate or the BUT Board of Trustees does not approve the budget submitted by the Rector, including mutually agreed changes and amendments to the draft, the Rector shall submit a new draft within 30 days.

4. The economic centres of BUT shall carry out their economic management independently on the basis of the approved budget. The economic management of the individual economic centres must not generate loss.
5. The economic centres shall be responsible for planning projects that are financially viable. Financial viability shall mean that:
 - a) the projects shall not generate losses either within their implementation or their projected lifetime;
 - b) the ability to absorb obligations and risks borne by the implementing economic centre during the full course of the projects, including the arrangement of pre-financing and co-financing of costs/expenses;
 - c) the financial containment of the projects within the given economic centre.
6. Economic management resulting in a loss shall be considered a severe damage to the interests of BUT within the meaning of the Act. Should the economic management of an economic centre in a given calendar year result in a loss and should the continual or annual review of its economic management indicate a loss, the Rector shall adopt organisational measures necessary for restoration of loss-free operation, in particular imposing limitations on the decision-making of the current head of the economic centre regarding economic management, or his/her dismissal. The proposal of measures and solutions shall be submitted to the BUT Academic Senate by the Rector.
7. Without serious reasons discussed by the BUT Academic Senate, the economic centres shall not be deprived of the profit/loss after tax and the balance of the Reserve Fund, Investment Asset Renewal Fund, Scholarship Fund and the Bonus Fund allocated to individual economic centres within the process of allocation of funds. Such discussion by the BUT Academic Senate is not necessary only in cases set forth by generally binding legislation.
8. The rules for drawing up the budget shall provide for economic management in the time before the budget is approved by the BUT Academic Senate.
9. The allocation of funds at faculty level shall be approved by the faculty Academic Senate on the basis of a draft submitted by the Dean; the Academic Senate shall also supervise the use of the faculty's finances (Section 27 (1)(c) of the Act). Each faculty shall dispose of the allocated funds on behalf of BUT (Section 24 (1)(d) of the Act). The budgets of economic centres other than faculties shall be approved by the BUT Academic Senate on the basis of a draft submitted by the Rector and with his/her prior approval. Each economic centre other than a faculty shall dispose of the allocated funds on behalf of BUT.

Article 56

Assets

1. BUT owns assets necessary to pursue the activities for which it has been established and the auxiliary activities performed pursuant to Section 19 of the Act. BUT owns movable and immovable assets, residential and non-residential premises, rights and other property values.
2. BUT shall keep proper records of its assets; the details of record keeping, procedures, responsibilities and competence regarding disposition of BUT assets shall be stipulated by BUT internal standards.
3. Setting forth the rules of proper, efficient and effective use of assets shall fall within the competence of the Bursar.
4. Heads of economic centres and component parts of BUT shall answer to the Rector in respect of proper, purposeful and economic use of assets entrusted to their economic centres and component parts, i.e. the faculties, university institutes and other component parts of BUT.

5. BUT assets shall be managed by the Rector and, within the scope set by the Rector, by the Bursar and heads of economic centres, pursuant to Section 19 (2) of the Act
6. Acquisition and transfer of ownership titles to movable and immovable assets and the establishment of easements (or the right of pre-emption) shall be carried out pursuant to Section 15 of the Act.
7. Within the scope of his/her competences, the Rector shall make decisions regarding the acquisition of government securities, securities guaranteed by the State or securities issued by companies in which BUT holds interest.
8. The Rector is authorised to conclude loan contracts:
 - a) at his/her discretion, if the total amount falls within the range of 0 – 500 times the threshold above which items are considered tangible assets;
 - b) with prior statement of the BUT Academic Senate and with prior consent of the BUT Board of Trustees, if the total amount exceeds 501 times the threshold above which items are considered tangible assets.
9. It is not the purpose of BUT to provide loans, credit or donations to third parties. Donations may be made only with the express consent of the Rector or the Bursar.

Article 57 Funds

1. BUT shall establish the following funds:
 - a) Reserve Fund;
 - b) Investment Asset Renewal Fund;
 - c) Scholarship Fund;
 - d) Bonus Fund;
 - e) Special Purpose Fund;
 - f) Social Fund;
 - g) Operations Fund.
2. The funds are further specified in Annex 7.

PART ELEVEN DELIVERY OF NOTICES AND THE OFFICIAL NOTICE BOARD

Article 58 Delivery of documents to students and applicants

1. Pursuant to Section 50 of the Act, BUT shall deliver notices to the students and applicants:
 - a) in person or through a postal service provider;
 - b) in the cases where proceedings pursuant to Section 50 of the Act result in admission of an applicant, the decision shall be delivered to the applicant through the BUT IS, provided that the applicant gives prior consent as part of the application.

In that case, the first day following the day of making the decision pursuant to subparagraph (b) available to the applicant in BUT IS shall be considered the date of delivery.

2. Decisions made by BUT pursuant to Section 68 (1)(a), (b) and (d) of the Act in which the student's application is granted and decisions in matters specified in Section 68 (1)(e) of the Act shall also be delivered through BUT IS.

In that case, the first day following the day of making the decision available to the student in BUT IS shall be considered the date of delivery.

3. The request for a statement regarding the underlying documents of the decision made pursuant to Section 68 (1)(g) of the Act shall be delivered through the BUT IS. The request shall be deemed delivered on the first day following the day of making the request available to the applicant in the BUT IS.
4. If the delivery of a document in the proceedings pursuant to Section 68 of the Act fails due to the student's failure to fulfil the obligation specified in Section 63 (3)(b) of the Act, or if the document fails to be delivered to the mailing address provided by the student, the document shall be delivered the means of a public notice (on the official notice board); a higher education institution is not obliged to appoint a curator on student's behalf.

