

STATUTE OF BUT

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Registration

Pursuant to Section 36(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, the Ministry of Education, Youth and Sports has registered, under Ref. No. MSMT-9490/2024-2, the Statute of Brno University of Technology as of the date of registration signature.

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PREAMBLE	1
PART ONE INTRODUCTORY PROVISIONS	4
Article 1 General Provisions.....	4
Article 2 Vision of BUT	4
Article 3 Activities and Core Values of BUT	5
Article 4 Strategic Management of BUT	6
Article 5 Quality Management and Assessment at BUT	6
PART TWO BUT BODIES	6
Article 6 BUT Bodies	6
Article 7 BUT Academic Senate	7
Article 8 Rector	8
Article 9 Vice-Rectors	8
Article 10 BUT Scientific Board	8
Article 11 BUT Internal Evaluation Board	9
Article 12 BUT Disciplinary Committee.....	9
Article 13 BUT Board of Trustees.....	10
Article 14 Bursar	10
PART THREE ORGANISATIONAL STRUCTURE	10
Article 15 Structure of BUT	10
Article 16 Faculty	11
Article 17 University Institutes	12
Article 18 Other Units	12
Article 19 Incompatibility of Functions.....	13
Article 20 Representation	13
Article 21 Advisory Boards and Working Groups.....	13
PART FOUR INTERNAL REGULATIONS AND STANDARDS.....	14
Article 22 BUT Internal Regulations.....	14
Article 23 Faculty Internal Regulations.....	14
Article 24 Internal Regulations of the University Institute	14
Article 25 Internal Regulations with University-Wide Scope.....	15
Article 26 Internal Regulations of the Faculty	15
Article 27 Internal Regulations of the University Institute	15
Article 28 Internal Regulations of Other Units	15
Article 29 Enabling Provision	15
PART FIVE FINANCIAL MANAGEMENT RULES.....	15
Article 30 BUT Financial Management	15
Article 31 Budget	16
Article 32 Property.....	17
Article 33 Funds	17
Article 34 Establishment of Legal Entities	17

PART SIX ADMISSION PROCEDURE	18
Article 35 Admission to Study.....	18
Article 36 Admission Examination	18
Article 37 Rules for the Admission Procedure and Conditions for Admission to Study	18
Article 38 Admission Procedure	19
Article 39 Admission Decision Process	19
Article 40 Delivery to Applicants for Study.....	19
Article 41 Enrolment in Studies	20
Article 42 Conditions for Admission of Foreign Nationals to Study	20
PART SEVEN STUDY AND LIFELONG LEARNING	20
TITLE I INTRODUCTORY PROVISIONS.....	20
Article 43 Educational Activity.....	20
Article 44 Recognition of Foreign Higher Education and Qualifications.....	21
TITLE II STUDY IN AN ACCREDITED PROGRAMME	21
Article 45 Students	21
Article 46 BUT Decision-Making in Student Matters	21
Article 47 Proceedings on Declaration of Invalidity.....	21
Article 48 Delivery to Students	21
Article 49 Student Register	22
Article 50 Proof of Studies	22
Article 51 Payments for Issuance of Documents	22
Article 52 Scholarships.....	22
TITLE III LIFELONG LEARNING	23
Article 53 Rules of Lifelong Learning	23
Article 54 Participant in Lifelong Learning.....	23
PART EIGHT FEES	23
Article 55 Fees Related to Studies	23
Article 56 Fee for Acts Associated with the Assessment of Foreign Education of an Applicant within the Admission Procedure.....	23
Article 57 Fee for Acts Related to the Habilitation Procedure or Procedure for Appointment as Professor	23
Article 58 Fee for Acts Related to the Procedure for Recognition of Foreign Higher Education and Qualifications	23
PART NINE ACADEMIC COMMUNITY AND STAFF	24
Article 59 BUT Academic Community.....	24
Article 60 Academic Staff.....	24
Article 61 Associate Professors and Professors	24
Article 62 Extraordinary Professors	25
Article 63 Visiting Professors	25
Article 64 Emeritus Professors.....	25
Article 65 Membership in Bodies and Boards	26
Article 66 Other Employees.....	26

Article 67 Ethical Conduct	26
PART TEN ACADEMIC TRADITIONS	26
Article 68 Academic Ceremonies	26
Article 69 Academic Insignia, Gowns and Symbols	27
Article 70 Honorary Degree Doctor Honoris Causa	27
Article 71 Medals and Awards	27
PART ELEVEN OTHER PROVISIONS	28
Article 72 Official Notice Board	28
Article 73 Public Section of BUT and its Units' Websites	28
Article 74 Unified Visual Style	28
Article 75 Data Management and Records	29
PART TWELVE TRANSITIONAL AND FINAL PROVISIONS	29
Article 76 Transitional Provisions	29
Article 77 Repealing Provisions	29
Article 78 Final Provisions	29
ANNEX NO. 1 ACADEMIC OATHS AT BUT	1
Article 1 Oath of a Member of the BUT Academic Senate	1
Article 2 Oath of a BUT Student	1
Article 3 Oath of a Bachelor's Study Programme Graduate	1
Article 4 Oath of a Follow-up Master's Study Programme Graduate	1
Article 5 Oath of a Doctoral Study Programme Graduate	1
Article 6 Oath of an Honorary Doctor – dr. h. c.	2
ANNEX NO. 2 ORGANISATIONAL CHART OF BUT VARIANTS OF NAMES OF BUT AND ITS UNITS	1
Article 1 Organisational Chart of BUT	1
Article 2 Names of the University	2
Article 3 Names of BUT Faculties	2
Article 4 Names of University Institutes of BUT	4
Article 5 Names of Other BUT Units	5
ANNEX NO. 3 FUNDS OF BUT	1
Article 1 Reserve Fund	1
Article 2 Scholarship Fund	1
Article 3 Remuneration Fund	1
Article 4 Fixed Assets Reproduction Fund	1
Article 5 Purpose-Designated Fund	2
Article 6 Social Fund	2
Article 7 Operating Resources Fund	2
Article 8 Common Provisions	3
ANNEX NO. 4 RULES FOR MAKING CONTRIBUTIONS TO LEGAL ENTITIES	1
Article 1 Introductory Provisions	1
Article 2 General Provisions	1
Article 3 Proposal for the Establishment of Another Legal Entity or Contribution to a Legal Entity	1

Article 4 Enabling Provision	1
ANNEX NO. 5 FEES ASSOCIATED WITH STUDY	1
TITLE I INTRODUCTORY PROVISIONS AND DEFINITIONS OF CERTAIN TERMS.....	1
Article 1.....	1
TITLE II FEES FOR ACTS RELATED TO THE ADMISSION PROCEDURE	1
Article 2 Fee for Acts Associated with the Admission Procedure for a Study Programme Delivered in the Czech Language.....	1
Article 3 Fee for Acts Associated with the Admission Procedure for Study in a Programme Implemented in a Foreign Language.....	1
TITLE III FEE FOR STUDIES	2
Article 4 Input Data for Calculation of Fee Obligation	2
Article 5 Calculation of Student's Fee Obligation	2
Article 6 Determination of the Fee Amount for Studies.....	2
Article 7 Assessment of the Fee for Studies	3
Article 8 Payment Method and Due Date of the Fee for Studies	3
TITLE IV FEE FOR STUDIES IN A STUDY PROGRAMME IMPLEMENTED IN A FOREIGN LANGUAGE.....	3
Article 9 Determination of Amount, Payment Method and Due Date of the Fee	3
Article 10 Disciplinary Offence	3
Article 11 Publication of the Amount of Fees Related to Studies.....	4
ANNEX NO. 6 SYMBOLS OF BUT AND SYMBOLS OF BUT UNITS	1
Article 1 BUT Logos	1
Article 2 BUT Coat of Arms	1
Article 3 Motto of BUT.....	1
Article 4 Insignia of BUT.....	1
Article 5 Seal of BUT	2
Article 6 Standard of BUT	2
Article 7 Gowns of BUT	2
Article 8 Fanfare of BUT.....	3
Article 9 Logos of BUT Faculties and University Institutes	3
Article 10 Insignia of BUT Faculties and University Institutes	3
Article 11 Gowns of BUT Faculties and University Institutes.....	3
Article 12 Seals of BUT Faculties.....	3
Article 13 Logos of other Units	4
Article 14 Forms of Address and Texts at Academic Ceremonies	4

PREAMBLE

Brno University of Technology is a Czech technical university founded on 19 September 1899 as the first Czech university in Moravia under the name C.k. česká vysoká škola technická Františka Josefa v Brně (Imperial-Royal Czech Technical University of Franz Joseph in Brno). It is the bearer of traditions of technical education in Brno, which date back to 1849 with the establishment of a Czech-German polytechnic institute that was elevated to the German Technical University in 1873. It has carried its current name, Brno University of Technology, since 1956, when after the merger of the German and Czech technical schools in 1945 under the restored name Česká vysoká škola technická dr. Edvarda Beneše (Czech Technical University of Dr. Edvard Beneš) and after the subsequent transfer of some of its fields to the emerging Military Technical Academy in Brno in 1951, the broad-spectrum profile of technical education was renewed at the institution in 1956 and gradually expanded to its present form in the following years.

Brno University of Technology

strives, in the spirit of its mission, to foster education, intellectual wealth and progress through its pedagogical and research activities. It is part of the network of public universities adhering to the mainstream of European higher education policy and accepting the principles and values of the European Higher Education Area (EHEA) and European Research Area (ERA).

Brno University of Technology

is a modern research technical university with a full-spectrum profile of technical and natural science education combined with education in architecture, fine arts and design and complemented by economic-managerial education. As a member of the European university alliance, it is a registered European university which, through the number and support of international students, is building a profile of an international university. With awareness of the importance and necessity of graduates of technical fields and the results of research and development for the prosperity of industry and the national economy, it strives to develop technical education and promotes in its students the development of critical thinking, imagination, creativity, ability to creatively seek solutions, project thinking and a sense of responsibility, teamwork. It builds its competitive advantage on connecting education and research and technology with art. It strengthens traditional and establishes new strategic partnerships through which it develops academic and research cooperation with partner universities and strengthens cooperation with industry.

Brno University of Technology

is a research university where the proportions of research and education as well as basic and applied research are balanced. It understands knowledge transfer as its entrepreneurial interface, the success of which is an expression of the relevance and competitiveness of the achieved results of research and development as well as education. In the spirit of the entrepreneurial university concept, it creates conditions for the development of entrepreneurship in student education and in supporting business as a way to transfer knowledge into practice. It accepts the desirable responsibility of a leading technical university to contribute to addressing societal challenges for environmental and climate protection, sustainability and quality of life on Earth. In its internal behaviour and external activities, it respects the

general principles of environmental sustainability and fulfils the given standards of a sustainable university. It simultaneously understands environmental responsibility as its technological opportunity in educational activities and in conducted research and development.

Brno University of Technology

is a digital university that builds a secure environment connected by information and communication technologies whilst ensuring cybersecurity. It reflects the penetration and growing influence of artificial intelligence and creates space for its effective, safe and ethical use.

At all levels of its activities, it is a university of equal opportunities and equal access, which understands its academic, research and other non-academic staff as an essential source of its wealth and competitive advantage and students as an equal part of the academic community and the most valuable community, whose quality education and development will always be the central motive and primary attention in fulfilling its mission. It emphasises high expertise and professionalism in all activities and the comprehensive development of students and employees supporting their self-realisation, but also the responsibility for building the good name of the university and responsibility in approach in all its behaviour and actions inside and outside the university. Cultivating critical thinking, a sense of objectivity and impartiality, together with high demands on compliance with ethical standards, creates a fundamental framework for educational and creative activities, for management and decision-making, but also for relationships between people, their relationships to the university, to work and property.

With the awareness of the duty to defend the moral purity and independence of the academic environment and also to be an impartial and reliable knowledge and value pillar of society, the university respects and protects academic independence and democracy, its general values and freedom of opinion. It takes care of gender equality, correctness and tolerance, social security for its students and employees, and strives for moral purity, openness, trust and value maturity in the relationships of people with each other, to the university and to work, in decision-making, in management and in all their behaviour and actions inside and outside the university. In disputes, it honours the right to protection and due hearing of all parties. It creates conditions and provides support reasonably balancing objective limitations of our students and employees. Within existing legislative and economic constraints, it strives to reduce administrative burden, administrative friendliness and reasonable simplicity of its internal systemic, organisational and procedural settings.

Brno University of Technology

consists of faculties, university institutes and other units. It establishes and fulfils future goals through a unified strategy, to which faculties, university institutes and other units contribute through their activities and also follow it. The common identity is developed through cooperation of all students and employees and is supported by a number of other tools including the use of a unified visual style.

Since its establishment in 1899, Brno University of Technology has undergone a number of tests brought by history. It has managed to defend and strengthen its prestige thanks to high demands on student knowledge and the quality of teachers and scientists as well as the professionalism of other employees. Brno University of Technology considers its commitment to future generations to be among the best European universities in terms of the level of teaching, creative activities, as well as in fulfilling the social role of the school.

