On 30 September 2019, pursuant to Section 87 (1) (a), Section 36 (2) and (4), and Section 41 (2) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended, the Ministry of Education, Youth and Sports has registered the Statutes of the University of Creative Communication under Ref. No. MSMT-43032/2018-2.

 Mgr. Karolína Gondková, m. p.

 Director of the Department of Higher Education Institutions

**Statutes**

**University of**

**Creative Communication**

**Statutes of the University of Creative Communication.**

**Preamble**

As a private university, the University of Creative Communication provides a high-quality university education in study programmes at bachelor’s level in the fields of advertising, literature, artand all other branches of the creative industries. It focuses on obtaining theoretical knowledge based on present-day scientific knowledge, research and development, and on successfully applying them in further study or in various areas of social practice within the scope of study programmes. The university guides its students towards all-round development and critical thinking, promotes creative and free expression of their thoughts, and carefully ensures adherence to ethical principles in the lives of the entire academic community.

**Part I**

**Article 1**

**Basic provisions**

In accordance with Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended, (hereinafter referred to as the “Act), the following Statutes of the University of Creative Communication (hereinafter referred to as the “Statute”) are a fundamental legal document of the University of Creative Communication (hereinafter referred to as the “University”).

**Article 2**

**Basic characteristics of the University**

1. Name: “University of Creative Communication”.
2. Type of university: private.
3. Registered office: Na Pankráci 420/54, Prague 4, postal code 140 00.
4. Abbreviated name: UCC.
5. On university diplomas and certificates, the University uses a round stamp with the lesser coat of arms of the Czech Republic and the following text: University of Creative Communication. The use of this stamp has been determined by the Chancellor in accordance with Act No. 352/2001 Coll., on the use of state symbols of the Czech Republic and on amendments to certain other acts, as amended.
6. The University was founded by Michal Štěpánek and MgA. Ondřej Štěpánek by way of Notarial Deed number NZ 546/2015 N 475/2015 drawn up by JUDr. Vladimíra Ostrožlíková, and registered under Business ID Number 050 809 67 as a limited liability company in accordance with the provisions of Act No. 90/2012 Coll., on business corporations and cooperatives (the Business Corporations Act), as amended.

**Article 3**

**University regulations**

1. Internal regulations of the University which are subject to registration by the Ministry of Education and Sports (hereinafter referred to as the “Ministry”) are as follows:

1. Statutes,
2. Study and Examination Rules,
3. Scholarship Rules,
4. Disciplinary Rules,
5. Rules of Procedure of the Academic Council,
6. Selection Procedure Rules for Filling Academic Staff Positions.

2. Other regulations of the University which are not subject to registration by the Ministry particularly include:

1. Guidelines of the Chancellor or the relevant Vice-Rectors or the Bursar,
2. Measures of the Chancellor or the relevant Vice-Rectors or the Bursar,
3. Decrees and Instructions of the Chancellor or the relevant Vice-Rectors or the Bursar.

**Article 4**

**Activities of the University in the fields of education, research, development, innovation, art and other creative areas**

1. The University carries out educational activities in accredited study programmes. Research, development, innovation, artistic and other creative activities of the University are primarily oriented towards the development of thematic areas that are related to the focus of the University’s study programmes. In addition to these main activities, the University can also provide supplementary activities.

2. The University collaborates with domestic and foreign partners in the fields of its activities. The form and means of collaboration are regulated by contracts.

3. The University provides library and other information services.

**Article 5**

**Organisation of UCC**

1. The University is divided into departments, studios and other workplaces.

2. The departments of the University are as follows:

1. Department of Literary Arts,
2. Department of Visual Arts,
3. Department of Marketing Communication,
4. Department of Social Sciences,
5. Department of Foreign Languages.

3. Studios of the University which form a part of the Department of Visual Arts are as follows:

1. Studio of Photography and Audiovisual Arts,
2. Studio of Graphic and Media Design,
3. Studio of Animation and Visual Effects.

4. Other workplaces of the University are as follows:

1. the Chancellor’s Office,
2. Study departments,
3. the library.

