COLLEGE OF INTERNATIONAL AND PUBLIC RELATIONS PRAGUE

Statute

Preamble

As a private university, the College of International and Public Relations Prague is part of the educational system of the Czech Republic. It carries out an accredited study programme and specialized lifelong learning programmes in the fields of study related to performance, administration, influencing and shaping international and public relations and related fields of study, including defined areas of organization and management of state administration, self-government and international institutions. It creates systemic conditions and formal contacts for the development of the system and for its possible integration into information flows of domestic and foreign educational and research institutions, organizational and administrative structures from which it acquires and to which it also provides information and services, and with which it cooperates as far as possible.

In accordance with Section 1 of Act No 111/1998 on higher education institutions and amending and supplementing other acts (the Higher Education Act), it carries out training, learning, research, expert, developmental and other creative activities focused on education and training and retraining of professionals, developing knowledge, evaluating, interacting and optimizing interrelations in related administrative and civic structures, applying and developing standards in national and international environments, exploring, evaluating and developing key areas of life and society, especially its specific external and internal cultural, social, political and economic bases. In doing so, it cooperates with universities, scientific and professional institutions, specialized companies and experts from the Czech Republic and abroad.

By means of contractual documents and other formal activities, it creates conditions, as possible, for students to complete part of their studies or traineeship abroad, continue in another Master's degree programme, or deepen their specialization in domestic and foreign higher education institutions and institutes.

It creates conditions for academic workers to pursue their current and free pedagogical and, if possible, research, development, expert as well as other creative activities. According to its capacities, it organizes or supports foreign internships, exchanges and hosting of academics and experts, or other forms of personality or specialization development. It fully guarantees respect for academic rights and freedoms.

To ensure the educational process, it develops and continually updates the fields of study, publishes teaching and methodological aids, monitors and possibly organizes specialized education of academic staff, publishes the results of research, development and other creative activities of academic staff, research and development workers and students. Within the framework of grant, application and expert activities, it prepares studies and provides services to domestic and foreign entities.

Part One

Basic Provisions

- 1. The College of International and Public Relations Prague (hereinafter the "CIPR") is a private higher education institution pursuant to Section 2(7) of Act No 111/1998 on higher education institutions and amending and supplementing certain acts (the Higher Education Institutions Act) (hereinafter the "Act), founded pursuant to Act No 248/1995 on publicly beneficial companies and amending certain acts (hereinafter the "Publicly Beneficial Companies Act").
- 2. The CIPR is a university that carries out an accredited Bachelor's study programme, an accredited post-Bachelor master study programme and lifelong learning programmes. In connection with this, the CIPR carries out research, development or other creative activities and, within the scope of its professional focus, deals with grants, studies and provides services of an expert character.
- 3. **Its full Czech name is:** "Vysoká škola mezinárodních a veřejných vztahů Praha, **o.p.s.**", the official Czech abbreviation is "VŠMVVP".
- 4. Its full name in:
 - English is
 College of International and Public Relations Prague (CIPR, Prague).
 - b) German is:
 Hochschule fur internationale und offentliche Beziehungen Prag, gemeinnutzliche Gesellschaft (HIOB, Prag).
 - c) Russian is:
 - Институт международных и общественных отношений Прага (ИМОО, Прага)
 - d) Spanish is:
 - Escuela Superior de Relaciones Internationales y Públicas de Praga (ESRIP, Praga),
 - e) French is:
 - Ecole Supérieure des Relations Internationales et Publiques Prague (ESRIP, Prague).
- 5. The registered office of CIPR is U Santošky 17, 150 00 Prague 5, Czech Republic.
- 6. Its founder is the company Škola mezinárodních a veřejných vztahů Praha PREZIDIUM s.r.o.
- 7. Its governing body is the Director of CIPR. Within its organizational structure, the position of the director as a governing body is referred to as the "General Director", in order to distinguish it from the appointed directors of individual units of the CIPR. The term "General Director" used below in this text of the Statute of the CIPR always means the director of the CIPR as the governing body of the CIPR.
- 8. On diplomas and diploma supplements, the CIPR uses a round stamp with the sign of the Czech Republic emblem and the text "Vysoká škola mezinárodních a veřejných vztahů Praha", and, in official contacts, stamps with the text "Vysoká škola mezinárodních a veřejných vztahů Praha".

 $^{^{1}}$ Act No 352/2001 on the use of State symbols of the Czech Republic and amending certain acts, as amended.

Legal status, bodies and activities of the CIPR

In accordance with Section 39(1) of the Act, the CIPR is a legal person founded under the Publicly Beneficial Companies Act as a publicly beneficial company (hereinafter the "p.b.c."). In legal relations, it acts in its own name in all areas of activities. The CIPR can establish organizational units and carry out additional activities that help to fulfil its mission and maintain its economic self-sufficiency.