Article 59 Official notice board

1. A single BUT physical official notice board is hereby established, to be managed by the Rectorate with the co-operation of all component parts of BUT.
2. The contents of the official notice board shall also be published in a manner enabling remote access.
3. The design of the BUT official notice board is set forth by the applicable legal regulation, especially by Section 26 of the Code of Administrative Procedure.
4. The actual administration of the official notice board shall be conducted pursuant to a BUT internal standard.
5. Other component parts of BUT are entitled to establish information boards, however, they are not obliged to establish official notice boards. The information boards may be established in physical or electronic form.

Article 60 Public part of the BUT website and websites of the component parts

1. BUT shall publish the details required by law in the public part of its website.
2. Publication shall take place:
 - a) in the public part of BUT website under the domain name www.vut.cz;
 - b) in the public part of the websites of faculties, university institutes and other component parts.
3. Publication on the public part of the BUT website shall fall within the competence of the Rectorate. Publication on the public part of the websites of faculties, university institutes and other component parts shall fall within the competence of the relevant component parts.

PART TWELVE MISCELLANEOUS

Article 61 Uniform graphic design

1. All component parts of BUT shall adhere to a uniform BUT graphic design in presentation to the public and also in internal relations.
2. Specification of the BUT graphic design shall be provided in a BUT internal standard.

Article 62 Information systems

1. BUT shall operate the BUT information systems.
2. A detailed specification of BUT's information systems, details about their contents, functioning and duties of BUT's component parts in this respect are regulated by an internal BUT rule.
3. All component parts of BUT shall properly utilise the BUT IS and enter the required or necessary information into it in a timely manner.

Article 63 Records of contracts

1. All the component parts shall record all contracts concluded on behalf of BUT in the BUT IS, including the contracts concluded by the means of acceptance of an order or an offer.
2. The system of records of contracts and the responsibilities of a component part shall be specified in a BUT internal standard.

PART THIRTEEN TRANSITORY AND FINAL PROVISIONS

Article 64 Transitory provision

1. The powers of faculties and university institutes arising from the accreditation of programmes, habilitation procedures and procedures to attain professorship provided before 1 September 2016 shall remain unaffected by this Statute.

Article 65 Repealing provision

1. The following shall be repealed:
 - a) the Statute of Brno University of Technology registered by the Ministry of Education, Youth and Sports on 20 May 2008 under Ref. No. 9 373/2008-30, as amended;
 - b) the Rules for Economic Management and Accounting of Brno University of Technology registered by the Ministry of Education, Youth and Sports on 22 August 2006 under Ref. No. 16 396/2006-30, as amended;

- c) Brno University of Technology Rules for Foundation of Legal Entities and for Providing Pecuniary Contributions and Contributions in Kind to these Legal Entities, registered by the Ministry of Education, Youth and Sports on 21 October 2002 under Ref. No. 28 289/2002-30.

Article 66
Final provisions

1. The Statute shall come into force upon its registration by the Ministry of Education, Youth and Sports.
2. The Statute shall enter into effect as of the date of coming into force.
3. The following Annexes form part of the Statute:
 - Annex 1 – BUT academic oaths;
 - Annex 2 – Provisions on Visiting Professor and Professor Emeritus at BUT;
 - Annex 3 – Symbols of BUT and its component parts;
 - Annex 4 – Study-related fees;
 - Annex 5 – Variant names of BUT component parts;
 - Annex 6 – Rules for providing contributions to legal persons by BUT;
 - Annex 7 – BUT funds.

doc. Dr. Ing. Petr Hanáček
Chairperson of the BUT Academic Senate

prof. RNDr. Ing. Petr Štěpánek, CSc.
Rector

ANNEX 1 BUT ACADEMIC OATHS

OATH OF A MEMBER OF THE BUT ACADEMIC SENATE

I solemnly swear that I will discharge the duties of a member of the Academic Senate of BUT in accordance with the national legal regulations and the internal standards and internal regulations of BUT. I will honour the democratic and academic principles and I will at all times act conscientiously and with responsibility to the academic community and in the interest of BUT, higher learning and education in general.

OATH OF A STUDENT OF BUT

(The oath shall be taken during the matriculation ceremony)

I solemnly swear that I will diligently fulfil all my duties following from my study at (*insert name of component part*) of BUT. I will work and study to best prepare myself for my future occupation. I vow to act so as not to tarnish the reputation of the faculty and the university as a whole.

OATH OF A BACHELOR'S PROGRAMME GRADUATE

(The oath shall be taken during the graduation ceremony)

I solemnly swear to always use the knowledge I gained at (*insert name of component part*) of BUT and the experience I acquired to create works of high technical, economic and aesthetic quality. I will not violate legal regulations or standards of ethics and I will not tarnish the reputation of the faculty. I will exert my best efforts not to jeopardise the environment through my activities, and to ensure that the results of my work are beneficial for the society.

I solemnly swear to always preserve the honour and respectability of the faculty where I received higher education.

OATH OF A MASTER'S PROGRAMME GRADUATE

(The oath shall be taken during the graduation ceremony)

I solemnly swear to always use the knowledge I gained at (*insert name of component part*) of BUT and the experience I acquired to create engineering works of high technical, economic and aesthetic quality. I will not violate legal regulations or standards of ethics and I will not tarnish the reputation of BUT. I will exert my best efforts not to jeopardise the environment through my activities, and to ensure that the results of my work are beneficial for the society. I solemnly swear to always preserve the honour and respectability of the faculty where I received higher education.

OATH OF A DOCTORAL PROGRAMME GRADUATE

I solemnly swear that I will continue to apply and improve the knowledge, values and attitudes towards problem solving and towards life, to which the doctoral studies at BUT have led me, in keeping with the spirit of the academic principles and humanistic ideals, for the benefit of science, engineering, art and social prosperity and that I will continue to respect the academic community which provided me with the opportunity to reach my academic title that it bestows upon me on this day.

OATH OF AN HONORARY DOCTOR – DR. H. C.