**Part II**

**Academic Community of the University**

**Article 6**

**Academic community and bodies of the University**

1. Pursuant to Section 3 of the Act, the University’s academic community consists of academic staff members and students of the University.
2. The positions of academic staff members of the University are regulated by Section 70 of the Act.
3. Applicants for study become students and members of the University’s academic community upon the date of enrolment for studies, and remain so for the duration of their studies, except for periods when their studies are interrupted.
4. Members of the academic community are obliged to comply with internal regulations and other regulations of the University, and to heed the reputation of the University.
5. Members of the academic community can address suggestions, remarks and complaints to the Chancellor or Vice-Rectors.

**Article 7**

**Academic freedom**

1. The University guarantees academic rights and freedoms in accordance with the provisions of Section 4 of the Act.
2. The following academic rights and freedoms are guaranteed:
3. freedom of science, research and the arts,
4. freedom of education consisting primarily in openness to diverse opinions, scientific and research methods, or artistic directions,
5. the right to learn, including the free choice of a study programme within degree programmes, and the freedom to express personal opinions during lessons,
6. the right to elect representative academic bodies in compliance with these Statutes,
7. the right to use academic insignia and to perform academic ceremonies.

**Article 8**

**Students**

1. The rights and obligations of the University’s students are defined in Sections 61 to 63 of the Act. Sanctions according to the University Disciplinary Rules may be imposed on students who violate obligations ensuing from the law or internal regulations of the University.
2. The rights and obligations of students are particularly established by the law, Study Agreements, and the University Study and Examination Rules and Disciplinary Rules.
3. Applicants become students upon the date of their enrolment at the University. Enrolment must precede entry into a Study Agreement between the University and an applicant.
4. Scholarships may be awarded to students in accordance with the University Scholarship Rules.
5. Students may be awarded a commendation, an honourable mention and an extraordinary scholarship for exemplary performance of their duties or for extraordinary results beyond the scope of their duties.
6. Persons cease to be students upon the date of completing their studies pursuant to Section 55 (1) or Section 56 (1) and (2) of the Act, or upon interruption of their studies pursuant to Section 54 of the Act.
7. Persons whose studies have been interrupted become students again upon re-enrolling for their studies.
8. Students who carry out practical training and experience are subject to general legislation on occupational safety and health, and working conditions of women according to applicable special valid legislation.[[1]](#footnote-1)

**Article 9**

**Academic staff members and other employees**

1. Academic staff members of the University are employees of the founder who participate in activities of the University in the areas of education, research, development, innovation, art and other creative areas (hereinafter referred to as “educational and creative activities”). Academic staff members are obliged to heed the reputation of the University.
2. Other professionals may participate in the educational activities of the University, primarily under agreements for work performed outside employment.
3. When filling academic staff positions, the Chancellor or the executive officers may announce a selection procedure, which shall be governed by internal University regulations, specifically the Selection Procedure Rules for Filling Academic Staff Positions.
4. The selection of academic staff members, their hiring and appointment to respective functions is carried out in compliance with the Selection Procedure Rules for Filling Academic Staff Positions.
5. Other positions are filled based on the decisions of executive officers.

**Article 10**

**University bodies**

1. Autonomous academic bodies of the University are as follows:
2. Chancellor,
3. Academic Council,
4. Disciplinary committee,
5. Admissions committee,
6. Consultative committee,
7. Other academic bodies of the University are as follows:
8. Vice-Rectors,
9. Chancellor’s Collegium,
10. Study programme guarantor,
11. Student board.

