

Statute of Unicorn University

Name of the Internal Regulation	Statute of Unicorn University
Number of the Internal Regulation	uvs.stg.002

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Preamble

1. Unicorn University (hereinafter "the University") is a private **non-university higher education institution** pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter "the Act"), providing education in accredited study programmes.
2. The objective of the University is to prepare graduates who, thanks to their knowledge, will find **good employment prospects** in the fields of their study in the international labour market, and to conduct independent research, development and other creative activities and to publicly disseminate the results of such activities through instruction, publications or knowledge transfer. The education of high-potential graduates is served by the orientation of study plans, which on the one hand are to provide sufficiently universal knowledge to allow flexible adaptation of graduates in the labour market, and on the other hand reflect the current needs of practice. The independent conduct of research activities enables the University to participate in current developments in the field and to contribute to the advancement of knowledge in its areas of focus.
3. The University is an institution that permanently safeguards academic freedoms and academic rights.

Part One: Fundamental Provisions

Article 1: Activities of the University

1. The University conducts, in accordance with the Act, accredited study programmes in the fields of economics and informatics.
2. The University independently and freely conducts educational, research, development and other creative activities. These include publication, expert, information and other activities related to accredited study programmes.
3. The University conducts lifelong learning programmes and courses (hereinafter "LLL") pursuant to Section 60 of the Act (in particular independent specialisation courses, academies, microcredentials and programmes leading to an internationally recognised degree). Detailed conditions are regulated by the internal regulation of the University, the Lifelong Learning Regulations.
4. The University issues higher education diplomas and diploma supplements as documents certifying completion of studies of accredited study programmes and the conferral of an academic degree.

Article 2: Legal Personality

1. The University is a legal person, a limited liability company, which acts in its own name in legal relations pursuant to Act No. 90/2012 Coll., on Business Corporations and Cooperatives (the Business Corporations Act), as amended.
2. The University was established as a new independent private higher education institution and has no predecessor.

Article 3: Identification Details of the University

1. The full name of the University is: Unicorn University s.r.o.
2. Registered office of the University: V Kapslovně 2767/2, Prague 3, 130 00
3. In official communication, the University uses a rectangular stamp.
4. A round stamp bearing the name of the University with the logo of the University is used on:
 - a. decision on admission to studies,
 - b. student identity card,
 - c. transcript.
5. A round stamp bearing the state emblem is used on:
 - a. the higher education diploma,
 - b. the diploma supplement.
6. In the case of official communication carried out electronically, the University shall use, in accordance with the Act and internal regulations, in particular the Study and Examination Regulations, instead of a stamp, a qualified electronic seal pursuant to Section 8 of Act No. 297/2016 Coll., on Trust Services for Electronic Transactions for Electronic Transactions, as amended.

Part Two: Bodies of the University

Article 4: Structure of the University

1. The University is a legal person, a limited liability company. Its statutory body consists of two managing directors.
2. The University has a simple line-staff structure, the diagram of which is set out in the Annex to the Statutes. It consists of two organisational units:
 - a. academic unit,
 - b. operations and business unit.
3. The senior management of the University are the President, Vice-Presidents, the Bursar and the Chief Information Officer. The authority of the senior officers of the University includes issuing measures and directives regulating matters falling within their competence.

Section One: Academic Unit of the University

Article 5: President

1. The academic unit of the University is responsible for the activities of the University within the meaning of Section 41(1) of the Act. The competence of the academic unit includes ensuring the educational, research, development and other creative activities of the University related to the accredited study programmes conducted by the University. The academic unit of the University is headed by the President. The President is deputised by the Vice-Presidents to the extent determined by these Statutes and by the instructions of the President.
2. The President is appointed and dismissed by the managing directors of the company. The term of office of the President is four years; the same person may be appointed President repeatedly. The Vice-Presidents and Heads of Departments are directly subordinate to the President. The Study Department is subordinate to the Vice-President for Education.
3. The President is the supreme representative of the University in all academic matters of the University. The President bears full responsibility for ensuring educational, research, development and other creative activities related to the professional profile of the University.
4. The President appoints and removes:
 - a. members of the Academic Council,
 - b. members of the Internal Evaluation Board,
 - c. Vice-Presidents,
 - d. Heads of Departments,
 - e. members of the Disciplinary Committee and its Chairperson,
 - f. programme guarantors,
 - g. course guarantors.
5. The powers and duties of the President include in particular:
 - a. to prepare and publish the Strategic Plan for the development of the University and its annual Implementation Plan within the deadline and in the form determined by the Ministry of Education, Youth and Sports (hereinafter "the Ministry"),
 - b. to submit to the Academic Council for approval applications for accreditation of updated or new study programmes and proposals for updated or new study programmes falling within the field of education and type of study programme for which the University holds institutional accreditation,
 - c. to submit to the Academic Council for approval applications for institutional accreditation,
 - d. to submit to the Internal Evaluation Board the intention to submit an application for accreditation of a study programme or for institutional accreditation prior to their approval by the Academic Council,
 - e. to submit to the National Accreditation Bureau for Tertiary Education (hereinafter "the Accreditation Bureau") applications for the granting of institutional accreditation, accreditation of new study programmes, for extension of accreditation and extension of the period of validity of accreditation of study programmes and information on substantial changes to study programmes,
 - f. to submit proposals for the recruitment of new academic and research staff with regard to the fulfilment of the tasks of the Strategic Plan of

