

## STATUTE OF ANGLO-AMERICAN UNIVERSITY

### 1. GENERAL PROVISIONS

- 1.1 **Anglo- D P H U L F N i Y \ V R N** (the **AAU**) is an Institute established to develop knowledge, education, creative approach, independent knowledge and to deepen knowledge, learning and cultural diversity and understanding.
- 1.2 AAU has been established by the Deed of Founders of AAU ( <sup>3</sup> **R X Q G H U V** ) and has been recorded in the register of institutes kept by the Metropolitan Court in Prague, file no. U 501.
- 1.3 AAU is based in Prague and its identification number is 25940082.
- 1.4 AAU is, under Act No. 111/1998 Sb., governing higher education institutions and amending and supplementing other Acts (the **HEA** ), a private higher education institution of the non-university type. The approval to operate as a higher education institution was granted to the AAU by a decision of the Ministry of Education, Youth and Sports of the Czech Republic (the

On 11 July 2016, AAU was granted institutional accreditation according to the standards applicable to colleges and universities in the USA by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suit 100, Alameda, Ca 94501, USA (tel. +1 510 748 9001).

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- c) providing programs, courses, lectures, seminars and conferences,
- d) organizing public educational discussions on social and ethical issues,
- e) running a university library, and
- f) p

4.2 The Board of Trustees exercises the competence of the Academic Senate of a higher education institution pursuant to the HEA.

4.3 Details concerning the composition, nomination, approval, appointment and dismissal of members of the Board of Trustees, the election, the rights and responsibilities of its officers, the composition and competence of its committees and the issues of meetings and decision making by the Board of Trustees are governed by the Found H U V ¶, the internal regulations of AAU and generally binding legal laws and regulations.

4.4 The Board of Trustees ¶ exclusive competence is primarily:

- a) to oversee the fulfillment of the purpose of AAU within the meaning RI WKH )RXQGHUV¶ 'H
- b) to SURSRVH DQ DPHQGPHQW WR WKH )RXQGHUV¶ 'HHG WR
- c) to GHFLGH WR FKDQJH WKH VHDW RI \$\$8 LI LW GRHV QRW
- d) to propose to the Founders the dismissal of a member of the Board of Trustees if the member seriously or repeatedly violates the )RXQGHUV¶ 'HHSRURWKH without series (0480055) of the Founders' meetings with the Board of Trustees, b378.55 560.35 Tm0 g0 (664 committees the member of which he/0480055BTith.32 da98.77agTf1 0 0 1 242.93 660.34 Tm0 g0 (com)15



4.10 Members of the committees of the Board of Trustees may be granted financial compensation for work in the committees. Its amount shall be determined by the Board of Trustees after consultation with the President and the Bursar, on the proposal of the Chair of the Board of Trustees based on the participation of Trustees in the work of the committees, taking into consideration the financial management results and available resources.

## 5. INSPECTOR

5.1 The Inspector is a control body of the institute. The term of office is three years.

5.2 The office of the Inspector is incompatible with membership of the Board of Trustees and the Academic Council, and with the performance of the work of an auditor of AAU.

5.3 The Inspector is appointed and dismissed by the Founders on a proposal from the Board of Trustees.

5.4 The Inspector is bound by the binding legal laws and regulations and the internal regulations of AAU.

5.5 If the Inspector finds evidence that AAU does not properly fulfill the purpose for which it was established or that AAU bodies do not fulfill its obligations and use their rights in violation of the law, the Inspector shall report the matter to the President and the Chair of the Board of Trustees of this fact without delay and at the same time to propose measures to remedy the identified deficiencies.

5.6 Once a year, the Inspector is obliged to submit a written report on his/her control activity for the previous accounting period.

5.7 The Inspector may convene a meeting of the Board of Trustees if the Chair of the Board of Trustees fails to do so at the Inspector's request within the required time limit.

5.8 The Inspector is bound by the laws and regulations, after discussion with the President.

## 6. PRESIDENT

6.1 The President is a governing body of the AAU.

6.2 The President is appointed and dismissed by the Board of Trustees based on a selection procedure for a four-year term, starting on the date stated in the resolution of the Board of Trustees.

6.3 AAU, acting for this purpose by the Chair of the Board of Trustees, enters into a contract with the President on the performance of the office, concerning the content, conditions and evaluation of the performance of the office and the remuneration. The contract shall contain provisions on the entitlement to extraordinary remuneration, the granting of which shall be decided by the Board of Trustees following the opinion of the Inspector. Similarly, the contract may also include a sanction penalty that may be applied upon proof of the failure or deficiencies in his activities.

