

CHARTER OF METROPOLITAN UNIVERSITY PRAGUE

PREAMBLE

Metropolitan University Prague partakes in tertiary education, independent learning, and creative activities in efforts to establish its role in the scientific, cultural, sociologic, and economic development of the society in the Czech Republic. It implements accredited study programmes and lifelong learning programmes and other services beneficial to the public. It cooperates closely with other universities and research institutes in the Czech Republic as well as abroad. On the grounds of bilateral agreements, it allows its students to complete a part of their studies at universities abroad; and, vice versa, it creates conditions desirable for successful study for incoming exchange students. It provides its academics with favourable conditions for pedagogic, research, and development activities both in the Czech Republic and abroad; it organises and promotes international internships, invites visiting lecturers and participates in other forms of cooperation. It aims to strengthen its information infrastructures and makes use of the nationwide information structure and the network of European and international pedagogic and research institutions that exchange information on the grounds of bilateral agreements. Metropolitan University Prague cherishes academic freedoms and academic rights to the fullest extent.

PART I GENERAL PROVISIONS Article 1

- (1) Metropolitan University Prague (hereinafter the “MUP”) is a private university pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts, as amended (hereinafter the “Higher Education Act”).
- (2) MUP is a public benefit company pursuant to Act No. 248/1995 Coll., on Public Benefit Companies and Amendments to Some Other Acts, as amended (hereinafter the “Public Benefit Companies Act”), whose statutory body is MUP Director.
- (3) MUP was established by registration in the Register of Public Benefit Companies administered by the Prague Municipal Court, file O, insert 231 on 8 October 2001. The sole founder of MUP is Mgr. Anna Benešová.
- (4) MUP registered office is located in Prague 3, Prokopova 16/100, postal code 130 00; MUP identification number is 26482789.
- (5) The complete name of MUP is “Metropolitní univerzita Praha, o. p. s.”; in English: “Metropolitan University Prague”; in German: “Metropolitan-Universität Prag”; in French: “Université

métropolitaine de Prague“; in Spanish: “Universidad Metropolitana de Praga“; and in Russian: “Метропольный университет Прага“.

Article 2

- (1) MUP implements Bachelor’s Degree study programmes, Master’s Degree study programmes, Doctoral Degree study programmes, and lifelong learning programmes; it conducts related scientific, research, development, and other creative activities. MUP implements other services beneficial to the public.
- (2) MUP administrative units include departments, institutes, the Jiří Hájek Specialised Library, facilities with specific purposes and other offices conducting pedagogic, research, economic, administrative, and other tasks. Administrative units are established in order to facilitate effective fulfilment of MUP objectives, *i.e.* its educational and scientific activities.
- (3) MUP Director shall act and adopt decisions on behalf of MUP. In case of acts that are entrusted to the authority of MUP Board of Trustees by the Public Benefit Companies Act, two members of MUP Board of Trustees shall act jointly on behalf of MUP. Other MUP bodies shall act or adopt decisions on behalf of MUP within the extent of their competences.
- (4) MUP diplomas and diploma supplements are furnished with a round stamp with the emblem of the Czech Republic and the following text: “Metropolitní univerzita Praha, o. p. s.“.
- (5) MUP Internal Regulations which are subject to registration¹, include:
 - a) MUP Charter;
 - b) MUP Admission Procedure Code;
 - c) MUP Study and Examination Code;
 - d) MUP Examen Rigorosum Code;
 - e) MUP Disciplinary Code;
 - f) MUP Stipend Code;
 - g) Administrative Code of MUP Academic Board;
 - h) Electoral and Administrative Code of MUP Academic Council;
 - i) MUP Lifelong Learning Code.

PART II

SCOPE OF ACTIVITIES

Article 3

- (1) MUP implements educational and research activities within the framework of accredited study programmes and specialisations.
- (2) MUP provides library services and other information services.

¹ Pursuant to Section 36 of the Higher Education Act.

- (3) MUP performs publishing activities relating to the implemented educational, research, and pedagogic activities of members of MUP faculty.
- (4) MUP engages in specialised retail, advertising, marketing and other supplementary activities.
- (5) Supplementary activities must contribute towards the fulfilment of MUP objectives.
- (6) In performing its tasks, MUP cooperates particularly with other universities, scientific, and research institutes and other institutions in the Czech Republic as well as abroad; MUP also endorses participation of members of MUP academia in this cooperation.

Article 4

- (1) Within the framework of its educational activities, MUP implements particularly the following:
 - a) Bachelor's Degree study programmes and Final State Examinations including defence of Bachelor's dissertations;
 - b) Master's Degree study programmes and Final State Examinations including defence of Master's dissertations;
 - c) Doctoral Degree study programmes and Final State Examinations including defence of Doctoral theses;
 - d) *Examen Rigorosum* and Final State Examinations including defence of *Rigorosum* theses;
 - e) lifelong learning programmes accredited by Ministry of Education, Youth and Sports of the Czech Republic (hereinafter the "Ministry") and other programmes;
 - f) professional retraining courses accredited by the Ministry and other courses.
- (2) Furthermore, within the framework of its educational activities, MUP particularly:
 - a) implements a social programme for persons with physical disabilities;
 - b) organises workshops, seminars, conferences and study stays;
 - c) disburses stipends pursuant to MUP Study and Examination Code;
 - d) performs publishing activities.

Article 5

- (1) Graduates of Master’s Degree study programmes who had been awarded the academic title of “Master” and successfully completed the *Examen Rigorosum* in the relevant specialisation, including the defence of the *Rigorosum* thesis, shall receive the academic title of Doctor of Philosophy (“doktor filozofie“ in Czech; abbreviated as “PhDr.” before their name).
- (2) MUP provides conditions necessary for preparation for the *Examen Rigorosum* and defence of the *Rigorosum* thesis. The conditions are stipulated in MUP *Examen Rigorosum* Code.

