

*The Ministry of Education, Youth and Sports, registered pursuant to Section 36(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, under Ref. No. .... The Statutes of the University of West Bohemia as of the date of signing the registration.*

*Mgr. Vojtěch Tomášek  
Director of the Higher Education Department*

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# **THE STATUTE**

## **PREAMBLE**

The University of West Bohemia proudly and consciously embraces the tradition of European higher education. In the spirit of the Latin word *universitas*, we understand the university as a community that combines academic diversity and plurality of opinion in a unity of values – openness, critical thinking, and responsibility. Relationships between members of the university community are based on natural authority, not power, and academic freedom is the fundamental principle of all our activities.

The history of our university, which through some of its constituent parts dates back to the first half of the 20th century, is marked by a determination to face challenges, a capacity for innovation, and a willingness to search for new solutions. We are building on this tradition today – in a time of rapid change, when we perceive a modern university not only as an educational and research institution, but also as an active participant in social events, contributing to the development of democracy, freedom of speech, and human dignity.

We are a place where truth is sought and open dialogue is conducted. We strive for equal access to education, scientific and artistic activities for all, without discrimination. We promote respect for the dignity of each individual and are aware of our responsibility not only in a national and international context, but also towards the regional environment in which the University of West Bohemia in Pilsen is anchored and to whose cultural, social, and economic development it actively contributes.

The Statute, of which this preamble forms an integral part, expresses the common will of the academic community to determine the direction of the university in the areas of education, creative activity, social responsibility, as well as institutional development.

PART ONE  
**GENERAL PROVISIONS**

Article 1

**Basic information**

- (1) The University of West Bohemia in Pilsen (hereinafter referred to as "UWB") is a public university-type higher education institution.
- (2) Its full name is "Západočeská univerzita v Plzni," abbreviated in Czech as "ZČU" and internationally as "UWB."
- (3) The foreign language equivalents of its full name are as follows:
  - a) English: University of West Bohemia in Pilsen,
  - b) French: L'Université de Bohême de l'Ouest à Pilsen,
  - c) German: Westböhmisches Universität in Pilsen,
  - d) Latin: Universitas Bohemiae occidentalis Pilsnae.
- (4) The registered office is at Univerzitní 2732/8, 301 00 Plzeň.
- (5) Its legal predecessor was the University of West Bohemia, with which the College of Mechanical and Electrical Engineering and the Faculty of Education in Pilsen were merged.

Article 2

**Academic freedoms and academic rights**

Academic freedoms and academic rights are guaranteed. They are represented externally by academic insignia and academic ceremonies symbolizing the independence, self-governance, and tradition of UWB.

Article 3

**Symbols and insignia**

- (1) The symbols of UWB are
  - a) the UWB emblem in the form of a leaping lion inside the letter "U", protected as a trademark,
  - b) the UWB flag approved by the UWB Academic Senate at the suggestion of the Rector,
  - c) the UWB seal and an embossed stamp; both in the form of a round stamp with the full name of UWB and the state emblem.
- (2) The insignia of UWB and its faculties are
  - a) the UWB scepter and the scepter of the faculty,
  - b) the chains of the Rector and Vice-Rectors, the chains of the Deans and Vice-Deans,

- c) the robes of the Rector, the Chairman of the UWB Academic Senate, the Vice-Rectors, the Chancellor, the Bursar, and the robes of the representatives of the faculties.
- (3) The Insignia are used during academic ceremonies, celebrations, and social events of UWB and its faculties.
- (4) The rules for using faculty insignia are further specified in the respective faculty statute.

#### Article 4

##### **Academic ceremonies**

- (1) The inauguration of the Rector or Dean is a ceremonial event marking the commencement of their term of office, attended by members of the academic community of UWB and invited guests.
- (2) Ceremonial meetings of the UWB Scientific Council or a faculty scientific council are ceremonies usually held once a year on the occasion of extraordinary events related to significant milestones of UWB or higher education, or on the anniversaries of the faculty, accessible mainly by members of the academic community and invited guests.
- (3) The ceremonial meeting of the UWB Scientific Council may also include
  - a) awarding the honorary title of doctor honoris causa,
  - b) awarding the honorary title of professor emeritus,
  - c) awarding UWB Commemorative Medals and UWB Rector's Honorable Mentions,
  - d) introduction of new associate professors and professors and presentation of appointment decrees by the Rector,
  - e) awarding the best students.
- (4) Matriculation is a ceremony welcoming new students to the academic community of UWB or a faculty, during which the students take an oath. The Rector or Dean may decide that matriculation will not take place in the form of a ceremony.
- (5) Graduation is a ceremonial event marking the departure of graduates from the academic community of UWB or its faculty, during which graduates of study programs and those who have passed a rigorous examination are awarded university diplomas after taking an oath.
- (6) The rules for academic ceremonies at the faculty are further specified in the faculty statute.