- the University,
- g. to announce and set the conditions of the admission procedure,
 - h. to cooperate with other higher education institutions and legal persons in the Czech Republic and abroad,
 - i. to establish internal executive academic units — departments, project teams,
 - j. to update and prepare new internal regulations of the University,
 - k. to take final decisions on the academic matters of the University as a final instance, including complaints,
 - l. to prepare the Annual Report on Activities and the Annual Report on Management within the deadline and in the form determined by the Ministry, and to publish them,
 - m. to cooperate and provide information to the Accreditation Bureau, the Ministry and other state administration and self-government bodies in accordance with the applicable legislation.

Article 6: Academic Council

1. The Academic Council is an academic body of the University; it has 13 members and is chaired by the President.
2. Members of the Academic Council are appointed and removed by the President. The members are prominent representatives of the disciplines in which the University conducts educational and creative activities. At least one third of the members are persons other than members of the academic community of the University.
3. Meetings of the Academic Council are convened by the President as needed, but at least once a year. The proceedings of the Academic Council are governed by the Rules of Procedure of the Academic Council.
4. The Academic Council provides opinions on key issues of the academic activities of the University submitted to it by the President, and in accordance with Section 12 of the Act in particular:
 - a. discusses, on the proposal of the President, the draft Strategic Plan of the University and the Implementation Plan thereof,
 - b. approves study programmes submitted by the President,
 - c. approves the intention to submit to the Accreditation Bureau an application for accreditation, extension of accreditation or extension of the period of validity of accreditation of study programmes submitted by the President,
 - d. approves, on the proposal of the President, the intention to submit to the Accreditation Bureau an application for institutional accreditation for a field or fields of education and for extension of institutional accreditation for a further field or fields of education,
 - e. approves, on the proposal of the President the intention to relinquish institutional accreditation and the intention to terminate a study programme,
 - f. approves, on the proposal of the President updated or new study programmes falling within the field of education and type of study programme for which the University holds institutional accreditation,
 - g. discusses the draft Quality Standards and Rules of the system for assuring the quality of educational, creative and related activities and internal evaluation of the quality of educational, creative and related activities of the University (hereinafter "the Standards and Rules") submitted by the President,
 - h. discusses the intentions of the President to appoint or remove members of the Internal Evaluation Board,
 - i. expresses consent to the granting of scholarships to young employees of the University,
 - j. discusses the draft Report on the Internal Evaluation of the Quality of Educational, Creative and Related Activities of the University and draft Addenda thereto (hereinafter collectively "the Evaluation Report") submitted by the Chairperson of the Internal Evaluation Board,
 - k. discusses the draft Annual Report on Activities of the University.
5. The Academic Council may submit suggestions to the President for further development of the University; in particular, it may express opinions on the personnel development of the internal staff of the University.

Article 7: Internal Evaluation Board

1. The Internal Evaluation Board is the supreme body for the internal evaluation of the quality of the University. The Internal Evaluation Board is also the internal accreditation body of the University. It has a minimum of 7 members. It is chaired by the President.
2. The Vice-Chairperson of the Internal Evaluation Board is appointed by the President in accordance with Section 12a of the Act from among the academic staff members of the University who are professors, associate professors or extraordinary professors of the University. The Vice-Chairperson is typically the Vice-President whose competence includes the area of quality management.
3. Other members of the Internal Evaluation Board are appointed by the President. Members of the Internal Evaluation Board are proposed and appointed primarily from among internal and external experts with experience in the field of quality assurance and evaluation at higher education institutions. At least one member of the Internal Evaluation Board shall be proposed and appointed by the President from among the students of the University.
4. If the President does not appoint as a member of the Internal Evaluation Board a person who was proposed for appointment as a member of the Internal Evaluation Board by the Academic Council or the Council for Student Affairs, the President shall be obliged to justify this to the Academic Council or the Council for Student Affairs.
5. Members of the Internal Evaluation Board are appointed and dismissed by the President. A proposal for the removal of a member of the Board may be submitted by the Academic Council. The proposal for the appointment or removal of a member of the Internal Evaluation Board requires the consent of 2/3 of the members of the Academic Council present.
6. The Internal Evaluation Board:
 - a. approves the draft Standards and Rules submitted by the Chairperson of the Board,
 - b. oversees the course of the internal evaluation of the quality of educational, creative and related activities of the University,
 - c. prepares the Evaluation Report and proposes a plan of corrective measures leading to the fulfilment of quality objectives,
 - d. maintains ongoing records of the internal evaluation of the quality of educational, creative and related activities of the University,
 - e. discusses the intention to submit an application for accreditation prior to its approval by the Academic Council pursuant to the Accreditation Regulations of the University.
7. The proceedings of the Internal Evaluation Board are governed by the Rules of Procedure of the Internal Evaluation Board.