6.4 The President acts and decides on AAU matters, and acts independently for AAU unless the law or the Founders' deed stipulate that prior consent of the Founders, the Board of Trustees or specified AAU bodies is required.

6.5 The President:

a) may establish the President's Office to support the performance of his/her office. The President decides on the composition and duties of the Office.

b) establishes a Consultative Body with whom he/she regularly consults important matters before adopting a decision. The Consultative Body shall be composed of members of the Board of Trustees and other members of the AAU.

- (i) the Vice Presidents and the Bursar, concerning the matters of management, finance, planning, budget

g)

a)



- c) President's proposal to appoint or dismiss members of the Quality Assurance Board (see Section 12 (1) (h) of the HEA),
- d) draft of the report of the internal evaluation of the quality of the educational, creative, and related activities prior to the submission of the report to the Board of Trustees for approval (see Section 12 (1) (j) of the HEA),
- e) draft of the annual report on the activities of AAU as a higher education institution prior to the submission of the report to the Board of Trustees for approval (see Section 12 (1) k) of the HEA), and
- f) establishing, merging or elimination of any School as a separate unit of AAU.

10.12 Until the Quality Assurance Board is established, the Academic Council also:

- a) approves the proposal of regulations concerning the system of assuring, monitoring and

12.2 Other experts are engaged in teaching as adjunct lecturers based on work agreements outside the employment relationship.

12.3 The rights and responsibilities of employed faculty and experts engaged in teaching are specified in the internal regulations of AAU.

### **13. ADMINISTRATIVE STAFF**

13.1 Administrative staff are all the AAU staff who are engaged in activities necessary for administration and operation, whose position is not otherwise determined by this Statute.

13.2 The rights and responsibilities of administrative staff are set forth in the internal regulations of AAU and their employment contract.

### **14. AAU SENIOR EXECUTIVES**

14.1 AAU senior executives are the Vice Presidents, Bursar, School Deans, and Library Director.

14.2 AAU senior executives are appointed and dismissed by the President with a prior consent of the Board of Trustees in line with this Statute and the internal regulations of AAU.

### **15. VICE-PRESIDENTS**

15.1 The positions of Vice-Presidents shall be specified by the internal regulations of AAU. The Provost and Bursar are also considered as Vice-Presidents. The description of activities and responsibilities of the Vice-Presidents shall be determined by the internal regulations of the AAU, or by the Pre V L G ~~Revised~~ V

### **16. BURSAR (VICE PRESIDENT FOR ADMINISTRATION AND OPERATIONS)**

16.1 The Bursar is the AAU senior administrative executive, appointed to for a four-year term of office by the President with the prior consent of the Board of Trustees, with the possibility of a repeated appointment.

16.2 The Bursar is a senior executive to all administrative staff of AAU, unless otherwise provided in this Statute.

16.3 By virtue of his/her office and in agreement with the President and the other senior executives of AAU, the Bursar:

- a) manages, coordinates and evaluates the activities of the departments ensuring administrative, personnel, financial and support services in the scope specified by the internal regulations of AAU, which includes primarily the following activities:
  - (i) budget preparation and monitoring, keeping accounts, concluding contracts for the provision of external services and supervising the administration of accounts and the petty cash fund pursuant other internal regulations of AAU,
  - (ii) use and maintenance of \$ \$ 8 ~~10~~ or leased immovable and movable property,
  - (iii) activities related to human resources and payroll of staff, preparation of contracts and agreements with employees, regular assessment of employees and assurance of their professional growth according to the instructions of the President, payroll of all AAU employees and remuneration paid to persons with work agreements outside the employment relationship in accordance with the law and the internal regulations of AAU,
  - (iv) activities related to information and communication, including the selection, purchase, operation and maintenance of equipment and software for information and telecommunication technologies in accordance with the development plan and budget of AAU, while respecting the requirements of the law and the internal regulations of AAU,



- c) ensure proper assessment of the performance of faculty in the study programs administered by the School, considering the recommendations and rules set for the assessment of instruction quality,
- d) confirm admission of students to the study programs administered by the School,
- e) decide on the rights and obligations of students enrolled in study programs administered by the School in accordance with provisions of the internal regulations of AAU, while respecting the requirements of the law. This does not apply to granting scholarships and to decisions on disciplinary measures which according to this Statute fall within the authority of the Disciplinary Committee or President,
- f) decide, in accordance with the internal regulations of AAU, on students' appeal against the evaluation of their study results by the lecturer of the course (class) in the study program administered by the School,
- g) participate in the preparation and decides on the use of documents and information intended for the promotion of courses (classes) in study programs administered by the School or recommends a review or withdrawal of such documents, and
- h) in cooperation with the President and Bursar participate in the creation of AAU budget chapter concerning their School.

