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## **STATUTE OF THE COLLEGE OF BUSINESS AND HOTEL MANAGEMENT**

First part

### **Fundamental Provision**

The statute of The College of Business and Hotel management, Ltd. (hereinafter referred to as „the statute“) – is issued in accordance with Sections 41 and 17, Paragraph 1, Letter a) of the Law No 111/1998 of the Bulletin of Acts on higher education and on changes and supplementation of other laws (Law on Higher Education), as amended (hereinafter referred to as „the law“).

Article 1

### **Introductory Provisions**

1. The College of Business and Hotel Management is a non-university private college.
2. The College of Business and Hotel Management, Ltd. (hereinafter referred to as “VŠOH“) is defined by these data:
  - a) The name of the private college  
Vysoká škola obchodní a hotelová s.r.o.
  - b) The name of the college  
In English: College of Business and Hotel Management  
In German: Die Hochschule für Handel und Hotelwesen  
In French: L'École Supérieure de Commerce et d' Hôtellerie
  - c) The abbreviation of the name for internal regulations and specifications and context need  
VŠOH

- d) The seat of the college  
9, Bosonožská, Brno 625 00
  - e) Type of the college  
Non-university college
  - f) Legal form  
Limited liability company
  - g) Statutory body  
Managing Director
- 3. VŠOH fulfils the mission of higher education institutions with an educational, research and creative program which reflects the needs of the labour market.
  - 4. Educational, research, developmental and other creative activities of VŠOH involve:
    - a) Implementation of the accredited bachelor study program which implies awarding the academic “Bachelor“ degree to the graduates
    - b) Implementation of Lifelong Learning Programs
    - c) Implementation of research, developmental and other creative activities
    - d) Interregional and international cooperation.

## Second Part

### **Academic Freedom, Academic Community of VŠOH**

#### Article 2

##### **Academic Freedom**

- 1. VŠOH guarantees all academic rights and freedoms according to Section 4 of the law, mainly the freedom of science, research, artistic creation, education and the right of learning.
- 2. The freedom of science primarily includes the formulation of problems, the choice of methodology and the evaluation of the research results and its publication.
- 3. The freedom of teaching - in the performance of educational tasks resulting from the study programs – primarily includes the realization of lectures, teaching methodology and the right to express scientific opinions.
- 4. The right of learning – under the conditions of compliance defined in the Study and Examination Regulations – primarily includes the right to determine the focus of study, writing and publishing one’s own scientific opinions, the freedom of expressing one’s own opinions in the educational process and using the educational rights as stated in Section 62 of the Law.
- 5. VŠOH school authorities are only allowed to intervene in study area if it concerns educational organization and compliance.

## Article 3

### **Academic Community**

1. The academic community of VŠOH comprises its academic staff and students.
2. Every member of the academic community of VŠOH benefits from the academic rights and freedom stated in the Section 4 of law and in the Article 2 of this statute.
3. The academic community of VŠOH is integral to, and guarantor of, the academic freedom and rights of every member.
4. VŠOH supports the activities of academics, scientific and professional staff, students and other associations of the members of the academic community of VŠOH. It can support those activities which help to fulfil the mission of VŠOH.
5. The members of the academic community of VŠOH are required to respect the reputation of VŠOH.

## Third part

### **Authorities of VŠOH**

## Article 4

### **Autonomous Academic Institutions and Other Authorities**

- 1) Rector
- 2) Academic Board
- 3) Student Senate
- 4) Council for Internal Evaluation
- 5) Vice rectors
- 6) Quaestor
- 7) Disciplinary Board
- 8) Organizational Units

## Article 5

### **Academic Board**

1. The Academic Board is an advisory body to the rector. The members are appointed by the rector.
2. Vice rectors, quaestor and heads of the departments are usually members of the Academic Board, with the rector being allowed to appoint additional members. These will be eminent representatives of the educational areas which are taught, researched, developed and creatively dealt with at VŠOH. At least a third of them will be people outside the academic community of VŠOH.
3. The Academic Board discusses:
  - a) the VŠOH strategic plan,

- b) study program proposals submitted for accreditation to the National Accreditation Authority for Higher Education (hereinafter referred to as “the accreditation authority “,
  - c) approves members of the Board for internal quality evaluations of VŠOH
4. The Academic Board comments on the issues submitted by the rector.

## Article 6

### **Student Senate**

1. The main mission of the Student Senate is to support VŠOH management managing the college by providing feedback.
2. The Student Senate promotes the interests of students in negotiations with the management of the college.
3. The Student Senate can make decisions and issue statements on behalf of the VŠOH students.
4. The Student Senate together with the management of the college promotes and defends the interests of VŠOH in social institutions and organizations.
5. The Senate participates and cooperates in organizing educational activities outside the college venue, namely cultural, sporting, training, ecological and charity events.
6. The Senate also supports and develops the traditions of VŠOH.