3. Administrative bodies of the University are as follows:

1. Executive officers,
2. Bursar.

**Article 11**

**Chancellor**

1. The head of the University is the Chancellor, who acts and decides in matters of the University in accordance with the law, other legislation, internal University regulations and instructions of the executive officers.
2. The Chancellor’s electoral term shall last for four years.
3. The Chancellor especially manages the University’s educational and creative activities in accordance with the University’s overall concept of and strategy for development.
4. The Chancellor appoints and removes the executive officers.
5. In the event of the removal or resignation of the Chancellor, the executive officers shall take over as the head of the University until a new Chancellor is appointed.
6. The Chancellor performs activities as the direct subordinate of the executive officers.
7. To ensure the activities and development of the university, the Chancellor particularly:
8. decides, in agreement with the executive officers, on the hiring of academic staff;
9. decides on matters of the rights and obligations of students in accordance with the law, these Statutes, the Study and Examination Rules and other internal regulations and other regulations of the University which govern the University’s activities.
10. The Chancellor decides on the admission of applicants to studies at the University, and signs a decision on admission.
11. The Chancellor is represented to the extent determined by them by the representatives appointed by them – the Vice-Rector for Academic Affairs, the Vice-Rector for Artistic and Creative Activities, and the Vice-Rector for Science and Development.
12. The Chancellor appoints and removes the Vice-Rectors, heads of departments and studios, the study programme guarantor, members of the Academic Council and members of the disciplinary committee after consultation with the executive officers and in compliance with the law and internal regulations of the University.
13. The Chancellor regularly convenes their advisory body, the Chancellor’s Collegium.
14. The Chancellor prepares, discusses with the Academic Council and submits to the Ministry a strategic plan for educational and creative activities of the University, and ensures that this plan is annually updated.
15. The Chancellor submits proposals for study programmes and for extending the validity or expanding or revoking the accreditation of study programmes to the Academic Council for approval in accordance with Section 12 (1) b) and c) of the Act and Article 30 of these Statutes and the Rules of Procedure of the Academic Council.
16. The Chancellor submits applications for granting, expanding or extending the accreditation of study programmes to the National Accreditation Bureau for Higher Education (hereinafter referred to as the “Accreditation Bureau”).
17. The Chancellor prepares an annual report on the activities of the University and also submits inspection reports according to the requirements of the Accreditation Bureau.
18. In accordance with Section 53 (2) of the Act and Article 15 (14) of the University’s Study and Examination Rules, the Chancellor shall appoint members of a committee for final state examinations, which are taken upon due completion of a study programme. The Ministry can appoint further members of the examination committee pursuant to Section 53 (3) of the Act from the ranks of renowned professionals in the particular field.
19. The Chancellor signs university diplomas.
20. The Chancellor presides over ceremonies and other important events in the academic life of the University.
21. In exceptional cases, the Chancellor may grant days off.

**Article 12**

**Academic council**

1. The Academic Council is a body of the University pursuant to Section 7 and Section 12a of the Act; it performs activities pursuant to Section 12 and, at the same time, Section 12a of the Act.
2. Members of the Academic Council are appointed and removed by the Chancellor after consultation with the University’s executive officers.
3. Members of the Academic Council can be appointed repeatedly.
4. The Academic Council discusses, evaluates and approves fundamental proposals and documents relating to educational and creative activities and other related activities of the University, and cooperation of the University with providers of practical experience. More detailed conditions of the position and powers of the Academic Council are regulated by the Rules of Procedure of the Academic Council.

**Article 13**

**Disciplinary committee**

1. The Chancellor appoints and removes members of the disciplinary committee and appoints its chair from the ranks of the University’s academic community, where half of its members are representatives of the student part of the academic community.
2. The term of office of disciplinary committee members is at most two years.
3. The disciplinary committee deals with disciplinary infractions of students of the University and submits proposals for decisions to the Chancellor.
4. The activities of the disciplinary committee and the course of its disciplinary proceedings are regulated by the Disciplinary Rules.

**Article 14**

**Admissions committees**

* 1. Members of admissions committees are appointed and removed by the Vice-Rector for Academic Affairs.
	2. Admissions Committees must have at least 3 members, who are appointed from the ranks of academic staff members of the University.
	3. The Vice-Rector for Academic Affairs shall appoint a chair of admissions committees from among their members.
	4. **Admissions committees may be appointed as appropriate for individual study programmes taught at the University.**
	5. Admissions committees evaluate the results of entrance exams, verify whether students meet the conditions of the admissions procedure in accordance with the law and Article 22 of these Statutes, and **prepare a record of the admissions procedure.**
	6. After the completion of the admissions procedure, admissions committees will or will not recommend candidates for admission to the Chancellor **via the Vice-Rector for Academic Affairs.**