Article 6

- (1) MUP implements a long-term plan of educational, research, and other creative activities; this long-term plan is updated annually.
- (2) Each year, MUP creates a budget, which is approved by MUP Board of Trustees, and manages its affairs in accordance with the approved budget.
- (3) MUP drafts an annual activity and economic affairs report; this report is published in accordance with legal rules regulations.
- (4) MUP lectures are open to the public within the extent determined by MUP; details are specified in MUP internal rules and regulations.

PART III

MUP BODIES

Article 7

- (1) MUP bodies are appointed in accordance with the legal code, particularly in accordance with the Public Benefit Companies Act and Higher Education Act and in accordance with MUP Charter.
- (2) MUP bodies include:
 - a) MUP Director;
 - b) MUP Board of Trustees;
 - c) MUP Supervisory Board;
 - d) MUP Division Directors.
- (3) MUP academic bodies include:
 - a) MUP Rector;
 - b) MUP Vice-Rectors;
 - c) MUP Academic Board;
 - d) Rector’s Advisory Council;
 - e) MUP Academic Council,
 - f) MUP Doctoral Board,
 - g) MUP Disciplinary Committee.
- (4) MUP Organisational chart is a part of Annex 1 herein.

MUP BOARD OF TRUSTEES

Article 8

- (1) MUP Board of Trustees is an inspecting and supervisory body of MUP. MUP Board of Trustees shall comply with the purpose for which MUP was established; it shall manage MUP assets effectively.
- (2) Members of MUP Board of Trustees shall be appointed and dismissed by MUP Founder.
- (3) MUP Board of Trustees consists of three members. The number of members of the Board of Trustees may be decreased or increased by a decision of MUP Founder.
- (4) Only persons who have a clean criminal record and legal capacity may become members of MUP Board of Trustees. Only one third of the members of the Board of Trustees may be employed by MUP or be in a similar relation to MUP.
- (5) Membership in MUP Board of Trustees is incompatible with membership in MUP Supervisory Board.
- (6) Members of MUP Board of Trustees are obliged to perform their function with due care and maintain confidentiality with respect to confidential information and facts that could prove harmful to MUP, should they be made public.
- (7) MUP Memorandum of Association governs the manner of appointment and conditions of membership in MUP Board of Trustees and the manner of activities and decision-making on behalf of MUP Board of Trustees.

Article 9

- (1) Members of MUP Board of Trustees shall elect the Chair of MUP Board of Trustees from their midst, the Chair of MUP Board of Trustees shall convene and chair the meetings of MUP Board of Trustees. In case the Chair of MUP Board of Trustees is not present or he/she is not elected, the member of MUP Board of Trustees whose term of office is the longest shall convene and chair the meeting of MUP Board of Trustees.
- (2) MUP Board of Trustees shall convene as often as necessary; however, it shall convene at least 5 times per year.
- (3) MUP Board of Trustees shall constitute a quorum in case an absolute majority of its members is present. The voting is initiated by a motion of the Chair of MUP Board of Trustees; in case a counter-motion is submitted, the voting on the counter-motion shall take place first. The voting is administered by means of acclamation unless MUP Board of Trustees decides on different means of voting. The voting right of the members of MUP Board of Trustees is equal. In case of a tie, the vote of the Chair of MUP Board of Trustees shall decide.
- (4) The meetings of MUP Board of Trustees are not open to public. MUP Director is authorized to take part in the meetings of MUP Board of Trustees with an advisory vote. MUP Board of

Trustees may invite guests to its meetings, particularly MUP Rector and MUP Division Directors. Members of MUP Supervisory Board are entitled to participate in meetings of MUP Board of Trustees; in case they request to be given the floor, they must be allowed to speak.

- (5) The minutes of the meetings of the Board of Trustees shall be signed by the Chair of MUP Board of Trustees and by the minutes clerk.
- (6) MUP Board of Trustees may adopt decisions outside its meetings by means of written votes or voting with the use of electronic mail in case all members of MUP Board of Trustees are in favour of this procedure. Decisions adopted outside the meetings of MUP Board of Trustees must be included in the minutes of the subsequent meeting of MUP Board of Trustees. All organisational tasks related to the decision-making of MUP Board of Trustees outside its meetings shall be administered by the Chair of MUP Board of Trustees.
- (7) When performing tasks entrusted to the authority of MUP Board of Trustees by the Public Benefit Companies Act, MUP Memorandum of Association, this MUP Charter, or any other MUP internal rules or regulations, two members of MUP Board of Trustees shall always act jointly on behalf of MUP.
- (8) When signing documents on behalf of MUP in tasks entrusted to the authority of MUP Board of Trustees by the Public Benefit Companies Act, MUP Memorandum of Association, this MUP Charter, or any other MUP internal rules or regulations, the required number of persons acting on behalf of MUP shall affix their signature and position to the name of the company.

Article 10

MUP Board of Trustees:

- (1) Issues the preliminary written consent with legal acts by which MUP:
 - a) acquires, alienates, mortgages immovable property;
 - b) acquires or alienates movable property, grants easement or right to pre-emption with respects to immovable property whose price is above the threshold of minor public contracts pursuant to the act governing minor public contracts²;
 - c) acquires or alienates copyright or industrial rights;
 - d) establishes a corporate body and deposits monetary or non-monetary property therein.
- (2) MUP Board of Trustees approves:
 - (a) MUP budget;
 - (b) regular and extraordinary annual MUP balance sheet and annual activity report;
 - (c) scope of supplementary activities (Item 3).
- (3) MUP Board of Trustees adopts decisions on:
 - (a) establishment of MUP stipend fund;

² Section 12, Article 6 of Act no. 137 Coll., on Public Contracts, as amended.