(The oath shall be taken at the conclusion of the graduation)

Therefore, in the spirit and in keeping with university traditions and customs, I call upon you before this academic assembly to affirm that:

- you will carry on with your recognised, excellent work;
- you will advance your area of expertise (insert...) and promote knowledge and truth among the academia, in general education and in public;
- you will remain faithful to the academic principles and humanist ideals for the benefit of the humanity;
- you will maintain a close relationship with Brno University of Technology, the institution that recognises your achievements and work today, bestowing upon you the highest academic honour;
- you will associate with Brno University of Technology, contribute to its prestige and if requested, you will not withhold assistance or counsel.

ANNEX 2

PROVISIONS ON VISITING PROFESSOR AND PROFESSOR EMERITUS AT BUT

PART ONE

VISITING PROFESSOR

Article 1

Procedure to appoint a Visiting Professor

1. The procedure to appoint a Visiting Professor shall be initiated on the basis of a nomination submitted by the Rector, the Dean or the head of a BUT university institute.
2. The procedure to appoint a Visiting Professor shall take place on the faculty implementing the programme for which the Visiting Professor is to be appointed, or in a university institute participating in implementing the programme.
3. The nomination must specify the field for which the nominee is to be appointed and the expected period of the nominee's work at BUT.
4. If the nomination is submitted by the Dean or a head of a BUT university institute, the nomination shall include their statement and the statement of the Scientific Board of the faculty or the university institute.
5. The following documents shall be enclosed with the nomination:
 - a) the nominee's curriculum vitae;
 - b) a certificate of attainment of higher education and the relevant academic degree;
 - c) certificates of attainment of academic and scientific titles or academic degrees, or documents corresponding at least to the position of an associate professor;
 - d) an overview of professional and teaching activities and the relevant documentation thereof;
 - e) a list of scientific or professional work, or works of art, textbooks and didactic texts, artworks or documentation of artistic performances;
 - f) successfully peer-reviewed research achievements, discoveries, significant inventions and projects;
 - g) achievements in education of scientists or artists.
6. The Rector shall submit the nomination to the Scientific Board of BUT for comments.
7. The BUT Scientific Board shall recommend either the appointment of the Visiting Professor or the termination of the appointment proceedings.
8. After taking the opinion of the BUT Scientific Board into consideration, the Rector shall either appoint the Visiting Professor, or reject the nomination.

Article 2

Certificate of Appointment

1. If a Visiting Professor is appointed, BUT shall provide him/her with a Certificate of Appointment.
2. The Certificate of Appointment shall be drawn up in the Czech or English language and shall include the following:
 - a) name and surname;
 - b) date of birth;
 - c) place of residence of the Visiting Professor;
 - d) field for which the Visiting Professor is appointed and the host faculty or university institute;
 - e) effective date of the appointment;

- f) period for which the Visiting Professor shall work at BUT.

Article 3

Position of a Visiting Professor

1. A Visiting Professor shall be part of the academic staff. A Visiting Professor may teach and conduct creative activities within the host component part.
2. The conditions for the specific work of the Visiting Professor shall be stipulated by the Rector or the head of the component part of BUT.
3. The employment relationship of the Visiting Professor shall be governed by the generally binding regulations of labour law.
4. A Visiting Professor may only be appointed for a fixed term and, furthermore,;
 - a) A Visiting Professor may only be appointed for the term of his/her employment relationship with BUT;
 - b) A Visiting Professor may be reappointed only through the procedure specified in Article 1 of this Annex.

Article 4

Records

1. The records of Visiting Professors shall be kept by the Rectorate department authorised by the Rector.

PART TWO

EMERITUS PROFESSOR

Article 5

Procedure to appoint an Emeritus Professor

1. The procedure to appoint a Emeritus Professor shall be initiated on the basis of a nomination submitted by the Rector, the Dean or the head of a BUT university institute.
2. The procedure to appoint a Emeritus Professor shall take place on the faculty implementing the programme for which the Emeritus Professor is to be appointed, or in a university institute participating in implementing the programme.
3. The nomination must specify the field for which the nominee is to be appointed.
4. If the nomination is submitted by the Dean or a head of a BUT university institute, the nomination shall include their statement and the statement of the Scientific Board of the faculty or the university institute.
5. The following documents shall be enclosed with the nomination:
 - a) nominee's personal data in the scope standard for BUT employees;
 - b) substantiation of the nomination;
 - c) specification of rights and obligations of the Emeritus Professor and the conditions of his/her work at a faculty or a university institute;
 - d) written consent of the nominee.
6. The Rector shall submit the nomination to the Scientific Board of BUT for comments.
7. The BUT Scientific Board shall recommend either the appointment of the Emeritus Professor or the termination of the appointment proceedings.

8. After taking the opinion of the BUT Scientific Board into consideration, the Rector shall either appoint the Emeritus Professor, or reject the nomination.

Article 6
Certificate of Appointment

1. If an Emeritus Professor, BUT shall provide him/her with a Certificate of Appointment.
2. The Certificate of Appointment shall be drawn up in the Czech or English language and shall include the following:
 - a) name and surname;
 - b) date of birth;
 - c) place of residence of the Emeritus Professor;
 - d) field for which the Visiting Professor is appointed and the host faculty or university institute;
 - e) effective date of the appointment;
 - f) period for which the Emeritus Professors shall work at BUT.

Article 7
Position of an Emeritus Professor

1. An Emeritus Professor shall not be part of the academic staff. An Emeritus Professor may, however, teach and conduct creative activities within the host component part.
2. The conditions for the specific work of the Emeritus Professor shall be stipulated by the Rector or the head of the component part.
3. An Emeritus Professor shall perform his/her activities at BUT on the basis of an agreement on work performed outside the employment relationship. The employment relationship of the Emeritus Professor shall be governed by the generally binding regulations of labour law.