Part Two

Article 3

CIPR Bodies

- The bodies of CIPR are established in accordance with Section 9a to Section 16 of the Publicly Beneficial Companies Act and in the sense of Section 7 of the Act. These are self-governing academic bodies and administrations. The General Director is the governing body of the CIPR in accordance with Section 9a of the Publicly Beneficial Companies Act. As necessary, the General Director may, following the approval of the Management Board, designate other persons, in particular the Rector, the Director of a special-purpose facility (institute) or the representative of the founder, to act on behalf of the CIPR.
- 2. The self-governing academic bodies of CIPR are:
 - a) the Rector of the CIPR (hereinafter the "Rector");
 - b) the Academic Senate of the CIPR (hereinafter the "Senate");
 - c) the Academic Council of the CIPR (hereinafter the "Academic Council");
 - d) the Disciplinary Board of the CIPR (hereinafter the "Disciplinary Board");
 - e) the Internal Quality Assessment Council (hereinafter the "Internal Assessment Council").
- 3. The management bodies of the CIPR are:
 - a) the Management Board of the CIPR (hereinafter the "Management Board");
 - b) the General Director of the CIPR (hereinafter the "Director");
 - c) Director of a special-purpose facility (institute) of the CIPR (hereinafter the "Director of a special-purpose facility");
 - d) the Supervisory Board of the CIPR (hereinafter the "Supervisory Board").

Self-governing academic bodies of the CIPR

Rector

- To the extent of his authorization, the Rector acts in the name of the CIPR, manages and at the same time
 is responsible for the educational activities of the CIPR, for the execution of the tasks assigned to him, for
 compliance with legal regulations, for the implementation of resolutions of the CIPR bodies. The Rector
 appoints and removes the Vice-Rectors, appoints one as his deputy from among the Vice-Rectors.
- 2. The Rector's College is a permanent advisory body in the management of the CIPR. Members of the Rector's College include the Vice-Rectors, founder's representative, General Director, Heads of Departments and other persons appointed by the Rector or the General Director. The Rector may set up other permanent and temporary advisory bodies, as necessary, which it appoints and manages.
- 3. The Rector appoints and removes members of the Academic Council and the Disciplinary Board. He is the Chairman of the Academic Council. The number of Vice-Rectors is determined by the Rector after consultation with the General Director, the Management Board and the founder. The Rector has the right to request his participation in the meetings of the Senate and the Management Board and the convention of these bodies. The Rector works closely with the General Director in carrying out those economic and administrative tasks that fall within the areas of follow-up or joint activities and, in cooperation with the General Director, he is accountable to the Management Board and the founder for the activities of the CIPR.
- 4. The Rector reports to the General Director. The Rector is appointed and removed by the General Director following approval by the Management Board and after consultation with and with the consent of the founder. The General Director informs the Ministry of Education, Youth and Sports of these facts (hereinafter the "Ministry"). The Rector's term of office is three years. The Rector's office may be renewed.
- 5. The Rector submits to the General Director:
 - a) a proposal:
 - 1. to amend the internal regulations of the CIPR;
 - 2. of the CIPR budget in the area under management;
 - 3. for the creation, innovation, reduction of study programmes, proposals for extra-curricular educational activities;
 - 4. to appoint and remove Vice-Rectors, members of the Academic Council and the Academic Senate;
 - 5. of the systemization and staffing of departments and their academic staff;
 - 6. of the purchase of material and goods in excess of the limit set by the General Director or the founder;
 - 7. of the admissions procedure decree;
 - 8. for the development of educational and supplementary or related activities of the CIPR;
 - 9. to ensure the economic operation of the CIPR in the chapters of the p.b.c. budget;
 - b) the annual report on the activities and evaluation of the results of the educational activities of the CIPR in the area under management;
 - c) the conditions for admission to study programs and for graduation;

- d) the strategic plan of educational, research, development or other creative activity, including its annual update upon prior approval by the Senate;
- 6. The Rector submits the documents referred to in Article 6(9), 10b and 12 to the Academic Senate or the Academic Council.

Rector's Office of the CIPR

- 1. The Rector's Office is the executive unit of the CIPR. It ensures the performance of organizational, administrative, economic and control activities of the CIPR. It prepares documents for meetings of CIPR bodies and for the execution of their resolutions.
- 2. The Rector's Office is managed by the General Director and, in the area of academic activities, by the Rector.