- (b) dissolution of the public benefit company;
 - (c) transfer of rights and obligations of the Founder stipulated by the Public Benefit Companies Act to another person in case the sole Founder ceases to exist without a legal successor.
- (4) MUP Board of Trustees issues MUP Charter and adopts its amendments.
 - (5) MUP Board of Trustees appoints and dismisses MUP Director and carries out legal acts on behalf of MUP that relate to the relationship between MUP and MUP Director.
 - (6) MUP Board of Trustees issues consents with MUP legal acts involving licenses for copyright and relating rights whose licence value is higher than the maximum licence value determined by a resolution of MUP Board of Trustees.
 - (7) MUP Board of Trustees will not issue a preliminary written consent with legal acts pursuant to Item 1 herein in case this act would jeopardize the fulfilment of MUP objectives or in case this act would be in conflict with MUP Memorandum of Association.

MUP SUPERVISORY BOARD

Article 11

- (1) MUP Supervisory Board is a supervisory body of MUP.
- (2) MUP Supervisory Board comprises three members. The provisions of Article 8 shall apply analogously to the manner of appointment and conditions of membership in MUP Supervisory Board.
- (3) The position of a member of MUP Supervisory Board is incompatible with the position of a member of MUP Board of Trustees.

Article 12

- (1) Members of MUP Supervisory board shall elect the Chair of MUP Supervisory Board from their midst; the Chair of MUP Supervisory Board will convene and chair the meetings of the Supervisory Board. In case the Chair of the Supervisory Board is not present or in case he/she is not elected, the member of the Supervisory Board whose term of office is the longest shall convene and chair the meetings of MUP Supervisory Board.
- (2) MUP Supervisory Board shall convene as often as necessary; however, it shall convene at least twice per year.
- (3) MUP Supervisory Board shall constitute a quorum in case an absolute majority of its members is present. In case of a tie, the vote of the Chair of MUP Supervisory Board shall decide. The voting is administered by means of acclamation, unless MUP Supervisory Board decides on different means of voting.

- (4) The minutes of the meeting of the Supervisory Board shall be signed by the Chair of MUP Supervisory Board and by the minutes clerk.
- (5) MUP Supervisory Board may adopt decisions outside the meetings by means of written votes or by voting with the use of electronic communication, provided that all members of MUP Supervisory Board are in favour of this process. Decisions adopted outside the meeting of MUP Supervisory Board must be included in the minutes of the subsequent meeting of MUP Supervisory Board. All organisational tasks related to the decision-making of MUP Supervisory Board outside its meetings shall be administered by the Chair of MUP Supervisory Board.
- (6) In case of acts that are entrusted to the authority of MUP Supervisory Board by the Public Benefit Companies Act, on the grounds of MUP Memorandum of Association, or this MUP Charter, two members of MUP Supervisory Board shall act jointly on behalf of MUP. Other MUP bodies shall act or adopt decisions on behalf of MUP within the extent of their competences.

Article 13

- (1) First and foremost, MUP Supervisory Board:
 - a) reviews MUP regular and extraordinary balance sheets and annual activity reports;
 - b) submits a report on the results of its supervisory activity to MUP Director and MUP Board of Trustees at least once per year;
 - c) ensures that MUP activities comply with the law and MUP Memorandum of Association.
- (2) MUP Supervisory Board is entitled to:
 - a) review accounting books and other documents and verify the data included therein;
 - b) convene extraordinary meetings of MUP Board of Trustees in case it is necessary in the interest of MUP.
- (3) MUP Supervisory Board is obliged to inform MUP Director and MUP Board of Trustees on any breach of law, stipulations of MUP Memorandum of Association, MUP Charter, or other MUP internal rules or regulations as well as uneconomical actions or other inadequacies in MUP activities. MUP Supervisory Board is authorized to stipulate a deadline for MUP Director or MUP Board of Trustees to rectify the situation. Unless the situation is rectified, MUP Supervisory Board will immediately inform MUP Founder on the discovered inadequacies.
- (4) Members of MUP Supervisory Board are entitled to participate in the meetings of MUP Board of Trustees; in case they request to be given the floor, they must be allowed to speak.

Article 14

MUP DIRECTOR

- (1) The Director of Metropolitan University Prague (hereinafter the “MUP Director”) is a statutory body of MUP.
- (2) MUP Director manages the activities of MUP and acts on its behalf.
- (3) MUP Director is appointed and dismissed by MUP Board of Trustees.
- (4) Only persons with a clean criminal record and legal capacity can be appointed as MUP Rector.
- (5) MUP Director is obliged to perform his/her function with due care and maintain confidentiality with respect to confidential information and facts that could prove harmful to MUP, should they be made public.
- (6) MUP Director cannot be a member of MUP Board of Trustees or MUP Supervisory Board; MUP Director is entitled to take part in meetings of MUP Board of Trustees and MUP Supervisory Board with an advisory vote.
- (7) MUP Director especially:
 - a) issues internal MUP rules and regulation;
 - b) acts on behalf of MUP in the area of human resources; performs the employer’s rights;
 - c) appoints and dismisses MUP Rector;
 - d) performs legal acts of that involve licenses for copyright and relating rights whose licence value is higher than the maximum licence value determined by a resolution of MUP Board of Trustees on behalf MUP; the consent of MUP Board of Trustees is required.
 - e) adopts decisions on establishment and dissolution of parts of MUP in accordance with MUP organisational structure;
 - f) approves long-term plans for educational, scientific, research, development, innovation, or other creative MUP activities;
 - g) adopts decisions on MUP Rector’s recommendations on new study programmes and other MUP activities implemented within the framework of study programmes;
 - h) submits the MUP budget proposal, MUP balance sheet and MUP annual report to MUP Board of Trustees for approval;
 - i) assumes responsibility for MUP supplementary activities;
 - j) assumes responsibility for MUP accounting;
 - k) determines the amount of fees and payments relating to study and other services provided by MUP, including the form of payment and due dates of said fees and payments;
 - l) in cooperation with MUP Director for Financial Affairs and Operations, drafts the proposal of MUP budget and MUP annual report; drafts the proposal of MUP balance sheet.