Article 8
Records

1. The records of Emeritus Professors shall be kept by the Rectorate department authorised by the Rector.

ANNEX 3 SYMBOLS OF BUT AND ITS COMPONENT PARTS;

LOGOS OF BUT

1. The logos of BUT shall be specified by a BUT internal standard in accordance with the Statute.
2. If updated, depictions of the logos of BUT shall be immediately supplied by their administrators to the BUT archive.

COAT OF ARMS OF BUT

1. The coat of arms is depicted upon the modern French shield, divided quarterly by an argent cross. The first quarter shall bear a stylised letter V against an azure background; the second quarter shall bear a stylised letter U against an azure background; the third quarter shall bear a stylised letter T against an azure background. The fourth quarter shall be lined with an azure bordure and shall depict the Brno coat of arms – half bar argent, barry of three gules and argent (size 1 1 : 2 : 2 : 2).
2. Motto on banderole gules, lettering argent: “*Sapere aude*”.



MOTTO OF BUT

1. The BUT motto represents the creed to which BUT adheres. The motto may only be used in ceremonies as one of the symbols of BUT and shall be depicted on both the coat of arms and the colours of BUT. The motto in Latin: “*Sapere aude*” (Horacio). The motto in Czech: “*Odvažuj se být moudrým.*”

INSIGNIA OF BUT

1. The BUT insignia comprise the sceptre and the chains of office. Photographic documentation thereof is deposited in the BUT archives. If updated, the photographic documentation of the insignia shall be immediately supplied by their administrator to the BUT archive.

a) Sceptre

The ceremonial sceptre of BUT shall consist of a head of gilded and silver metal with a lion rampant with double-queued tail, and a maple shaft. The total length of the sceptre shall be 116 cm. The sceptre shall feature the coat of arms of Brno, coats of arms of the four BUT faculties existing in 1968 and the symbol of technology – an atomic nucleus undergoing fission.

b) Chain of office

Rector's chain of office

The Rector's chain of office shall consist of a chain, a "catena", composed of 14 circular segments and a pendant device featuring the Czech heraldic lion, linden boughs and the date of 28. X. 1918. The chain of office was designed by professor of architecture Karel Hugo Kepka.

Vice-Rectors' chains of office

The Vice-Rectors' chains of office shall consist of a "catena" composed of 25 segments and a pendant in the shape of a badge bearing the emblems of BUT. The chains of office were designed by professor of academic sculpture, Vincenc Makovský.

Chain of office of the Chairperson of the Academic Senate

The chain of office of the Chairperson of the Academic Senate shall consist of a "catena" composed of 33 segments and a pendant in the shape of a badge representing the school as a unity in diversity, and the responsibility for its management. The chain of office was designed by academic sculptor Michal Vitanovský.

Bursar's chain of office

The Bursar's chain of office shall consist of a "catena" composed of 43 segments a pendant in the shape of a badge bearing the cornucopia and an emblem of cooperation. The chain of office was designed by academic sculptor Michal Vitanovský.

SEAL OF BUT

1. The seal of BUT shall consist of the Small Coat of Arms of the Czech Republic (shield gules, a lion rampant queue forchée argent, armed, langued and crowned Or) encircled by the inscription: "Vysoké učení technické v Brně". The seal of BUT has four forms:
 - a) A rubber stamp with the seal matrix raised above the surface, its impression shall be made in red ink. The seal may be 20, 25 or 36 mm in diameter. This stamp's impression shall be used on documents which certify important facts, grant authorisation or impose obligations. The stamp shall not be used in ordinary correspondence. For administrative purposes the stamp impressions shall be supplemented with a text reading "Rectorate" and a serial number, and shall be registered by the Rector who shall define their use. This shall include, in particular, the university diplomas of graduates of BUT programmes and the diplomas of Assistant Professors;
 - b) A dry seal consisting of a steel relief and a counter-relief. The dry seal shall be 40 mm in diameter. This seal shall be used to mark important documents and verify them as original;
 - c) A metal seal with the name of the university in the Czech language, with the seal matrix engraved into the surface for making an impression in sealing wax. The seal shall be 30 mm in diameter. This seal shall be used to mark important document and documents of historic significance. This seal shall be used in ceremony;
 - d) A metal seal with the name of the university in Latin: UNIVERSITAS POLYTECHNICA BRUNENSIS with the coat of arms of BUT and the university motto, with the seal matrix engraved into the surface for making an impression in sealing wax. The seal shall be 40 mm in diameter. This seal shall be used in ceremony. It may also be used to mark diplomas of dr. h. c.
2. If updated, the photographic documentation of the seals of BUT shall be immediately supplied by their administrator to the BUT archive.

COLOURS OF BUT

1. The colours of BUT shall be square in shape, white, with a border of alternating white and red triangles. The BUT coat of arms with the motto shall be positioned in the middle. The colours of BUT shall only be flown in ceremony and on special occasions.

2. If updated, the photographic documentation of the colours of BUT shall be immediately supplied by their administrator to the BUT archive.

BUT GOWNS

1. The gown of the Rector shall be rich magenta with white fur, and a cap of like colour and with fur hem.
2. The gown of the Vice-Rectors shall be rich magenta with black hem, and a black cap with rich magenta hem.
3. The gown of the promoter: If the promoter does not have a gown following from his/her other office, then he/she shall wear a black gown with black cap.
4. The gown of the Chairperson of the Academic Senate of BUT shall be black with a rich magenta hem, and a black cap with a rich magenta hem.
5. The gown of a member of Scientific Board of BUT shall be black with a black cap.
6. The gown of the honorary doctor of BUT shall be black with a black cap.
7. The gown of the Bursar shall be black with a grey hem, and a black cap with a grey hem.
8. The gown of the Beadle shall be rich magenta with a rich magenta cap.
9. If updated, the photographic documentation of the gowns of BUT shall be immediately supplied by their administrator to the BUT archive.

FLOURISH OF BUT

1. The ceremonial flourish to be used in academic ceremonies at BUT was adapted from baroque flourish by composer prof. Zdeněk Blažek. The musical notation of the flourish shall be deposited at the Rector's Secretariat.