**Article 15**

**Consultative committee**

1. Members of the consultative committees are appointed and removed by the Vice-Rector for Academic Affairs.
2. The consultative committee shall always consist of the head of the department or studio who is competent to assess requests for recognition of certification according to Article 23 of these Statutes. Other members of the consultative committee shall be competent academic staff members of the University. Subject-matter jurisdiction is determined by the equivalence of subjects taught by the university within the relevant study plan and subjects listed in the request for recognition of certification pursuant to Article 22 of these Statutes.
3. The consultative committee shall assess the degree of equivalence of certification evidenced by an applicant or student in the request for recognition of certification pursuant to Article 23 of these Statutes or Article 6 of the Study and Examination Rules of the University by way of a committee assessment.

**Article 16**

**Vice-Rectors**

1. Vice-Rectors of the University manage a specified section of the University’s activities, and represent the Chancellor within the scope of the powers entrusted to them.
2. Vice-Rectors are appointed and removed by the Chancellor.
3. Vice-Rectors are directly subordinate to the Chancellor and perform activities in accordance with the law and University regulations according to Article 3 of these Statutes.
4. The University establishes the positions:
	1. Vice-Rector for Academic Affairs,
	2. Vice-Rector for Artistic and Creative Activities,
	3. Vice-Rector for Science and Development.

**Article 17**

**Chancellor’s Collegium**

**1.** The Chancellor’s Collegium is the Chancellor’s advisory body. The Collegium consists of the Vice-Rectors, heads of departments and study programme guarantors. The Chancellor can also appoint other members of the Collegium.

2. The Chancellor may invite other members of the academic community to Collegium meetings.

3. The Collegium discusses all matters associated with the educational and creative activities of the University and other related activities and management of the University.

4. The Collegium shall be convened by the Chancellor, who shall preside over its meetings.

5. No Rules of Procedure are prepared for meetings of the Collegium. Minutes shall be kept of every meeting, and shall be filed in the Chancellor’s office.

**Article 18**

**Study programme guarantors**

1. Study programme guarantors (hereinafter referred to as “Guarantors”) are academic staff members who meet the conditions set out in Section 44 (6) of the Act, and whose expertise and name assure the quality and proper implementation of the study programmes that they guarantee. Guarantors are appointed and removed by the Chancellor.
2. In cooperation with other higher education institutions, Guarantors are entrusted with taking care of the content and methodological quality of study programmes, the proper implementation of teaching, and development and regular evaluation of courses.
3. **They are responsible for preparing accreditation documentation. Guarantors are responsible for defining the profile of undergraduates within the range of professional knowledge and skills corresponding to the objectives and focus of study; they are further responsible for defining the content and scope of the final state exam and parts thereof, to ensure that the exam corresponds to the focus of study and the profile of undergraduates.**
4. **Guarantors participate in the regular evaluation of educational activities carried out by the University,** especially the evaluation of the studies of a particular study programme as a whole, **and express an opinion on the evaluation.**
5. **In the interest of quality of the implementation and prospective formation of a given study programme, Guarantors shall discuss and coordinate their activities with the Chancellor, relevant academic staff members, heads of the relevant departments of the University, and other Guarantors of study programmes with similar content.**

**Article 19**

**Student board**

1. The student board of the University of Creative Communication (hereinafter referred to as the “Student Board) is a representative body of all students of the University.
2. The Student Board particularly provides feedback between students and the Chancellor in relation to the Educational Activities of the University, presents the University management with proposals, comments and problems of students in relation to the University’s activities, and helps to find a suitable solution.
3. Elections to the student council are announced by the Chancellor. The organisation and procedure of elections are regulated by the Statutes of the Student Board.
4. Members of the Student Board are elected from among the University’s students in a closed ballot by all University students.
5. The Student Board has at least 5 members, including the chair.
6. Membership of the Student Board is honorary and obliges members to participate in board meetings; members cannot be represented by substitutes.
7. The term of office of a member is two years and always expires on the date on which the member completes Student Board their studies.
8. The Student Board meets at least three times a year.
9. At the inaugural meeting, the members of the Student Board shall elect a chair from among themselves.
10. Other rights and obligations of the Student Board are regulated by the Statutes of the Student Board.