#### Article 5

##### **Main activity**

The main activity consists of

- a) education in study programs and lifelong learning programs,
- b) scientific, research and development, innovation, artistic or other creative activities,

- c) cooperation with higher education institutions, research organizations, municipal and regional authorities, employers, businesses and business associations, cultural and non-profit organizations.

Article 6

**Supplementary activities**

UWB also performs supplementary activities; the details are set out in the relevant directive.

Article 7

**Information about activities**

- (1) UWB provides information about its activities primarily through the public section of its website and annual reports.
- (2) The required information is published by UWB on its official notice board, the content of which is also published in a manner allowing remote access. Unless publication on the official notice board is expressly required, posting in the public section of the website is sufficient.

PART TWO  
**THE PEOPLE**

Title I  
**Applicant**

Article 8  
**Access to study**

- (1) An applicant is someone who has submitted an application to study, until the decision on their non-admission becomes effective or until the date of their enrollment to study.
- (2) If the applicant meets the admission requirements, UWB shall accept them regardless of whether they are a citizen of the Czech Republic or a foreign national.

Article 9  
**Application**

An application to study can only be submitted electronically via the UWB electronic information system.

Article 10  
**General conditions for admission**

- (1) The basic condition for admission to study is the completion of the required prior education.
- (2) Other conditions for admission may include specific knowledge, skills, including language skills, or, if required by the nature of the study program, health requirements. Compliance with these conditions is usually assessed by an entrance examination. If an applicant fails to sit the entrance examination, the Rector or Dean will not admit the applicant to the study program.

- (3) The conditions for admission will be published by UWB or the faculty within the deadline specified by the Higher Education Act in the public section of the website.
- (4) The conditions for the admission of foreign nationals to study in a study program must enable the fulfillment of obligations arising from international agreements by which the Czech Republic is bound.
- (5) A foreigner may also be admitted to study on the basis of a cooperation agreement within the framework of international programs, European Union mobility programs, or on the basis of a cooperation agreement between universities, under the conditions set out in such an agreement.

## Title II

### **Academic community**

#### Section 1 **Student**

##### Article 11

- (1) A student is an accepted applicant who has enrolled in a study program.
- (2) Someone whose studies have been interrupted or terminated is not considered a student.

##### Article 12 **Study documents**

Study documents are uniform; details regarding their appearance and issuance are specified in the relevant directive.

#### Section 2 **Academic staff member**

##### Article 13 **Selection**

Academic staff are selected by means of a selection procedure; the rules governing this procedure are laid down in the Selection Procedure Rules for Filling Academic Staff Positions.

##### Article 14

- (1) An academic staff member is
  - a) a professor,
  - b) an associate professor,
  - c) an extraordinary professor,
  - d) a senior assistant,
  - e) an assistant,
  - f) a lecturer,

- g) a science, research, and development staff member who performs both teaching and creative activities in an employment relationship according to the agreed type of work.
- (2) The temporary absence of one of the activities or the fact that they are not performed in parallel does not affect the status of the academic staff member.
  - (3) The employment contract with academic staff members assigned to a faculty is concluded by the Dean on behalf of UWB, or by the Rector in other cases.

#### Article 15

##### **Teaching activities**

- (1) Direct teaching activities mainly include giving lectures, leading seminars and practical classes, conducting examinations, providing consultations, and supervising doctoral students.
- (2) Work related to direct teaching activities mainly involves supervising qualification theses and serving on state examination committees.

#### Article 16

##### **Creative activities**

Creative activities include, in particular

- a) publishing activities,
- b) working on research and development projects,
- c) creation of works of art,
- d) contract research.

#### Article 17

##### **Sabbatical leave**

- (1) An academic staff member may apply in writing for sabbatical leave.
- (2) The person who concluded the employment contract with the academic staff member shall decide on the request for sabbatical leave. If the request is denied, the decision shall be justified.
- (3) The results achieved during the sabbatical are part of the academic staff member's evaluation.

#### Section 3

##### **Right to vote**

#### Article 18

The right of members of the academic community to elect representative academic bodies is guaranteed.

#### Title III

##### **Rector Emeritus**

Article 19

- (1) Rector Emeritus is an honorary title given to someone who served as Rector and was not removed from office.
- (2) The title itself does not establish an employment relationship with UWB.

Title IV

**Professor Emeritus**

Article 20

- (1) A Professor Emeritus is someone who served as a professor at UWB and was awarded the honorary title of Professor Emeritus.
- (2) The title of Professor Emeritus is awarded by the Rector on the proposal of the Dean or Director of a university institute after discussion in the UWB Scientific Council.
- (3) The awarding of the title itself does not establish an employment relationship with UWB.