Brno University of Technology

will always stand on the side of rationality, prosperity and democracy with the aim of contributing to the development of the wealth of the Czech nation by fulfilling its mission.

PART ONE

INTRODUCTORY PROVISIONS

Article 1

General Provisions

1. Brno University of Technology (hereinafter referred to as "BUT") is a public university of the university type. The legal predecessor of BUT was Brno University of Technology established under Act No. 172/1990 Coll., on Higher Education Institutions, as amended.
2. BUT is a legal entity with its registered office at Antonínská 548/1, 602 00 Brno.

Article 2

Vision of BUT

In the spirit of its mission, BUT builds its strategy on the vision of a modern, open and research technical university which, in close reflection of social needs, values and principles of democracy and humanity, builds its international competitiveness on the knowledge excellence, creative uniqueness and academic integrity of its staff, students and graduates, who through their abilities and achieved results effectively contribute to addressing global societal challenges.

It actively cares for the continuous professional and personal development of talents from among its employees and students, builds on cooperation with outstanding graduates and creates attractive conditions for acquiring gifted applicants for study, leading experts and talented candidates for academic and creative work at the university in teaching, research, artistic and other creative activities from the Czech Republic, Slovakia and abroad.

1. **In the educational field**, BUT strives to be a respected provider of quality and competitive university education, whose uniqueness is built, in addition to top expertise, on developing students' competencies in critical thinking, imagination, creativity, ability to find innovative solutions to problems and shaping their leadership qualities based on connecting research with teaching and synergy of technical, economic, managerial and artistic disciplines.

BUT:

- a) perceives education and teaching as its primary mission,
 - b) perceives and responds through the structure and content of studies to the educational needs of applicants for study, society, the national economy and employers,
 - c) supports the competitiveness of its students and graduates by:
 - building on connecting teaching with research and technology with art,
 - developing critical thinking, creativity and entrepreneurship of students as a pivotal factor for the success of its graduates,
 - benefiting from the synergy of its technical, economic and artistic disciplines.
2. **In the field of research, development, artistic and creative activities**, BUT wants to develop knowledge, acquire new knowledge, seek its practical application and bring innovative solutions fulfilling global societal challenges, establish itself internationally as a bearer of cutting-edge knowledge and originator of innovative solutions, and in cooperation with public and private partners contribute to building a national economy based on knowledge and innovation and strengthen its international competitiveness.

BUT:

- a) builds its competitive advantage on high-quality internationally competitive research with the awareness that it is research that gives BUT its university dimension,
- b) develops close connection with the application sphere through applied and contractual research,
- c) appropriately utilises the synergy of technology and art in research and development,

- d) actively manages its own know-how and supports its effective transfer into practice.
- 3. **In its societal role**, BUT wants to be an independent, apolitical institution that will be a knowledge support for the public in regional, national and international contexts, which uses its technological potential to support societal and cultural priorities, security and technological solutions contributing to sustainability and quality of life on Earth.
BUT:
 - a) is a socially responsible institution that is an independent and apolitical knowledge support to its surroundings,
 - b) is an independent expert centre, technological partner and professional support for public institutions and the public in the fields of its knowledge competence,
 - c) cooperates with regional and city leadership and co-creates the knowledge and socio-cultural character of the region.
- 4. **In management and internal administration**, it builds its competitive strategy on the potential, quality and motivation of its people, builds the integrity of the academic community as a unity of students and academic staff, supports synergy and cooperation of the academic community with non-academic staff, ensures compliance with ethical standards, maintains the principle of equal opportunities and strives for social security and ensuring safety in the internal environment.
BUT:
 - a) invests in continuous development, fairly rewards the quality and performance of its employees in teaching, research and other activities,
 - b) emphasises academic, scientific integrity and high moral and value credit of its employees and students,
 - c) strengthens the awareness of social responsibility of its students and employees and supports their participation in social and cultural events.

Article 3

Activities and Core Values of BUT

- 1. The activities of BUT are defined by Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, (hereinafter referred to as the “Act”) and related legal regulations. BUT primarily carries out educational activities and also scientific and research, development and innovation, artistic or other creative activities. In addition, BUT performs supplementary activities and fulfils the mission defined in Section 1 of the Act.
- 2. BUT is aware of its position and role in society, emphasises ethical behaviour of its academic community and its employees. For this reason, it issues the BUT Code of Conduct, which is discussed by the BUT Academic Senate upon the proposal of the Rector
- 3. The traditional value from which BUT derives the principles of its activities is academic freedom. This value is particularly associated with:
 - a) institutional autonomy,
 - b) political independence,
 - c) freedom of thought, the right to present and defend opinions,
 - d) democracy,
 - e) participation in self-governance.
- 4. BUT emphasises academic responsibility, which is based on:
 - a) expertise, objectivity and critical thinking,
 - b) sense of truth and justice,

- c) promoting sustainability, security and stability,
- d) social responsibility, contribution and applicability,
- e) moral integrity.

Article 4

Strategic Management of BUT

1. BUT is managed based on a strategic approach that will ensure its long-term development and competitiveness in the field of higher education, education and creative activities.
2. BUT issues the BUT Strategic Plan, which is a key document determining the main directions of university development. The Strategic Plan is approved by the BUT Academic Senate and the BUT Board of Trustees and represents BUT's commitment to its long-term goals. The BUT Strategic Plan is usually formulated for a five-year period.
3. Based on the BUT Strategic Plan, Plans for Implementation of the BUT Strategic Plan are annually developed and approved for individual years, which specify the goals and measures necessary to achieve BUT strategic goals.
4. Each Implementation Plan includes a definition of priorities, goals, expected outcomes, resources and responsibilities for implementation.
5. The effectiveness of the implementation of the BUT Strategic Plan is regularly evaluated with regard to achieving the set goals.
6. The BUT Strategic Plan and the individual Plans for Implementation of the BUT Strategic Plan are followed by strategic plans of faculties and university institutes, which:
 - must follow the strategic goals set by the university and develop them in the context of individual faculties and university institutes, and furthermore
 - contain their own strategic goals specific to the given faculty or university institute.

Article 5

Quality Management and Assessment at BUT

1. BUT commits to implementing a continuous improvement approach in the quality of its educational, creative and administrative activities in accordance with the principles of quality assurance and development.
2. Quality assessment at BUT is a systematic process aimed at monitoring, evaluating and improving the quality of educational, creative and administrative activities.
3. The results of quality assessment serve as a basis for planning improvement measures and for strategic decision-making at all levels of BUT.
4. BUT supports the active involvement of students, academic staff, employees and external partners in the processes of quality assessment and improvement.

PART TWO

BUT BODIES

Article 6

BUT Bodies

1. The self-governing academic bodies of BUT are:
 - a) BUT Academic Senate (BUT AS),
 - b) Rector,
 - c) BUT Scientific Board (BUT SB),
 - d) BUT Internal Evaluation Board (BUT IEB),
 - e) BUT Disciplinary Committee (BUT DC).

2. Other BUT bodies are:
 - a) BUT Board of Trustees (BUT BT),
 - b) Bursar.

Article 7

BUT Academic Senate

1. Membership in the BUT AS is non-substitutable. The oath of a BUT AS member is set out in Annex No. 1.
2. Membership in the BUT AS is incompatible with the position of Rector, Vice-Rector, Dean, Vice-Dean, Director of a university institute, Director of another unit, Bursar, Chancellor and Secretary of a unit.
3. The BUT AS consists of representatives of academic staff and students elected by the relevant part of the BUT academic community from among its members as follows:
 - a) the academic community of each faculty is represented by two academic staff members and one student,
 - b) all university institutes and other BUT units are represented together by two academic staff members and one student.
4. The term of office of BUT AS members is three years and begins on the day of the constituent meeting of the BUT AS.
5. Membership in the BUT AS during the term of office expires:
 - a) by resignation from office notified in writing to the Chairperson of the BUT AS. In case of delivery of this notification to the Chairperson of the BUT AS at a meeting of the BUT AS, the membership expires at the moment of delivery of the written notice of resignation. In other cases, the day following the day when the notice of resignation was delivered to the Chairperson of the BUT AS is considered the day of termination of membership,
 - b) on the day of termination of membership in the part of the academic community by which the member was elected,
 - c) on the day following the day when the BUT AS accepts a proposal to dismiss the Rector,
 - d) if the BUT AS does not act according to Section 9 of the Act for a period of six months.
 - e) on the day preceding the constituent meeting of the newly elected BUT AS.
6. The provision of paragraph 5(b) does not apply to a member of the BUT AS who was elected from among students and, as a result of the proper completion of studies in one or more study programmes, which occurred during his/her term of office, is not a student of any of the study programmes implemented by the BUT unit for which he/she was elected to the BUT AS, if at the latest on the day when he/she properly completes the last of them, he/she submits a written or electronic application for study in another study programme implemented by this BUT unit (hereinafter referred to as "Another Study Programme"). This person's membership in the BUT AS expires:
 - a) on the day when the decision on his/her non-admission to study in another study programme came into legal force,
 - b) on the day following the day on which the deadline set for his/her enrolment in study in another study programme expired in vain,
 - c) if he/she became a student of another study programme, on the day of expiry of the term of office of the BUT AS member, or for another reason for termination of membership specified in paragraph 5.
7. The method of election of members and their alternates, the organisational structure and the method of establishing the BUT AS bodies are regulated by the Election Rules of the BUT Academic Senate. The rules of procedure of the BUT AS and its bodies are regulated by the Rules of

Procedure of the BUT Academic Senate.

8. The activities of the BUT AS are administratively and materially ensured by the BUT Rector's Office, through the Office of the Academic Senate
9. The Rector, Vice-Rector, Dean, Vice-Dean, Director of a university institute, Director of another unit, Bursar, Chancellor and Secretary are obliged to provide the BUT AS with information necessary for its activities.

Article 8

Rector

1. The Rector is appointed and dismissed on the proposal of the BUT AS by the President of the Republic. The proposal to the President of the Republic is submitted through the Minister. The submission of the proposal is ensured by the Chairperson of the BUT AS.
2. The procedure for passing a resolution on the proposal for appointment or dismissal of the Rector is regulated by the Election Rules of the BUT Academic Senate.
3. The term of office of the Rector is four years. The same person may hold the position of Rector at the same public higher education institution for no more than two consecutive terms of office.

Article 9

Vice-Rectors

1. The Vice-Rector represents the Rector and acts on behalf of BUT to the extent of authorisation issued by the Rector.
2. The Rector shall, by measure, specifically authorise one of the Vice-Rectors to represent him/her in full in the event of his/her absence.
3. The Vice-Rector is appointed and dismissed by the Rector, after the BUT AS has expressed its opinion.

Article 10

BUT Scientific Board

1. The Chairperson of the BUT SB is the Rector.
2. Members of the BUT SB are appointed and dismissed by the Rector, after prior consent of the BUT AS. In the proposal for the appointment of members of the BUT SB, the Rector takes into account the educational and creative activities that form the focus of BUT.
3. The Rector is entitled to appoint permanent guests of the BUT SB who participate in meetings with an advisory vote.
4. The term of office of BUT SB members is four years.
5. Membership in the BUT SB during the term of office expires:
 - a) by dismissal,
 - b) by resignation from office notified in writing to the Rector.
6. If the membership of a member of the BUT SB expires before the expiry of his/her term of office and at the same time if the Rector proceeds to appoint a new member to this vacant position, then the Rector shall do so according to the procedure in paragraph 2 for the remainder of the respective term of office.
7. The activities of the BUT SB are governed by the Rules of Procedure of the BUT Scientific Board.
8. The competence of the BUT SB regulated in the provisions of Section 12(1)(b) and (c) of the Act is

entrusted to the BUT IEB.

Article 11 **BUT Internal Evaluation Board**

1. The Chairperson of the BUT IEB is the Rector.
2. Members of the BUT IEB are appointed and dismissed by the Rector, after prior consent of the BUT AS, whereby the following provisions apply:
 - a) the Vice-Chairperson of the BUT IEB is appointed and dismissed by the Rector from among the academic staff of BUT who are professors or associate professors of BUT,
 - b) the Chairperson of the BUT AS is always a member of the BUT IEB,
 - c) the remaining members of the BUT IEB who are not listed in points a) and b) are appointed and dismissed by the Rector, as follows:
 - i. one-third based on the proposal of the BUT AS, where one of the members is a BUT student,
 - ii. one-third on the proposal of the BUT SB,
 - iii. and one-third based on his/her own discretion.

In the case of proposals from the BUT AS and BUT SB, the Rector may reject the proposal.

3. The Rector is entitled to appoint permanent guests of the BUT IEB who participate in meetings with an advisory vote.
4. The term of office of BUT IEB members is six years, with the exception of the member from among students, whose term of office is two years.
5. If the membership of a member of the BUT IEB expires before the expiry of his/her term of office, the Rector shall appoint a member of the BUT IEB to the vacant position according to the procedure in paragraph 2 for the remainder of the respective term of office.
6. Membership in the BUT IEB expires:
 - a) by dismissal,
 - b) by resignation from office notified in writing to the Rector.
7. The activities of the BUT IEB are governed by the Rules of Procedure of the BUT Internal Evaluation Board, the Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Evaluation of Educational, Creative and Related Activities of the Public Higher Education Institution.