Academic Senate

- 1. The establishment and competence of the Senate is based on this Statute, the Rules of Election and Procedure of the Senate of the CIPR and other internal regulations of the CIPR.
- 2. The Senate consists of elected academic staff of the CIPR and students of the CIPR. The Senate has 19 members, of whom 8 are students. Furthermore, the membership in the Senate is governed by the provisions of Section 8(2) of the Act on the incompatibility of Rector's and Vice-Rectors' membership in the Senate. The number of academic staff and students is governed by Section 8(1) of the Act; details are set out in the Rules of Election and Procedure of the Academic Senate of the CIPR (hereinafter the "Senate Rules of Election"). In addition, the Senate Rules of Election regulate the manner of election of the Chairman and Members of the Senate and their appointment, the reasons for the termination of membership, the course of meetings and the adoption of conclusions from the meetings.
- 3. The Senate's term of office is three years. A member of the Senate may be a member of the academic community of the CIPR. The membership in the Academic Senate may be renewed for a maximum of two consecutive terms of office. The term of office is further governed by the provision of Section 8(3) of the Act; the mandate of each Member of the Senate, i.e. also a member elected later, terminates with the end of the term of office of the Senate.
- 4. The Senate meets at least twice a year and performs the tasks set out in the Action Plan or in any other way. Senate meetings are open to the public. For serious reasons, especially when discussing matters that are of a confidential nature or which should be kept secret for reasons of competition, copyright, economic stability of the CIPR or public interest, the President of the Senate shall declare the hearing or part thereof as non-public.
- 5. The Rector or, on his behalf, the Vice-Rector, the General Director and the Founder, or a person authorized by him, shall have the right to appear at the meeting of the Senate whenever they so request. At the request of the General Director, Rector or founder, the President of the Senate is obliged to convene an extraordinary meeting of the Senate without delay.
- 6. Members of the academic community may submit their proposals through individual members of the Senate.
- 7. The founder's proposals are usually submitted by its representative. The President of the Senate is responsible for including the proposals in the agenda.
- 8. In the performance of their official duties, the Members of the Senate are only bound by their conscience, interest and the good reputation of the CIPR and the confidentiality and secrecy of materials and information designated as confidential and secret, unless this is contrary to special legal regulations.
- 9. The Senate discusses:
 - a) Rector's proposal for the creation or modification of internal rules of the CIPR concerning educational activities;
 - b) the Annual Report on the activities of the CIPR, submitted by the Rector for the area of education;
 - the Rector's proposal to appoint and remove members of the Academic Council and Disciplinary Board;
 - d) the proposal submitted by the Rector for admission to study in an accredited degree program;
 - e) after discussion in the Academic Council, the Rector's proposal for the strategic plan of the CIPR in the areas of education, research, development and creative activities and its annual update.
- 10. The Senate resolves:

- a) on the proposal for the appointment of the Rector, or on the proposal for his removal from office;
- b) on the proposal to introduce or cancel study programmes.
- 11. Decisions approved or resolved by the Senate shall become effective only after they have been discussed by the Management Board and approved by the founder in writing.
- 12. The Senate provides its opinion on:
 - a) the Rector's proposal to appoint or remove Vice-Rectors;
 - b) the proposals for new study programmes submitted for accreditation to the National Accreditation Authority for Higher Education (hereinafter the "Accreditation Authority") or on proposals for terminating existing study programmes;
 - c) suggestions and opinions submitted by the Management Board or the General Director for discussion to the Senate.
- 13. The Senate may propose to the founder a CIPR academic employee as a member of the Management Board.

Academic Council

Members of the Academic Council are appointed by the Rector. Members of the Academic Council are prominent academic staff and practitioners, especially those in the fields and public administration and institutions, for whose needs the CIPR carries out educational, research, development and other creative activities.

Article 8

Disciplinary Board

- 1. The Disciplinary Board has six members. It consists of three academic workers and three students. The members of the Disciplinary Board and its Chairman are appointed by the Rector.
- 2. The members of the Disciplinary Board are appointed for a term of two years.
- 3. The Disciplinary Board discusses disciplinary offences of students and submits proposals for a decision on a disciplinary offence to the Rector. Its activities are governed by the Disciplinary Rules for Students of the CIPR. With the exception of expulsion from studies, which requires the approval of the General Director, the Rector decides on disciplinary offences.

Article 9

Internal Assessment Council

- 1. The Rector is the Chairman of the Internal Assessment Council.
- 2. The Vice-Chairman is appointed by the Rector from among the academic staff of the College of International and Public Relations Prague who are professors or associate professors.
- 3. The Internal Assessment Council has at least seven members, one of whom is a student.

- 4. Other members of the Internal Assessment Council are appointed by the Rector from among academic and other professional staff of the CIPR Prague.
- 5. Membership of Council members is set for three years. The membership in the Council may be renewed for a maximum of two consecutive terms of office.
- 6. The Internal Assessment Council approves the draft rules and system of quality assurance of educational, creative and related activities and the internal quality assessment of educational, creative and related activities of the CIPR Prague submitted by the Rector.
- 7. The Internal Assessment Council manages the process of internal quality assessment of educational, creative and related activities of the CIPR Prague.
- 8. The Internal Assessment Council draws up an internal assessment report based on the structure set up by the quality assurance system for educational, creative and related activities and the internal quality assessment of educational, creative and related activities of the CIPR Prague, and amendments to this report.
- 9. It keeps continuous records of internal quality assessment of educational, creative and related activities of the CIPR Prague.