Article 15

MUP Director appoints and dismisses MUP Division Directors; convenes meetings of Division Directors and Heads of departments.

Article 16
MUP DIVISION DIRECTORS

- (1) MUP Division Directors are appointed and dismissed by MUP Director.
- (2) Activities of MUP Division Directors are determined and managed by MUP Director.
- (3) The scope of activities of MUP Division Directors is divided in the following manner:
 - a) financial affairs and operations;
 - b) human resources and strategic development.

ARTICLE 17

- (1) MUP Division Directors represent MUP Director within the stipulated extent; they answer to MUP Director within the scope of their position.
- (2) MUP Director for Financial Affairs and Operations works closely with MUP Director, drafts documents and other materials for MUP Director, manages supplementary activities of MUP and activities entrusted to him/her by MUP Director.
- (3) MUP Director for Human Resources and Strategic Development work closely with MUP Director, drafts documents for MUP Director, prepares documents necessary for the correspondence of MUP Director, implements human resources strategy and strategic development of MUP, and manages activities entrusted to him/her by MUP Rector.

MUP RECTOR

Article 18

- (1) MUP Rector is the highest academic authority of MUP.
- (2) MUP Rector is responsible for MUP management and activities in the area of education, research, development and other creative activities. MUP Rector publically represents MUP in the academic sphere.
- (3) MUP Rector is appointed and dismissed by MUP Director.
- (4) The term of office of MUP Rector is four years. Repeated appointment of the same person as MUP Rector is possible without any limitation.

- (5) MUP Rector may resign by means of a written notice delivered to MUP Director. Under such circumstances, his/her term of office will end on the day on which the notice is delivered to MUP Director.
- (6) MUP Director may dismiss MUP Rector on the grounds of his/her own initiative, particularly in cases when MUP Rector seriously breaches or fails to fulfil his duties or gravely harms the interests of MUP or, as the case may be, if MUP Rector cannot fulfil his/her long-term duties due to medical reasons.

Article 19

MUP Rector:

- a) manages MUP educational activities, including the activities of MUP University Centres;
- b) acts on behalf of MUP in the area of education, research, development, and other activities pursuant to this MUP Charter;
- c) exercises the rights arising from MUP internal rules and regulations;
- d) is responsible for creation of MUP internal rules and regulations registered by the Ministry and for amendments to said MUP internal rules and regulations; he/she issues or adopts other MUP internal rules and regulations relating to instruction, study, research, development, and MUP activities abroad;
- e) is responsible for all MUP activities abroad;
- f) is responsible for MUP grant policy relating to MUP educational activities;
- g) appoints and dismisses MUP Vice-Rectors, following a hearing with MUP Director;
- h) appoints and dismisses members of MUP Academic Board, following a hearing with MUP Director;
- i) appoints and dismisses members of MUP Doctoral Board, following a hearing of MUP Academic Board;
- j) appoints and dismisses members of MUP Disciplinary Committee, members of the Rector's Advisory Council, and other academic officials;
appoints and dismisses Heads of departments, Directors of institutes, and Directors for Academic Affairs of MUP University Centres, and other MUP academic officers;
- k) appoints and dismisses Guarantors of MUP specialisations;
- l) appoints and dismisses members of Examination Committees for Final State Examinations, following approval of MUP Academic Board;
- m) manages members of MUP faculty in the area of education and research; determines the content of their job description;
- n) adopts decisions on student affairs and administration of study;
- o) determines the form, necessary particulars, and dates for submission of applications for stipends awarded by MUP;
- p) adopts decisions on awarding stipends disbursed from MUP stipend fund pursuant to MUP Stipend Code, following a motion of MUP Director;
- q) adopts decisions on awarding stipends disbursed from grants awarded by the Ministry;
- r) prepares the proposal of MUP budget and MUP annual report in cooperation with MUP Director and MUP Director for Financial Affairs and Operations;

- s) submits new study programmes to MUP Director for approval, following the approval by MUP Academic Board;
- t) submits long-term plans for educational, research, development, and other creative activities, including their annual updates, and proposals of MUP internal rules and regulations in these fields to MUP Director for approval.

MUP ACADEMIC BOARD

Article 20

- (1) MUP Academic Board addresses crucial issues relating to MUP academic and pedagogic activities.
- (2) Members of MUP Academic Board are appointed by MUP Rector, following a hearing with MUP Director. The number of members of MUP Academic Board is at least 20. At least one fifth of the members of MUP Academic Board comprises experts in the relevant field outside MUP academia.
- (3) MUP Rector is the Chair of the MUP Academic Board.
- (4) The term of office of members of MUP Academic Board is four years. Repeated appointment of the same person as a member of MUP Academic Board is possible without any limitations.

Article 21

First and foremost, MUP Academic Board:

- a) discusses long-term plans for educational, research, and other creative activities of MUP;
- b) approves study programmes;
- c) discusses proposals for appointment of members of MUP Doctoral Board;
- d) approves members of Examination Committees for Final State Examinations and defences of dissertations proposed by MUP Rector;
- e) comments on other issues presented by MUP Rector.

Article 22

- (1) Meetings of MUP Academic Board are convened by MUP Rector at least twice per year.
- (2) MUP Academic Board shall constitute a quorum in case an absolute majority of its members is present. In order to adopt a decision, an absolute majority of all present members of MUP Academic Board must be in favour of the decision.