BUT FACULTY AND UNIVERSITY INSTITUTE LOGOS

1. The logos of the faculties shall be specified by a BUT internal standard in accordance with the Statute.
2. If updated, depictions of the logos of BUT faculties shall be immediately supplied by their administrators to the BUT archive.

BUT FACULTY AND UNIVERSITY INSTITUTE INSIGNIA

1. The insignia of the faculties and university institutes shall comprise the sceptres and the chains or badges of office. Detailed descriptions of the sceptres and the chains or badges of office of the faculties shall be given in the statutes of the individual faculties and university institutes.
2. If updated, the photographic documentation of the insignia of BUT faculties and university institutes shall be immediately supplied by their administrator to the BUT archive.

BUT FACULTY AND UNIVERSITY INSTITUTE GOWNS

1. Detailed descriptions of the gowns of the faculties and university institutes shall be given in the statutes of the individual faculties and university institutes.

2. If updated, the photographic documentation of the gowns of BUT faculties and university institutes shall be immediately supplied by their administrator to the BUT archive.

SEALS OF THE BUT FACULTIES

1. The seals (stamps) of the BUT faculties shall consist of the Small Coat of Arms of the Czech Republic encircled by the inscription: "Vysoké učení technické v Brně" and the name of the relevant faculty. The impression of these stamps shall be used on documents which certify important facts, grant authorisation or impose obligations within the competence of the faculties. The seals may be 20, 25 or 36 mm in diameter.
2. Rubber stamps of the faculties of BUT shall have the seal matrix raised above the surface and their impressions shall be made in red ink. These stamps shall not be used in ordinary correspondence.
3. For administrative purposes of the faculties the stamp impressions shall be supplemented with a text reading "Dean's office" and a serial number, and shall be registered by the Dean who shall define their use.
4. If updated, the photographic documentation of the seals of BUT faculties shall be immediately supplied by their administrator to the BUT archive.

FLOURISHES OF THE FACULTIES OF BUT

1. The flourishes of the faculties of BUT shall be used in academic ceremonies at the faculties.

LOGOS OF OTHER COMPONENT PARTS

1. The logos of other component parts of BUT shall be specified by a BUT internal standard in accordance with the Statute.
2. If updated, depictions of other BUT logos shall be immediately supplied by their administrators to the BUT archive.

HONORIFICS AND TEXTS USED IN ACADEMIC CEREMONIES

1. In academic ceremonies, the traditional Latin honorifics shall be used to address academic officials:
 - a) The Rector shall be addressed as "Your Magnificence", the plural is identical. The Rector may also be addressed in Latin as „*Magnificentia*“, plural „*Magnificentiae*“;
 - b) the Vice-Rector shall be addressed as „*Honorabilis*“ (honoured), plural „*Honorabiles*“. When the Vice-Rector acts as a Rector, he/she shall be addressed as the Rector;
 - c) the Dean shall be addressed as „*Spectabilis*“ (admirable), plural „*Spectabiles*“;
 - d) the Vice-Dean shall be addressed as „*Honorabilis*“, plural „*Honorabiles*“. When Vice-Dean acts as a Dean, he/she shall be addressed as the Dean;
 - e) the Promoter shall be addressed as „*Honorabilis*“.
2. Academic ceremonies shall be conducted in the Czech language, with the exception of the graduation of the "*doctor honoris causa*" (dr. h. c.) where the graduation shall usually be conducted by the promoter in Latin.

ANNEX 4 STUDY-RELATED FEES

Article 1

Fee for the admission procedure

1. The fee for the admission procedure at BUT shall be determined in relation to the base set forth by the Act, in the amount of up to 20% of the base.
2. The specific amount and the due date of the fee related to the admission proceedings shall be discussed by the Academic Senate of BUT and determined by the Rector by a BUT internal standard.
3. The fee for the admission procedure is non-refundable. The applicant shall demonstrate having paid the fee within a deadline set by BUT or an involved component part of BUT.
4. If admission procedure without examination are announced, such announcement shall also specify the due date of the fee for the admission procedure.
5. In exceptional cases the Rector may decrease or waive the fee for the admission procedure, or defer its due date, either upon recommendation from the head of the involved BUT component part, or at his/her own discretion. By his/her decision, the Rector may delegate this authority to the Dean or a head of a university institute.
6. The provisions of paragraphs 1 to 5 shall apply to payment terms for fee for the admission procedure for programmes conducted in foreign languages analogously.
7. This Article shall apply analogously to the payment terms for fees for assessment of whether the conditions for admission have been met.

Article 2

Study extension fee

1. The extension fee payable by students who extend the period of their studies by one year compared to the standard duration of the relevant programme of study shall be determined in relation to the base amount set forth by the Act.
2. The study extension fees for each, even incomplete, six month period, shall equal to:
 - a) three times the base amount in the first academic year;
 - b) six times the base amount in the second academic year;
 - c) twelve times the base amount in the third and subsequent academic years.
3. The decision determining the amount of the extension fee shall be issued at least 90 days prior to its due date; the fee shall be set for the period of 6 months.
4. The study extension fee shall be determined pursuant to Article 18 of the Statute; for the purpose of determining the fee the following provisions are hereby added to the Statute:
 - a) an appeal may also contain an application for the study extension fee to be decreased, waived or deferred. The student shall enclose a proof of his/her assertions to the application;
 - b) when making a decision regarding the appeal, the Rector may take significant circumstances into consideration, in particular:
 - student's study results;
 - student's social situation;
 - student's health condition.

Article 3

Tuition fee for programmes of study in a foreign language

1. The tuition fee for programmes of study in foreign languages shall be determined by the Rector on the basis of a calculation of costs, especially with regard to the difficulty of study and the number of students; in the case of students registered for study at one of the faculties, the fee shall be determined by the Dean of the faculty; in the case of students registered for study at a university institute, the fee shall be determined by the head of the university institute;
2. The tuition fee for study in international double degree (double diploma) or joint degree programmes kind shall be determined by the relevant contract on implementation of the programme.