**Article 20**

**Executive officers and the bursar**

1. The executive officers are a statutory body of the University of Creative Communications, as legal entities of the founder of the University. The University of Creative Communicationhas two executive officers, who are responsible for the business management of the University as a legal entity. The executive officers fulfil obligations arising from applicable legislation and from the founding document of the founder.
2. The bursar manages the economic activities and internal administration of the University, and acts on behalf of the University to the extent determined by the executive officers.
3. The bursar prepares the University’s annual economic report.
4. As an intermediary of the University, the bursar communicates with authorities and inspection bodies, acts on the University’s behalf according to the powers granted by the executive officers, and adheres to generally binding legislation and the regulations under Article 3 of these Statutes.
5. The executive officers appoint and remove the bursar.

**Part III**

**Activities of the University**

**Article 21**

**Position and competences of departments and studios**

1. Departments and studios are fundamental units of the University that implement the educational and creative activities of the University.

2. Departments and studios are managed by their heads.

3. Relationships between the head of the Department of Visual Creation and the heads of individual studios are based on the principle of equality. Should any disputes arise in matters of rights between the heads of these organisational units of the University (according to Article 5 [3]), they will be settled by the Chancellor or the executive officers.

4. Heads of departments are appointed by the Chancellor or the executive officers based on the outcome of a selection procedure.

5. The heads of individual studios are appointed by the Chancellor or the executive officers based on a proposal of the head of the Department of Visual Creation and on the outcome of a selection procedure in accordance with the University’s Selection Procedure Rules for Filling Academic Staff Positions.

6. The studio heads contribute to the management of the Department of Visual Creation in accordance with University regulations and Article 5 of these Statutes.

7. The heads of departments and studios are accountable for their activities to the Chancellor or the executive officers.

8. The staff of departments consists in particular of:

* 1. academic staff members – professors, senior lecturers, assistant professors, assistants and teachers,
1. scientific, research and development workers involved in pedagogical activities,
2. other employees.

9. The following persons can work in departments of the University:

* 1. external teachers of subjects provided by the departments,
	2. student and pedagogical workforces, trainees and foreign guests.

10. In particular, department heads:

* 1. manage the work of the department in accordance with applicable legislation, University regulations, and the needs of the operation and development of the University,
	2. are responsible for ensuring that employees and other workers of the department fulfil their duties arising from the implementation of study programmes, internal regulations, and other binding documents of the University,
	3. are accountable to the Chancellor and the executive officers for the personnel policy of the department and the growth of employees in terms of qualifications and teaching, research and creative activities,
	4. continuously evaluate the activities of individual members of the department and studio heads,
	5. convene and chair meetings of the department staff; the minutes of these meetings are forwarded directly to the Vice-Rector for Academic Affairs,
	6. are responsible, in accordance with applicable legislation, for the occupational safety of members of the department and students during teaching activities provided by the department staff,
	7. approve topics of bachelor’s theses proposed by academic staff members of the department,
	8. perform other tasks assigned by the Chancellor, individual Vice-Rectors, or the University executive officers.