- (3) Unless MUP Academic Board decides otherwise in individual cases, its meetings are not open to public.
- (4) Detailed rules for meetings of MUP Academic Board are stipulated in the Rules of Procedure of MUP Academic Board.

Article 23

MUP DOCTORAL BOARD

- (1) The Doctoral Board of Metropolitan University Prague (hereinafter the “MUP Doctoral Board”) supervises and evaluates study in Doctoral Degree study programmes.³
- (2) Members of MUP Doctoral Board are appointed and dismissed by MUP Rector, following a hearing of the Academic Board.
- (3) There are at least 7 members in MUP Doctoral Board.
- (4) The Chair of MUP Doctoral Board and the Vice-Chair of MUP Doctoral board are elected by members of MUP Doctoral Board from their midst.
- (5) First and foremost, MUP Doctoral Board:
 - a) is in charge of development of Doctoral Degree study programmes; it suggests relevant updates to Doctoral Degree study programmes in relation to current developments in relevant academic fields;
 - b) approves the composition of Entrance Examination Committees in accordance with a joint motion of the Chair of MUP Doctoral Board and the Vice-Chair of MUP Doctoral Board;
 - c) approves supervisors and proposes dismissal or appointment of new supervisors to MUP Rector,
 - d) approves framework and annual individual study plans, on the grounds of recommendations from supervisors, and evaluates their completion;
 - e) acknowledges topics of Doctoral theses approved by the Entrance Examination Committee;
 - f) approves changes in topics and contents of Doctoral theses.

³ Section 47, Article 6 of the Higher Education Act

- (6) Meetings of MUP Doctoral Board are convened by the Chair of MUP Doctoral Board as often as necessary, at least once per year; the meetings are chaired by the Chair of MUP Doctoral board. The minutes of the meetings shall be archived and sent to all members of MUP Doctoral Board.
- (7) MUP Doctoral Board shall constitute a quorum in case an absolute majority of its members is present. In order to adopt a decision, an absolute majority of all present members of MUP Doctoral Board must be in favour of the decision.
- (8) Detailed rules effective for meetings of MUP Doctoral Board are stipulated in the Rules of Procedure of MUP Doctoral Board.

MUP VICE-RECTORS

Article 24

- (1) Typically, there are 5 MUP Vice-Rectors. Competences of MUP Vice-Rectors are divided in the following manner:
 - a) pedagogic activities;
 - b) student affairs;
 - c) research and development;
 - d) development and external relations;
 - e) academic development.
- (2) MUP Vice-Rectors are appointed and dismissed by MUP Rector, following a hearing with MUP Director.
- (3) Activities of MUP Vice-Rectors are managed by MUP Rector; MUP Vice-Rectors answer to MUP Rector within the scope of their competences. MUP Vice-Rectors act as deputies to MUP Rector within the scope determined by MUP Rector. Unless stipulated otherwise by MUP Rector, the eldest of MUP Vice-Rectors shall act as his/her deputy in the MUP Rector's absence.
- (4) The term of office of MUP Vice-Rectors is four years. Repeated appointment of the same person as MUP Vice-Rector is possible without any limitation.

Article 25

- (1) MUP Vice-Rector for Pedagogic Activities is responsible for quality of instruction, administration of study during the academic year, and coordination of communion with MUP lecturers.
- (2) MUP Vice-Rector for Student Affairs is responsible for admission proceedings, student administration, and communicating with MUP students and alumni.
- (3) MUP Vice-Rector for Scientific and Research Activities is responsible for implementation and development of research and MUP publications.
- (4) MUP Vice-Rector for Development and External Relations is responsible for promoting MUP international activities; he/she is responsible for development projects and grants; he/she is in charge of other activities pertaining to MUP development.
- (5) MUP Vice-Rector for Academic Development is responsible for coordination of all MUP educational activities.

Article 26

MUP ACADEMIC COUNCIL

- (1) Academic Council of Metropolitan University Prague (hereinafter the "MUP Academic Council") is an advisory body to MUP Rector. MUP Academic Council facilitates communication between MUP students and MUP administrative bodies.
- (2) Members of MUP Academic Council include:
 - a) elected representatives of MUP students; and
 - b) MUP Rector, MUP Vice-Rectors, and Division Director for Human Resources and Strategic Development.
- (3) The number of elected members of MUP Academic Council and the manner of their election is stipulated in the Electoral and Administrative Code of MUP Academic Council. The manner of election of candidates to MUP Academic Council must comply with the structure of MUP students according to specialisations and Bachelor's Degree, Master's Degree, and Doctoral Degree study programmes.
- (4) The term of office of elected members of MUP Academic Council is two years.
- (5) Elected members of MUP Academic Council may not be penalised by MUP administrative bodies for any proposals submitted to MUP Academic Council or opinions voiced at the meetings of MUP Academic Council in any way.

- (6) MUP students may submit their suggestions and proposals to be discussed at the meeting of MUP Academic Council in writing or via elected members of MUP Academic Council.
- (7) Detailed rules effective for meetings of MUP Academic Council are stipulated in the Electoral Administrative Code of MUP Academic Council.

Article 27

MUP RECTOR'S ADVISORY COUNCIL

- (1) Rector's Advisory Council is a standing advisory body to MUP Rector.
- (2) Members of MUP Rector's Advisory Council include MUP Rector, MUP Vice-Rectors, Division Director for Human Resources and Strategic Development, and Heads of MUP departments.
- (3) Meetings of MUP Rector's Advisory Council are convened by MUP Rector at least three times per semester; MUP Rector chairs the meetings of MUP Rector's Advisory Council. Minutes of the meetings are archived.
- (4) MUP Rector addresses particularly important decisions regarding MUP affairs and crucial issues of MUP management at the meetings of MUP Rector's Advisory Council. MUP Rector may invite other members of MUP academia and MUP employees to the meetings of MUP Rector's Advisory Council.