Title V

**Visiting Professor**

Article 21

- (1) A professor or associate professor working at another higher education institution in the Czech Republic, or someone who has achieved a comparable position abroad, may work at UWB as a visiting professor.
- (2) A visiting professor works at UWB for a minimum of one semester.

Title VI

**Other staff members**

Article 22

**Selection**

Other staff members are selected through a selection procedure, if so stipulated by the Selection Procedure Rules for Filling Academic Staff Positions.

Article 23

Other staff members include

- a) specialists in science, research, and development,
- b) technical and administrative employees,
- c) manual workers.

Title VII

**General provisions concerning employees**

Article 24

## **Remuneration**

Employee remuneration is governed by the Internal Wage Regulations.

### Article 25

## **Representation**

UWB encourages its employees to be active primarily in

- a) scientific councils of universities and their constituent parts, the scientific council of the Academy of Sciences or its assembly,
- b) representative bodies of universities,
- c) evaluation committees of the National Accreditation Authority for Tertiary Education and public funding providers,
- d) advisory bodies of the government and ministries,
- e) similar bodies at the level of the European Union or internationally.

### Title VIII

## **Lifelong learning participant**

### Article 26

The status of participants in lifelong learning is determined by the Lifelong Learning Regulations.

### Title IX

## **Graduate**

### Article 27

UWB cooperates with its graduates, takes an interest in their future careers, and organizes an alumni club for them.

## **PART THREE THE UNIVERSITY**

### Title I

## **Self-governing academic bodies**

Section 1  
**Academic Senate**

Article 28

- (1) The UWB Academic Senate is a self-governing representative academic body.
- (2) The UWB Academic Senate consists of 31 members and is made up of
  - a) 27 members elected from among academic staff (two per faculty) and a student from a Bachelor's or Master's degree program (one per faculty) at each faculty,
  - b) one member elected from among academic staff jointly for all university institutes,
  - c) one member elected from among academic staff jointly for all other departments engaged in educational and creative activities or the provision of information services or technology transfer,
  - d) two students elected from among all students enrolled in doctoral study programs.
- (3) The election of members of the UWB Academic Senate and their status are governed by the Election Rules of the UWB Academic Senate.
- (4) The rules of procedure of the UWB Academic Senate, its bodies and their establishment are governed by the Rules of Procedure of the UWB Academic Senate.

Section 2  
**Rector**

Article 29

- (1) UWB is headed by the Rector.
- (2) The Rector acts and decides on behalf of UWB in all matters not entrusted to another person.
- (3) The Rector is deputized by Vice-Rectors to the extent specified in the relevant directive.

Section 3  
**UWB Scientific Council**

Article 30

- (1) The UWB Scientific Council (hereinafter referred to as the "Scientific Council") has 42 members.
- (2) The Chair of the Scientific Council is the Rector, who appoints and dismisses other members of the Council, taking into account that the members represent the main areas of activity and fields in which UWB has the right to conduct proceedings for the appointment of professors.
- (3) The term of office of members of the Scientific Council appointed by the Rector shall end on the last day of the second month following the month in which the Rector's term of office began.
- (4) Within two months of taking office, the Rector shall submit to the UWB Academic Senate a proposal for the appointment of members of the Scientific Council.

- (5) The rules of procedure of the Scientific Council are governed by the Rules of Procedure of the UWB Scientific Council.

#### Article 31

##### **Termination of membership**

- (1) The membership of members of the Scientific Council appointed by the Rector shall be terminated
  - a) on the expiry of the term of office,
  - b) as of the date of delivery of a written notice of resignation to the Rector,
  - c) as of the date of delivery of a written notice of dismissal.
  - d) on the day following the third unexcused absence from a meeting of the Scientific Council.
- (2) If membership in the Scientific Council is terminated pursuant to paragraphs 1(b) to (d), the Rector shall appoint a new member of the Scientific Council without undue delay.

#### Article 32

##### **Competence**

The Scientific Council exercises its authority pursuant to Section 12(1)(a) and (e) of the Higher Education Act, approves the intention to waive accreditation of habilitation proceedings or proceedings for appointment of a professor, exercises its authority pursuant to Section 12(1)(g) to (k) of the Higher Education Act, and also performs an overall quality assessment

- a) of the habilitation procedure and the procedure for appointment of a professor,
- b) of creative activities.

#### Section 4

##### **Internal Evaluation Council**

#### Article 33

##### **Establishment**

- (1) The UWB Internal Evaluation Council (hereinafter referred to as "the Council") is established.
- (2) The Council has 15 members.
- (3) The Chairman of the Council is the Rector, who appoints the Vice-Chairman of the Council from among the academic staff of UWB who are associate professors, professors, or extraordinary professors at UWB. The Chairman of the UWB Academic Senate is a member of the Council.
- (4) Other members of the Council are appointed and dismissed from among employees or other persons by the Rector, one member of the Council always being appointed from among UWB students.
- (5) The term of office of all members of the Council appointed by the Rector shall end on the last day of the second month following the month in which the Rector's term of office began.