Article 12 **BUT Disciplinary Committee**

1. The BUT DC discusses disciplinary offences of BUT students who are not enrolled at any of its faculties, and submits a proposal for a decision to the Rector.
2. The BUT DC has six members: three members are appointed from among students, three members from among academic staff.
3. Members of the BUT DC are appointed by the Rector, after prior consent of the BUT AS.
4. Members of the BUT DC elect a chairperson from among themselves.
5. The term of office of BUT DC members is two years.
6. Membership in the BUT DC during the term of office expires:
 - a) by dismissal from office by the Rector with the consent of the BUT AS,
 - b) by termination of membership in the BUT academic community,
 - c) by resignation from office notified in writing to the Rector.

7. The activities of the BUT DC are governed by the Disciplinary Rules for BUT students.

Article 13

BUT Board of Trustees

1. The activities of the BUT BT are governed by the Act and the Statute of the BUT Board of Trustees.
2. The wording of the Statute of the BUT Board of Trustees is approved by the Minister upon the proposal of the Rector.
3. The BUT BT has fifteen members. It elects a chairperson and a vice-chairperson from among its members.
4. A member of the BUT BT must not be a BUT employee.
5. The term of office of a BUT BT member is six years.
6. Membership in the BUT BT during the term of office expires for reasons regulated in Section 14 of the Act.

Article 14

Bursar

1. The Bursar manages the economy and internal administration and represents BUT to the extent determined by the Rector's measure.
2. Other powers and responsibilities of the Bursar are determined by the Rector.
3. The Bursar is appointed and dismissed by the Rector.
4. The Bursar is accountable to the Rector for his/her activities.
5. The Bursar, within the meaning of the Act, is responsible for the completeness, correctness, comprehensibility, accessibility and timeliness of economic information required by the BUT AS.

PART THREE ORGANISATIONAL STRUCTURE

Article 15

Structure of BUT

1. BUT is internally divided into units, i.e. faculties, university institutes and other units, as follows:

a) Faculties

- Faculty of Civil Engineering,
- Faculty of Mechanical Engineering,
- Faculty of Electrical Engineering and Communication,
- Faculty of Architecture,
- Faculty of Chemistry,
- Faculty of Business and Management,
- Faculty of Fine Arts,
- Faculty of Information Technology.

b) University Institutes

- Institute of Forensic Engineering,
- Centre of Sports Activities,

- Central European Institute of Technology.

c) Other Units

- Centre of Information Services,
 - Continuing Education and Counselling Centre,
 - Accommodation and Catering Services,
 - VUTIUM Press,
 - Rector's Office,
 - Central Library.
2. The organisational chart of BUT, the names of BUT, the names of its units and their variants are regulated in Annex No. 2.

Article 16

Faculty

1. The Dean is at the head of the faculty, who is appointed and dismissed by the Rector upon the proposal of the faculty academic senate. The Dean appoints and dismisses the Secretary of the faculty.
2. The term of office of the Dean is four years. The same person may hold the position of Dean at the same public higher education institution for no more than two consecutive terms of office.
3. The Dean may be represented to the extent determined by him/her by Vice-Deans, whom he/she appoints and dismisses.
4. The Dean is appointed and dismissed by the Rector upon the proposal of the faculty academic senate. The proposal for the appointment of the Dean is submitted by the Chairperson of the faculty AS to the Rector no later than one month before the end of the term of office of the incumbent Dean.
5. In addition to the authorisations specified in Section 24(1) of the Act, the faculty bodies also decide and act on behalf of BUT on matters specified in Section 24(2) and (3) of the Act to the extent and under the conditions that are determined by the BUT internal regulations, internal regulations with university-wide scope and in accordance with the BUT Strategic Plan and with the Plan for Implementation of the BUT Strategic Plan in individual years:
 - a) creation and implementation of study programmes,
 - b) strategic focus of creative activities,
 - c) foreign relations and activities,
 - d) supplementary activities and management of funds obtained from these activities,
 - e) on awarding faculty prizes to students who are enrolled at the given faculty,
 - f) within the framework of fulfilling obligations in the field of fire protection in relation to property with which the faculty has the right to manage,
 - g) within the framework of fulfilling obligations in the field of occupational health and safety in relation to the activities of the relevant faculty,
 - h) within the framework of fulfilling obligations in the area of ensuring security in connection with the occurrence of extraordinary events,
 - i) concluding cooperation agreements on matters concerning the given faculty,
 - j) concluding agreements with faculties of foreign higher education institutions regarding the study of foreigners and the recognition of such study,
 - k) admission of participants to lifelong learning programmes implemented by the relevant faculty.
6. The provisions of Article 7 paragraph 5(a), (b) and (d) and paragraph 6 shall apply *mutatis mutandis* to the academic senates of BUT faculties.

7. For the management of the faculty, the Dean issues internal regulations according to Article 26 within his/her competence and within the limits of legal regulations, BUT internal regulations and the faculty. Matters that are regulated by an internal regulation with university-wide scope cannot be regulated differently by the Dean by an internal regulation of the faculty.
8. The Dean is responsible, within the scope of his/her competence, for the effective use of financial resources, the settlement of contributions and subsidies and for the proper management of BUT property entrusted to him/her.

Article 17 **University Institutes**

1. The university institute carries out creative activities and may participate in the implementation of accredited study programmes or parts thereof. The university institute may, under the conditions that are determined by the BUT internal regulations and internal regulations with university-wide scope, independently implement educational activities within the framework of lifelong learning programmes.
2. The university institute is headed by a Director, whose term of office is five years. The Director is appointed and dismissed by the Rector.
3. The Director is directly subordinate to the Rector. The Director may establish the position of secretary of the university institute, who has a similar position as the secretary of the faculty.
4. The Director of the university institute appoints and dismisses, with the consent of the BUT AS, the scientific board of the university institute.
5. For the management of the university institute, the Director issues internal regulations according to Article 27 within his/her competence and within the limits of legal regulations and internal regulations of BUT, according to which the university institute proceeds. Matters that are regulated by an internal regulation with university-wide scope cannot be regulated differently by the Director by an internal regulation of the university institute.
6. The Director is responsible, within the scope of his/her competence, for the effective use of financial resources, the settlement of contributions and subsidies and for the proper management of BUT property entrusted to him/her.

Article 18 **Other Units**

1. Other units support through their activities the activities and goals of BUT as a whole.
2. At the head of another unit, with the exception of the Rector's Office, is a Director, whose term of office is five years. The Director is appointed and dismissed by the Rector.
3. The Director is directly subordinate to the Rector. The Director may, with the consent of the Rector, establish the position of secretary of another unit. The secretary has in such a case a similar position as the secretary of the faculty.
4. For the management of another unit, the Director issues internal regulations according to Article 28 within his/her competence and within the limits of legal regulations, internal regulations of BUT, according to which the other unit proceeds. Matters that are regulated by an internal regulation with university-wide scope cannot be regulated differently by the Director by an internal regulation of another unit.
5. The Director is responsible, within the scope of his/her competence, for the effective use of financial resources, the settlement of contributions and subsidies and for the proper management of BUT property entrusted to him/her.

Article 19
Incompatibility of Functions

The functions of Rector, Vice-Rector, Dean, Vice-Dean, Director of a university institute, Director of another unit, Chancellor, Bursar and Secretary are mutually incompatible.

Article 20
Representation

1. On behalf of BUT, the Rector acts, unless otherwise provided by the Act, BUT internal regulations, or internal regulations with university-wide scope. This is without prejudice to the right of the Rector to authorise another employee to act on behalf of BUT or to empower another person.
2. The Dean of the faculty acts on behalf of BUT to the extent determined by the Act, internal regulations and internal regulations with university-wide scope. Within the scope of his/her authorisations to act according to this article, the Dean of the faculty may authorise another employee to act or empower another person.
3. The Director of a university institute, the Director of another unit, the Vice-Rector and the Chancellor act on behalf of BUT to the extent determined by the authorisation of the Rector, internal regulations and internal regulations with university-wide scope.
4. Other persons may act on behalf of BUT only on the basis of a specific written authorisation or power of attorney.

Article 21
Advisory Boards and Working Groups

1. Advisory boards are established for regular and long-term provision of activities of BUT and its units.
2. Working groups are established for the fulfilment of important operational tasks, or for solving ad hoc problems and assignments.
3. BUT always establishes as an advisory board:
 - a) BUT Management,
 - b) BUT Rector's Council,
 - c) BUT Ethics Committee,
 - d) BUT Information System Council,
 - e) Supervisory Board of BUT Accommodation and Catering Services,
 - f) BUT Editorial Board, and
 - g) BUT Library Board.
4. The BUT AS is entitled to nominate one member for each advisory board that is listed in paragraph 3.
5. Details on the establishment and meetings of advisory boards are determined by an internal regulation with university-wide scope.
6. Activity in advisory boards and working groups is an obligation of the relevant employees and students. Managers and teachers of members of BUT advisory boards and working groups are obliged to create reasonable conditions for them and support their work in these boards and groups.

PART FOUR

INTERNAL REGULATIONS AND STANDARDS

Article 22

BUT Internal Regulations

1. BUT makes available the BUT internal regulations including information on their validity and effectiveness in the public part of its website.
2. BUT internal regulations are:
 - a) Statute of BUT,
 - b) Election Rules of the BUT Academic Senate,
 - c) Rules of Procedure of the BUT Academic Senate,
 - d) BUT Wage Rules,
 - e) Rules of Procedure of the BUT Scientific Board,
 - f) Rules of Selection Procedures for Filling Positions of Academic, Research and Development Staff, Managers and Other Positions at BUT,
 - g) BUT Study and Examination Rules,
 - h) BUT Scholarship Rules,
 - i) Disciplinary Rules for BUT Students,
 - j) BUT Lifelong Learning Rules,
 - k) Rules of Procedure of the Internal Evaluation Board,
 - l) Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Evaluation of Educational, Creative and Related Activities of BUT,
 - m) BUT Rules for Habilitation Procedure and Procedure for Appointment of Professor,
 - n) Rules of BUT Programmes Implemented.

Article 23

Faculty Internal Regulations

1. The faculty makes available the internal regulations of the faculty including information on their validity and effectiveness in the public part of its website.
2. The internal regulations of the faculty must not be in conflict with the internal regulations of BUT.
3. The internal regulations of the faculty are:
 - a) Faculty statute,
 - b) election rules of the faculty academic senate,
 - c) rules of procedure of the faculty academic senate,
 - d) rules of procedure of the faculty scientific board,
 - e) faculty disciplinary rules for students,
 - f) other regulations, if so determined by the faculty statute.

Article 24

Internal Regulations of the University Institute

1. Internal regulations of the university institute are approved by the BUT AS.
2. The university institute makes available the internal regulations of the university institute including information on their validity and effectiveness in the public part of its website.
3. The internal regulations of the university institute must not be in conflict with the BUT internal regulations.
4. The internal regulations of the university institute are:
 - a) university institute statute,

- b) rules of procedure of the scientific or artistic board of the university institute.

Article 25

Internal Regulations with University-Wide Scope

1. Internal regulations with university-wide scope must not be in conflict with the BUT internal regulations.
2. Internal regulations with university-wide scope are issued within the limits of his/her authority by the Rector or the Bursar.
3. Internal regulations with university-wide scope are directives and guidelines.

Article 26

Internal Regulations of the Faculty

1. Internal regulations of the faculty must not be in conflict with the internal regulations of BUT, internal regulations of the faculty and internal regulations with university-wide scope.
2. Internal regulations of the faculty are issued by the Dean.
3. Internal regulations of the faculty are Dean's directives and Dean's guidelines.

Article 27

Internal Regulations of the University Institute

1. Internal regulations of the university institute must not be in conflict with the internal regulations of BUT, internal regulations of the university institute and internal regulations with university-wide scope.
2. Internal regulations of the university institute are issued by the Director of the university institute.
3. Internal regulations of the university institute are Director's directives and Director's guidelines.

Article 28

Internal Regulations of Other Units

1. Internal regulations of other units must not be in conflict with the internal regulations of BUT and internal regulations with university-wide scope.
2. Internal regulations of other units are issued by the Director of the unit.
3. Internal regulations of other units are Director's guidelines.
4. One of the internal regulations of the unit is always the organisational rules of the unit.

Article 29

Enabling Provision

Details on the creation, registration and evaluation of internal regulations and internal regulations are determined by an internal regulation with university-wide scope.

PART FIVE

FINANCIAL MANAGEMENT RULES

Article 30

BUT Financial Management

1. BUT manages as one accounting unit and for the internal needs of budgeting, monitoring and

evaluation of costs and revenues it is divided into economic units. An economic unit is each faculty and university institute and those other units of which the Rector decides.