Article 28

DISCIPLINARY COMMITTEE

- (1) Disciplinary Committee of Metropolitan University Prague (hereinafter the "MUP Disciplinary Committee") addresses disciplinary offences committed by MUP students and proposes decisions to be adopted by MUP Rector.
- (2) MUP Disciplinary Committee consists of four members. The Chair of MUP Disciplinary Committee, members of MUP Disciplinary Committee, and alternate members of MUP Disciplinary Committee are appointed by MUP Rector from the midst of members of MUP academia. Half of the members of MUP Disciplinary Committee comprises MUP Students.
- (3) The term of office of the members of MUP Disciplinary Committee is two years. Before the term of office of any member elapses, membership in MUP Disciplinary Committee shall expire in case the member of MUP Disciplinary Committee resigns or ceases to be a member of MUP academia, or in case the member is dismissed. In case the membership expires due to the above mentioned reasons before the term of office elapses, MUP Rector shall appoint a new member for the remaining period of the term of office.
- (4) MUP Disciplinary Committee shall constitute a quorum in case an absolute majority of its members is present.

- (5) Activities of MUP Disciplinary Committee are stipulated in MUP Disciplinary Code.

PART IV
MUP ORGANISATION
MUP DEPARTMENTS
Article 29

- (1) MUP departments are parts of MUP administrative structure that are usually established for a number of related courses taught at MUP.
- (2) MUP departments comprise members of MUP faculty. External lecturers, Doctoral students, and students of Master's Degree study programmes may also work in the academic departments as research assistants.
- (3) MUP departments may comprise research institutes.

Article 30

- (1) Heads of MUP departments are appointed from the midst of the members of MUP faculty and they are dismissed by MUP Rector.
- (2) Heads of MUP departments submit recommendations and documents pertaining to the management of their department to MUP Rector, and they are responsible for the fulfilment of the assigned goals of their department.
- (3) First and foremost, Heads of MUP departments:
- a) comment on decision-making relating to employment issues of the relevant department and submit relevant recommendations to MUP Rector who will subsequently submit them to MUP Director for his/her approval;
 - b) manage the activities of the secretary of their department;
 - c) assume responsibility for organisation and management of educational activities performed by their department.
- (4) Heads of MUP departments discuss crucial issues of the operation of their department with the members of their department. Heads of MUP departments convene meetings of their department as often as necessary, at least twice per semester. Minutes of the meetings shall be recorded.

MUP INSTITUTES

Article 31

- (1) MUP institutes are parts of MUP administrative structure that pursue scientific, research, development, innovative, or other creative activities; institutes may participate in accredited study programmes or their parts.
- (2) MUP institutes cooperate with departments.
- (3) MUP institutes comprise members of MUP faculty. External lecturers, Doctoral students, and students of Master's Degree study programmes may also work in the academic departments as assistant researchers.
- (4) The mission and activities of institutes, their structure and management are stipulated by their respective Charters.

Article 32

- (1) MUP institutes are managed by Directors who are appointed and dismissed by MUP Rector, following a hearing of MUP Academic Board.
- (2) Statutes of MUP institutes are approved and issued by MUP Rector.
- (3) Directors of MUP institutes are entitled to act on behalf of MUP only in matters stipulated in the Charter of the pertinent institute.
- (4) Directors of MUP institutes appoint members of the institute's Academic Board, following hearing of MUP Rector.
- (5) Activities of Directors of MUP institutes are analogously subject to the provisions of Article 30 herein.

Article 33

THE JIŘÍ HÁJEK SPECIALISED LIBRARY

- (1) The Jiří Hájek Specialised Library (hereinafter the "MUP Library") maintains library and scientific information resources of MUP. It manages acquisition, processing, collection, protection, and use of the allocated resources. It methodically manages processing and administration of scientific information at MUP.
- (2) Specialised focus of MUP Library is generally determined by MUP activities. MUP Library resources comprise documents relating to all accredited MUP specialisations in Czech as well as other languages.
- (3) MUP Library may be divided into departments or, as the case may be, in other sections. MUP Library also hosts the Library of the World Intellectual Property Organisation (WIPO).

- (4) The Library is managed by the MUP Library Director.
- (5) Details of the activities and administration of the Library are stipulated by the Code of the Jiří Hájek Specialised Library.

Article 34

UNIVERSITY CENTRES

- (1) MUP established MUP University Centres to conduct activities arising from accredited study programmes and provide services in various regions of the Czech Republic.
- (2) MUP Rector is responsible for educational activities of MUP University Centres. Directors of MUP University Centres for Academic Affairs manage the educational activities of MUP University Centres; they follow the instructions of MUP Rector. Heads of relevant departments and cooperate with Directors of MUP University Centres for Administration of Study.
- (3) MUP Director is responsible for administrative and economic activities of MUP University Centres. Directors of MUP University Centres for Administration of Study are responsible for administration and management of MUP University Centres; they follow the instructions of MUP Director and Division Directors, Director for Administration of Study and Director of Financial Affairs and Operations. Directors of MUP University Centres for Administration of Study cooperate with Directors of MUP University Centres for Academic Affairs.

Article 35

OTHER ADMINISTRATIVE UNITS

- (1) MUP Director may establish other workplaces, whose objective is to fulfil pedagogic, research, economic, and other tasks. Their position within the organisational structure shall be stipulated by their Code of Administration.
- (2) MUP may establish units with specific purpose to ensure activities arising from accredited study programmes and other MUP activities. Directors of such units are appointed by MUP Director. Activities and administration of these specific units may be stipulated in greater detail in their Code of Administration.