- (6) Within two months of taking office, the Rector shall submit a proposal for the appointment of Council members to the UWB Academic Senate.
- (7) The rules of procedure of the Council are governed by the Rules of Procedure of the UWB Internal Evaluation Council.

#### Article 34

##### **Termination of membership**

- (1) The membership of the Vice-Chairman of the Council or other members of the Council shall be terminated
  - a) on the expiry of the term of office,
  - b) as of the date of delivery of a written notice of resignation to the Rector,
  - c) as of the date of delivery of a written notice of dismissal.
- (2) The Vice-Chairman shall also cease to be a member of the Council if
  - a) he/she ceases to be an academic employee of UWB, or
  - b) his/her appointment as associate professor was declared invalid.
- (3) A member of the Council appointed from among students shall also lose their membership in the Council if they cease to be a student; membership in the Council shall not be terminated by transferring between study programs.
- (4) If membership in the Council ceases pursuant to paragraph 1(b) or (c), paragraph 2, or paragraph 3, the Rector shall appoint a new member of the Council without undue delay.

#### Article 35

##### **Competence**

In addition to its authority under Section 12a(4) of the Higher Education Act, the Council also

- a) approves study programs submitted by the Rector on the recommendation of the Scientific or Artistic Council of the respective faculty; in the case of study programs that are not implemented at faculties, without such a recommendation,
- b) approves the intention to submit an application for accreditation, extension of accreditation, or renewal of the validity period of accreditation of study programs submitted by the Rector at the proposal of the Scientific or Artistic Council of the respective faculty; in the case of study programs that are not implemented at faculties, without this proposal,
- c) approves, upon the proposal of the Rector, the intention to submit an application for institutional accreditation for one or more areas of education and for the extension of institutional accreditation to one or more additional areas of education,
- d) approves, upon the proposal of the Rector, the intention to relinquish institutional accreditation and the intention to cancel a study program.

#### Section 5

##### **UWB Disciplinary Committee**

#### Article 36

- (1) The rules of disciplinary proceedings and the method of appointing its members are governed by the Disciplinary Regulations for UWB Students.
- (2) The UWB Disciplinary Committee is not established if all its students are matriculated at faculties.

Title II  
**Other bodies**

Section 1  
**Board of Trustees**

Article 37

- (1) The Board of Trustees has 15 members.
- (2) After consulting with its Chairperson, the Rector shall designate the person who will be responsible for the administrative organization of its meetings.
- (3) The rules of procedure and the method of electing the Chairman and Vice-Chairmen are governed by the Statute of the Board of Trustees.

Section 2  
**Bursar**

Article 38

The Bursar manages the finances and internal administration of UWB and acts on behalf of UWB within the scope specified by the Rector's provision; the Bursar is accountable to the Rector for the results.

Title III  
**Review Committee**

Article 39

- (1) For each proceeding that declared a state examination or part thereof invalid, the Rector shall appoint a review committee. The review committee shall have seven members, six of whom shall be appointed by the Rector from among professors, associate professors, extraordinary professors, or other experts; the seventh member shall be appointed by the Rector from among UWB students. A person who was a member of the examination panel for the state examination or part thereof, or who was a consultant, opponent, or supervisor of the person whose state examination or part thereof is at hand, may not be appointed as a member of the review committee.
- (2) For each proceeding that declared the appointment of an associate professor invalid, the Rector shall appoint a review committee. The review committee shall have five members appointed by the Rector from among professors, associate professors, extraordinary professors, or other experts, so that the majority of the members of the review committee are experts who are not UWB employees, with one member appointed by the Rector on the recommendation of the Minister from among civil servants working at the Ministry. A person who was a member of the habilitation committee, an opponent of the habilitation thesis, or a member of the scientific council that decided on the proposal to appoint the

person concerned as an associate professor may not be appointed as a member of the review committee.

Title IV  
**Rectorate**

Article 40

The Rectorate provides support services for UWB and its constituent parts in accordance with the rules and to the extent specified in the directive.

PART FOUR  
**CONSTITUENT PARTS**

Title I  
**Faculty**

Article 41  
**Status**

- (1) A faculty is a fundamental constituent part for conducting educational and creative activities.
- (2) UWB faculties include
  - a) Faculty of Applied Sciences,
  - b) Ladislav Sutnar Faculty of Design and Art,
  - c) Faculty of Economics,
  - d) Faculty of Electrical Engineering,
  - e) Faculty of Arts,
  - f) Faculty of Education,
  - g) Faculty of Law,
  - h) Faculty of Mechanical Engineering,
  - i) Faculty of Health Care Studies.

Article 42  
**Bodies and organization**

The bodies, internal organization, and activities of the faculty are governed by its internal regulations.