**Article 22**

**Admission for studies**

1. Applicants for studies at the University (hereinafter referred to as “Applicants”) shall be entered into the admissions procedure in accordance with Section 50 (1) based on the submission of an application to study at the University. Applicants submit applications electronically.
2. In the application, Applicants must particularly fill in the following data: name and surname or title, sex, nationality, marital status, date of birth, place of birth, birth certificate number, national identity card number (or passport number for non-Czech citizens), permanent residence address or contact address, contact data, information from where it is reported, name, address and field, including an Organisation Identification Mark, Classification of Basic Fields of Education (ISCED), schools attended / graduated from, year of school leaving exams, a declaration of the veracity of the provided data, and the date of completion of the application.
3. Applicants are obliged to pay a handling fee set by the Charge Rates relating to the studies for every submitted application.
4. In order to be admitted for studies, must have achieved secondary education with a school-leaving exam and successfully complete the admissions procedure based on which the University admits applicants to study on an accredited study programme.
5. The Chancellor decides on admission for studies based on a recommendation of the Admissions Committee.
6. The Chancellor sets conditions for admission for studies and the dates of the admissions procedure for the relevant academic year in accordance with Section 49 of the Act by a Chancellor’s decree published in the public part of the University website.
7. The admissions procedure includes an entrance exam, which may be written, oral or talent-based, or a combination of these. A talent test is carried out for all study programmes with a creative speciality.
8. Applicants are only entitled to inspect the file after a decision is notified by delivery. Instead of providing the opportunity to inspect a file, the University may provide an Applicant with a copy of the file.
9. If an Applicant meets the conditions for admission for studies, the Chancellor shall issue a decision on admission within 30 days of verifying the conditions for admission for studies.
10. Applicants shall be informed of the result of the admissions procedure by a decision according to Section 69a (1) of the Act and Article 22 (12) to (14) of these Statutes.
11. If an Applicant is accepted for studies, the University shall notify the Applicant of this decision via the University’s electronic information system (hereinafter referred to as the “IS”), provided that the Applicant has agrees to this procedure in their application for studies pursuant to Article 22 (1) and (2) of these Statutes. In such a case, the University shall provide the Applicant with login details for the IS. The decision shall be deemed to have been delivered on the first day after the day on which the decision is made accessible in the IS.
12. If the University decides to refuse an application, the University shall deliver a written copy of the decision itself or via a postal service operator.
13. If the decision pursuant to Article 22 (13) of these Statutes cannot be delivered to the correspondence address specified by the Applicant in the application pursuant to Article 22 (1) and (2) of these Statutes, the document shall be delivered by a public announcement, and the University shall not be obliged to appoint a guardian for the applicant. The date of delivery shall be the fifteenth day after the decision is posted on the University’s official noticeboard; the date of posting is not counted in this fifteen-day period.
14. The appellate authority shall be the Chancellor. Applicants may lodge a written appeal for the attention of the Chancellor within 30 days of receiving the decision on their application. The period for making an appeal shall begin to run on the day following the date of receipt of the decision on the application. The Chancellor may change the decision on the application if it has been issued in contradiction to the law or the internal regulations of the University. In such cases, the Chancellor’s decision is final.
15. Applicants whose application is successful shall present themselves for enrolment for studies according to the instructions of the study department of the University.
16. Upon enrolling for studies, successful Applicants will receive a Study Agreement; by signing this agreement, Applicants undertake to fulfil contractual obligations towards the University, including payment of tuition fees according to the provisions of the Agreement and the valid Charge Rate associated with the studies.
17. In accordance with Section 49 (3) of the Act, the Chancellor may decide to waive the entrance exam or a part thereof for Applicants who prove that they meet the conditions for admission for the given academic year in a different manner. By a Chancellor’s decree, the University determines the conditions under which the entrance exam may be waived and the conditions to be met in order for Applicants to be admitted.
18. The University may set different conditions for the admission of Applicants who have completed a study programme or a part thereof, or who are studying on another study programme at a university in the Czech Republic or abroad.
19. Likewise, the University may set different conditions for the admission of Applicants who have completed a study programme at a higher vocational school in the Czech Republic or abroad.

**Article 23**

**Recognition of fulfilled study obligations by accepted Applicants**

1. If Applicants who have completed or who are studying on another study programme at another university or higher vocational school in the Czech Republic or abroad wish to apply for the recognition of examinations or other fulfilled study obligations (hereinafter referred to as “Recognition of Certification”) from such studies, they must first be duly admitted for studies at the University in accordance with Article 22 of these Statutes.

2. Such Applicants shall deliver a completed application for Recognition of Certification on the date of enrolment for studies at the latest; the application shall include mandatory annexes specified in the University regulation “Procedure for Submitting Applications for Recognition of Certification in the Public Part of the University Website”.

3. Within no more than 15 days after the date of enrolment, the consultative committee shall discuss the conformity of the content of individual subjects listed by the Applicant in the application for Recognition of Certification with their equivalents in the relevant study plan of the study programme of the University; the Committee shall then notify the Applicant of acceptance or refusal of the application by way of a committee opinion. Preparation of a committee opinion shall be subject to charges according to the Charge Rate associated with the studies published in the public part of the University website.