Article 8: Council for Student Affairs

1. The Council for Student Affairs is an academic body that serves as an advisory body to the President. The Council for Student Affairs and its individual members are accountable for their activities to the academic community of the University.
2. The Council for Student Affairs creates the conditions for members of the academic community to submit comments on the activities of the University and to propose solutions. The President shall be obliged to consider the proposals and opinions of the Council for Student Affairs.
3. The Council for Student Affairs has a total of 13 members elected for a term of three years from the members of the academic community of the University, of whom six are students. Members of the Council for Student Affairs are elected by the academic community. The President, Vice-Presidents and the Bursar of the University may not be members thereof.
4. The Council for Student Affairs has two chambers. Its members from among the academic staff members constitute the chamber of academic staff members; members from among the students constitute the student chamber. Only a student who has not been sanctioned in the course of disciplinary proceedings may be a member of the Council for Student Affairs.
5. The newly elected Council for Student Affairs elects by a majority of votes its Chairperson and Vice-Chairperson. The Chairperson is elected from among its members who are academic staff members; the Vice-Chairperson is elected from among its members who are students.
6. The election of members of the Council for Student Affairs and its proceedings are governed by the Rules of Procedure and Electoral Regulations of the Council for Student Affairs.
7. The Council for Student Affairs is entitled to cooperate with the President and to submit comments on the Evaluation Report, the Annual Report on Activities of the private higher education institution, the Strategic Plan of the University and the Implementation Plan thereof, and on the internal regulations of the University. It may also express its views on proposals for new study programmes or their substantial changes.

Article 9: Disciplinary Committee

1. The Disciplinary Committee is a body of the University that deals with disciplinary offences of students of the University.
2. The Disciplinary Committee has four members, who are appointed and removed by the President from among the members of the academic community of the University, whereby one half of the members of the Disciplinary Committee are students. The President shall publish the individual composition of the Committee in a President's directive.
3. The Disciplinary Committee elects and removes its Chairperson from among its members.
4. The term of office of the members of the Disciplinary Committee is a maximum of two years. When establishing the Disciplinary Committee, the President shall observe the principle of continuity of its activities.
5. The Disciplinary Committee submits a proposal for a decision to the President.
6. The proceedings of the Disciplinary Committee are governed by the internal regulation of the University, the Disciplinary Code.

Article 10: Admissions Committee

1. The Admissions Committee is a body of the University that assesses the results of the admission procedure for studies at the University and submits to the President recommendations on the admission of applicants.
2. The Admissions Committee has two members, who are appointed for the respective admission procedure by the President from among the members of the academic community of the University. The President shall publish the individual composition of the Committee in a measure issued by the President.

Article 11: Vice-Presidents

1. The Vice-President for Education is responsible for educational activities in accordance with the accredited study programmes of the University. In this regard:
 - a. manages the Study Department of the University,
 - b. specifies the schedule of the academic year for each year,
 - c. is responsible for the preparation of teaching timetables,
 - d. participates in the preparation of the admission procedure,
 - e. prepares information materials for the respective academic year for students,
 - f. oversees teaching,
 - g. prepares supporting documents for the President concerning the educational activities of the University,
 - h. deals with student complaints,
 - i. cooperates with the Sales Director and Marketing Director in the preparation of materials for the promotion of the study programmes of the University and the recruitment of prospective students.
2. The Vice-President for Research and Development:
 - a. manages the research, development and other creative activities of the University,
 - b. monitors grant and project calls, communicates with grant offices and with other institutions focused on research, development and projects,
 - c. cooperates with the director of the research centre of the University, if established, and participates in the coordination of cooperation between the research centre and the departments.
3. The Vice-President for International Relations ensures international contacts with partner higher education institutions and other foreign entities.
4. The Vice-President for Quality Management is responsible for:
 - a. the implementation of tools and measures leading to the assurance of quality objectives defined by the Standards and Rules,
 - b. the implementation of corrective measures proposed by the Internal Evaluation Board,
 - c. the collection and processing of data for the purposes of internal quality evaluation.
5. The Vice-President for Quality Management is also responsible for cooperation with industry, including professional internships of students and secondments of employees of the University, and the identification of suitable entities for the implementation of professional internships and secondments.