Article 43  
**Actions or decisions of faculty bodies on behalf of UWB**

A faculty body acts or decides on behalf of UWB in matters concerning the faculty specified in Section 24(1) of the Higher Education Act and in matters concerning the faculty pursuant to Section 24(2) and (3) to the extent specified by this Statute, UWB internal regulations, and UWB internal standards.

Title II  
**University institute**

Article 44

The university institute is the New Technologies Research Center of the University of West Bohemia in Pilsen.

Article 45  
**Bodies and organization**

The bodies, internal organization, and activities of the university institute are governed by its internal regulations.

Article 46  
**Actions or decisions on behalf of UWB**

- (1) The director acts on behalf of UWB in matters concerning the university institute with regard to
  - a) labor law relations, with the exception of concluding an employment contract with an academic staff member assigned to a university institute and granting sabbatical leave,
  - b) international relations and activities,and further within the scope specified by the internal regulations of UWB and the internal standards of UWB.
- (2) The director acts or makes decisions on behalf of UWB in the implementation of the study program in cases where the Dean would act at a faculty, if the university institute participates in the implementation of a study program.

Title III  
**Other UWB constituent parts and special-purpose facilities**

Article 47

- (1) Other UWB constituent parts include
  - a) Information Technology Center,
  - b) Project Center,
  - c) University Library,
  - d) Institute of Applied Language Studies,
  - e) Institute of Physical Education and Sport.
- (2) Special-purpose facilities include
  - a) Operations and Services,
  - b) Accommodation and Canteen Administration,
  - c) The Nečtiny Training and Accommodation Facility.

Article 48

**Organization**

The internal organization and activities of other UWB constituent parts and special-purpose facilities are governed by organizational rules approved by the Rector prior to their issuance.

Article 49

**Acting on behalf of UWB**

The director is authorized to act on behalf of UWB in matters concerning the respective other UWB constituent part or special-purpose facility within the scope specified by UWB internal regulations and internal standards.

PART FIVE

**ADVISORY BOARDS AND WORKING GROUPS**

Article 50

**Advisory boards**

- (1) Advisory boards are formed to coordinate, steer, and ensure that activities are carried out in an informed manner.
- (2) The university advisory board consists of the UWB management and the Rector's Board; chaired by the Rector.
- (3) Other members of the UWB management team include the Vice-Rector, the Bursar, and other persons as determined by the Rector.
- (4) Other members of the Rector's Board include the Vice-Rector, the Chairman of the UWB Academic Senate, a representative of the Student Chamber of the UWB Academic Senate, the Bursar, the Dean, the Director of the university institute, and other persons as determined by the Rector.
- (5) The Rector, Vice-Rector, Bursar, or Head of a constituent part, may also establish other advisory boards; such boards are usually chaired by the person who formed them.

Article 51

**Working group**

A working group may be established by a senior employee to address tasks assigned within his or her competence, and he or she shall normally chair the working group.

Article 52

**Joint provisions**

- (1) An employee's participation in an advisory board or working group is part of their job duties.

- (2) If a manager agrees to a subordinate employee's membership in an advisory board or working group, they shall create appropriate conditions for their work.

**PART SIX  
LEGISLATION**

**Title I  
Internal regulations**

**Article 53  
UWB internal regulations**

Beyond the scope of the Higher Education Act, UWB issues

- a) Accreditation Rules,
- b) Lifelong Learning Rules,
- c) Details of the habilitation procedure and the procedure for appointment of a professor,
- d) Rules of Procedure of the Internal Evaluation Council,
- e) Rules for the establishment, dissolution or transformation of legal entities by the University of West Bohemia in Pilsen and conditions for monetary and non-monetary contributions to these and other legal entities, and
- f) Rules for the provision of support measures to ensure equal opportunities to study at the University of West Bohemia in Pilsen.

**Article 54  
Faculty internal regulations**

A faculty issues internal regulations as stipulated by the Higher Education Act.

**Article 55  
University institute internal regulations**

Internal regulations include

- a) the Statute,
- b) the Rules of Procedure of the Scientific Council.

**Title II  
Internal standards**

**Article 56  
UWB internal standards**

Internal standards are directives and measures.

Article 57

**Internal standards of constituent parts**

- (1) The internal standards of a faculty are decisions and decrees; a faculty may stipulate otherwise in its Statute.
- (2) The internal standard of a university institute is a decree.
- (3) The internal standard of another constituent part and special-purpose facility is the organizational rules.

Title III

**Legislative process**

Article 58

Details on the legislative process are set out in a directive.