Administrative bodies of the Management Board of the CIPR

- 1. The Management Board is constituted in accordance with the Act and pursuant to Sections 10 to 14 of the Publicly Beneficial Companies Act and abides by its provisions in its activities.
- 2. The Management Board may entrust the General Director or the Rector with the performance of its activities outside its meetings.
- 3. The Management Board has at least 3 members. The number and changes in the number of the Management Board members are determined by the founder. The Management Board shall meet at least twice a year. The Rector and the General Director may request an extraordinary meeting of the Management Board and its request must be granted.
- 4. The Management Board decides on the appointment of the General Director and gives its opinion on the appointment of the members of the Supervisory Board and, where applicable, other senior staff, and the scope of their management and administrative competence.
- 5. The Management Board is governed by the Statute and other applicable laws and regulations. The Management Board is appointed and dismissed by the founder.

General Director

- 1. The General Director acts in the name of the CIPR. He manages and is also responsible for the proper operation of the CIPR, has the exclusive competence over economic management, information system, human resources, internal administration of the CIPR and activities of special-purpose facilities. He manages the assets of the CIPR and entrusted assets, their proper use, protection and reproduction. He is responsible for the effective use of the CIPR's resources, prepares budgets and is responsible for compliance therewith. He manages and, in accordance with the Rector's human resource plans concerning academic staff, ensures the performance of human resource activities and is responsible for public relations. He works closely with the Rector on performing the tasks of the educational process that fall within the areas of follow-up or joint activities. In cooperation with the Rector, he is accountable to the Management Board and the founder for the overall flawless operation of the CIPR.
- 4. The General Director exclusively acts on behalf of the CIPR in the areas of commercial, administrative, civil and labour law. He carries out all activities in accordance with generally binding legal regulations and internal regulations of the CIPR and in accordance with the principles for the preparation and management of the budget. The General Director may not be a member of the Management Board and the Supervisory Board.
- 5. The General Director is appointed and removed by the Management Board. The Rector may be appointed as the General Director. Under the authorisation by the General Director, a part of the stipulated duties may be exercised by the Rector, a Director or Head of a special-purpose facility (institute), or by the quaestor, if appointed.
- 6. The General Director submits to the Management Board and the founder for approval the following:
 - a) a proposal for the issuance or amendment of the Statute, internal regulations of the CIPR;
 - b) proposals for amendments to the foundation deed, a merger, de-merger or dissolution of the CIPR;
 - c) proposals for the establishment of workplaces or extension of activities of the CIPR;
 - d) CIPR budget and its changes;
 - e) annual financial statements and Annual Report of the CIPR, evaluation of results of the educational activities of the CIPR for the relevant period;
 - f) proposals for the transfer or a pledge of property and proposals for leases of more than one year;
 - g) proposals for the appointment of the Rector or honorary rector;
 - h) the long term objective of educational, research, development or other creative activity, including its annual update upon prior consideration by the Senate;
 - i) proposals for the creation, innovation, reduction of study programmes, proposals for further educational activities.

Article 12

Director of a special-purpose facility (institute)

- 1. The director of a special-purpose facility (institute) manages and is also responsible for the activities of the entrusted unit within the scope of his mandate. The appointment of a Director is not required for all special-purpose facilities.
- 2. The Director of a special-purpose facility is appointed by the General Director after consultation with

the Management Board and with the founder.

Article 13

Quaestor

The Quaestor manages and is responsible for the entrusted activity within the scope of his mandate. He reports to the General Director. The Quaestor is appointed and removed by the General Director, who may appoint him as the Director General's Deputy.

Article 14

Secretary

The Secretary manages and is responsible for the entrusted activity within the scope of his mandate. He reports to the Rector. The Secretary is appointed and removed by the General Director.

Article 15

Supervisory Board

The Supervisory Board is established by decision of the founder pursuant to Section 15 of the Publicly Beneficial Companies Act and performs activities pursuant to Section 16 of the Publicly Beneficial Companies Act. The Supervisory Board's control activities supplement the control activities of the Rector, Directors and managers. The Management Board, the General Director and the founder are also entitled to carry out and order control activities.

Article 16

Organizational structure

- 1. The CIPR is divided into the following units:
 - a) departments
 - b) special-purpose facilities (institutes)
 - c) organizational units.
- 2. As a rule, special-purpose facilities (institutes) or organizational units are headed by a director. The director may act only in matters for which he has been expressly authorized.
- 3. The organization, activity and economic management of these organizational units are determined by their rules of organization.

Part Three

Study at the CIPR

Article 17

Study programmes

- 1. The list of accredited degree programmes and fields of study is published on the Official Board in the public section of the CIPR website. The study takes the form of full-time and combined study.
- 2. The standard period of study is 3 years for a Bachelor's degree programme, 2 years for a post-Bachelor Master's degree programme; the study takes place in the Czech language, and in a foreign language for selected subjects according to the study plan or upon the Rector's decision.
- 3. Pursuant to Section 60 of the Act, the CIPR carries out lifelong learning programs for a fee. In the event that a graduate of lifelong learning courses commences a regular study at the CIPR, in accordance with Section 60 of the Act the CIPR recognizes his study obligations completed during the courses, up to 60% of all study obligations required to duly complete his studies. If lifelong learning is carried out in cooperation with another institution, this provision applies if the area of educational activity corresponds to the CIPR accreditation.