Article 12: Programme Guarantor and Course Guarantor

1. The programme guarantor coordinates the content preparation of the study programme of the University, oversees the quality of its delivery, evaluates the study programme and develops it.
2. The programme guarantor of the University is appointed and removed by the President from among the academic staff members of the University.
3. The programme guarantor may only be an academic staff member who meets the conditions stipulated by the Act and the standards for accreditation in higher education for the proper performance of the activities referred to in paragraph 1.
4. The programme guarantor cooperates closely with the Heads of Departments and course guarantors.
5. Course guarantors are responsible for the content of the course and its development, including the preparation of study materials and other learning resources for the course. Course guarantors are designated by the President.

Article 13: Department

A department is a basic academic unit of the University. The department is headed by its Head, appointed by the President. Within the scope of its professional focus, the department is responsible for:

- a. through the course guarantors, the professional content of the courses it delivers and their further development, and for the preparation of new courses in accordance with the Strategic Plan of the University,
- b. instruction in all courses it delivers as determined by the study plan and teaching timetable for the respective academic year,
- c. the preparation of professional aids, in particular study materials, presentations, case studies and examples,
- d. the preparation of topics for bachelor's theses and master's theses relating to the professional focus of the department,
- e. the supervision of bachelor's theses and master's theses, participation in state final examinations and the defence of bachelor's or master's theses,
- f. the professional content of the parts of study programmes and LLL programmes and courses it delivers,
- g. participation in research, development and other creative activities of the University and for the identification and independent investigation of current research topics essential for the advancement of knowledge in the scientific field corresponding to the focus of the department, and for participation in research, development and other creative activities of the University,
- h. the fulfilment of the social responsibility and the third mission of the University,
- i. the assurance of quality of educational, creative and related activities of the University and the provision of supporting documents for the evaluation of the quality of educational, creative and related activities of the University in accordance with the instructions of the Vice-President for Quality Management.

Article 14: Study Department

The Study Department is managed by the Vice-President for Education. The Office ensures activities relating to the student administration of the University. In this regard:

- a. maintains the student registry and the current database of students of the University, classified by individual study programmes,
- b. maintains records of the results of the monitoring of academic performance or study achievement of students; in this agenda, it cooperates with the Vice-President for Quality Management,
- c. analyses the fulfilment of study obligations of students of the University and informs the Vice-President for Education, or the Vice-President for Quality Management if it falls within their competence, of any problems,
- d. receives all applications, complaints and comments from students; where they do not fall within the competence of the Office, it refers them for resolution to the Vice-President for Education,
- e. maintains records of theses, manages the process of their submission and is responsible for their registration and archiving after defences,
- f. is responsible for the registration of professional internships,
- g. organises graduation ceremonies for graduates,
- h. is responsible for the conduct of official communication and the delivery of documents to students, persons with suspended or terminated studies and graduates,
- i. maintains a current database of graduates and members of the alumni club.

Article 15: Teaching Support Office

The Teaching Support Office is managed by the Vice-President for Education. The Office is responsible for activities relating primarily to the organisation and systemic support of the student agenda of the University. In this regard:

- a. is responsible for the creation of the timetable and the organisation of instruction,
- b. in cooperation with the departments and the Chief Information Officer, ensures teaching support within the information system of the University,
- c. coordinates the scheduling of tests, examinations and workshops,
- d. ensures the conduct of state final examinations,
- e. provides information on the volume of instruction and examination delivered, state final examinations conducted and theses defended for the purposes of remuneration payments to the personnel department.

Section Two: Operations and Business Unit of the University

Article 16: Bursar and Chief Information Officer

1. The Bursar is appointed and removed by the managing directors of the company. The Bursar prepares the budget of the University. The Bursar is responsible for the operations and business unit of the University, which the Bursar heads. In this regard:

- a. is responsible for the administrative operations of the University,
 - b. together with the President, **ensures coordination between** the academic and operational and business units of the University,
 - c. participates in the development of the University,
 - d. participates in the preparation of the Annual Report on Activities and the Annual Report on Management of the University,
 - e. contributes to the preparation of the Strategic Plan of the University and the Implementation Plans of the Strategic Plan of the University.
2. The management of the organisational units of the operations and business unit is carried out by the Bursar directly or through subordinate managers, who are in particular the Sales Director and the Marketing Director.
3. The Chief Information Officer manages the development and administration of computers, the computer and telecommunications network, the information system of the University and audiovisual technology, and is responsible for these areas.
4. Should the Bursar identify in the activities of the President any breach of laws, or conduct that could lead to significant financial losses or could cause damage to the reputation of the University or would be inconsistent with the long-term objectives of the University, the Bursar shall discuss such matters with the President or, as the case may be, inform the managing directors thereof.