4. Based on a recommendation of the consultative committee in the committee opinion, the Vice-Rector for Academic Affairs shall approve or reject recognition of individual certifications, and shall issue a statement on the obligation to complete a course in the case of rejected certification, while also proposing an individual study plan (ISP) for the accepted Applicant.

5. Following the final assessment, the Chancellor shall make a final decision on the recognition of certification in comparison with the equivalent courses of the University. Decisions are subject to Section 68 of the Act.

6. Accepted applicants will receive a decision on the assessment of the application for Recognition of Certification, including a proposal for an ISP, by letter. Delivery of the decision is subject to Section 69a (3) of the Act.

**Article 24**

**Conditions of study for foreigners**

1. Foreign students can study on an accredited study programme of the University:
2. under the same conditions as citizens of the Czech Republic,
3. under international agreements to which the Czech Republic is bound,
4. under cooperation agreements entered into between universities.

2. Upon enrolment for studies, the University will verify whether a foreign citizen has been issued a permit for residence in the Czech Republic, and whether they meet other legal provisions regulating the residence of foreign citizens in the Czech Republic.

3. A further condition for admission to studies is knowledge of Czech. Foreign applicants are made aware of this requirement during the admissions procedure, which includes verification of their knowledge of Czech.

**Article 25**

**Procedure and completion of studies, and evidence of studies**

1. The beginning of the academic year is set by the Chancellor.
2. The course and completion of studies are regulated by Sections 51 to 56 of the Act. Detailed conditions are specified in the study and examination rules.
3. Documents proving study and documents on completion of study on a study programme are issued by the University pursuant to Section 57 of the Act.

**Article 26**

**Study fees**

1. Study fees are as follows:
2. handling fee for tasks associated with the admissions procedure,
3. tuition fees,
4. additional fees.
5. Students shall pay the study fees by bank transfer to the University's account specified in the Study Agreement and, as the case may be, updated on the official notice board and in the public part of the University website.
6. Students shall pay the tuition fee in the amount and under the terms specified in Annex No. 2 to the Study Agreement concluded in accordance with Article 33 of these Statutes.
7. In exceptional and justified cases, and after consulting the executive officers, the bursar may reduce the tuition fee or allow an individual payment schedule.
8. Additional fees shall be listed in the Charge Rates associated with studies, which are regularly updated and published on the official noticeboard of the University and in the public part of the University website.

**Article 27**

**Research activities**

1. The University creates favourable HR, material, organisational and social conditions for the educational and creative activities of academic staff members and students.
2. In connection with the development of these activities, the University establishes cooperation with departments and workplaces at other higher education institutions and outside of higher education institutions, both in the Czech Republic and abroad.
3. Academic freedom of creative work is guaranteed.

**Article 28**

**Evaluation of activities of the University**

1. Every year, the University prepares an annual report on its activities pursuant to Section 21 (2) of the Act, and makes it public as a non-periodical publication in accordance with Section 42 (1) (a) of the Act. The annual report is approved by the executive officers.
2. The University’s activities are evaluated on the basis of data concerning all areas of the University’s activities (educational, HR, economic, etc.); all departments of the University are obliged to provide such data in a timely, complete and truthful manner. Assessments of the University provided by its students may form a further basis for evaluating the University’s activities.
3. The results of the evaluation of the University’s activities are used to prepare and annually update a strategic plan pursuant to Section 42 (1) b) of the Act. The interests of the University and its founder are taken into account while preparing this plan.

 **Article 29**

 **Internal quality assessment of the University**

1. Every year, the University conducts an internal evaluation of the quality of its educational and creative activities, which also includes an evaluation of individual academic staff members and the work of departments of the University.

2. For these purposes, the University has developed a quality assurance and internal evaluation system in accordance with Section 77 (1) and (2) of the Act.

3. The University prepares a report on its internal assessment for a period of 5 years and annually updates it in accordance with the Rules of Procedure of the Academic Council of the University.