Part Four

Article 18

Conditions for admission to study

- 1. Admission to study in a Bachelor's study programme and a post-Bachelor Master's programme is regulated by law, this Statute and the Rules of Admission Procedure of the CIPR.
- 2. The admission to a Bachelor's study programme requires the achievement of a general secondary or full secondary vocational education, and the successful completion of the admission procedure. The condition for admission to the post-Bachelor Master's degree programme is the proper completion of studies in any type of study programme and compliance with the admission criteria. Indicators for the evaluation of the admission procedure are determined annually by the Rector.
- 3. Pursuant to Section 49(3) of the Act, applicants who have completed a programme in a field related to an accredited educational programme of the CIPR or to its part at a higher vocational school may be admitted to a higher year of the Bachelor's degree programme. The conditions for the recognition of the results of the subjects of the educational programme completed at a higher vocational school are set out in the Study and Examination Rules of the CIPR.
- 4. Every year, at least four months in advance of the admission procedure, the CIPR determines the conditions for admission to study, the date, form and general content of the admission procedure, the

- criteria for its evaluation, the amount of admission fees and the amount of study fees. These data, together with the maximum number of applicants accepted, are published on the official board of the CIPR.
- 5. Applicants or their representatives deliver their applications for study to the CIPR by the deadlines announced by the school. Admission interview invitations are sent to all applicants in writing or electronically.
- 6. The Rector decides on the admission to study as well as on admission conditions. The decision is made within 30 days after the completion of the interviews and is delivered to the applicant personally.
- 7. The applicant may appeal against the decision. The appeal is submitted to the Rector of the CIPR within 30 days after its delivery. Missing this period can be waived for serious reasons. The Rector will change the decision if it was issued in violation of the law, this Statute and the Admission Procedure Rules of the CIPR. Otherwise, he will dismiss the appeal and confirm the original decision.
- 8. The results of the admission procedure will be published on the official board of VŠMVVP for one week.

Study conditions for foreigners

- 1. Foreigners may also apply for admission to study. The admission procedure or its part may be taken in a foreign language or even outside the Czech Republic subject to the conditions set by the Rector.
- 2. Foreigners who did not attain their previous education in the Czech Republic submit a foreign education certificate with a recognition clause or a certificate of equivalence pursuant to Section 48(4)(a) to (c) and (5)(a) to (b) of the Act. The form of verification shall be determined by the Rector of the CIPR in accordance with special legal regulations.
- 3. Foreigners study under the same study conditions as other students. The conditions for the study of foreigners, especially in the case of exchange programmes, may be governed, in addition to the Act and generally binding legal regulations, by agreements concluded between the CIPR and other universities or workplaces.

Article 20

Enrolment

- 1. A decision on admission to study entitles the applicant to enrol by the deadline set by the CIPR. An applicant becomes a CIPR student by enrolling in the study and signing a contract for the provision of study between the applicant and the CIPR.
- 2. The study is divided into semesters, years or blocks, which include periods of teaching, examinations and holidays.

Article 21

Final state examinations

1. Final state examinations are taken before an examination board. The course of the final state examination and the announcement of results are public.

2. Professors, associate professors, assistants and experts appointed by the Rector have the right to examine. The Ministry may appoint other members of the Examination Board from among leading experts in the field.

Article 22

Suspension of study

- 1. Study in an accredited degree programme may be repeatedly suspended. The conditions and the maximum total period of interruption of study are set out in the Study and Examination Rules of the CIPR.
- 2. During the suspension of study, the person is not a student. Upon expiry of the period for which the study was suspended, the person is entitled to re-enrol.

Article 23

Termination of study

- 1. The study is duly terminated by completing the study in the relevant study programme. The day of graduation is the day on which the student completes the final state examination prescribed to be taken at the end of the study or its final part.
- 2. The study is also terminated in cases specified in Section 56 of the Act. The date of termination of study in these cases is stipulated in the Study and Examination Rules of the CIPR.

Article 24

Proof of study

Proof of study is issued by the CIPR in accordance with the provisions of Section 57 of the Act.

Part Five

Article 25

Academic Community of the CIPR

- 1. In accordance with Section 3 of the Act, the Academic Community of the CIPR (hereinafter the "Academic Community") is the academic staff of the CIPR and the students of the CIPR.
- 2. Members of the Academic Community are obliged to preserve the good reputation of the CIPR.
- 3. Only members of the Academic Community have the right to vote or to be elected to self-governing bodies of the CIPR. The founder's representative may be appointed in these bodies.
- 4. Members of the Academic Community are obliged to conscientiously perform all duties arising from the

positions in the bodies of the CIPR which they have accepted.