Article 17: Organisational Units

1. The operations and business unit consists of two organisational units:
 - a. sales and marketing,
 - b. operations and support.
2. The organisational unit of sales and marketing is engaged in the recruitment of new students and the promotion of the University. Its responsibilities include:
 - a. analyses of the education market in the Czech Republic and relevant foreign markets,
 - b. analyses of competition – offer, focus, number of students, strengths and weaknesses, opportunities and threats, both in relation to private as well as public and state higher education institutions,
 - c. promotion of the University,
 - d. recruitment of students for studies at the University,
 - e. acquisition of partner organisations for the implementation of various educational activities within LLL programmes and courses, whereby the content of LLL programmes and courses are provided by the respective professional departments,
 - f. resolution of any complaints or grievances relating to the fulfilment of study agreements with students.
3. The organisational unit of operations and support ensures activities in the areas of: finance, asset management, systems and support. Its responsibilities include:
 - a. activities related to the determination and payment of fees associated with studies (hereinafter "tuition fees") and other fees associated with studies,
 - b. accounting of the University,
 - c. maintenance and repairs, fire safety, compliance with environmental requirements,
 - d. administration of computers, the computer and telecommunications network, audiovisual technology, the library and the information system of the University.

Part Three: Academic Community

Article 18: Structure of the Academic Community

1. The academic community of the University consists of:
 - a. academic staff members,
 - b. students.
2. Members of the academic community are informed about the activities of the University through:
 - a. structured information in the public section of the website of the University and in the information system of the University,
 - b. announcements published on the official notice board and notice boards of the University,
 - c. assemblies of the academic community of the University,
 - d. the Annual Reports of the University on Activities and on Management,
 - e. minutes of the meetings of the Academic Council and the Council for Student Affairs.
3. The University has not established an academic senate. Members of the academic community may express their views on the activities of the University, raise questions and submit recommendations through the Council for Student Affairs and furthermore by means of:
 - a. written communications to the respective academic or operations and business staff of the University,
 - b. individual visits to the staff of the University during office hours,
 - c. presenting their position at assemblies of the academic community of the University,
 - d. expressing their opinion in surveys.
4. Members of the academic community may submit their suggestions, opinions and complaints concerning the activities of the University to the management of the University. If an individual initiative of a member of the academic community has the character of a complaint or objection, the respective academic staff member or operations and business staff member shall be obliged to address it and provide their response to the initiative no later than within 30 days from the date of its receipt.

Article 19: Academic Staff Members

1. Academic staff members carry out educational and independent research, development and other creative activities.
2. The recruitment of academic staff members of the University is conducted through a competitive selection process.
3. Other prominent industry professionals who are not academic staff members of the University and who typically work at the University on the basis of agreements concluded outside the employment relationship may also participate in the instruction, research, development and other creative activities of the University.

Article 20: Other Staff of the University

Other staff of the University are employees of the University who do not carry out educational and creative activities, but ensure administrative, financial, operational and commercial activities on the basis of an employment contract, or who carry out research, development or other creative activities but do not participate in instruction (research staff). Other staff of the University are not members of its academic community.

Article 21: Professor Emeritus and Visiting Professors

1. The honorary title "Professor Emeritus" may be conferred on a person who is a professor, an extraordinary professor, or who has attained a position comparable to that of an associate professor or professor abroad, and who is no longer a member of the academic community of the University and has made significant contributions to its development.
2. The title "Professor Emeritus" is conferred by the President after prior consent of the Academic Council of the University.
3. A Professor Emeritus is entitled to participate in the creative activities of the University. For this purpose, the Professor Emeritus is entitled to use the facilities and equipment of the University to the extent agreed upon with the Head of the respective department.
4. The conferral of the title "Professor Emeritus" does not establish membership in the academic community of the University, nor does it give rise to any employment-related or property claims.
5. Visiting professors may participate in the educational, creative and related activities of the University. Visiting professors are considered to be persons who have attained a position comparable to that of an associate professor or professor abroad. The details of their engagement shall be determined by the President on an individual basis after consultation with the Head of the respective department.