Article 4

Method of payment of the tuition fee

1. The tuition fee shall be paid by means of a payment order or a bank transfer.

ANNEX 5 VARIANT NAMES OF BUT COMPONENT PARTS

FACULTIES OF BUT

Name:	Fakulta stavební
Full name:	Fakulta stavební Vysokého učení technického v Brně
Abbreviated name:	Fakulta stavební VUT
Alternative abbreviated name:	FAST VUT
Name in international relations:	Faculty of Civil Engineering
Abbreviated name in international relations:	FCE
Name for conclusion of contracts	Vysoké učení technické v Brně, Fakulta stavební

Name:	Fakulta strojního inženýrství
Full name:	Fakulta strojního inženýrství Vysokého učení technického v Brně
Abbreviated name:	Fakulta strojního inženýrství VUT
Alternative abbreviated name:	FSI VUT
Name in international relations:	Faculty of Mechanical Engineering
Abbreviated name in international relations:	FME
Name for conclusion of contracts	Vysoké učení technické v Brně, Fakulta strojního inženýrství

Name:	Fakulta elektrotechniky a komunikačních technologií
Full name:	Fakulta elektrotechniky a komunikačních technologií Vysokého učení technického v Brně
Abbreviated name:	Fakulta elektrotechniky a komunikačních technologií VUT
Alternative abbreviated name:	FEKT VUT
Name in international relations:	Faculty of Electrical Engineering and Communication
Abbreviated name in international relations:	FEEC
Name for conclusion of contracts	Vysoké učení technické v Brně, Fakulta elektrotechniky a komunikačních technologií

Name:	Fakulta architektury
Full name:	Fakulta architektury Vysokého učení technického v Brně
Abbreviated name:	Fakulta architektury VUT
Alternative abbreviated name:	FA VUT
Name in international relations:	Faculty of Architecture
	FA

Abbreviated name in international relations:	
Name for conclusion of contracts	Vysoké učení technické v Brně, Fakulta architektury

Name:	Fakulta chemická
Full name:	Fakulta chemická Vysokého učení technického v Brně
Abbreviated name:	Fakulta chemická VUT
Alternative abbreviated name:	FCH VUT
Name in international relations:	Faculty of Chemistry
Abbreviated name in international relations:	FCH
Name for conclusion of contracts	Vysoké učení technické v Brně, Fakulta chemická

Name:	Fakulta podnikatelská
Full name:	Fakulta podnikatelská Vysokého učení technického v Brně
Abbreviated name:	Fakulta podnikatelská VUT
Alternative abbreviated name:	FP VUT
Name in international relations:	Faculty of Business and Management
Abbreviated name in international relations:	FBM
Name for conclusion of contracts	Vysoké učení technické v Brně, Fakulta podnikatelská

Name:	Fakulta výtvarných umění
Full name:	Fakulta výtvarných umění Vysokého učení technického v Brně
Abbreviated name:	Fakulta výtvarných umění VUT
Alternative abbreviated name:	FaVU VUT
Name in international relations:	Faculty of Fine Arts
Abbreviated name in international relations:	FFA
Name for conclusion of contracts	Vysoké učení technické v Brně, Fakulta výtvarných umění

Name:	Fakulta informačních technologií
Full name:	Fakulta informačních technologií Vysokého učení technického v Brně
Abbreviated name:	Fakulta informačních technologií VUT
Alternative abbreviated name:	FIT VUT
Name in international relations:	Faculty of Information Technology
Abbreviated name in international relations:	FIT
Name for conclusion of contracts	Vysoké učení technické v Brně, Fakulta informačních technologií

UNIVERSITY INSTITUTES OF BUT

Name:	Ústav soudního inženýrství
Full name:	Ústav soudního inženýrství Vysokého učení technického v Brně
Abbreviated name:	Ústav soudního inženýrství VUT
Alternative abbreviated name:	ÚSI VUT
Name in international relations:	<u>Institute of Forensic Engineering</u>
Abbreviated name in international relations:	IFE
Name for conclusion of contracts	Vysoké učení technické v Brně, Ústav soudního inženýrství

Name:	Centrum sportovních aktivit
Full name:	Centrum sportovních aktivit Vysokého učení technického v Brně
Abbreviated name:	Centrum sportovních aktivit VUT
Alternative abbreviated name:	CESA VUT
Name in international relations:	Centre of Sports Activities
Abbreviated name in international relations:	CESA
Name for conclusion of contracts	Vysoké učení technické v Brně, Centrum sportovních aktivit

Name:	Středoevropský technologický institut
Full name:	Středoevropský technologický institut Vysokého učení technického v Brně
Abbreviated name:	Středoevropský technologický institut VUT
Alternative abbreviated name:	CEITEC VUT
Name in international relations:	<u>Central European Institute of Technology</u>
Abbreviated name in international relations:	CEITEC
Name for conclusion of contracts	Vysoké učení technické v Brně, Středoevropský technologický institut

OTHER BUT COMPONENT PARTS

Name:	Centrum výpočetních a informačních služeb
Full name:	Centrum výpočetních a informačních služeb Vysokého učení technického v Brně
Abbreviated name:	Centrum výpočetních a informačních služeb VUT
Alternative abbreviated name:	CVIS VUT
Name in international relations:	<u>Computer and Information Services Centre</u>
Abbreviated name in international relations:	CVIS
Name for conclusion of contracts	Vysoké učení technické v Brně, Centrum výpočetních a informačních služeb

Name:	Institut celoživotního vzdělávání
Full name:	Institut celoživotního vzdělávání Vysokého učení technického v Brně
Abbreviated name:	Institut celoživotního vzdělávání VUT
Alternative abbreviated name:	ICV VUT
Name in international relations:	Lifelong Learning Institute
Abbreviated name in international relations:	LLI
Name for conclusion of contracts	Vysoké učení technické v Brně, Institut celoživotního vzdělávání