Part Six

Academic staff and employees of the CIPR

Article 26

Academic staff

- 1. CIPR has academic staff. Academic staff means employees of the CIPR who perform both pedagogical and research, development, artistic or other creative activities.
- 2. Academic staff include professors, associate professors, professional assistants, assistants, lecturers, research, development and other staff involved in pedagogical activity. The academic staff fulfils the role of teachers at the CIPR.
- 3. The academic staff positions at CIPR are filled by a selection procedure. The selection procedure may be waived in the case of repeated employment relationship with an academic worker on the same position or upon a decision of the Rector. Details of the selection procedure are set out in the selection procedure rules for filling the positions of academic staff and other employees of the CIPR.
- 4. Other experts may also participate in the teaching under the relevant contractual arrangements.
- 5. On the basis of the Rector's decision, experts from other and foreign universities may act as academic staff at the CIPR as "visiting professors".

Article 27

Other employees of the CIPR

In addition to academic staff, other employees are also responsible for the activities of the CIPR and its units.

Article 28

Register of students of the CIPR

The CIPR keeps a register of students in the breakdown and elements in accordance with Section 88 of the Act. Part Seven

Article 29

Economic management of the CIPR

1. The CIPR relies on the budget of revenues and costs, which is usually compiled as balanced for the period of the calendar year. The revenues and costs of the economic activity of the CIPR consist of incomes and expenses for educational and other activities, research, development and expert activities, editing and publishing activities, complementary activities and other complementary forms of economic activities. Grants

and subsidies may form a separate part of income.

2. Sources of funding

- a) The CIPR receives funds to ensure its activities especially:
 - 1. from income from both principal and ancillary activities;
 - 2. from public budgets, grants and other funds;
 - 3. from own sources of reproduction of capital goods;
 - 4. by pooling of funds;
 - 5. from loans from financial institutions;
 - 6. from income from gifts, inheritance and other income.
- b) The fees associated with the study are determined by the Management Board, upon the proposal of the General Director and after the approval of the founder. These fees are income from the main activity of CIPR.
- c) Funds from grants or from state subsidies or subsidies of territorial or other bodies are used and settled by the CIPR according to the announced conditions of the body through which the grant or subsidy is provided.
- d) If the CIPR manages funds provided from the state budget, it is obliged to use these funds economically and effectively in accordance with Act No 218/2000 on budgetary rules and amending certain acts, and in accordance with the subsidy contract.
- e) The General Director is responsible for the effective use of subsidies and their settlement with the state or other budgets and for the proper management of assets. In the case of grants, the responsibility lies with the researcher in cooperation with the General Director.

3. Financing structure of the CIPR

- a) The CIPR finances its investment and non-investment expenditures or expenditures of special-purpose facilities (rented facilities for the education of youth and adults, operation of the library, gyms, student club and other facilities) if they serve students, other persons, employees or collaborators of the CIPR. The CIPR is entitled to provide contributions and cover costs to individuals other than its employees and students in accordance with generally binding legal regulations.
- b) If the CIPR uses special-purpose facilities together with another person, it participates in the costs / revenues in accordance with the provisions agreed in the concluded contract. The payment of the proportionate use of special-purpose facilities by a lump sum may also be contractually agreed.
- c) The payments of sanctions are part of the CIPR's costs.

4. Special-purpose funds

- a) The CIPR creates a reserve fund, to which the entire profit after tax is usually transferred. The reserve fund is used primarily to cover any loss reported in previous periods. After the payment of any losses, it can be used for allocations to other funds, in particular:
 - 1. capital assets development and reproduction fund;
 - 2. bonus fund:
 - scholarship fund.

5. Information system

- a) The CIPR maintains double-entry bookkeeping in accordance with Act No 563/1991 on accounting, as amended. The annual financial statements are audited in the cases referred to in Section 19(3) of the Publicly Beneficial Companies Act.
- b) The keeping of other reporting and mandatory documentation is governed by generally binding legal regulations and internal regulations of the CIPR, which are not subject to registration by the Ministry.

6. Assets and asset records

- a) Assets owned by the CIPR are inviolable under Article 11(2) of the Charter of Fundamental Rights and Freedoms.
- b) The CIPR owns both movable and immovable assets or manages assets under concluded contracts.

- Furthermore, it owns or uses the rights and other assets necessary for the activities for which it was established.
- c) The CIPR is obliged to keep proper records of own and entrusted assets, to protect and properly use them. The Director is responsible for the proper recording, administration and use of assets. The Management Board decides on the handling of assets after the founder has given its approval.