## Article 7

### **Council for Internal Evaluation**

1. When appointing members of The Council for Internal Evaluation of VŠOH <sup>1)</sup> (hereinafter referred to as “the Council for Internal Evaluation”) the rector ensures that all areas of science and education at VŠOH are equally represented.
2. The term of office for members of the Council for Internal Evaluation appointed by the rector is four years.
3. Membership of the Council for Internal Evaluation can also be terminated
  - a) on the day of the delivery of a written declaration in which a member renounces membership on the Council for Internal Evaluation,
  - b) on the day of the rector’s revocation of a member’s membership of the Council for Internal Evaluation after prior consultation with the Academic Council.
4. The Council for Internal Evaluation shall have the following competencies (in addition to those requirements set by law):
  - a) approval of plans recommended by the rector and proposed by the Academic Board of VŠOH for the submission of applications for accreditation of student programs, for and extension of an accreditation program or and extension of validity for accreditation.
  - b) monitoring of compliance of study programs with relevant legislation and internal regulations.
5. The Council for Internal Evaluation has the right to be advised of the decisions of the authorities of VŠOH.

6. The operations of the Council for Internal Evaluation are regulated by Rules that govern the quality assurance system of educational and creative and related activities and the quality of internal educational and creative of related activities of VŠOH.

1) Section 12a of the law

## Article 8 **The Rector**

1. The rector is appointed by the statutory body of VŠOH which evaluates and monitors the rector's performance. The statutory body of VŠOH can censure the rector on the basis of a written justification and suspend him from the post of rector. The dismissal is decided by the statutory body of VŠOH.
2. The rector manages the educational, research, developmental, creative and other activities of VŠOH. He acts and decides about VŠOH issues which are exhaustively set by the statutory body of VŠOH.
3. The rector specifically:
  - a) ensures realization of the accredited study program of VŠOH after prior approval of the statutory body of VŠOH and has overall responsibility primarily from personal, material, financial, technical, informational, developmental and creative perspectives. For this purpose he develops the annual VŠOH strategic plan which he submits for approval to the statutory body of VŠOH,
  - b) recommends to the statutory body the approval and termination of academic staff employment within the law and the Labour Code,
  - c) comments on issues and proposals submitted by the statutory body of VŠOH,
  - d) recommends the budget to the statutory body and monitors the use of VŠOH funds according to criteria defined by the statutory body of VŠOH,
  - e) submits to the Student Senate for discussion the educational part of the VŠOH annual report,
  - f) submits the financial plan in the annual report of VŠOH to the statutory body of VŠOH for discussion and approval,
  - g) decides on rights and obligations of the students within the law and this statute, within the study and examination regulations of VŠOH, within the scholarship and disciplinary rules for VŠOH students,
  - h) appoints and recalls the heads of the departments,
  - i) appoints within the law the chairmen and members of the boards of examiners for the final state examinations: other members can be appointed by the Ministry of Education, Youth and Sport (hereinafter referred to as the "ministry") in accordance with Section 53 of law,
  - j) appoints and recalls the members of the rector's Collegium.
4. The term of the rector's office is three years and it begins with on commencement of duties. A rector can be reappointed repeatedly.

## Article 9

### **Vice Rector for Educational Activity**

1. The vice rector for educational activity is appointed by the statutory body of VŠOH on the recommendation of the rector. The statutory body of VŠOH may vote to censure the vice rector for educational activity, based on the rector's recommendation together with a written explanation, and it can dismiss him from office. The dismissal is decided by the statutory body of VŠOH.
2. The vice rector for educational activity represents the rector in his defined area of responsibility and he is accountable for his performance to the rector. He represents the rector in his absence.
3. The vice rector for educational activity primarily:
  - a) meticulously leads and monitors proper conduct of the educational processes in VŠOH,
  - b) leads the area of lifelong education in VŠOH and, primarily in cooperation with the contractual partners of VŠOH, is responsible for proper implementation and the realization of the lifelong education programs in VŠOH,
  - c) manages the preparation and processes of the admission procedure and directs the processing of admission results, as specified by the rector,
  - d) meticulously organizes and leads the professional experience of the VŠOH students,
  - e) prepares, together with the rector for research activity and external relations, the educational part of the annual report of VŠOH and submits it to the rector for consideration,
  - f) makes recommendations to the rector regarding various measures and changes to promote the development of VŠOH.
4. The term of the vice rector for educational activity's office is three years and begins with his on commencement of duties. The vice rector for educational activity can be reappointed to the position repeatedly.