2. BUT keeps accounts in accordance with general accounting regulations, especially regulations for accounting units whose main activity is not business. BUT keeps economic and non-economic activities separately in the accounts.
3. The conditions of BUT's financial management are regulated by a separate internal regulation with university-wide scope.
4. BUT is obliged, when managing funds provided from the state budget, non-grant funds and all property, to handle them purposefully, economically and effectively while respecting the principles of due diligence of a prudent manager and appropriate professional care in accordance with special legal regulations and with the conditions given by providers.
5. The Bursar is responsible for the correctness of the setting of the financial and economic system of BUT, for setting and adhering to the conditions for the use of allocated financial resources and settlement of purpose-designated public funds with the state budget, setting of accounting procedures and the system of document circulation.
6. The respective Dean or Director is responsible to the Rector for the economic results of individual economic units.
7. The management of individual economic units must be non-loss-making.
8. Management with a loss is considered a serious damage to the interests of BUT within the meaning of the provisions of the Act. In the event that from the interim economic results of any economic unit during the accounting period it can be assumed that its management will be loss-making, the Rector has the right, on the proposal of the Bursar, to take appropriate safeguard measures, which are subject to discussion in the BUT AS.
9. BUT uses all profits from economic activities within the framework of educational and creative activities again to finance activities related to educational and creative activities.
10. BUT uses the profit after tax first to cover any loss from previous calendar years and then to create funds according to Section 18(7) of the Act.
11. The economic result after tax and balances in the reserve fund, fixed asset reproduction fund, scholarship fund and remuneration fund, which were allocated to individual economic units by the distribution of financial resources, cannot be withdrawn from them without serious reasons discussed by the BUT AS. Discussion by the BUT AS is not necessary only in cases given by generally binding legal regulations.
12. Control of financial management is an integral part of control activities at all levels of management activities. The Bursar is responsible for its system setting. Control of the financial management of faculties, university institutes and other units of BUT is carried out with at least an annual periodicity and the Bursar is responsible for ensuring it. The use of BUT financial resources as a whole is controlled by the BUT AS according to Section 9(1)(c) of the Act.

Article 31

Budget

1. BUT compiles its budget for the calendar year in accordance with Section 18 of the Act and manages its finances accordingly.
2. The rules for budget preparation are set for the respective calendar year by a separate internal regulation with university-wide scope approved by the BUT Academic Senate upon the Rector's proposal.
3. The BUT budget and the budgets of its economic units are prepared as break-even and are approved by the BUT Academic Senate upon the Rector's proposal and subsequently by the BUT Board of Trustees.

4. The distribution of faculty funds is approved by the Faculty Academic Senate upon the Dean's proposal; the Senate also supervises the use of funds at the faculty's disposal pursuant to Section 27(1)(c) of the Act. The budgets of non-faculty economic units shall be approved by the BUT Academic Senate upon prior approval by the Rector.
5. Both faculty and non-faculty economic units manage the allocated financial resources on behalf of BUT.

Article 32

Property

1. BUT owns the property necessary for the activities for which it was established and for the activities it performs as supplementary activities pursuant to the provisions of Section 19 of the Act. The property of BUT consists of movable and immovable assets, rights, and other property values.
2. BUT maintains proper records of property, with details for ensuring property records, procedures, responsibilities and powers when handling BUT property being defined by internal regulations with university-wide scope.
3. The Bursar is responsible for setting the rules for the proper, economical, and purposeful use of BUT property.
4. BUT property is managed by the Rector and, to the extent determined by the Rector, by the Bursar, Deans, and Directors of University Institutes and other Units, in accordance with Section 19(2) of the Act.
6. The Rector decides on the acquisition of securities issued by the state or securities for the repayment of which the state has guaranteed, or securities of a business corporation into which BUT has invested property.
7. The Rector is authorised to conclude credit agreements up to the total extent of:
 - a) 0–500 times the amount from which items are considered tangible assets, separately,
 - b) 501 and more multiples of the amount from which items are considered tangible assets, upon the expression of the BUT Academic Senate and the consent of the BUT BT.
8. BUT is not established for the purpose of providing loans or credits to other persons.

Article 33

Funds

1. BUT establishes the following funds:
 - a) reserve fund,
 - b) fixed assets reproduction fund,
 - c) scholarship fund,
 - d) remuneration fund,
 - e) purpose- designated fund,
 - f) social fund,
 - g) operating resources fund.
2. BUT creates the above-mentioned funds as monetary funds.
3. Further adjustment of funds is stipulated in Annex No. 3.

Article 34

Establishment of Legal Entities

BUT may establish legal entities and acquire participation in legal entities, including through

monetary and non-monetary contributions to such legal entities. Rules for establishing and participating in legal entities are regulated by Annex No. 4.

PART SIX ADMISSION PROCEDURE

Article 35

Admission to Study

1. Admission to study in study programmes is carried out through the admission procedure.
2. At BUT, applicants with Czech citizenship (hereinafter referred to as “Domestic Applicants”) or foreigners are admitted to study in study programmes.
3. Students from other higher education institutions may be admitted to study a part of a study programme based on agreements between universities or within international student exchange programmes. Unless expressly stipulated otherwise in the agreement between universities, a student from another university does not become a student in a BUT study programme and is not entitled to rights arising from membership in the academic community.

Article 36

Admission Examination

1. The admission procedure may include an admission examination.
2. The admission examination consists of a written part, an oral part, or both written and oral parts. For admission to a study programme requiring specific talent, the examination includes a talent test, which may consist of multiple parts.
3. The admission examination may be waived for the applicant. Details of the waiver of the admission examination shall be stipulated by an internal regulation with university-wide scope or by an internal regulation or internal regulation of the BUT unit participating in the implementation of the study programme (hereinafter referred to as the “Participating BUT Unit”).

Article 37

Rules for the Admission Procedure and Conditions for Admission to Study

1. The rules for the admission procedure and conditions for admission to study in a study programme are determined by the Dean, who submits them to the academic senate of the faculty for approval. In the case of study programmes that are not carried out at the faculty, this is done by the Rector, who submits them to the BUT AS for approval.
2. After approval of the rules for the admission procedure and conditions for admission to study, the submitter ensures their publication in accordance with the Act in the public part of the BUT website or unit.
3. The rules of the admission procedure and the conditions for admission to study must always include at least:
 - a) method and deadline for submitting applications,
 - b) form, framework content and criteria for the evaluation of the admission examination,
 - c) requirements for medical fitness if medical fitness is a condition for admission to study,
 - d) requirements for the talent examination if it is part of the admission procedure,
 - e) rules governing potential waiver of the admission examination,
 - f) minimum level of fulfilment of requirements necessary for admission to study,
 - g) binding deadlines, in particular dates of admission examinations, deadlines for sending

- invitations to admission examinations, and dates when the applicant may, in accordance with the Act, inspect their documents relevant to the decision on their admission to study,
- h) method of assessing excuses for absence at the admission examination, or defining the possibility of taking the admission examination on an alternative date,
 - i) method of notifying applicants of their admission examination results.
4. The Dean shall determine the maximum number of students to be admitted. In the case of study programmes not implemented at a faculty, the maximum number of students to be admitted shall be determined by the Rector.

Article 38

Admission Procedure

1. The applicant shall submit a written application for study in a study programme in electronic form via the BUT information system. The admission procedure for an applicant commences upon delivery of the application to BUT or its participating unit.
2. If the application has formal deficiencies, BUT or the involved BUT unit shall call upon the applicant to correct and complete it. If the applicant fails to submit the application with the deficiencies removed within the specified deadline, they have not met the basic condition for admission, of which they must be informed.
3. The admission procedure of an applicant who fails to pay the fee for acts associated with the admission procedure in the specified deadline and in the designated form shall be terminated by resolution.
4. The applicant shall be invited to the admission examination in writing by registered mail or electronically via the BUT information system. If an applicant fails to attend the admission examination without a written excuse, or if their excuse is not accepted by the BUT body or the involved unit, they shall not take the admission examination and therefore have not met the basic condition for admission. If the excuse is accepted, the BUT body or the involved BUT units shall notify the applicant of an alternative date for the admission examination.

Article 39

Admission Decision Process

1. The issuance of decisions on admission to studies is governed by the Act and the relevant provisions of Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended (hereinafter referred to as the "Code of Administrative Procedure").
2. The decision on admission to a programme implemented by a faculty is made by the Dean of the faculty, while for other programmes, the decision is made by the Rector. The Rector may authorise the Director of a university institute involved in the implementation of the given study programme or part thereof to make decisions regarding admission to studies.
3. The applicant has the right to inspect the file only after the decision has been announced. The applicants may be provided with a copy of the file instead of being allowed to inspect the file. Only applicants have the right to inspect the documents mentioned in the first sentence. Details are established by an internal regulation of university-wide application or by an internal regulation or internal regulation of the participating unit of BUT.

Article 40

Delivery to Applicants for Study

1. BUT delivers documents to applicants for study in proceedings pursuant to Section 50 of the Act:
 - a) either personally or through a postal services operator,
 - b) If a decision issued in proceedings pursuant to Section 50 of the Act grants the applicant's request for admission to study, the decision shall be delivered to the applicant via the BUT

information system, provided that the applicant has given prior consent to this method of delivery in the application.

2. In such a case, the date of delivery and notification of the decision pursuant to the provisions of point b) shall be the first day following the date on which the decision is made available to the applicant in the BUT information system.

Article 41 **Enrolment in Studies**

1. An applicant who has been admitted to study acquires the right to enrol in studies. The form of registration is determined by an internal regulation with university-wide applicability. The applicant is obliged to complete the enrolment within the deadline set by the involved BUT unit. The applicant may submit a written excuse from the enrolment date:
 - a) before this date,
 - b) after this date, and only in exceptional cases, particularly due to extraordinary health complications, but no later than 10 days from the enrolment date.
2. The applicant who has been admitted to study loses the right to enrolment if:
 - a) they have not enrolled within the specified time limit and have not submitted an excuse, or
 - b) they have not enrolled within the specified time limit and have submitted an excuse, but their excuse has not been accepted.
3. If the excuse:
 - a) has been accepted, an alternative date or form of enrolment for study is determined,
 - b) has not been accepted, the applicant is promptly informed of this fact in writing.
4. The Dean or Director of the participating BUT unit decides on the acceptance of the excuse and the alternative date of enrolment for study.

Article 42 **Conditions for Admission of Foreign Nationals to Study**

Foreign nationals may be admitted to study in study programme in the Czech language under the same conditions as domestic applicants. When admitting foreign nationals to study under international treaties binding on the Czech Republic, the conditions are applied appropriately with possible modification, especially of the time schedules of the admission procedure and the method of verifying knowledge of the Czech language.

PART SEVEN **STUDY AND LIFELONG LEARNING**

TITLE I **INTRODUCTORY PROVISIONS**

Article 43 **Educational Activity**

1. Education at BUT is provided:
 - a) in accredited study programmes,
 - b) in lifelong learning programmes or in internationally recognised courses (hereinafter collectively referred to as “Educational Programmes”).
2. BUT's authorisation to provide study programmes under the conditions stipulated by the Act stems from the approval of a study programme based on institutional accreditation or from the accreditation of a study programme. Detailed conditions and procedures are set out in the BUT Study Programme Rules.

3. A list of approved and accredited study programmes provided at BUT (hereinafter referred to as “Study Programmes”), including:
 - a) their type and profile, form of teaching, standard duration of study and information on their accessibility for persons with disabilities, and
 - b) indication of the validity period of accreditation,is published in the public section of the BUT website.

Article 44

Recognition of Foreign Higher Education and Qualifications

1. Upon request of a graduate of a foreign higher education institution, BUT issues, under conditions stipulated by the Act, a certificate of recognition of higher education or its part in the Czech Republic.
2. The Rector decides on the issuance of a certificate recognising higher education or its part in the Czech Republic. The documentation for this decision shall be provided, at the Rector's request, by the head of the BUT unit where a study programme with similar content is implemented.

TITLE II

STUDY IN AN ACCREDITED PROGRAMME

Article 45

Students

1. The admitted applicant becomes a student on the day of enrolment in studies.
2. All BUT students have equal rights and equal obligations.
3. A person ceases to be a student on the date of completion of studies or interruption of studies.
4. A person whose studies have been interrupted becomes a student on the day of re-enrolment in studies.

Article 46

BUT Decision-Making in Student Matters

The issuance of decisions on student rights and obligations, which are defined in Section 68 of the Act, is governed by the Act and the relevant provisions of the Code of Administrative Procedure.

Article 47

Proceedings on Declaration of Invalidity

1. The Rector decides in proceedings concerning the declaration of invalidity of a state final examination or a part thereof, a state doctoral examination or a defence of a dissertation thesis, which took place at BUT.
2. The documentation for the decision in proceedings pursuant to paragraph 1 shall include an opinion of the Review Board appointed ad hoc by the Rector. The Review Board has seven members, of whom six members are appointed from among professors, associate professors or other experts, and the seventh member is a BUT student. Persons who participated in the state examination, its part or defence of the doctoral thesis to which the proceedings for declaration of invalidity relate shall be excluded from serving on the Review Board.

Article 48

Delivery to Students

1. BUT decisions in matters specified in Section 68(1)(a), (b) and (d) of the Act, which grant the student's request, and decisions in matters specified in Section 68(1)(e) of the Act shall also be

delivered through the BUT information system.

In such a case, the date of delivery and notification of the decision shall be the first day following the date on which the decision is made available to the student in the BUT information system.