## **18. JOINT PROVISIONS FOR AAU STAFF**

- 18.1 Salary-related matters related to the conclusion of contracts with AAU staff and contracts for the provision of services are governed by an internal regulation of AAU.
- 18.2 AAU senior executives perform other tasks arising from their membership in AAU bodies.
- 18.3 In view of their position at AAU, the senior executives are actively involved in activities focused on obtaining additional funds and upon request provide any required support for or information on these activities.
- 18.4 Any matters concerning relations between AAU senior executives that do not arise from the provisions of this Statute are resolved by the President, after discussion at the 3 U H V L G H Q W ¶ V Collegium and in accordance with the Founders ¶ Deed, by making a decision or issuing an internal regulation of AAU.

## **19. RIGHTS AND OBLIGATIONS OF STUDENTS**

- 19.1 The rights and obligations of AAU students are generally defined in accordance with Sections 61 to 63 of the HEA by the Academic Codex of AAU in sections Study and Examinations Code and Standards of Conduct and Disciplinary Code.
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19.6 AAU students may apply for a scholarship in accordance with the general rules set out in the Scholarship Code of AAU Academic Codex, which are subject to prior approval by the Board of Trustees.

## **20. CONDITIONS OF INTERNATIONAL STUDENT ADMISSIONS**

20.1 Prospective AAU students who are not citizens of the Czech Republic or who do not have a permanent residence permit in the Czech Republic are informed during the admission procedure in detail about the conditions they have to fulfill and of the documents they have to submit before starting their studies or during their first 90 days in order to obtain entry visa and study visa allowing them to stay in the Czech Republic for study purposes.

20.2 In the case of applicants for an initial bachelor study program after graduating from a secondary school, the applicants are required to submit documents confirming the completion of their secondary education in accordance with the provisions of the applicable Czech legislation.

## **21. USE OF INSIGNIA AND AUSPICES FOR CEREMONIES**

21.1 The outward expression of academic traditions, rights and liberties of AAU employed faculty are academic insignia, i.e. the AAU medal, the President's chain, the Vice Presidents' chains or other items of artistic value intended by the President's policy for use at ceremonial events and academic ceremonies.

21.2 An academic ceremony at AAU means an annual graduation ceremony for graduates who have successfully completed their studies at AAU or within AAU cooperation programs with other universities, or the AAU Academic Council meeting at which AAU grants honorary or extraordinary academic degrees.

21.3 During the academic ceremonies, the AAU Academic Insignia are used by the Pres

22.5 In the event of transformation of the institute by merger with another institute, the provisions of Sections 382 to 390 of the Civil Code apply with necessary modification.

### **23. PUBLISHING REPORTS AND OTHER INFORMATION ON AAU ACTIVITIES**

23.1 In accordance with Section 416 of the Civil Code, within six months of the end of the fiscal year, i.e. by the end of February, AAU publishes a regular annual report by depositing it as a publicly available document in the collection of documents kept by the registration court. The annual report is also published on AAU website. The report is submitted for approval by the President to the Board of Trustees.

23.2 Within the time-limit set by the Ministry of Education, AAU publishes the Annual Activity Report as a non-periodical publication in accordance with Section 21 (2) and Section 42 (1) a) of the HEA. The report is prepared by the President and submitted to the Board of Trustees for approval.

23.3 Within the time-limit set by the Ministry of Education, AAU publishes the Annual Financial Management Report as a non-periodical publication in accordance with Section 21 (

## **25. AAU INTERNAL REGULATIONS**

25.1 The internal regulations governing the organization and operation of AAU that are subject to registration with the Ministry of Education are as follows:

- a) AAU Statute,
- b) AAU Academic Codex (to the extent it is required to be registered, i. e. Scholarship Code, Study and Examination Code, Disciplinary Code).

25.2 Other regulations and documents governing specific procedures and activities of the AAU are as follows:

- a) set of regulations of AAU approved by the President and the Board of Trustees