## Article 10

### **Vice Rector for Research Activity and External Relations**

1. The vice rector for research activity and external relations is appointed by the statutory body of VŠOH on the recommendation of the rector. The statutory body of VŠOH may vote to censure the vice rector for research activity and external relations, based on a written explanation, and it can dismiss him from office. The dismissal is decided by the statutory body of VŠOH.
2. The vice rector for research activity and external relations represents the rector in his defined area of responsibility and he is accountable for his performance to the rector.
3. The vice rector for research activity primarily:
  - a) leads the research and development in VŠOH and ensures effective day-to-day operations of the research and development activities of the academic community of VŠOH, mainly through mutual coordination of research and development with the partners of VŠOH,

- b) leads, evaluates and monitors scientific and research publication activity and takes appropriate measures to promote this endeavour,
  - c) leads, monitors, evaluates networking and cooperation in the field of international relations and inter regional cooperation mainly in the area of higher education and lifelong learning,
  - d) prepares the pedagogical part of the annual report of VŠOH, together with the vice rector for educational activities, and submits it to the rector for consideration. Each of the vice rectors processes that part of the annual report that is related to their particular area of responsibility,
  - e) leads and innovates activities to develop the accredited study programs, in cooperation with professional bodies and together with other universities and colleges in the Czech Republic and abroad,
  - f) makes recommendation to the rector various precautions and changes for VŠOH development.
4. The term of the vice rector for research activity and external relations' office is three years and begins with his on commencement of duties. The vice rector for educational activity can be reappointed to the position repeatedly.

## Article 11

### **Quaestor**

1. The quaestor is appointed by the statutory body of VŠOH. The statutory body of VŠOH may censure the Quaestor based on a recommendation from the rector together with a written explanation and it can dismiss him from office.
2. The Quaestor represents the rector in the defined areas of activities of VŠOH and he is accountable for his performance to the rector.
3. The Quaestor primarily:
  - a) leads the internal operations and management of VŠOH to the extent defined by the statutory body of VŠOH and via the departments of VŠOH which are subject to his management,
  - b) oversees the proper use of the financial funds of VŠOH and is responsible to the rector for doing it,
  - c) oversees and monitors the cost-effective use of fixed and portable VŠOH property, and leased property, and recommends action to the rector in this area,
  - d) prepares a draft budget of VŠOH for submission to the rector,
  - e) consults and prepares documentation for the financial part of the annual report about the activities of VŠOH and submits it to the rector,
  - f) keeps the statutory body of VŠOH regularly informed regarding the economic situation of VŠOH and prepares documentation needed by the statutory body of VŠOH,
  - g) ensures the promotion of VŠOH, primarily through the presentation of strategic plans, educational programs, promotional materials and, meeting the registration requirements of VŠOH,
  - h) has responsibility for ensuring proper documentation of VŠOH using electronic media and data storage (the archives of VŠOH),

- i) recommends to the rector various measures and changes to promote the development and proper operations of VŠOH.
- 4. The term of the Quaestor's office is three years and begins with his appointment. The Quaestor can be reappointed to the position repeatedly.

## Article 12

### **Disciplinary Board**

1. The members of the Disciplinary Board of VŠOH are appointed by the rector from the members of the academic community of VŠOH.
2. The Disciplinary Board has 5 members, including 2 students.
3. The activity of the Disciplinary Body is conducted by its leader who is appointed by the rector of VŠOH from the members of the academic community of VŠOH.
4. The Disciplinary Body discusses disciplinary offenses by the VŠOH students and recommends a decision to the rector.
5. The term of the disciplinary body members is maximum two years.

## Fourth Part

### **Organizational Structure of VŠOH**

## Article 13

### **Organizational Structure**

1. The rectorate
  - a) the rectorate is the executive department of VŠOH,
  - b) it manages the organizational, informational, structural and other requirements for the activities of other units of VŠOH,
  - c) the rectorate is managed by the rector.
2. The departments
  - a) a department is the basic unit of VŠOH education and research. It manages the development of subjects for study which can be clustered together into associated subjects, and it ensures the development of research areas and education in subjects which professionally do not belong to the department,
  - b) departments are established and cancelled by the rector,
  - c) departments are established by the academic staff of VŠOH,
  - d) the list of the departments of VŠOH is contained in the organizational structure of VŠOH in Appendix No 1
3. Other organizational units
  - a) perform administrative, executive, informational and financial activities, an integral part being cooperation with domestic and foreign institutions,



- b) are established by the statutory body of VŠOH, with the various organizational units and departments having the rights and obligations corresponding to their specific tasks.