PART V

ACADEMIA

Article 36

- (1) MUP Academia comprises members of MUP faculty and MUP students.

- (2) All members of MUP academia are obliged to uphold MUP reputations and dutifully perform all duties in offices, in which they were appointed or elected, in accordance with MUP Code of Ethics.

Article 37

MEMBERS OF FACULTY

- (1) Members of faculty include professors, associate professors, assistant professors, assistant lecturers, lecturers, and researchers participating in pedagogic activities. Members of faculty work as lecturers at MUP.
- (2) Members of faculty are MUP employees who perform pedagogic, research, development, innovative, or other creative activities. Salaries of members of faculty are contractual.
- (3) Positions of members of faculty are usually filled on the basis of selection proceedings. The selection proceedings may be omitted in case of repeated employment of a member of faculty in the same position.
- (4) Other experts may participate in instruction on the grounds of job agreements other than employment agreements.
- (5) Rules for division of pedagogic duties are determined by MUP Rector. Distribution of the working hours of members of faculty is contingent upon their pedagogic workloads, instruction of MUP Rector, and tasks determined by the Director/Head of the relevant administrative unit.

Article 38

VISITING PROFESSORS

- (1) Pursuant to MUP Rector's Directives, Members of academics who teach at other universities, particularly at foreign universities, may use the classification of "MUP Visiting Professor" during the time when they perform pedagogic activities at MUP.
- (2) Visiting Professors have a similar position as members of MUP faculty.

Article 39

STUDENTS

- (1) Applicants for Bachelor's Degree study programmes, Master's Degree study programmes, or Doctoral Degree study programmes become students on the day of enrolment in study. In case of interruption of study, students regain their student status on the day of re-enrolment in study.
- (2) Admission to study is conditioned by successful completion of admission proceedings, signing of MUP Study Contract, submission of receipt of payment of tuition fees pursuant to the Private University MUP Study Contract, if applicable or, as the case may be, other requirements stipulated by MUP Rector.

- (3) Same conditions for study apply to foreign nationals and other MUP students.
- (4) Rights and obligations of MUP students are determined by legal rules and regulations⁴, this MUP Charter, MUP Study and Examination Code, and other MUP internal rules and regulations, and MUP Study Contract signed by each MUP student. Conditions stipulated for foreign nationals who are studying at MUP on the grounds of exchange study programmes, are also conditioned by agreements signed between MUP and its partner universities.
- (5) MUP students may use MUP equipment solely for the purpose of studying and performing creative activities that correspond with their study programme.

Article 40

RIGHTS AND OBLIGATIONS OF MUP STUDENTS

- (1) MUP students are entitled to:
 - a) study within the framework of one or more study programmes;
 - b) choose courses and create study plans in accordance with the rules of the chosen study programme;
 - c) take examinations under the conditions stipulated by MUP Study and Examination Code;
 - d) submit topics of their Bachelor's Dissertation, Master's Dissertation, Rigorosum Thesis, and Doctoral Thesis;
 - e) use equipment and information technologies necessary for study in the chosen study programme in accordance with the rules stipulated by MUP;
 - f) be awarded stipends from MUP funds and stipend grants provided to MUP by the Ministry, provided they comply with the requirements stipulated for the award the stipend;
 - g) be elected as and vote for members of Academic Council.
- (2) MUP students who participate in practical training must comply with general occupational safety, health regulations, and gender equality.
- (3) MUP students are obliged to:
 - a) abide by MUP Internal Regulations;
 - b) pay study-related fees and state decisive circumstances relevant for their amount pursuant to conditions stipulated by MUP internal rules and regulations;

⁴ Particularly the provisions of Section 61 - Section 69 of the Higher Education Act.

- c) provide their mailing address to which documents should be delivered;
 - d) arrive, following the summons of MUP Rector or MUP employees authorised by MUP Rector, to meetings scheduled to discuss issues relating to the course of study or termination of study;
 - e) reimburse any damages caused to MUP by failure to comply with their academic duties.
- (4) Further duties of MUP students are stipulated in MUP Study and Examination Code.

PART VI
OTHER MUP EMPLOYEES
Article 41

- (1) In addition to members of faculty, there are other MUP employees who ensure the activities of MUP within the framework of their employment or similar relation to MUP.
- (2) Positions of other MUP employees are usually filled on the grounds of a selection procedure. Salaries of other MUP employees are contractual.
- (3) Other MUP employees are obliged to uphold MUP reputation and duly perform their duties.

PART VII
STUDY
Article 42
ADMISSION TO STUDY

Admission to study, including review proceedings, is governed by MUP Code of Admission Procedure.

Article 43
CONTENT AND TERMINATION OF STUDY

- (1) The content and administration of study are stipulated by accredited study programmes, study plans or, as the case may be in Doctoral Degree study programmes, individual study plans, and MUP Study and Examination Code, which is a part of MUP internal rules and regulations.
- (2) Study is duly terminated by completion of study in the relevant study programme. The day of termination of study is the day when the Final State Examination required for completion of study, or the last part thereof, is passed or the day when the Bachelor's dissertation, Master's dissertation or Doctoral thesis is defended.

Article 44

STUDENT DISCIPLINARY OFFENCES

Details on student disciplinary offences, sanctions imposed for such offences as well as information on disciplinary proceedings, including review proceedings, are stipulated in MUP Disciplinary Code, which is a part of MUP internal rules and regulations.

Article 45

LIFELONG LEARNING

- (1) Relations arising from lifelong learning programmes are contractual.
- (2) Rules for preparation, approval, and administration of lifelong learning programmes as well as rules for selection of applicants and rules for determination of the amount of relevant fees are stipulated in MUP Lifelong Learning Code, which is a part of MUP internal rules and regulations.