Part Eight

Evaluation of the activities of the CIPR

Article 30

- 1. Once a year, the CIPR prepares, submits to the Ministry and publishes a non-periodical publication Annual Report on the Activities of the CIPR and, if it has received a subsidy, also the "Annual Report or its part on the management of the CIPR, by the deadline and in the form set by the Minister of Education, Youth and Sports.
- 2. The obligatory content of the evaluation is educational, research, development, publication and editorial activities and international cooperation. In preparing the evaluation, the CIPR also takes into account the provisions and obligations of the accreditation procedure, state approval and concluded contractual obligations of the CIPR.
- 3. The content of the Annual Report on the Activities, the Annual Report on Management and the results of the evaluation of the activities of the CIPR are governed by Section 42 of the Act and Section 21 of Act No 89/2012, the Civil Code.

Part Nine

Study Fees

Article 31

- 1. The CIPR determines the fees associated with the study, i.e. admission procedures fees, sanction fees for non-compliance with the stipulated regime and study fees (hereinafter the "tuition").
- 2. The conditions and the amount of tuition payments are set out in the student education agreement, which is concluded by the CIPR or a designated contractual entity. For non-compliance with the stipulated payment discipline, the CIPR is entitled to request sanction payments. The amount of the penalty payment is stipulated in the contract for the provision of student education.

Part Ten

Academic insignia and academic ceremonies

- 1. The CIPR holds academic ceremonies, which include matriculation, Rector's inauguration, ceremonial oaths and meetings of the Academic Community and graduation ceremonies.
- 2. The academic insignia of the CIPR are a chain with an emblem and a sceptre; the emblem is depicted in Annex 3 to the Statute.

- Furthermore, it owns or uses the rights and other assets necessary for the activities for which it was established.
- c) The CIPR is obliged to keep proper records of own and entrusted assets, to protect and properly use them. The Director is responsible for the proper recording, administration and use of assets. The Management Board decides on the handling of assets after the founder has given its approval.

Part Eight

Evaluation of the activities of the CIPR

Article 30

- 1. Once a year, the CIPR prepares, submits to the Ministry and publishes a non-periodical publication Annual Report on the Activities of the CIPR and, if it has received a subsidy, also the "Annual Report or its part on the management of the CIPR, by the deadline and in the form set by the Minister of Education, Youth and Sports.
- The obligatory content of the evaluation is educational, research, development, publication and editorial
 activities and international cooperation. In preparing the evaluation, the CIPR also takes into account the
 provisions and obligations of the accreditation procedure, state approval and concluded contractual
 obligations of the CIPR.
- 3. The content of the Annual Report on the Activities, the Annual Report on Management and the results of the evaluation of the activities of the CIPR are governed by Section 42 of the Act and Section 21 of Act No 89/2012, the Civil Code.

Part Nine

Study Fees

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Part Ten

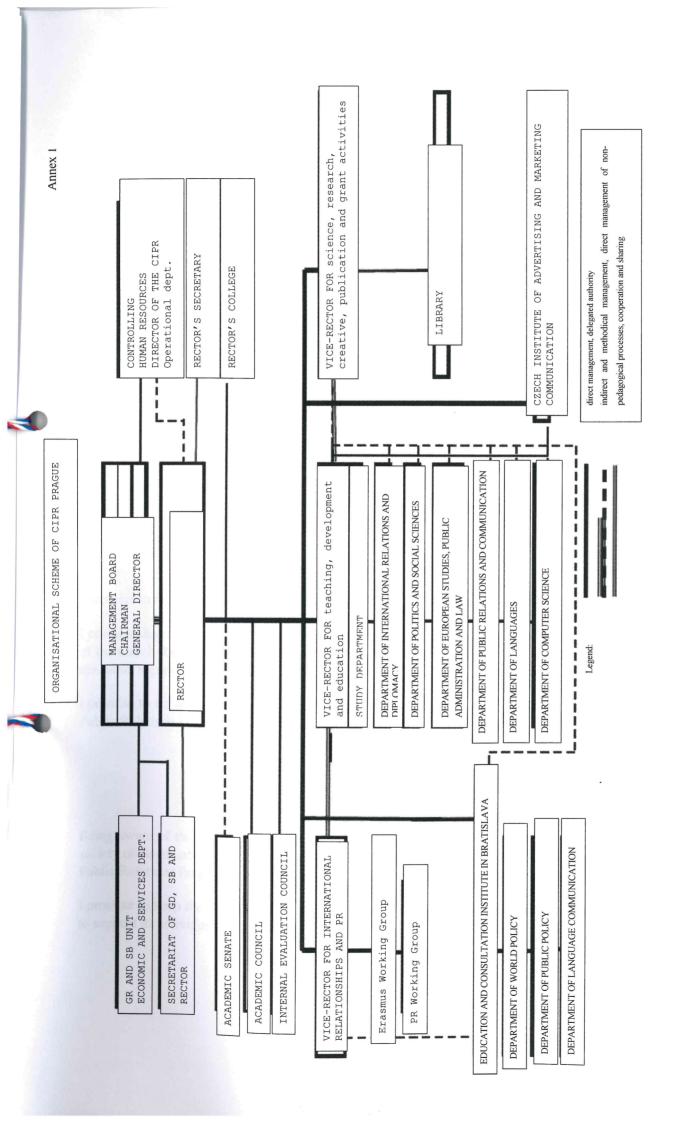
Academic insignia and academic ceremonies

- 1. The CIPR holds academic ceremonies, which include matriculation, Rector's inauguration, ceremonial oaths and meetings of the Academic Community and graduation ceremonies.
- 2. The academic insignia of the CIPR are a chain with an emblem and a sceptre; the emblem is depicted in Annex 3 to the Statute.