2. Issuing a call to comment on the supporting documents for a decision made pursuant to Section 68(1)(g) of the Act shall be delivered through the BUT information system. The call shall be deemed delivered on the first day following the day when the call was made accessible to the student in the BUT information system.
3. If a document in proceedings under Section 68 of the Act cannot be delivered because the student has failed to comply with the obligation set out in Section 63(3)(b) of the Act, or if the document cannot be delivered to the address for delivery reported by the student, the document shall be delivered by public notice (on the official notice board), and the higher education institution shall not be obliged to appoint a guardian for the student.

Article 49

Student Register

The Student Register is maintained in the form of an electronic database of the BUT information system.

Article 50

Proof of Studies

1. Documents certifying studies pursuant to Section 57 of the Act in a study programme and the completion of studies in a study programme are:
 - a) student identification card,
 - b) record of studies registered in the BUT information system,
 - c) university diploma,
 - d) certificate of examinations taken,
 - e) confirmation of studies,
 - f) diploma supplement.
2. Confirmation of examinations taken or confirmation of studies shall be issued by BUT upon the student's request.

Article 51

Payments for Issuance of Documents

1. BUT is entitled to require payment for the issuance of:
 - a) replacement documents that are stipulated by the Act,
 - b) certificates issued pursuant to the Act, and
 - c) other documents not specified by the Act.
2. The amount of payment, or its range, is determined by the Act and by an internal regulation with university-wide scope.

Article 52

Scholarships

Students may be awarded a scholarship. The conditions for awarding scholarships and their procedural arrangements are governed by the BUT Scholarship Rules.

**TITLE III
LIFELONG LEARNING**

Article 53

Rules of Lifelong Learning

1. The rules for implementing educational programmes, as well as the detailed conditions under which such education is provided, are governed by the BUT Lifelong Learning Rules.
2. Educational programmes or parts thereof ending with a micro-certificate shall be approved by the Rector after discussion in the BUT IEB, based on prior affirmative discussion in the Scientific Board of the faculty or university institute.

Article 54

Participant in Lifelong Learning

Education in an educational programme does not establish the legal status of a student for its participants.

PART EIGHT

FEES

Article 55

Fees Related to Studies

1. Fees related to studies means fees governed by Section 58 of the Act. These fees include:
 - a) fee for acts related to the admission procedure,
 - b) fee for acts related to the admission procedure for studies in a study programme implemented in a foreign language,
 - c) fee for studies,
 - d) fee for studies in a study programme implemented in a foreign language.
2. Details about fees related to studies are set out in Annex No. 5.

Article 56

Fee for Acts Associated with the Assessment of Foreign Education of an Applicant within the Admission Procedure

1. The fee for acts associated with the assessment of meeting the condition for admission to study pursuant to Section 48(4)(d) and Section 48(5)(c) of the Act shall be determined by the Rector for each admission procedure and its amount shall be published on the BUT official notice board.
2. The fee amounts to a maximum of 20% of the base determined pursuant to Section 58(2) of the Act.

Article 57

Fee for Acts Related to the Habilitation Procedure or Procedure for Appointment as Professor

BUT determines the fee for acts related to the habilitation procedure and the fee for acts related to the procedure for appointment as professor, which it publishes on the BUT official notice board.

Article 58

Fee for Acts Related to the Procedure for Recognition of Foreign Higher Education and Qualifications

In the event that an applicant submits an application to BUT for recognition of foreign higher education and qualifications, they shall pay BUT a fee in the amount stipulated in Section 90a of

the Act.

PART NINE ACADEMIC COMMUNITY AND STAFF

Article 59

BUT Academic Community

1. The BUT academic community consists of its academic staff and its students.
2. An admitted applicant becomes a student and a member of the BUT academic community on the day of enrolment for studies. A student studying at a faculty is also a member of the academic community of that faculty.
3. Every member of the BUT academic community enjoys academic rights and freedoms defined by the Act and internal regulations.
4. All members of the BUT academic community are obliged to comply with the obligations stipulated by the Act, internal regulations, as well as obligations stipulated by the BUT Code of Conduct.

Article 60

Academic Staff

1. Academic staff are those professors, associate professors, extraordinary professors, senior lecturers, lecturers, language instructors and scientific, research and development workers who are employees of BUT performing both teaching and creative activities in an employment relationship according to the agreed type of work.
2. Academic staff positions shall be filled on the basis of a selection procedure.
3. Visiting professors are also academic staff.
4. An academic staff member belongs to the BUT academic community. An academic staff member working at a faculty is also a member of the academic community of that faculty.
5. An academic staff member enjoys academic freedom guaranteed by the Act, which they are obliged to balance with their academic and social responsibility.

Article 61

Associate Professors and Professors

1. Associate Professor for a specific field shall be appointed by the Rector on the basis of a habilitation procedure, in which the scientific, artistic and pedagogical qualifications of the candidate are verified.
2. Professor for a specific field shall be appointed by the President of the Republic upon the proposal of the BUT SB submitted through the Minister of Education, Youth and Sports.
3. BUT is authorised to conduct habilitation procedures or procedures for appointment as professor.
4. The list of fields in which BUT is authorised to conduct habilitation procedures or procedures for appointment as professor is published in the public section of the BUT website or the BUT unit website.
5. Details of the procedure for the habilitation procedure and the procedure for appointment as professor, as well as the procedure for invalidation of appointment as associate professor, are set out in the Rules of the Habilitation Procedure and the Procedure for Appointment as Professor of BUT.

Article 62
Extraordinary Professors

1. The Rector may, under conditions stipulated by the Act, establish the position of extraordinary professor upon the proposal of the Scientific Board of a faculty or university institute.
2. The proposal for filling the position of extraordinary professor shall be submitted by the Dean or Director of the university institute to the Rector, who shall forward it for discussion to the BUT SB.
2. An extraordinary professor of BUT is an academic staff member of BUT.
3. An extraordinary professor is not entitled to use the title professor, abbreviated as “prof.” before their name, within the meaning of the Act. This is without prejudice to the use of any similar titles obtained abroad.
4. Detailed conditions for establishing the position of extraordinary professor and its filling shall be stipulated by an internal regulation with university-wide effect.

Article 63
Visiting Professors

1. A visiting professor is a person who:
 - a) is a professor or associate professor at another higher education institution in the Czech Republic or abroad, or is a recognised artist, and simultaneously
 - b) works at BUT on the basis of a concluded contract for a certain period, at least one semester, and simultaneously
 - c) performs activities corresponding to those of a professor or associate professor on the basis of a contract concluded with BUT.
2. A visiting professor has the rights and obligations (status) of a BUT academic staff member.
3. The selection procedure according to the Rules of Selection Procedure at BUT shall not apply to filling the position of a visiting professor. The decision on filling the position of a visiting professor established at a faculty shall be made by the Dean, in other cases by the Rector.
4. Detailed conditions for establishing the position of a visiting professor and its filling shall be stipulated by an internal regulation with university-wide effect.

Article 64
Emeritus Professors

1. Emeritus professor is an honorary title awarded for an indefinite period.
2. An emeritus professor may be appointed a person over 65 years of age who
 - a) has been appointed a university professor, and simultaneously
 - b) has worked at BUT in an employment relationship in the position of professor.
3. An emeritus professor may work at BUT to an agreed extent in educational activities or creative activities or advisory activities without the employment relationship. BUT shall provide appropriate conditions and allow access to university facilities to the agreed extent for these activities.
4. An emeritus professor shall be appointed by the Rector upon the proposal of the Dean or Director of the university institute after discussion in the Scientific Board of the faculty or university institute. Detailed conditions for the appointment and possible withdrawal of the title of emeritus professor shall be stipulated by an internal regulation with university-wide effect.
5. An emeritus professor is not an academic staff member.

Article 65

Membership in Bodies and Boards

1. The activity of academic staff or students in bodies and boards defined by the Act and other laws relating to the mission of higher education institutions, in particular membership in:
 - a) BUT AS and faculty academic senates,
 - b) BUT SB, scientific or artistic boards of its faculties or university institutes and scientific or artistic boards of other higher education institutions,
 - c) National Accreditation Bureau for Higher Education and its bodies,
 - d) bodies representing higher education institutions,
 - e) Research, Development and Innovation Board,
 - f) bodies of the European Union,
 - g) bodies deciding on the provision of purpose-designated funds for securing educational and creative activities,

Is a significant activity that arises from the position of a member of the BUT academic community.

2. Supervisors of academic staff at all levels, as well as teachers of students, active in the above-mentioned bodies and boards, are obliged to create conditions for them to participate in meetings and for the proper fulfilment of their mission in these bodies and boards.

Article 66

Other Employees

1. Other employees, who work alongside academic staff at BUT, contribute to creative activities or ensure administrative, economic, organisational, and technical tasks, or participate in educational activities.
2. Other experts who are not BUT academic staff may also participate in teaching based on agreements to perform work outside an employment relationship.

Article 67

Ethical Conduct

1. Members of the academic community of BUT, as well as other employees of BUT, adhere to the regulations of the BUT Code of Conduct in the performance of their work activities, fulfilment of study obligations, as well as in the further implementation of their professional expert activities or other academic activities.
2. A breach of the BUT Code of Conduct standards may in specific cases be considered as a breach of obligations arising from legal regulations relating to work performed by the employee, or as a failure to meet the requirements for proper work performance, or as a disciplinary offence of a student.

PART TEN

ACADEMIC TRADITIONS

Article 68

Academic Ceremonies

1. The external expression of academic traditions, rights and freedoms at BUT and its units are academic ceremonies and academic insignia.
2. At academic ceremonies, representatives of BUT academic bodies and its faculties are present, namely the Rector, Deans, Chairpersons of Academic Senates and their Chambers, as well as Vice-Rectors, Vice-Deans, the Bursar, Directors of University Institutes, the Chancellor, the Promoter

and the Beadle.

3. Academic ceremonies include, in particular, the inauguration of the Rector and Dean, matriculation, graduation, conferral of the honorary degree of doctor honoris causa, ceremonial meetings of the Scientific Board, ceremonial gatherings of the academic community, and ceremonial completion of lifelong learning studies.
4. Matriculation is a ceremonial academic ceremony in which students are introduced to the academic environment, traditions, values, freedoms, principles, ethics and their role as members of the academic community. During matriculation, the student takes an oath, the wording of which is set out in Annex No. 1.
5. Graduation is an academic ceremony during which graduates of study programmes are ceremonially awarded their university diploma after taking an oath. The wording of the oath for graduates of Bachelor's, Master's and Doctoral study programmes is set out in Annex No. 1. BUT may require graduates to cover part of the costs associated with the graduation ceremony. The maximum amount of reimbursement shall be determined by an internal regulation with university-wide scope.

Article 69

Academic Insignia, Gowns and Symbols

1. Academic insignia and gowns shall only be used in places and on occasions that are dignified in terms of their status and character in accordance with academic rights, values, freedoms and principles.
2. Academic gowns are worn during academic ceremonies. The academic gowns may be worn by the Rector, Deans, Chairpersons of Academic Senates and their Chambers, as well as Vice-Rectors, Vice-Deans, Bursar, Directors of University Institutes, Chancellor, Promoter and Beadle.
3. The academic gown may be lent to other persons by decision of the Rector or by decision of the Dean, particularly to persons who are awarded the honorary degree of doctor honoris causa, members of scientific and artistic boards, members of academic senates, emeritus professors, distinguished guests of BUT, members of the academic community or graduates.
4. The list of BUT symbols and symbols of BUT units is specified in Annex No. 6.

Article 70

Honorary Degree Doctor Honoris Causa

1. In keeping with university traditions, BUT awards the honorary degree of "doctor honoris causa" (abbreviated as dr. h. c.) to distinguished Czech and foreign personalities who have made significant contributions to the development of fields that constitute BUT's focus and long-term orientation.
2. The BUT Scientific Board shall decide on the conferral of an honorary degree. Proposals shall be submitted by:
 - a) Rector,
 - b) scientific or artistic boards of faculties or scientific boards of university institutes, or
 - c) members and permanent guests of the BUT Scientific Board.
3. After the decision of the BUT Scientific Board, the Rector shall inform the person about the conferral of the honorary degree.

Article 71

Medals and Awards

1. On behalf of BUT, the Rector shall award medals and honours in recognition particularly for:

- a) merit in the development of BUT, its position and prestige in the Czech Republic and abroad,
 - b) significant work at BUT,
 - c) outstanding study results at BUT,
 - d) merit in the development of higher education,
 - e) cooperation with BUT, or
 - f) activities in the areas related to the focus of BUT.
2. The following are awarded:
 - a) BUT platinum medal,
 - b) BUT gold medal,
 - c) BUT silver medal,
 - d) BUT commemorative medal,
 - e) awards to academic staff and employees,
 - f) awards for students,
 - g) awards to graduates.
 3. The rules for awarding medals and honours are laid down by an internal regulation with university-wide scope.