PART VIII

STUDY-RELATED FEES

Article 46

- (1) Study in accredited study programmes is conducted by MUP in return for remuneration, unless stipulated otherwise in MUP Study and Examination Code. MUP collects the following study-related fees:
 - a) admission procedure fees;
 - b) study fees (hereinafter the "Tuition Fees");
 - c) administrative fees.
- (2) MUP Director determines the exact amount of study-related fees, including form of payment, and due date, on the grounds of MUP internal regulation. Following the issue of the internal regulation, this information shall be published on MUP official notice board and MUP official electronic notice board. Further conditions may be stipulated in MUP Study Contract concluded between MUP and each MUP student.
- (3) MUP internal rules and regulations shall govern the possibility to pay tuition fees in instalments.

PART IX
MUP MANAGEMENT
Article 47
MUP BUDGET

- (1) MUP compiles the budget of revenue and costs annually, and it manages its economic activities in accordance with the budget pursuant to the provisions of the Public Benefit Companies Act.
- (2) It is the responsibility of MUP Director to compile the budget proposal. MUP Director discusses the budget proposal with MUP Rector and MUP Director for Financial Affairs and Operations. The budget proposal is approved by MUP Board of Trustees.

Article 48
MUP FINANCIAL RESOURCES AND THEIR USE

- (1) Pursuant to Part II of MUP Charter, financial resources available for MUP activities comprise:
 - a) income from main activities, particularly study-related fees;
 - b) income from supplementary activities;
 - c) grants from public budgets or public funds;
 - d) loans from financial institutions;
 - e) revenue from MUP capital assets;
 - f) deposits of MUP Founder and MUP funds;
 - g) donations and other income in accordance with legal rules and regulations.
- (2) Financial resources are used exclusively for securing the educational, research, development process, and related activities that are stipulated by this MUP Charter.

Article 49
MANAGEMENT RULES

- (1) MUP is an accounting entity pursuant to Act no. 536/1991 Coll., on Accounting, as amended.
- (2) MUP compiles annual balance sheets or, as the case may be, extraordinary balance sheets, that are approved by MUP Board of Trustees. MUP annual balance sheets are audited by an independent auditor.

- (3) MUP compiles and publishes annual business reports that are approved by MUP Board of Trustees. MUP annual reports are published on MUP official notice board within the deadline stipulated by MUP Board of Trustees.⁵
- (4) MUP Supervisory Board regularly examines and evaluates MUP economic activities; it informs MUP Board of Trustees on any significant findings.

PART X
EVALUATION OF MUP ACTIVITIES
Article 50

- (1) MUP compiles and publishes an annual activity report pursuant to the Higher Education Act. The annual activity report is approved by MUP Board of Trustees.
- (2) Evaluation of MUP activities includes regular and continuous evaluation of effectiveness of administration, evaluation of the pedagogical level, research, as well as use of resources. Details regarding the content and means of evaluation are stipulated by MUP Rector.
- (3) The data for evaluation of MUP activities include information on inputs and outputs of MUP activities and its administrative units, which is continuously being collected by MUP Rector. The data for evaluation of MUP activities also include the assessment of lectures and other MUP activities conducted via questionnaires usually completed by MUP students twice per academic year.
- (4) During the evaluation of MUP activities, MUP shall take into consideration the criteria of the Accreditation Committee for evaluation of accredited activities.
- (5) Results of the evaluation are used to compile long-term plans for educational, research, development, and other creative activities of MUP.

PART XI
ACADEMIC INSIGNIA AND CEREMONIES
Article 51

- (1) Academic insignia are used during academic ceremonies, particularly matriculation ceremonies, graduation ceremonies, and official meetings of the academia to commemorate the beginning and end of significant academic events.
- (2) Academic insignia include Rector's sceptre and chain. Documentation on academic insignia is archived in MUP archive.

⁵ Section 20, Article 1 of Public Benefit Companies Act

- (3) MUP academic gowns are used during matriculation ceremonies, graduation ceremonies, and other official events; the following persons are entitled to wear MUP academic gowns:
 - a) MUP Rector and MUP Vice-Rectors;
 - b) members of MUP faculty;
 - c) MUP Founder, Beadle, and other MUP employees, pursuant to decisions adopted by MUP Rector;
 - d) significant MUP guests, pursuant to decisions adopted by MUP Rector.
- (4) MUP graduands are also entitled to wear academic gowns during their graduation ceremony.
- (5) MUP academic gowns are protected by copyright and registered as an industrial design. Documentation on MUP academic gowns is archived in MUP archive.
- (6) Matriculation ceremonies of MUP students and graduation ceremonies of MUP graduands are attended by MUP Rector or MUP Vice-Rector and other members of MUP faculty. The wording of the matriculation pledge and the graduation pledge are deposited with MUP Rector. The course of each academic ceremony is determined by a schedule approved by MUP Rector; this schedule is archived in MUP archives.

PART XII

COMMON, TRANSITIONAL, AND FINAL PROVISIONS

Article 52

- (1) Documents stipulated in MUP internal rules and regulations and other important information are published on MUP official notice board.
- (2) MUP official notice board is maintained by MUP Secretary, who is responsible for its accuracy; official notice boards at MUP University Centres are maintained by the relevant Director for Administration of Study.

Article 53

MUP Charter registered by the Ministry on 22 December 2011 under registration number 42165/2011-30 is hereby revoked.

Article 54

- (1) This MUP Charter was approved by MUP Board of Trustees on 23 February 2012.

- (2) This MUP Charter becomes effective and comes into forces as of the day of its registration by the Ministry.⁶

⁶ Section 36, Article 4 and Section 41, Article 2 of the Higher Education Act