Name:	Accommodation and Catering Services;
Full name:	Koleje a menzy Vysokého učení technického v Brně
Abbreviated name:	Koleje a menzy VUT
Alternative abbreviated name:	KAM VUT
Name in international relations:	<u>Accommodation and Catering Services</u>
Abbreviated name in international relations:	ACS
Name for conclusion of contracts	Vysoké učení technické v Brně, Koleje a menzy

Name:	Nakladatelství VUTIUM
Full name:	Nakladatelství VUTIUM Vysokého učení technického v Brně
Abbreviated name:	Nakladatelství VUTIUM VUT
Alternative abbreviated name:	VUTIUM VUT
Name in international relations:	<u>VUTIUM Press</u>
Abbreviated name in international relations:	VUTIUM
Name for conclusion of contracts	Vysoké učení technické v Brně, Nakladatelství VUTIUM

Name:	Rektorát
Full name:	Rektorát Vysokého učení technického v Brně
Abbreviated name:	Rektorát VUT
Alternative abbreviated name:	RE VUT
name in international relations:	Rectorate
Abbreviated name in international relations:	Not used
Name for conclusion of contracts	Vysoké učení technické v Brně, Rektorát

Name:	Ústřední knihovna
Full name:	Ústřední knihovna Vysokého učení technického v Brně
Abbreviated name:	Ústřední knihovna VUT
Alternative abbreviated name:	ÚK VUT
Name in international relations:	Central library
Abbreviated name in international relations:	CL
Name for conclusion of contracts	Vysoké učení technické v Brně, Ústřední knihovna

ANNEX 6

RULES FOR PROVIDING CONTRIBUTIONS TO LEGAL PERSONS BY BUT

Article 1

Introductory provisions

1. The rules for making contributions, pecuniary and in kind, to legal persons (hereinafter the “LPs”) provide a framework for legal relationships related to BUT’s participation in other LPs in terms of pecuniary contributions and contributions in kind made in accordance with special legal legislation.

Article 2

General provisions

1. BUT may make pecuniary contributions and contributions in kind to LPs whose objects of activities are related to the creative activities of BUT. In specially justified cases these objects of activities may also include facilitation of more effective use of human resources and assets of BUT.
2. BUT may become the founder, co-founder or a shareholder of, in particular, a limited liability company, joint-stock company, co-operative, institute, foundation, endowment fund or an association.
3. BUT shall not become a partner in an unlimited liability company or a general partner in a limited partnership. Furthermore, BUT shall not acquire shares of joint-stock companies with the exception of the joint-stock companies to which BUT contributed assets.
4. A pecuniary contribution shall mean a sum which BUT agrees to contribute to a LP in order to acquire or increase its interest in the LP. Contributions received by BUT pursuant to Section 18 (3) of the Act and grants received pursuant to Section 18 (5) of the Act may not be used to make a pecuniary contribution.
5. A contribution in kind shall mean other property values which can be valued monetarily which BUT agrees to contribute to a LP in order to acquire or increase its interest in the LP. The following items shall not be used as a contribution in kind:
 - a) real estate acquired by BUT from the State;
 - b) obligations regarding the performance of works or provision of services;
 - c) receivables from such LP (with the exception pursuant to Section 21 (3) of Act No. 90/2012 Coll., on companies and co-operatives (the Corporations Act), as amended (hereinafter the “Corporations Act”).

Article 3

Proposal to found a legal entity or to make a contribution to a legal entity

1. The proposal to found a LP or to make a contribution to this or another LP (hereinafter the “proposal”) may be submitted to the Rector by the Bursar, a Dean, a head of a university institute or another component parts.
2. The proposal must include in particular:
 - a) specification of the reasons, purpose and objectives behind the foundation of the LP or acquisition of an interest therein;
 - b) legal analysis of the steps necessary for foundation of the LP or acquisition of an interest therein;

- c) business plan, draft of the initial balance sheet and the foundation deed, memorandum of association or another founding document of the LP which is to be founded, or details regarding assets and profit/loss of an existing LP in which BUT intends to acquire interest, including the economic evaluation of the benefits of future property interest of BUT in this LP;
 - d) detailed specification of the contribution to this LP to be made by BUT;
 - e) specification of material and non-material benefits BUT stands to gain from the activities of this LP;
 - f) assessment of the rate of return of the investment;
 - g) audit of economic activities or a comprehensive review of the economic activities;
 - h) specification of roles in and benefits to the LP;
 - i) verification of clean criminal record and review of potential conflict of interests and relations of individual shareholders or partners in the LP.
3. If the ownership structure of the LP presumes the participation of other natural or legal persons, the proposal shall include the following information regarding each of the shareholders or partners of the LP:
 - a) audit of economic activities or a comprehensive review of the economic activities;
 - b) specification of roles in and benefits to the LP;
 - c) verification of clean criminal record and review of potential conflict of interests and relations of individual shareholders or partners in the LP.
 4. The decisions regarding the founding of the LE, its dissolution, change of its legal form and pecuniary contributions and contributions in kind shall be made by the Rector.
 5. If an LP in which BUT holds interest considers a change of the legal form, the amount of registered capital, the amount or structure of a pecuniary contribution or a contribution on kind, or other changes which may impact the position of BUT, the BUT representatives performing duties in the company bodies of the LP shall present relevant documentation to the Rector. Paragraphs 2 and 3 shall apply *mutatis mutandis*.
 6. Motions pursuant to paragraphs 1 to 4 that are approved by the Rector on the basis of economic and legal review shall be submitted to the BUT Academic Senate for comments. After giving its comments, the BUT Academic Senate shall forward the proposal to the BUT Board of Trustees together with the statement of the BUT Academic Senate and with request for a prior written consent.