PART ELEVEN OTHER PROVISIONS

Article 72 Official Notice Board

1. One physical official notice board of BUT shall be established, which shall be administered by the Rector's Office, in cooperation with all BUT units.
2. The content of the official notice board is also published in a manner enabling remote access.
3. The form of the BUT official notice board is determined by valid legislation, in particular by the provisions of Section 26 of the Code of Administrative Procedure.
4. The specific administration of the BUT official notice board is stipulated by an internal regulation with university-wide scope.
5. Other BUT units are entitled to establish information boards, but not official notice boards. Information boards can be in physical or electronic form.

Article 73 Public Section of BUT and its Units' Websites

1. BUT publishes the data required by the law in the public section of its website.
2. The publishing is carried out:
 - a) in the public section of the BUT website, which means the domain www.vut.cz;
 - b) in the public section of the websites of faculties, university institutes and other units.
3. The Rector's Office is responsible for publishing in the public section of the BUT website. The relevant unit is responsible for publishing in the public section of the websites of faculties, university institutes and other units.

Article 74 Unified Visual Style

1. All BUT units are obliged to adhere to the unified visual style of BUT, which represents BUT both externally and in internal relations.
2. The specific adjustment of the unified visual style of BUT is contained in the internal regulation

with university-wide applicability.

Article 75

Data Management and Records

All employees and students of BUT are obliged to:

- properly use the BUT information system and enter the required or necessary information into it in a timely manner,
- familiarise themselves with the rules of cyber security at BUT in connection with the use of the BUT information system and technical equipment, and to adhere to these rules,
- record in the BUT information system all contracts concluded on behalf of BUT, including contracts arising from the acceptance of an order or offer.

PART TWELVE

TRANSITIONAL AND FINAL PROVISIONS

Article 76

Transitional Provisions

1. The provisions of Article 17(1), first sentence, shall not apply to study programmes accredited before this Statute came into effect.
2. It establishes a transitional period until 31 January 2025 for implementing changes in the names of units, namely the Continuing Education and Counselling Centre and the Centre of Information Services. During this transitional period, documents may exist in both the original and new version of the name.
3. Codes, guidelines and methodological sheets issued pursuant to Article 52 of the Statute of BUT of 25 October 2016, as amended, which are not revoked earlier, shall cease to be effective on 31 December 2025.

Article 77

Repealing Provisions

The Statute of Brno University of Technology registered with the MEYS on 25 October 2016 under ref. no. MSMT-33711/2016, as amended, is hereby repealed.

Article 78

Final Provisions

1. The Statute shall come into force on the date of registration by the Ministry of Education, Youth and Sports.
2. The Statute shall come into effect on the date it comes into force.
3. The following annexes form part of the Statute:
 - Annex No. 1 – Academic Oaths at BUT,
 - Annex No. 2 – Organisational Chart of BUT, Variants of BUT Names and its Units,
 - Annex No. 3 – BUT Funds,
 - Annex No. 4 – Rules for Implementation of Investments in Legal Entities of BUT,
 - Annex No. 5 – Study-Related Fees,
 - Annex No. 6 – Symbols of BUT and Symbols of BUT Units.

Chairperson of BUT AS

doc. Ing. Ladislav Janíček, Ph.D., MBA, LL.M.

Rector

ANNEX NO. 1

ACADEMIC OATHS AT BUT

Article 1

Oath of a Member of the BUT Academic Senate

I hereby promise that as a member of the BUT Academic Senate, I shall always act in accordance with the legal regulations of the state and with the internal regulations and internal standards of BUT. I shall honour democratic and academic principles and shall act in accordance with my conscience and with full responsibility towards the academic community, in the interest of BUT, higher education and general education.

Article 2

Oath of a BUT Student

(The oath is part of the ceremonial matriculation)

I promise that I shall conscientiously fulfil all obligations arising from my studies at (*insert name of unit*) of BUT. I shall work and study in order to prepare myself as well as possible for my future profession. I promise that both on academic grounds and elsewhere I shall conduct myself so as not to damage the reputation of the faculty and the whole university.

Article 3

Oath of a Bachelor's Study Programme Graduate

(The oath is a part of the graduation ceremony)

I promise that in my activities I shall always use the knowledge acquired at (*insert name of unit*) of BUT and experience gained in practice to create works of high technical, economic and aesthetic standards. I shall not violate legal and ethical standards and shall not damage the good reputation of the faculty by my conduct. I shall make every effort to ensure that my activities do not endanger the environment and that the results of my work contribute to the development of society.

I promise that I will always uphold the honour and dignity of the faculty where I obtained my university education.

Article 4

Oath of a Follow-up Master's Study Programme Graduate

(The oath is a part of the graduation ceremony)

I promise that in my activities I shall always use the knowledge gained at (*insert name of unit*) of BUT and experience acquired in practice to create engineering works of high technical, economic and aesthetic standards. I shall not violate legal and ethical standards and shall not damage the good name of BUT by my conduct. I shall make every effort to ensure that my activities do not endanger the environment and that the results of my work contribute to the development of society. I promise that I will always uphold the honour and dignity of the faculty where I obtained my university education.

Article 5

Oath of a Doctoral Study Programme Graduate

I promise that I will continue to apply and develop the knowledge, attitudes and approaches to problem solving and to life that my studies in the doctoral programme conducted by the BUT have led me to in the spirit of academic principles and humanistic ideals, in the interests of the development of science, engineering, the arts and societal prosperity, and that I will remain loyal to the academic community where I received my doctoral degree and which awards it to me.

Article 6

Oath of an Honorary Doctor – dr. h. c.

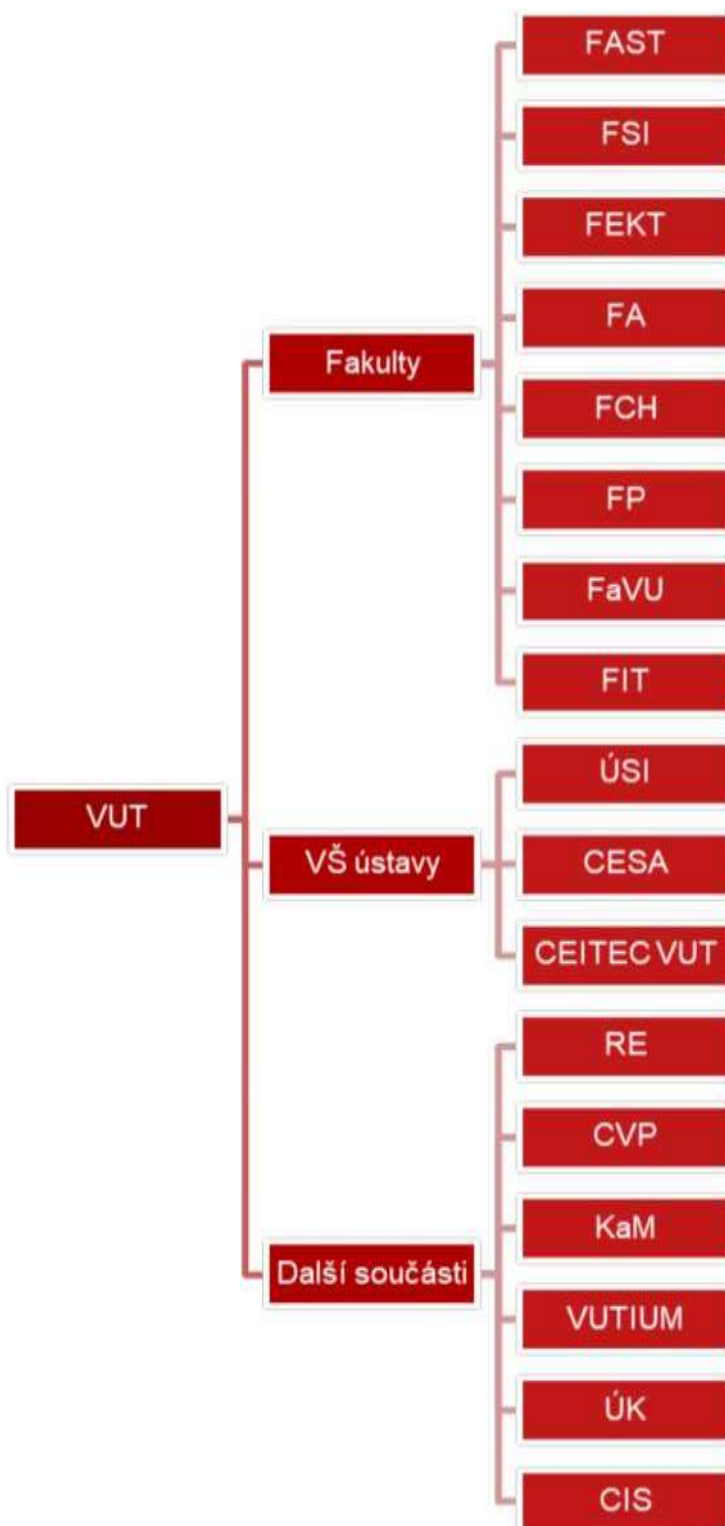
(The oath is the final part of the graduation declaration)

Therefore, in the spirit and according to university traditions and customs, I ask you to promise before this academic assembly that:

- you shall continue in your current and recognised outstanding work,
- you shall develop your field of activity (specify....) and shall disseminate its knowledge and truths in the university, general educational and public spheres,
- you shall remain faithful to academic principles and humanitarian ideals for the welfare of the human race,
- you shall maintain a lasting and good relationship with Brno University of Technology, which by conferring the highest academic degree honours your personality and your work,
- you shall acknowledge Brno University of Technology, shall contribute to its prestige and shall not refuse, if asked for help or advice.

ANNEX NO. 2
ORGANISATIONAL CHART OF BUT
VARIANTS OF NAMES OF BUT AND ITS UNITS

Article 1
Organisational Chart of BUT



Article 2 Names of the University

Name:	Brno University of Technology
Full name:	Brno University of Technology
Abbreviated Name:	BUT
Alternative abbreviated name:	-
Name for international relations:	Brno University of Technology
Abbreviated name for international relations:	BUT
Name used when concluding into contracts:	Brno University of Technology

Article 3 Names of BUT Faculties

Name:	Faculty of Civil Engineering
Full name:	Faculty of Civil Engineering of Brno University of Technology
Abbreviated Name:	Faculty of Civil Engineering BUT
Alternative abbreviated name:	FCE or FCE BUT
Name for international relations:	Faculty of Civil Engineering
Abbreviated name for international relations:	FCE or FCE BUT
Name used when concluding into contracts:	Brno University of Technology, Faculty of Civil Engineering

Name:	Faculty of Mechanical Engineering
Full name:	Faculty of Mechanical Engineering of Brno University of Technology
Abbreviated Name:	Faculty of Mechanical Engineering BUT
Alternative abbreviated name:	FME or FME BUT
Name for international relations:	Faculty of Mechanical Engineering
Abbreviated name for international relations:	FME or FME BUT
Name used when concluding into contracts:	Brno University of Technology, Faculty of Mechanical Engineering

Name:	Faculty of Electrical Engineering and Communication
Full name:	Faculty of Electrical Engineering and Communication of Brno University of Technology
Abbreviated Name:	Faculty of Electrical Engineering and Communication BUT
Alternative abbreviated name:	FEEC or FEEC BUT
Name for international relations:	Faculty of Electrical Engineering and Communication
Abbreviated name for international relations:	FEEC or FEEC BUT
Name used when concluding into contracts:	Brno University of Technology, Faculty of Electrical Engineering and Communication

Name:	Faculty of Architecture
Full name:	Faculty of Architecture of Brno University of Technology
Abbreviated Name:	Faculty of Architecture BUT
Alternative abbreviated name:	FA or FA BUT
Name for international relations:	Faculty of Architecture
Abbreviated name for international relations:	FA or FA BUT
Name used when concluding into contracts:	Brno University of Technology, Faculty of Architecture

Name:	Faculty of Chemistry
Full name:	Faculty of Chemistry of Brno University of Technology
Abbreviated Name:	Faculty of Chemistry BUT
Alternative abbreviated name:	FCH or FCH BUT
Name for international relations:	Faculty of Chemistry
Abbreviated name for international relations:	FCH or FCH BUT
Name used when concluding into contracts:	Brno University of Technology, Faculty of Chemistry

Name:	Faculty of Business and Management
Full name:	Faculty of Business and Management of Brno University of Technology
Abbreviated Name:	Faculty of Business and Management BUT
Alternative abbreviated name:	FBM or FBM BUT
Name for international relations:	Faculty of Business and Management
Abbreviated name for international relations:	FBM or FBM BUT
Name used when concluding into contracts:	Brno University of Technology, Faculty of Business and Management

Name:	Faculty of Fine Arts
Full name:	Faculty of Fine Arts of Brno University of Technology
Abbreviated Name:	Faculty of Fine Arts BUT
Alternative abbreviated name:	FFA or FFA BUT
Name for international relations:	Faculty of Fine Arts
Abbreviated name for international relations:	FFA or FFA BUT
Name used when concluding into contracts:	Brno University of Technology, Faculty of Fine Arts

Name:	Faculty of Information Technology
Full name:	Faculty of Information Technology of Brno University of Technology
Abbreviated Name:	Faculty of Information Technology BUT
Alternative abbreviated name:	FIT or FIT BUT
Name for international relations:	Faculty of Information Technology
Abbreviated name for international relations:	FIT or FIT BUT
Name used when concluding into contracts:	Brno University of Technology, Faculty of Information Technology