Part Eleven

Common and final provisions

- 1. In accordance with Section 42 of the Act, the CIPR prepares, discusses with the Ministry and publishes as a non-periodical publication the Strategic Plan of the CIPR and its annual update.
- 2. Should there be any doubt about the meaning of any provision of this Statute, the representative of the CIPR shall make an interpretation after discussion with the founder. If the management bodies fail to reach an agreement on the opinion declared by the provisions of this Statute, the founder is the arbitration body and the decisive person.
- 3. Amendments and supplements to the Statute may only be made in writing and upon prior discussion and approval by the founder.
- 4. This Statute is made in 4 counterparts, one to be received by the Ministry, one deposited with the General Director, one with the Rector, and one with the Founder of the CIPR.
- 5. The internal regulations of the CIPR registered by the Ministry are:
 - a) Statute of the CIPR, whose annexes are:
 - 1) Organizational Structure of the CIPR and Management Structure of CIPR Annex 1;
 - 2) Ceremonial oaths of the CIPR Annex 2;
 - 3) Emblem of the CIPR Annex 3;
 - b) Rules of Voting and Procedure of the Academic Senate of the CIPR;
 - c) Rules of Procedure of the Academic Council of the CIPR;
 - d) Rules of the Quality Assurance System for educational, creative and related activities of the College of International and Public Relations Prague;
 - e) Rules of selection procedure for academic staff and other employees of the CIPR;
 - f) Rules of admission procedure of the CIPR;
 - g) Rules of study and examination of the CIPR;
 - h) Rules of Scholarship of the CIPR;
 - i) Disciplinary Rules for students of the CIPR;
 - i) Internal salary regulation of the CIPR.
- 6. The Statute of the CIPR registered by the Ministry under Ref. No MSMT-21343/2015-2 of 22 January 2016 is repealed.
- 7. This Statute of the CIPR was approved on 14 December 2017 by the Academic Council, Academic Senate and Rector's College.



Ceremonial oaths

COLLEGE OF INTERNATIONAL AND PUBLIC RELATIONS PRAGUE

Ceremonial oaths

Article 1

Rector's Oath

I promise to my honor and conscience that as Rector of the College of International and Public Relations Prague I will defend the freedom of scientific research, creative activities and studies.

I will protect all academic freedoms in accordance with the ideals of democracy and humanism and respect all academic rights. I promise to take care of the development and prestige of the College of International and Public Relations Prague.

Article 2

Student matriculation oath

I promise to fulfil my duties as a student of the College of International and Public Relations Prague.

I promise that, in accordance with good morals and conscience, I will respect the social and ethical standards of the Czech Republic and the European Union, the decision of the Rector, the Academic Senate and other academic representatives of the College.

I promise to act so as to protect the good reputation and raise the prestige of the College of International and Public Relations Prague and I will not do anything to damage its dignity.

Article 3

Graduation oath

Being aware of the international position and commitment of our country and the demands placed by civil society on its members, I promise to use the knowledge gained by studying at the College of International and Public Relations Prague to benefit my country, to develop society and my own personality.

I promise to keep the dignity of the College of International and Public Relations Prague and I will continue to support its activities in the future.

Annex 3

DEPICTION OF THE CIPR EMBLEM



TLUMOČNICKÁ DOLOŽKA

Inko	o tlumočník jazyka anglického jmenovaný rozhodnutím Kra	ajského soudu v Ostravě ze dne
72	10. 2015, č.j. Spr 3163/2015, stvrzuji, že překlad souhlasí s	textem připojené listiny.
40.	10. 2015, C.J. Spi 5105/2015, Stvi2aji, 25 promise se mente	1 1 1

V překladu jsem provedl/a tyto opravy:

Tlumočnický úkon je zapsán pod poř. č. tlumočnického deníku.

Odměnu a náhradu hotových výloh účtuji dle připojené likvidace na základě faktury č.

V Ostravě dne

TRANSLATOR'S CLAUSE

As an interpreter and translator of English language appointed by the decision of the Regional Court in Ostrava from 23 October 2015, ref. no. Spr 3163/2015, I declare that my translation corresponds with the text of the attached document.

I made following amendments/correction in my translation

The translation is recorded in the translator's journal under no.

Translator's remuneration and reimbursement of costs have been charged pursuant to the accounting document no.

In Ostrava this day of .11.6.2019

Jan Struhala

Partyzánské náměstí 1738/3

70200 Ostrava