Article 22: Students of the University

1. A student is, in accordance with Section 61 of the Act, an applicant admitted to studies who has enrolled in a study programme; the applicant becomes a student on the date of enrolment in studies.
2. A student whose studies have been suspended becomes a student again on the date of re-enrolment in a study program.
3. A person ceases to be a student on the date of termination of studies.
4. The rights and obligations of students are determined by the Act, these Statutes, other internal regulations of the University, in particular the Study and Examination Regulations and the Disciplinary Code, and by measures, regulations and directives issued by the senior officers of the University – the President, Vice-Presidents and the Bursar.
5. Students have, in accordance with Section 62 of the Act, in particular the following rights:
 - a. to study within one or more study programmes,
 - b. to select courses and create a study plan according to the rules of the study programme; where a course is taught by more than one instructor, students have the right to choose the instructor,
 - c. to take examinations under the conditions determined by the study programme or the Study and Examination Regulations,
 - d. to repeatedly change the date of an examination due to pregnancy or childcare,
 - e. to enrol in a further part of the study programme if the student has fulfilled the obligations determined by the study programme or the Study and Examination Regulations,
 - f. to propose the topic of their bachelor's thesis or master's thesis,
 - g. to use the facilities and information technologies necessary for studies in the study programme in accordance with the rules determined by the University,
 - h. to receive a scholarship from the resources of the University, provided the student meets the conditions for its granting as determined in the Scholarship Regulations,
 - i. to use the consultation hours of instructors and academic staff members of the University,
 - j. to submit suggestions, opinions and complaints to the management of the University,
 - k. to elect and be elected as members of the Council for Student Affairs,
 - l. to request the University to issue a certificate of enrolment,
 - m. to use other benefits provided by the University, which are communicated in the respective internal information sources, in particular on the official notice board of the University, in the public section of the website of the University and in the information system of the University.
6. Students have, in accordance with Section 63 of the Act, in particular the following obligations:
 - a. to act honourably and honestly during their studies and to comply with the internal regulations and other internal rules of the University,
 - b. to fulfil study obligations arising from the Study and Examination Regulations and from the respective study plan of the chosen study programme,

- c. to attend compulsory instruction and compulsory professional internships,
 - d. to take the prescribed examinations and earn the required number of credits,
 - e. to complete the professional internship, to take the state final examinations,
 - f. to appear at the request of the President or the Vice-President for Education for the discussion of study matters, and to appear for the review of study records and enrolment in the respective academic year,
 - g. to pay the fees associated with studies as determined by these Statutes, the Regulations on Fees Associated with Studies and the related Directive on Fees Associated with Studies, and to provide information relevant for determining their amount,
 - h. to inform the University of the current address designated for the delivery of official correspondence of the University or the data box ID,
 - i. to handle with care and consideration the entrusted property and equipment,
 - j. to immediately compensate for damage caused by them to the property and equipment of the University.
7. Students shall be duly informed of their rights and obligations no later than before signing the study agreement.

Part Four: Admission to Studies

Article 23: Conditions for Admission to Studies and the Manner of Submitting Applications

1. The admission procedure is governed by the President's Directive on the Admission Procedure.
2. Applications for studies are submitted by students electronically through the information system of the University. The exact procedure for submitting an application is available in the public section of the website of the University. The admission procedure is subject to a fee in accordance with the Regulations on Fees Associated with Studies and the related Directive on Fees Associated with Studies.
3. The provisions of Sections 48 to 50 of the Act apply to admission to studies at the University.
4. The condition for admission to studies in a bachelor's study programme is the attainment of secondary education culminating in a school-leaving examination. Applicants who obtained foreign secondary education shall prove fulfilment of the condition of secondary education with a school-leaving examination by a document referred to in Section 48(4)(a) to (e) of the Act within the deadline and in the manner determined by the University.
5. The condition for admission to studies in a follow-up master's study programme is the due completion of studies in any type of study programme, but at least at the level of a bachelor's degree. Applicants who obtained foreign higher education shall prove fulfilment of the condition of higher education by a document referred to in Section 48(5)(a) to (c) of the Act within the deadline and in the manner determined by the University.
6. The University may use the procedure pursuant to Section 48(4)(e) and (5)(c) if it has no doubts that the applicant has obtained foreign education, as evidenced by a foreign document, which
 - a. reaches the level of secondary education with a school-leaving examination, in the case of the procedure pursuant to Section 48(4)(e) of the Act, or
 - b. meets the conditions for recognition arising from Section 90(5), which shall apply mutatis mutandis, in the case of the procedure pursuant to Section 48(5)(c) of the Act.

The University may invite the applicant to prove their education in the manner pursuant to Section 48(4)(a) or (5)(a) of the Act.

7. Applicants are admitted to studies on the basis of a successful admission procedure. The conditions thereof are determined by the President with at least a four-month advance notice and are made available to applicants in the public section of the website of the University. [1]
8. The result of the admission procedure is assessed by the Admissions Committee and recorded as a comprehensive evaluation of the applicant's aptitude for studies. Based on the result of the admission procedure, the Admissions Committee formulates, for each applicant, a recommendation for the President's decision on the result of the admission procedure.
9. The President decides on the admission of the applicant to studies with regard to the recommendation of the Admissions Committee.
10. Each applicant is informed electronically of the result of the admission procedure at their e-mail address stated in the application no later than within 14 days after the admission procedure. If the result of the admission procedure is a decision

on admission to studies, the student shall receive a study agreement together with the decision.