Article 4

Names of University Institutes of BUT

Name:	Institute of Forensic Engineering
Full name:	Institute of Forensic Engineering of Brno University of Technology
Abbreviated Name:	Institute of Forensic Engineering BUT
Alternative abbreviated name:	IFE or IFE BUT
Name for international relations:	Institute of Forensic Engineering
Abbreviated name for international relations:	IFE or IFE BUT
Name used when concluding into contracts:	Brno University of Technology, Institute of Forensic Engineering

Name:	Centre of Sports Activities
Full name:	Centre of Sports Activities of Brno University of Technology
Abbreviated Name:	Centre of Sports Activities BUT
Alternative abbreviated name:	CESA or CESA BUT
Name for international relations:	Centre of Sports Activities
Abbreviated name for international relations:	CESA or CESA BUT
Name used when concluding into contracts:	Brno University of Technology, Centre of Sports Activities

Name:	Central European Institute of Technology
Full name:	Central European Institute of Technology of Brno University of Technology
Abbreviated Name:	Central European Institute of Technology BUT
Alternative abbreviated name:	CEITEC BUT
Name for international relations:	Central European Institute of Technology
Abbreviated name for international relations:	CEITEC or CEITEC BUT
Name used when concluding into contracts:	Brno University of Technology, Central European Institute of Technology

Article 5
Names of Other BUT Units

Name:	Centre of Information Services
Full name:	Centre of Information Services of Brno University of Technology
Abbreviated Name:	Centre of Information Services BUT
Alternative abbreviated name:	CIS or CIS BUT
Name for international relations:	Computer and Information Services Centre
Abbreviated name for international relations:	CIS or CIS BUT
Name used when concluding into contracts:	Brno University of Technology, Centre of Information Services

Name:	Continuing Education and Counselling Centre
Full name:	Continuing Education and Counselling Centre of Brno University of Technology
Abbreviated Name:	Continuing Education and Counselling Centre BUT
Alternative abbreviated name:	CECC or CECC BUT
Name for international relations:	Continuing Education and Counselling Centre
Abbreviated name for international relations:	CECC or CECC BUT
Name used when concluding into contracts:	Brno University of Technology, Continuing Education and Counselling Centre

Name:	Accommodation and Catering Services
Full name:	Accommodation and Catering Services of Brno University of Technology
Abbreviated Name:	Accommodation and Catering Services BUT
Alternative abbreviated name:	ACS or ACS BUT
Name for international relations:	Accommodation and Catering Services
Abbreviated name for international relations:	ACS or ACS BUT
Name used when concluding into contracts:	Brno University of Technology, Accommodation and Catering Services

Name:	VUTIUM Press
Full name:	VUTIUM Press of Brno University of Technology
Abbreviated Name:	VUTIUM Press BUT
Alternative abbreviated name:	VUTIUM or VUTIUM BUT
Name for international relations:	VUTIUM Press
Abbreviated name for international relations:	VUTIUM or VUTIUM BUT
Name used when concluding into contracts:	Brno University of Technology, VUTIUM Press

Name:	Rector's Office
Full name:	Rector's Office of Brno University of Technology
Abbreviated Name:	BUT Rector's Office
Alternative abbreviated name:	RE or RE BUT
Name for International Relations	Rector's Office
Abbreviated name for international relations:	-
Name used when concluding into contracts:	Brno University of Technology, Rector's Office

Name:	Central Library
Full name:	Central Library of Brno University of Technology
Abbreviated Name:	BUT Central Library
Alternative abbreviated name:	CL or CL BUT
Name for international relations:	Central Library
Abbreviated name for international relations:	CL or CL BUT
Name used when concluding into contracts:	Brno University of Technology, Central Library

ANNEX NO. 3 FUNDS of BUT

Article 1 Reserve Fund

1. The sources of the reserve fund are:
 - a) allocation from after-tax profit,
 - b) funds transferred from other funds (fixed assets reproduction fund, remuneration fund, operating resources fund).
2. The fund resources may be used particularly:
 - a) to cover losses from previous accounting periods, and in the event that any loss in previous accounting periods has been settled,
 - b) for payment of sanctions,
 - c) for financing operational needs in the case of temporary shortage of funds,
 - d) as sources for pre-financing and co-financing of non-investment costs of grant projects,
 - e) for transfer to another fund (fixed assets reproduction fund, remuneration fund, operating resources fund).

Article 2 Scholarship Fund

1. Sources of the scholarship fund are transfers of fees for studies with the exception of fees for studies stipulated pursuant to Section 58(4) of the Act.
2. The fund resources may be used for payment of scholarships in accordance with the BUT Scholarship Rules.

Article 3 Remuneration Fund

1. Sources of the remuneration fund are:
 - a) allocation from after-tax profit,
 - b) funds transferred from other funds (fixed assets reproduction fund, reserve fund, operating resources fund).
2. The remuneration fund resources may be used:
 - a) as a supplementary source of financing wages including bonuses,
 - b) to finance related costs (in particular health insurance premiums, social security and state employment policy premiums, statutory employer's liability insurance, creation of the social fund),
 - c) for transfer to another fund (fixed assets reproduction fund, reserve fund, operating resources fund).

Article 4 Fixed Assets Reproduction Fund

1. Sources of the fixed assets reproduction fund are:
 - a) allocation from after-tax profit,
 - b) balance of the contribution for capital expenditures as of 31 December of the current year,
 - c) transfers of funds in the amount of accounting depreciation of fixed assets that were not acquired from a subsidy or contribution for capital expenditures, including the accounting

- residual value of disposed assets,
- d) funds transferred from other funds (reserve fund, remuneration fund, operating resources fund).

2. The fund resources may be used particularly:

- a) for acquisition, reconstruction and modernisation of fixed assets,
- b) as sources for pre-financing and co-financing of capital expenditures of grant projects,
- c) for pooling resources for acquisition of fixed assets with another legal entity,
- d) for payment of instalments of loans and borrowings for acquisition of fixed assets, including interest on these loans and borrowings until the assets are put into use,
- e) for contributions to legal entities and payment of BUT costs for establishing legal entities,
- f) for transfer to another fund (reserve fund, remuneration fund, operating resources fund).

Article 5

Purpose-Designated Fund

1. Sources of the purpose-designated fund are:

- a) purpose-designated unused monetary donations, with the exception of donations intended for the acquisition and technical improvement of fixed assets,
- b) purpose-designated public funds, including funds for specific and institutional support for research and development from public funds that could not be used by BUT in the budget year in which they were provided to BUT, up to the amount and under the conditions stipulated by the Act in Section 18(10).

2. The funds may only be used for the purpose for which they were originally provided.

Article 6

Social Fund

1. The Social Fund is created under the conditions stipulated by law from BUT costs accounted for wages, wage compensations and on-call duty allowances. The specific amount of the share of wage costs in the creation of the fund is governed by the BUT Financial Management Rules.

2. The Social Fund resources can be used particularly for:

- a) employees' supplementary pension or supplementary pension savings,
- b) employer's contribution to meal allowance,
- c) employer's contribution to products that enable BUT employees to engage in sports, cultural and other leisure activities, including products supporting the reduction of sickness rates.

The rules for using the social fund for individual forms of employee support and care are regulated by a separate internal regulation with university-wide scope.

Article 7

Operating Resources Fund

1. The sources of the operating resources fund are:

- a) balance of non-investment contribution as of 31 December of the current year,
- b) allocation from after-tax profit,
- c) financial resources transferred from other funds (reserve fund, remuneration fund, fixed asset reproduction fund).

2. The fund resources may be used particularly:

- a) as a supplementary source of funding for the educational and creative activities of BUT of a non-economic nature. And in the case of resources from the fund established pursuant to

- paragraph 1(a), exclusively in accordance with the original purpose of the contribution's use
- b) to transfer to another fund (reserve fund, remuneration fund, fund for the reproduction of fixed assets).

Article 8

Common Provisions

1. The balances of funds as of 31 December of the current year are carried over to the following budget year.
2. The financial resources from which individual funds may be created, as well as the list of possibilities for the use of fund resources, are determined by an internal regulation with university-wide applicability, in accordance with the law and other generally binding accounting and tax legal regulations.
3. The plan for the use of funds in the given calendar year is an integral part of the budget of economic units.

ANNEX NO. 4

RULES FOR MAKING CONTRIBUTIONS TO LEGAL ENTITIES

Article 1

Introductory Provisions

1. The rules for making monetary and non-monetary contributions to legal entities (hereinafter referred to as “LE”) provide a framework for legal relationships related to BUT's participation in other LEs in terms of non-monetary and monetary contributions made to them in accordance with special legal regulations.

Article 2

General Provisions

1. BUT may make monetary or non-monetary contributions to legal entities whose object of activity is related to the creative activity of BUT. In specially justified cases, this may also include activities that serve for more effective use of human resources and property of BUT.
2. The legal entity that BUT may establish, participate in its establishment as one of several founders, or join, is primarily a limited liability company, a joint-stock company, a cooperative, an institute, a foundation, an endowment fund, and an association.
3. BUT is not authorised to become a partner in general partnerships or a general partner in limited partnerships. BUT may also not acquire shares in joint-stock companies, except for those into which it has invested assets.
4. A monetary contribution is understood as the total sum of financial resources that BUT commits to invest in the legal entity for the purpose of acquiring or increasing its participation in this legal entity. Monetary contributions must not be resources that BUT receives as a contribution pursuant to the provisions of Section 18(3) of the Act or a subsidy pursuant to Section 18(5) of the Act.
5. Non-monetary contribution means the sum of other values that can be valued in money, which BUT undertakes to invest in a legal entity for the purpose of acquiring or increasing participation in this legal entity. Non-monetary contributions must not be:
 - a) immovable property that BUT acquired into its ownership from state ownership,
 - b) contributions consisting of obligations concerning the performance of work or provision of services,
 - c) Receivables due from this legal entity (with the exception stated in Section 21(3) of Act No. 90/2012 Coll., on Commercial Companies and Cooperatives (Business Corporations Act), as amended, (hereinafter referred to as “BCA”).

Article 3

Proposal for the Establishment of Another Legal Entity or Contribution to a Legal Entity

1. The proposal for the establishment of another legal entity or the contribution of monetary or non-monetary assets to this or another legal entity (hereinafter referred to as the “Proposal”) may be submitted to the Rector by the Bursar, Deans, Directors of University Institutes, or Directors of other units.

Article 4

Enabling Provision

1. The Rector, through an internal regulation with university-wide applicability, specifies the detailed minimum requirements for the content of the proposal.
2. The internal regulation with university-wide applicability, as referred to in the preceding

paragraph, shall further regulate the rules under which the management of a business share in a legal entity will be carried out.

ANNEX NO. 5 FEES ASSOCIATED WITH STUDY

TITLE I

INTRODUCTORY PROVISIONS AND DEFINITIONS OF CERTAIN TERMS

Article 1

1. This Annex specifies the rights and obligations of applicants for admission to study, students and staff of BUT related to the calculation, collection and recording of fees associated with studies at BUT and, in accordance with Section 58(5) of the Act, determines the rules for setting the amount, form of payment and due dates of these fees.
2. The standard period of study means the standard duration of studies specified for the accredited study programme in which the student is enrolled.
3. According to Section 2(1) of the Act, the type of study programme is bachelor's, master's and doctoral.
4. A study programme of the same type pursuant to Section 58(3) of the Act means, for a bachelor's study programme, only a bachelor's study programme; for a master's study programme, only a master's study programme and a follow-up master's study programme; and for a follow-up master's study programme, only a master's study programme and a follow-up master's study programme.

TITLE II

FEES FOR ACTS RELATED TO THE ADMISSION PROCEDURE

Article 2

Fee for Acts Associated with the Admission Procedure for a Study Programme Delivered in the Czech Language

1. The fee for acts associated with the admission procedure amounts to a maximum of 20% of the base stipulated under Section 58(2) of the Act.
2. The specific amount of fees for acts associated with the admission procedure shall be determined annually by the Rector after discussion in the BUT Academic Senate through an internal regulation with university-wide scope.
3. The applicant is obliged to pay the admission procedure fee for each submitted application for study and the fee is non-refundable. The fee is payable on the date of submission of the application.
4. In exceptional cases, the Dean of the faculty or the Director of the university institute may waive or reduce the admission procedure fee, or postpone its due date.

Article 3

Fee for Acts Associated with the Admission Procedure for Study in a Programme Implemented in a Foreign Language

1. The fee for acts associated with the admission procedure for study programmes delivered in a foreign language may be determined by the Dean or the Director of the university institute through an internal regulation.
2. The applicant is obliged to pay the fee for acts associated with the admission procedure, if set pursuant to paragraph 1, for each submitted application for study, unless otherwise stipulated by the Dean, and the fee is non-refundable. The fee is payable on the date of submission of the application.
3. In exceptional cases, the Dean of the faculty or the Director of the university institute may waive or reduce the admission procedure fee, or postpone its due date.