PART SEVEN

**RULES OF FINANCIAL MANAGEMENT**

Title I

**Principles of financial management**

Article 59

- (1) When performing its tasks, UWB is obligated to act economically, efficiently and effectively, and to use all financial resources in accordance with the conditions for their use. The Rector is accountable to the Minister of Education, Youth, and Sports for the economical, efficient, and effective use of financial resources, their settlement with the state budget, and the proper management of assets.
- (2) In its financial management, UWB is obligated to comply with the Higher Education Act, general accounting and tax regulations, other special regulations related to UWB's financial management, and decisions of the Ministry regarding the provision of financial resources. Financial management principles are specified in directives and measures.
- (3) UWB is authorized to accept credits, repayable financial assistance, and loans for current and capital expenditures, provided that their acceptance does not give rise to claims against the state budget and that their repayment is secured within the framework of UWB's financial management.
- (4) Payments of a punitive nature are part of the costs incurred by UWB.

Title II

**Budget**

Article 60

**Income**

- (1) The budget income consists mainly of the income specified in Section 18(2) of the Higher Education Act.
- (2) Income from supplementary activities must be strictly separated from other income.

#### Article 61

##### **Budget creation**

- (1) The budget must not be drawn up as a deficit budget.
- (2) The budget includes the costs and revenues of all budgetary units, which are faculties, university institutes, other constituent parts, special-purpose facilities, and departments of the Rectorate.
- (3) The draft budget for a specific year is prepared by the Bursar in accordance with the budget methodology and budgetary rules, and submitted to the Rector.
- (4) The budget methodology is approved by the UWB Academic Senate prior to its publication.
- (5) Budget limits for a specific calendar year, including the budget preparation schedule, are set by budgetary rules, which are discussed by the UWB Academic Senate prior to their issuance so that the budget can be prepared in a timely manner.

#### Article 62

##### **Submission and approval**

- (1) The draft budget shall be submitted by the Rector to the UWB Academic Senate for approval no later than 21 days after receipt of written notification from the Ministry regarding the amount of subsidies and contributions allocated.
- (2) If the UWB Academic Senate does not approve the submitted budget, the Rector shall submit a new proposal within 30 days.
- (3) After approval of the budget by the UWB Academic Senate, the Rector shall submit the approved draft budget to the Board of Trustees for approval.

#### Article 63

##### **Rules for drawing funds**

When managing funds, budgetary units must ensure that funds are drawn evenly so that there is no accumulation of funds drawn at the end of the calendar and fiscal year.

#### Article 64

##### **Inspection**

- (1) The head of the budgetary unit is responsible for ensuring that the unit's financial management complies with the budget.

- (2) Budgetary units are obligated, in accordance with the procedures established by the budget methodology, to submit to the Bursar, within the specified deadlines, an analysis of their financial management for the past period with a financial outlook for the next period until the end of the calendar, accounting, and budgetary period.
- (3) If there is reasonable concern that the budgetary unit's financial management will be at variance with the budget, its manager shall immediately notify the Bursar of this fact.
- (4) If, during the accounting period, a budgetary unit exceeds its budgeted expenditures or costs or fails to achieve its budgeted revenues or income without first notifying the Bursar and taking corrective action, the Rector shall, at the Bursar's request, order a restriction on the use of its non-investment resources. If the circumstances referred to in the previous sentence occur at the end of the accounting period, the non-investment resources of the budgetary unit shall be reduced by any accounting loss in the following accounting period.
- (5) The Bursar also submits a quarterly report on budget utilization to the Rector.
- (6) The Bursar is obligated to recommend a solution to the Rector not only in the event of any threat to the UWB budget as a whole, but also to individual budgetary units.
- (7) The powers of internal audit and control are not prejudiced by this.

Title III  
**Medium-term outlook**

Article 65

- (1) The medium-term budget outlook for at least the next two years is prepared and submitted to the Rector by the Bursar.
- (2) Article 62 shall apply *mutatis mutandis* to its submission and approval.

Title IV  
**Settlement**

Article 66

After the close of the calendar year, UWB shall, in accordance with the relevant legal regulations, settle its accounts with the state budget and submit its financial statements to the Ministry.

Title V  
**Assets**

Article 67

- (1) UWB owns, manages, and keeps proper records of assets that it is required to use only for its main and supplementary activities.
- (2) The rules for handling property are set out in the relevant directive.

Title VI  
**Funds**

Article 68  
**General provisions**

- (1) UWB establishes funds in accordance with Section 18(6) of the Higher Education Act.
- (2) UWB may allocate after-tax profits to funds only if any losses from previous periods have been covered.
- (3) The Rector is authorized to transfer resources between funds based on legitimate needs, namely between the reserve fund to cover losses in subsequent accounting periods, the investment assets reproduction fund, the bonus fund, and the operating resources fund.
- (4) Fund balances as of December 31 of the current year are carried over to the following fiscal year.