Article 4

Persons acting on behalf of BUT in the bodies of legal entities in which BUT holds interest

1. The Rector shall represent BUT in the exercise of rights and performance of duties following from BUT's participation in an LP. Rector may authorise another person or persons to act on behalf of BUT by virtue of a written power of attorney specifying the scope of the agent's powers.
2. If BUT has the corresponding authority, proposals for appointment or election of governing bodies, members of governing bodies or other bodies of an LP in which BUT holds interest shall be submitted by the Rector (hereinafter the "nominated persons"). While selecting the nominated persons, consideration should be given to their field of expertise in relation to the objects of activities of the LP in question, as well as to whether the conditions of Section 46 of the Corporations Act have been met.
3. The Rector shall conclude an agreement with the nominated persons specified in paragraph 2, containing the following:
 - a) obligation of the nominated person to protect the rights, justified interests and reputation of BUT in the corporate bodies in question during the entirety of his/her term of office;

- b) obligation of the nominated person to keep the Rector or Rector's authorised agent, as specified in paragraph 1, informed of current matters regarding the LP in question and to follow their instructions regarding the aforementioned matters;
 - c) the corresponding penalties in case of breach of the obligations set out in subparagraph (a) and (b), effective even if the nominated person terminates his/her employment relationship with BUT during his/her term of office.
4. The Rector or the persons acting as the Rector's agents pursuant to paragraph 1, as applicable, shall prepare a report on the activities and economic activities of all LPs in which BUT has interest. The persons acting as the Rector's agents prepare such reports on the LP in which they operate.

ANNEX 7 BUT FUNDS

1. The means of the Reserve Fund shall serve mainly to cover losses in the following accounting periods; the sources of the Fund shall be:
 - a) a portion of profit after taxation;
 - b) means transferred from other funds (Investment Asset Renewal Fund, Bonus Fund, Operations Fund).

The means of the Fund may be used especially for the following purposes:

- a) covering the losses of previous accounting periods and, if the losses of previous accounting periods have been covered;
 - b) to cover penalties and any lack of funds;
 - c) pre-financing and co-financing of non-investment costs of grant projects;
 - d) to be transferred to other funds (Investment Asset Renewal Fund, Bonus Fund, Operations Fund).
2. The Scholarship Fund shall receive funds from the payments of tuition fees, with the exception of the tuition fee pursuant to Section 58 (3) of the Act.

The means of the Fund may be used for payment of scholarships pursuant to the Scholarship Rules of BUT.

3. The Bonus Fund shall receive finances from:
 - a) a portion of profit after taxation;
 - b) pecuniary means transferred from other funds (Investment Asset Renewal Fund, Reserve Fund, Operations Fund).

The means of the Bonus Fund may be used for the following purposes:

- a) as a supplementary source of funding for salaries including benefits;
 - b) to finance related costs (in particular premiums for health insurance, social security and state employment policy, statutory employer liability insurance, social fund creation);
 - c) to be transferred to other funds (Investment Asset Renewal Fund, Reserve Fund, Operations Fund).
4. The Investment Asset Renewal Fund shall receive finances from:
 - a) a portion of profit after taxation;
 - b) the remainder of the contribution towards capital expenditures as of the 31 December of the current year;
 - c) transfer of funds in the amount of accounting depreciation of fixed assets not acquired using grant funds, or an allowance for capital expenditures including the residual accounting value of disposed assets;
 - d) pecuniary means transferred from other funds (Reserve Fund, Bonus Fund, Operations Fund).

The means of the Fund may be used especially for the following purposes:

- a) acquisition, renewal and upgrade of fixed assets;
- b) pre-financing and co-financing of capital expenditures related to grant projects;
- c) joining funds with another legal entity with a view to a joint acquisition of fixed assets;
- d) payment of instalments and loans taken for the purpose of acquisition of fixed assets, including interest, until the assets are put into use;
- e) for contributions to legal entities and payment of BUT costs for the establishment of legal entities;

- f) as a supplementary source of funding for repairs and maintenance of fixed assets;
- g) as a supplementary source of funding for acquisition of short-term assets, its repairs and maintenance;
- h) to be transferred to other funds (Reserve Fund, Bonus Fund, Operations Fund).

5. The Special Purpose Fund shall receive finances from:

- a) special-purpose donations, with the exception of donations given for the purpose of improvement of fixed assets;
- b) special-purpose funds from abroad;
- c) special-purpose public funds, including the public special-purpose and institutional support of research and development which could not be utilised by BUT in the financial year in which they were provided, up to the amount and under conditions provided by the Act in Section 18 (10).

The means of the Fund may only be used for the special purpose for which the funds were provided.

6. The Social Fund shall be the basic allocation towards BUT expenses in the amount of up to 2% of annual volume of salary expenses, compensation for salary and remuneration for being on call. The actual share of salary expenses on the formation of the Fund shall be determined on the basis of the BUT Rules of Economic Management for the calendar year.

The means of the Fund can be used mainly for supplementary pension savings scheme and supplementary pension saving scheme of employees and life insurance of the employees.

7. The Operations Fund shall receive finances from:

- a) the remainder of the contribution as of the 31 December of the current year;
- b) a portion of profit after taxation;
- c) pecuniary means transferred from other funds (Reserve Fund, Bonus Fund, Investment Asset Renewal Fund).

The means of the Fund may be used especially for the following purposes:

- a) as a supplementary source of funding for the needs of teaching and creative non-economic activities of BUT;
- b) to be transferred to other funds (Reserve Fund, Bonus Fund, Investment Asset Renewal Fund).

8. The balance of the funds as of 31 December of the current year shall carry over to the following financial year.

9. Sources of financing for the individual funds and the lists of possible uses of the means of the funds shall be stipulated by a BUT internal standard in accordance with the Act and other generally binding accounting and tax regulation.

10. A plan of utilisation of the funds in the course of the relevant year shall form an integral part of the budgets of economic centres