**Part IV**

**Study programmes**

**Article 30**

**Accreditation of study programmes**

* 1. The department heads are responsible for the preparation of documents as preparation for a plan for a new accreditation programme (hereinafter referred to as the “Plan”) in accordance with the mission of the University, the strategic plan of the University’s educational and creative activities, and other potential conceptual documents.
	2. The Plan shall be prepared by the Chancellor in cooperation with the Vice-Rector for Academic Affairs and the Vice-Rector for Science and Development.
	3. The structure of the Plan is determined by a decision of the Chancellor. The Plan shall particularly contain the type, form and profile of study programmes and their other characteristics, allowing for a general assessment of the fulfilment of study programme requirements pursuant to the Act and Government Regulation No. 274/2016 Coll. on standards for accreditation in higher education, including information on a proposed study programme guarantor.
	4. The Chancellor shall submit the prepared Plan to the Academic Council for approval in accordance with Section 12 (1) d) of the Act and Article 3 (1) of the Rules of Procedure of the Academic Council of the University.

5. After the Plan is approved by the Academic Council, a request for accreditation by the study programme guarantor is prepared.

6. The Vice-Rector for Academic Affairs, in cooperation with the Vice-Rector for Science and Development, is responsible for coordinating and inspecting the preparation process of the application for accreditation.

7. In addition to the components of study programmes pursuant to Section 44 (2) of the Act, the application for accreditation shall also contain other documents pursuant to Section 79 (2) of the Act.

8. Pursuant to Section 79 (1) of the Act, the Chancellor shall submit the prepared application to the Accreditation Bureau.

9. The University shall monitor the validity period of the accreditation of study programmes and the currency of their implementation, and shall prepare documentation for applications to prolong, expand or cancel accreditation pursuant to Section 80 (3) to (5) of the Act. The provisions of Article 30 (1) to (6) of these Statutes shall apply *mutatis mutandis* to the process of preparing documentation and submitting applications to prolong or expand the accreditation of a study programme.

**Part V**

**Academic Insignia and Ceremonies**

**Article 31**

**Academic insignia and ceremonies**

1. The academic insignia and ceremonies of the University are an external expression of the academic traditions, rights, freedoms and social status of the University and its academic community.
2. The University’s academic ceremonies are graduation, matriculation and the inauguration of the Chancellor.
3. Academic insignia are used during ceremonies and other significant events of academic life.
4. The manner of use of academic insignia on ceremonial occasions is determined by a special internal regulation of the Chancellor.
5. The content, form and procedure of academic ceremonies are regulated by an internal regulation of the University approved by the Chancellor.

**Part VI**

**University business management**

**Article 32**

**University business management**

1. The business management of the University falls under the competences of the executive officers of the University, unless legislation stipulates otherwise.
2. The bursar is accountable to the executive officers for the business management of the University.

**Part VII**

**Other Provisions**

**Article 33**

**Study agreements**

1. A statutory representative of the University shall sign a Study Agreement (hereinafter referred to as the “Agreement”) with a successful applicant by the date of enrolment for the first year at the latest.
2. The Agreement determines basic rights and obligations between the University and the student as contractual parties.

**Article 34**

**Publication of documents and the University noticeboard**

In the public part of its website, the University particularly publishes its internal regulations and other documents stipulated by the Act or the internal regulations of the University.

The University has an official noticeboard on which it posts documents stipulated by the Act, by Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended, and by regulations of the University.

**Part VIII**

**Final provisions**

**Article 35**

**Validity of the statutes**

1. University regulations pursuant to Article 3 of these Statutes are filed in the Chancellor’s Office.
2. The Statutes of the University of Creative Communication registered by the Ministry on 12 May 2016 under Ref. No. MSMT-27284/2015-6 are hereby repealed.
3. These Statutes shall enter into force pursuant to Section 36 (4) and Section 41 (2) of the Act on the day they are registered by the Ministry.
4. These Statutes shall enter into effect pursuant to Section 36 (4) and Section 41 (2) of the Act on the day following the date of registration by the Ministry.
1. Act No. 262/2006 Coll., the Labour Code, as amended. [↑](#footnote-ref-1)