11. The applicant may lodge an appeal against the President's decision within a period of 15 days from the delivery of the decision. Failure to meet this deadline may be excused for serious reasons. The application shall be submitted to the President electronically through the information system of the University.

12. Applicants who studied at other higher education institutions or higher professional schools may also be admitted to studies.

13. Upon enrolment in studies, applicants shall present a signed study agreement concluded with the University and proof of payment of the fee associated with studies (hereinafter "tuition fee"). The condition for enrolment in further years of study is the fulfilment of study obligations for the given academic year and timely payment of the tuition fee. Upon enrolment in studies, the student shall receive a transcript.

[1] Pursuant to Section 49(6) of the Act, in the interest of preserving the start of the academic year, the University need not observe the four-month deadline for submitting applications for studies. In such a case, the deadline for submitting applications for studies may be shorter, but no less than one month.

Article 24: Conditions of Study for Foreign Nationals

1. Foreign nationals may, upon fulfilment of the admission requirements set out in Article 23(1) and (2), be admitted to studies in all accredited study programmes as other applicants.

2. The principle of equal standing of a foreign national studying at the University is reflected in particular in the fulfilment of study obligations arising from the accredited study programme, fees associated with studies, and scholarships granted by the University.

3. The conditions of study of foreign students studying in exchange study programmes in a foreign language are also governed by the provisions of agreements concluded between the University and partner foreign higher education institutions.

Part Five: Activities of the University

Article 25: Fundamental Provisions

The fundamental activities of the University are:

- a. educational activities,
- b. independent research, development and other creative activities,
- c. publishing and information activities,
- d. knowledge transfer,
- e. international relations,
- f. activities within the framework of fulfilling the third mission of the University.

Article 26: Educational Activities

1. Educational activities of the University are conducted in accordance with accredited study programmes or within LLL programmes and courses.

2. Study programmes are guaranteed by professional guarantors in accordance with the Act and the requirements of the Accreditation Bureau. The programme guarantor is appointed and dismissed by the President.

3. The organisation of educational activities is governed in particular by the Study and Examination Regulations and the related directives and regulations of the President.

Article 27: Research, Development and Other Creative Activities

1. Research, development and other creative activities and the publication of their results are carried out independently with the aim of advancing knowledge in the fields of operation of the University and for the purpose of improving the quality of the educational process and other professional activities of the University.
2. The support of independent research, development and other creative activities is provided by financial resources from the budget of the University, resources from obtained grants and projects, and, where applicable, other resources designated for the development of independent creative activities of the University.
3. Research, development and other creative activities are carried out by departments with regard to the needs and developments in the corresponding scientific field. The University may further establish a research centre for the conduct of research, development and other creative activities. The research centre cooperates with departments and may participate in their creative activities.

Article 28: Publishing and Information Activities

1. Publishing and information activities are developed with the aim of improving the quality of educational, research, development and other creative activities, in particular through the publication of the University's own teaching materials and professional publications, and through the development of advisory activities in the field of informatics.
2. Publishing and information activities are financed from the budget of the University, from students' payments for textbooks or other learning aids, from the sale of learning and other aids outside the University, and, where applicable, from the financial contributions of sponsors of the University.

Article 29: International Relations

International relations are developed with the aim of supporting the development of the quality of educational and creative activities, primarily through membership in international professionally related institutions, participation in international educational and research projects, and participation of instructors in professional conferences. The University also anticipates exchange stays of academic staff members and students at partner foreign higher education institutions and at other foreign institutions.

Article 30: Third Role of the University

The University fulfils its third mission in particular in relation to the application sector, the professional and general public, the higher education sector and institutions of primary and secondary education. The forms and content of the fulfilment of the third mission and social responsibility of the University are set out in more detail in a directive of the President. The University's effort in knowledge transfer is part of the third mission of the University.

Part Six: Evaluation of Activities

Article 31: Scope of Evaluation of the Activities of the University

1. Each year, the University prepares and, after approval by the Academic Council, publishes and submits to the Ministry as a non-periodical publication the Annual Report on its Activities.
2. The University prepares the Strategic Plan of the University and an annual Implementation Plan thereof, which, after approval by the Academic Council, it publishes and submits to the Ministry as a non-periodical publication.
3. The University provides the Accreditation Bureau and other relevant institutions with all other required information concerning the operation of the University, in particular the fulfilment of accreditation requirements for study programmes.
4. The University has established an internal system of quality evaluation and assurance, which consists of a number of interconnected activities and is based primarily on the Internal Evaluation Board and the internal regulation Standards and Rules. The Internal Evaluation Board prepares the Evaluation Report each year, including a plan of corrective measures. The University makes the Evaluation Report available to the public on its website.
5. The University carries out evaluations of its operational and commercial activities. The Bursar carries out regular evaluations of management and submits a regular monthly report to the managing directors on the operation of the University. At the end of each quarter, analyses are prepared that evaluate:
 - a. the management of the University,
 - b. the operational functioning of the University,
 - c. the commercial affairs of the University.