**TITLE III
FEE FOR STUDIES**

Article 4

Input Data for Calculation of Fee Obligation

1. The input data for determining the obligation to pay a fee for studies are data:
 - a) transferred from the student registers of other higher education institutions in the Czech Republic via the Ministry of Education, Youth and Sports,
 - b) recorded in the BUT information system,
 - c) supplemented and corrected based on the student's notification.
2. The student has the right of immediate access to their data specified in paragraph 1, but is not entitled to change these data independently.
3. The student is obliged to notify without undue delay of any inaccuracies that they have discovered in their data specified in paragraph 1.

Article 5

Calculation of Student's Fee Obligation

1. Students who study longer than the standard duration of studies of the relevant study programme increased by one year are obliged to pay a fee for studies. The fee is assessed in each course of study of the student in which the conditions stipulated by law for its assessment are met.
2. For the purpose of assessing the exceeding of the standard duration of studies increased by one year pursuant to paragraph 1, the duration of studies in the current study programme shall also include the durations of studies in all bachelor's or master's study programmes terminated otherwise than properly pursuant to Section 45(3) or Section 46(3) of the Act, unless it is previous study after the completion of which the student properly completed a study programme of the same type (pursuant to Article 1(4)). If the student studied concurrently in multiple study programmes during a certain time period, this period shall be counted only once. The period during which studies were interrupted, and the recognised period of parenthood (Section 21(1)(f) of the Act) shall not be included.

Article 6

Determination of the Fee Amount for Studies

1. The amount of fees for studies for a specific academic year is derived from the base determined pursuant to Section 58(2) of the Act. Its amount for each commenced six months of study shall be:
 - a) three times the base for each commenced six months of study of a student who, as of the date of the occurrence of a specific fee obligation, has exceeded the standard duration of studies increased by one year by less than 12 months,
 - b) six times the base for each commenced six months of study of a student who, as of the date of the occurrence of a specific fee obligation, has exceeded the standard duration of studies increased by one year by 12 to 24 months,
 - c) twelve times the base for each commenced six months of study of a student who, as of the date of the occurrence of a specific fee obligation, has exceeded the standard duration of studies increased by one year by more than 24 months.

The specific amount of the fee shall be rounded up to whole hundreds of crowns so that it is divisible by six without remainder.

2. The specific amount of fees for the following academic year shall be determined by the Rector by an internal regulation with university-wide effect.

Article 7

Assessment of the Fee for Studies

1. The decision on the fee for studies shall be issued by the Dean of the faculty or, by authorisation of the Rector, the Director of the university institute, always for six months from the first day of the month following the month in which the fee obligation arose. The decision shall be issued within 30 days from the date of finding out the fact that the student has an obligation to pay the fee. The fee shall be assessed for six months from the date of its assessment.
2. When deciding on the fee for studies, the procedure shall be according to Article 46 of the Statute, which for the case of deciding on the fee is extended by these provisions:
 - a) the appeal may also include a request for reduction, waiver or deferral of the due date of the fee for studies. The student shall attach to the request documents supporting their claims;
 - b) when deciding on the appeal, the Rector may take into account circumstances worthy of special consideration, which are in particular:
 - student's study results,
 - student's social situation,
 - student's health condition.

Article 8

Payment Method and Due Date of the Fee for Studies

1. Fees for studies shall be paid by bank transfer to the BUT bank account.
2. The fee for studies is due within 90 days from the delivery of the decision on its assessment.

TITLE IV

FEE FOR STUDIES IN A STUDY PROGRAMME IMPLEMENTED IN A FOREIGN LANGUAGE

Article 9

Determination of Amount, Payment Method and Due Date of the Fee

1. The amount of the fee for studies in a study programme in a foreign language for a specific academic year shall be determined by:
 - a) the Dean of the faculty where they implement a study programme in a foreign language by an internal regulation of the faculty or
 - b) the Director of the university institute, which participates in the implementation of a study programme in a foreign language by an internal regulation of the university institute,primarily based on cost calculations, in particular with regard to the economic demands of the studies and the anticipated number of these students.
2. In the case of international study programmes of the "Multiple Diploma" type, or "Double Degree (Double Diploma)" or "Joint Degree", the amount of any fee for studies in a foreign language shall be governed by the relevant agreement on the implementation of the study programme.
3. The fee for studies in a study programme implemented in a foreign language is due within 90 days from enrolment for studies in which the obligation to pay the fee arises. The fee for studies in a foreign language shall be paid by bank transfer to the BUT bank account and may be divided into multiple instalments.

Article 10

Disciplinary Offence

1. Failure to pay the assessed fee for studies and fee for studies in a study programme implemented in a foreign language may be considered a disciplinary offence pursuant to Section 64 of the Act.
2. Disciplinary proceedings may be initiated at the earliest within one month from the expiry of the

period specified for the due date of the fee pursuant to Article 8(2) and Article 9(3).

Article 11

Publication of the Amount of Fees Related to Studies

BUT shall determine and publish the amount of fees related to studies for the following academic year in the public section of its website no later than the last day of the period specified for submitting applications for studies.

ANNEX NO. 6

SYMBOLS OF BUT AND SYMBOLS OF BUT UNITS

Article 1

BUT Logos

1. BUT logos are regulated in accordance with the wording of the Statute by a separate internal regulation with university-wide effect.
2. Depictions of BUT logos are delivered by their administrators to the BUT archive immediately after their update.

Article 2

BUT Coat of Arms

1. The BUT coat of arms is in a French shield, quartered using two silver lines. In the first blue field there is a stylised letter “V”, in the second blue field a stylised letter “U” and in the third blue field a stylised letter “T”. The fourth field is bordered by a blue border (bordure) and contains the coat of arms of Brno – a silver half-fess, red, silver and red bars (size 1: 2: 2: 2).
2. Below the coat of arms, on a red ribbon, the BUT motto is inscribed in silver letters.

Article 3

Motto of BUT

1. The motto of BUT expresses the creed by which BUT as a whole is guided and to which it subscribes. The motto may be used on ceremonial occasions as one of the symbols and is incorporated into the coat of arms and standard of BUT. The motto of BUT in Latin reads: “Sapere aude” (Horatius, Epistulae). The motto in English reads: “Dare to be wise”.

Article 4

Insignia of BUT

1. The insignia of BUT are the mace and chains. Their photographic documentation is stored in the BUT archive. Photographic documentation of the insignia is delivered by their administrator to the BUT archive immediately after their update.

a) Mace

The mace of BUT consists of a head made of gilded and silver metal with a double-tailed lion in a leap and a maple shaft. The total length of the mace is 116 cm. The mace is decorated with the coat of arms of the city of Brno, the coats of arms of four BUT faculties from 1968 and the symbol of technology – a disintegrating atomic nucleus.

b) Chains

Rector's Chain

The Rector's chain consists of the chain itself, the so-called catena composed of 14 circular links, and a suspended medal with the Czech lion, linden branches and the date 28 X. 1918. The author of the chain is Prof. Ing. Karel Hugo Kepka.

Vice-Rectors' Chains

The Vice-Rectors' chains consist of a catena composed of 25 links and a pendant in the form of a medal with BUT symbols. The author of the chains is Prof. Acad. Sculp. Vincenc Makovský.

AS Chairperson's Chain

The AS Chairperson's chain consists of a catena composed of 33 circular links and a pendant in the

form of a medal, which symbolises the school as a unity in diversity and responsibility for its management. The author of the chain is Acad. Sculp. Michal Vitanovský.

Bursar's Chain

The Bursar's chain consists of a catena composed of 43 links and a pendant in the form of a medal, which bears the ancient motif of the horn of plenty and the symbol of cooperation. The author of the chain is Acad. Sculp. Michal Vitanovský.

Article 5

Seal of BUT

1. The seal of BUT consists of the small state emblem of the Czech Republic, around which there is a circular inscription "Brno University of Technology". The seal of BUT takes the form of a stamp and is made with positively protruding contours from rubber. When used, red stamp ink is used. The diameter of the stamp may be 20, 25, or 36 mm. This seal is used for marking documents which certify important facts, or establish rights or obligations. The seal stamp must not be used in ordinary correspondence. For administrative purposes, the seal stamps are supplemented with the text "Rector's Office", are assigned serial numbers, are registered and their use is defined by the Rector. These mainly include university diplomas of graduates of study programmes implemented by BUT and associate professor diplomas.
2. BUT also uses a seal die with a Latin description of the name of the university UNIVERSITAS POLYTECHNICA BRUNENSIS, in which the BUT coat of arms with the school motto is placed, it is made with negatively recessed contours from metal and serves to impress the seal into sealing wax. The seal die does not contain the small state emblem. The diameter of the seal die is 40 mm. This seal die is used for ceremonial purposes. It may also be used for marking dr. h. c. diplomas.
3. Photographic documentation of BUT seals is delivered by their administrator to the BUT archive immediately after their update.

Article 6

Standard of BUT

1. The standard of BUT is square, white, with a border consisting of alternating white and red triangles. In the centre of the field there is BUT coat of arms with the motto. The standard of BUT is used only on special and ceremonial occasions.
2. Photographic documentation of the standard of BUT is delivered by its administrator to the BUT archive immediately after its update.

Article 7

Gowns of BUT

1. The Rector's gown is purple with white fur, with a cap of the same colour with a fur trim.
2. The Emeritus Rector's gown is purple with white trims, with a cap of the same colour with a white trim.
3. The Vice-Rectors' gowns are purple with black trims, with a black cap with purple trims.
4. The Promoter's gown: if the promoter does not have a gown resulting from his/her other function, he/she uses a black gown with a black cap.
5. The BUT AS Chairperson's gown is black with purple trims, with a black cap with purple trims.
6. The gown of a Scientific Board member and a BUT AS member is black with a black cap.
7. The gown of a BUT honorary doctor is black with a black cap.

8. The Bursar's gown is black with grey trims, with a black cap with grey trims.
9. The Chancellor's gown is grey with black trims, with a grey cap with black trims.
10. The Beadle's gown is purple with a purple cap.
11. Photographic documentation of BUT gowns is delivered by their administrator to the BUT archive immediately after their update.

Article 8

Fanfare of BUT

1. The Ceremonial Fanfares of BUT are used exclusively at academic ceremonies of BUT and its faculties. The Rector may decide on their use for other occasions.
2. The administration and any archiving of the original musical notation of the BUT fanfares is ensured by the Rector's Office.

Article 9

Logos of BUT Faculties and University Institutes

1. The logos of faculties are regulated in accordance with the wording of the Statute by a separate internal regulation with university-wide effect.
2. Depictions of faculty logos are delivered by their administrators to the BUT archive immediately after their update.

Article 10

Insignia of BUT Faculties and University Institutes

1. The insignia of BUT faculties and university institutes consist of maces and chains, or brooches. Detailed descriptions of the mace and chains (or brooches) of faculties are included in the statutes of faculties and university institutes.
2. Photographic documentation of insignia of faculties and university institutes is delivered by their administrator to the BUT archive immediately after their update.

Article 11

Gowns of BUT Faculties and University Institutes

1. Detailed descriptions of gowns of BUT faculties and university institutes are set out in the statutes of faculties and university institutes.
2. Photographic documentation of gowns of faculties and university institutes is delivered by their administrator to the BUT archive immediately after their update.

Article 12

Seals of BUT Faculties

1. The seals (stamps) of BUT faculties consist of the small state emblem of the Czech Republic, around which there is a circular inscription "Brno University of Technology" and the name of the faculty. Faculty seals are used for marking documents which certify important facts, or establish rights or obligations within the competence of faculties. The diameter of the stamp may be 20, 25 or 36 mm.
2. The seals of BUT faculties are made with positively protruding contours from rubber and when used, red stamp ink is used. These seals must not be used in ordinary correspondence.
3. For administrative purposes of faculties, the seals (stamps) are supplemented with the text "Dean's Office", are assigned serial numbers, are registered and their use is defined by the Dean.

4. Photographic documentation of faculty seals is delivered by their administrator to the BUT archive immediately after their update.

Article 13

Logos of other Units

1. The logos of other BUT units are regulated in accordance with the wording of the statute by a separate internal regulation with university-wide effect.
2. Depictions of logos of other units are delivered by their administrators to the BUT archive immediately after their update.

Article 14

Forms of Address and Texts at Academic Ceremonies

1. At academic ceremonies, traditional Latin forms of address for academic officials are used:
 - a) the form of address for the Rector is "Your Magnificence" (eminence), the plural is the same. For addressing the Rector, it is also possible to use the Latin version in the singular "Magnificentia", in the plural "Magnificentiae",
 - b) the form of address for the Vice-Rector is "Honorabilis" (honourable), plural "Honorabiles". In the event that the Vice-Rector represents the Rector, he/she is addressed as the Rector,
 - c) the form of address for the Dean is "Spectabilis" (distinguished), plural "Spectabiles",
 - d) the form of address for the Vice-Dean is "Honorabilis", plural "Honorabiles". In the event that the Vice-Dean represents the Dean, he/she is addressed as the Dean,
 - e) the form of address for the Promoter is "Honorabilis".
2. Academic ceremonies are conducted in Czech with the exception of the "doctor honoris causa" (dr. h. c.) graduation ceremony, when the graduation ceremony itself is usually conducted by the Promoter in Latin.