Article 69  
**Fund sources and their use**

- (1) The funds are created from resources in accordance with the Higher Education Act. The social fund also consists of repayments of special-purpose loans to UWB employees.
- (2) The resources of the investment assets reproduction fund may be used
  - a) to finance fixed assets,
  - b) to repay investment credit facilities and loans, or
  - c) as an additional source of financing for repairs and technical upgrades.
- (3) The scholarship fund may only be used to pay scholarships in accordance with the UWB Scholarship Regulations.
- (4) The funds from the bonus fund may be used to pay bonuses in accordance with the UWB Internal Wage Regulations, as a supplementary source of financing for wages and related statutory deductions.
- (5) UWB may only use resources from the special-purpose fund for the purpose for which they were provided.
- (6) Resources from the social fund may be used for
  - a) employee meal subsidies,
  - b) retirement savings products that are exempt from personal income tax,
  - c) special-purpose loans to employees,
  - d) social contributions to employees in difficult situations,
  - e) contributions to cultural, sporting, recreational, health, social, and other similar events.

- (7) Detailed conditions for the use of social fund resources are set out in the relevant directive.
- (8) Resources from the operating fund may be used as a supplementary source of finances for the needs of UWB in accordance with the original purpose of the resources.
- (9) Funds obtained from the allocation of profits arising from the performance of basic research, applied research, or experimental development and the dissemination of their results through teaching, publication, or technology transfer, which were supported from public funds, may be used retrospectively only for these activities or for the dissemination of their results or for teaching.

## PART EIGHT FEES

### Article 70

Fees are paid by bank transfer to the UWB account and are considered income for the university.

### Article 71

#### **Admissions-related fee**

- (1) The specific amount of the fee for the following academic year shall be determined by the Rector and published in the public section of the website no later than the last day of the deadline for submitting applications to study.
- (2) The fee is due 7 days after the deadline for submitting the application to study.
- (3) The fee cannot be waived and is non-refundable.
- (4) The provisions of paragraphs 1 to 3 shall also apply to fees for activities related to the admission process for study programs conducted in a foreign language.

### Article 72

#### **Fee for an extended period of study**

- (1) The fee is six times the base amount for each six months of study or part thereof; the base amount is set by the Higher Education Act.
- (2) The specific amount of the fee for the following academic year shall be determined by the Rector and published in the public section of the website no later than the last day of the deadline for submitting applications to study.
- (3) The due date for payment of the fee is specified in the decision on the assessment of the fee.
- (4) Upon a request submitted by a student together with an appeal, the Rector may decide to waive, reduce, or defer the payment of fees for an extended period of study.
- (5) The Rector shall waive the fee in the event that
  - a) the student receives payments of material need benefits pursuant to Act No. 111/2006 Coll., on assistance in material need, as amended,

- b) the student has a disability, as a result of which the student holds a disability card marked as severely disabled or severely disabled requiring an assistant.
- (6) The Rector shall waive or reduce the fee in the event of
- a) long-term hospitalization of the student or his/her serious illness,
  - b) the health condition of a child requiring significantly intensive care from the student,
  - c) care for a disabled or chronically ill close person,
  - d) student orphaned before the age of 26,
  - e) other reasons worthy of special consideration.
- (7) The Rector may reduce the fee in the case of
- a) child allowance payments pursuant to Act No. 117/1995 Coll., on State Social Support, as amended, or state social assistance payments pursuant to Act No. 151/2025 Coll., on State Social Assistance Payments,
  - b) granting of a social scholarship,
  - c) unfavorable financial situation of the family,
  - d) other serious social reasons,
  - e) achieving a weighted grade point average of 1.5 or lower,
  - f) excellent qualification thesis or application of achieved results in practice,
  - g) representation of UWB or the Czech Republic pursuant to Section 54a(2) of the Higher Education Act,
  - h) a selfless act of civic courage.
- (8) The payment of the fee may be deferred in cases where a reduction of the fee is permitted, either separately or in conjunction with the reduction of the fee.

### Article 73

#### **Fees for study programs conducted in a foreign language**

- (1) The Dean shall decide on the tuition fees for doctoral study programs conducted in a foreign language.
- (2) The amount of the tuition fee for studying in a foreign language is determined on the basis of a cost calculation.
- (3) The specific amount of the fee for the following academic year shall be determined by the Rector and published in the public section of the website no later than the last day of the deadline for submitting applications to study.
- (4) The due date for payment of the fee is 15 days from the date when the decision on the assessment of the fee takes legal effect.
- (5) If a fee has been set, it may be waived, reduced, or deferred in the same cases as the fee for an extended period of study.

### Article 74

**Fee for services related to assessing eligibility for admission to study**

- (1) The specific amount of the fee for the following academic year shall be determined by the Rector and published in the public section of the website no later than the last day of the deadline for submitting applications to study.
- (2) The due date for payment of the fee is specified in the admission procedure conditions. If the applicant fails to pay the fee, UWB will not assess the eligibility for admission to study.
- (3) The fee cannot be waived and is non-refundable.