Part Seven: Fees Associated with Studies and Scholarships

Article 32: Tuition Fee

1. The tuition fee is determined on the basis of the Regulations on Fees Associated with Studies and the applicable Directive on Fees Associated with Studies.
2. The tuition fee is set as an amount per one academic year and is payable for individual academic years for the duration of studies.
3. The tuition fee for one academic year is payable in advance as a lump sum. Payment of the tuition fee shall always be made no later than on the date of enrolment in the respective academic year of study. The tuition fee shall be paid by the student or the admitted applicant in the manner determined by the Regulations on Fees Associated with Studies.
4. In exceptional cases, the University shall allow the manner of payment of the tuition fee to be adapted to the possibilities of the student or the admitted applicant. Exceptions are determined by the Bursar.

Article 33: Other Fees Associated with Studies

1. The University determines and publishes through the Regulations on Fees Associated with Studies other fees associated with studies, and through the Directive on Fees Associated with Studies determines and publishes their amounts and possible discounts:
 - a. fees associated with the admission procedure,
 - b. fees for additional administrative acts associated with studies beyond the scope of basic study obligations,
 - c. other administrative fees.
2. The Directive on Fees Associated with Studies implementing the Regulations on Fees Associated with Studies is issued by the Bursar. The Directive is published in the public section of the website of the University.
3. The Bursar may, in justified cases, waive, reduce, defer or schedule the payment of fees associated with studies. This concerns in particular reasons of health, social circumstances, public benefit and the student's academic results.

Article 34: Scholarships

A student may be granted a scholarship under the conditions determined by the Scholarship Regulations.

Part Eight: Rules for the Conduct of Academic Ceremonies

Article 35: Academic Ceremonies

1. Academic ceremonies are ceremonial assemblies of the academic community, ceremonial sessions of the Academic Council and graduation ceremonies. Academic gowns are typically worn at academic ceremonies at the decision of the President.
2. A regular academic ceremony is the graduation ceremony.
3. The graduation ceremony is a ceremony at which graduates of a study programme take the academic oath into the hands of the President or a Vice-President authorised by the President and receive the higher education diploma and diploma supplement. The text of the academic oath is part of the documentation kept at the President's Office.
4. Ceremonial assemblies of the academic community and ceremonial sessions of the Academic Council take place on particularly significant occasions. These sessions are convened by the President.

Part Nine: Rules of Management

Article 36: Budget of the University

1. The University conducts its financial management based on a budget of costs and revenues, which is prepared for the period of a calendar year by the Bursar, discussed with the President and subsequently submitted to the managing directors of the company for approval.
2. Detailed rules of management of the University [2] are issued by the Bursar and specify therein the respective instructions for the handling of the assets of the University, the acquisition of tangible and intangible assets and financial operations with regard to the applicable accounting, tax and other generally binding regulations.
3. The monitoring of budget fulfilment is carried out regularly and the issue of management is part of quarterly analyses. The summary report on management is part of the supporting documents for the Annual Report on Management of the University. [2] Specifying the most important requirements arising from accounting and tax laws and financial regulations governing in particular travel expenses, participation in the conduct of asset inventories, authorisation for orders of capital and minor assets.

Part Ten: Common and Final Provisions

Article 37: Annex, Delivery of Documents and Validity of the Statutes

1. The Annex to the Statutes consists of a diagram of the organisational structure of the University.
2. The delivery of documents to students, applicants for studies and persons whose studies have been suspended shall be carried out exclusively through the information system of the University.
3. Submissions to the University by applicants for studies, students and persons with suspended studies shall be made exclusively in electronic form through the information system of the University.
4. These Statutes were approved by the Academic Council of Unicorn University on 19 May 2025.
5. These Statutes repeal the Statutes of Unicorn University s.r.o. registered by the Ministry on 29 May 2020 under Ref. No. MSMT-20468/2020-5.
6. These Statutes shall become valid pursuant to Section 36(4) and Section 41(4) of the Act on the date of registration by the Ministry.
7. These Statutes shall become effective on the date of registration.

prof. Ing. Jan Čadil, Ph.D., m.p.

President

Annex

Diagram of the structure of Unicorn University pursuant to Article 4(2) of the Statute