Article 75

**Fee for services related to the acceptance of an application for a state rigorous examination and related to the conduct of this examination, fee for services related to the habilitation procedure, and fee for services related to the procedure for appointment of a professor**

- (1) The specific amount of the fee shall be determined by the Rector and published in the public section of the website.
- (2) The fee is payable within 30 days of the commencement of the procedure. If the fee is not paid within the specified period, the procedure will be suspended.
- (3) The fee cannot be waived and is non-refundable.

Article 76

**Fee for services related to the processing of applications for the recognition of foreign higher education and qualifications**

- (1) The specific amount of the fee is set by the Higher Education Act.
- (2) The fee is payable within 15 days of submitting the application. If the applicant fails to pay the fee, the procedure will be suspended.
- (3) The fee cannot be waived and is non-refundable.

Article 77

**Fee for services related to the issuance of a certified copy of the original or duplicate of a university diploma or diploma supplement, and fee for services related to the issuance of a new university diploma or diploma supplement**

- (1) The amount of the fee for services related to the issuance of a certified copy of the original or duplicate of a university diploma or diploma supplement and the fee for services related to the issuance of a new university diploma or diploma supplement in the event that a change of name or names or surname pursuant to the Act on Registers was allowed, unless it is a change of name or names or surname pursuant to the Act on Registers carried out for the purpose of commencing or completing a gender-affirming treatment, shall be determined by the Rector.
- (2) The fee is payable within 15 days of submitting the application. If the applicant fails to pay the fee, UWB will not issue the document.

- (3) The fee cannot be waived.

PART NINE  
**INFORMATION INFRASTRUCTURE**

Article 78

- (1) To ensure the proper performance of activities, management, collection, processing, storage, analysis, and providing access to information, UWB is building an information infrastructure that includes an electronic information system.
- (2) Users of the information infrastructure are required to behave in such a way that their actions or failure to act do not endanger or restrict others or the security of information or the security of the entire information infrastructure.
- (3) The rules for using the information infrastructure are set out in a directive.

PART TEN  
**DELIVERY AND SUBMISSION**

Title I

**Delivery to applicants, students, and persons with interrupted studies**

Article 79

- (1) UWB delivers documents related to procedures under Sections 50, 54b, or 68 of the Higher Education Act, as well as other documents, via the UWB electronic information system.
- (2) The recipient will be notified electronically when the document is made available in the UWB electronic information system.

Title II

**Delivery in procedures concerning the recognition of foreign higher education and qualifications**

Article 80

With the exception specified in Section 89(4) of the Higher Education Act, UWB shall deliver documents in procedures concerning the recognition of foreign higher education and qualifications in accordance with the Administrative Rules.

Title III

**Submission by an applicant, student, and person with interrupted studies**

Article 81

Applicants, students, or persons whose studies have been interrupted may only submit documents to UWB in electronic form via the UWB electronic information system.

PART ELEVEN

## **ACCESS TO QUALIFICATION AND HABILITATION THESES**

### Article 82

- (1) Bachelor's, Master's and rigorous theses and dissertations (hereinafter referred to as "final theses") are made available to the public at least five working days before the defense in the public section of the website.
- (2) Similarly, final theses that have been defended are made available, unless their availability has been postponed or the dissertation has been made available in another way.
- (3) Habilitation theses are made available in a similar manner, unless they have been made available in another way.

## **PART TWELVE TRANSITIONAL, REPEALING AND FINAL PROVISIONS**

### Article 83

#### **Transitional provisions**

- (1) Members of bodies under existing regulations shall also be members of bodies under this Statute; they shall complete their terms of office in accordance with existing regulations.
- (2) Internal standards issued under existing regulations shall remain valid and effective even after this Statute comes into force.

### Article 84

#### **Repealing provisions**

- (1) Special Rules for Studying at the University of West Bohemia in Pilsen in 2020, registered by the Ministry on August 5, 2020, under Ref. No. MSMT -32280/2020-1, are hereby repealed.
- (2) The Statute of the University of West Bohemia in Pilsen, registered by the Ministry on March 1, 2017, under Ref. No. MSMT-5416/2017, as amended, is hereby repealed.

### Article 85

#### **Final provisions**

- (1) This Statute was approved in accordance with Section 9(1)(b)(3) of the Higher Education Act by the UWB Academic Senate on October 29, 2025.
- (2) This Statute shall enter into force pursuant to Section 36(4) of the Higher Education Act on the date of its registration by the Ministry.
- (3) This Statute shall take effect on January 1, 2026.

prof. Ing. Pavel Karban, Ph.D., v. r.

Chairman of the Academic Senate of the  
University of West Bohemia in Pilsen

prof. RNDr. Miroslav Lávička, Ph.D., v. r.

Rector