## **Fifth Part**

### **Admission to the College and the Method of Applying for Study**

#### **Article 14**

##### **Legal and Other Conditions for Admission to the College**

1. The legal conditions for admission to study in the study program at the college are determined by Section 48 of law.
2. VŠOH can impose additional conditions for admission to study at the college, regarding certain knowledge, skills or talent, or high school results, or finally secondary technical school or university. Medical fitness of the applicant – if required by a specified study program – may become another imposed condition. Whether or not the conditions are satisfied is examined during the admission procedure.

#### **Article 15**

##### **Admission of Foreigners for Study**

1. Foreigners will be admitted for study to accredited study programs delivered in the Czech language and under the same conditions as for citizens of the Czech Republic.
2. The foreign students who come to the Czech Republic under the contracts between universities and faculties or programs must abide by the contracts or conditions of these programs.

#### **Article 16**

##### **Conditions for Completing the Application for Study**

1. VŠOH will publish the deadline for submitting an application for study, together with instructions for completing the application requirements for a successful application, and how these requirements will be assessed, and when (four months in advance at least). If an entrance examination is part of the process, VŠOH will also publish the examination framework and the criteria for its evaluation. If medical fitness of the applicant is a condition for admission for study, VŠOH will also publish the requirements for medical fitness for study in the specified study program.
2. All information stated in Paragraph 1 including the information concerning the study application is published on the public part of VŠOH website.

## Article 17

### **Admission Process**

1. The admission process is initiated by the delivery of the application to VŠOH.
2. The vice rector for education, following the rector's instruction, manages the preparation and the conduct of the admission process as well as the processing of the results.
3. The rector, on the recommendation of the VŠOH vice rector for education decides on the admission for study to the VŠOH study program. With the prior consent of the applicant, a positive decision on admission will be published under Section 69a in the electronic information system.
4. The applicant has the right to access the file only after notification of the decision.
5. The applicant can appeal against the decision within 30 days of receipt of the decision. The rector will change the decision if it was issued unlawfully and conflicts with internal regulations of VŠOH. In all the other cases he will dismiss the appeal of the applicant and confirm the original decision.

## Sixth Part

### **Educational Activity at VŠOH**

## Article 18

### **Educational Activity and Guarantor**

1. VŠOH provides higher education through accredited bachelor study programs.
2. The standard duration of study is three years and the study is delivered in both full-time and part-time forms of study.
3. The study program is specified in the study plan.
4. A guarantor from the academic staff is appointed for each study program. The guarantor of each study program is appointed and dismissed by the rector of VŠOH. The guarantor of the study program is responsible for maintaining professional study program, for regular evaluation and quality assurance, and coordinating the quality of teaching.

## Article 19

### **Lifelong education**

1. The framework program of lifelong education involves the following areas:
  - a) retraining, specialized and innovative courses reflecting the needs of the region,
  - b) educational and training courses and, professional consultations in cooperation with the contractual partners.
2. The lifelong education programs are usually provided for fee. VŠOH issues certificates to the participants of lifelong education programs, who are not students according to law.

3. The vice rector for education is responsible for the management and quality of the lifelong education programs.

## Seventh Part

### **Students**

#### Article 20

1. A candidate in the study program delivered by VŠOH becomes a student on the day of enrolment at VŠOH. A person whose study was interrupted according to Section 54 of the law becomes a student again on the day of re-enrolment to the study program.
2. The person stops being a student on the day of completion of study according to Section 55, Paragraph 1 and Section 56, Paragraphs 1 and 2 of the law, or on the day study was interrupted, according to Section 54 of the law.
3. The rights and regulations of VŠOH students are regulated by the Articles 62 and 63 of the law. Each student is personally obliged to fulfil the study requirements properly and honestly. They are also obliged to refrain from any fraudulent acts during the period of study and respect the law and the legally protected interests of VŠOH.
4. The consequences of any breach by a student as well as any disciplinary process are regulated by Sections 64 and 67 of the law.

#### Article 21

### **Register of Students**

1. VŠOH keeps a register to record students and for budget and statistics purposes. The contents of the register and management of student records, its execution and release of extracts and copies from the register is regulated by Section 88, Paragraphs 2 to 4 of the law.
2. The register is maintained by staff appointed by the rector.

#### Article 22

### **Scholarships**

1. The students of VŠOH may be awarded scholarships.
2. The conditions for awarding scholarships to the VŠOH students (either paid from grants or contributions) are determined by Section 91, Paragraphs 2 to 4 and Section 6 of the law.

#### Article 23

### **Notifications of Decisions**

1. Decisions on matters detailed in Section 68, Paragraph 1, Letter a), b) and c) of the law which comply with the student's request, and decisions in matters detailed in Section 68, Paragraph 1, Letter e) of the law, are communicated in a document mailed via the information system of VŠOH.
2. If it is not possible to mail the documents when proceeding under Section 68 by reason of an infringement by the student as per Section 63, Paragraph 3, Letter b) of the law, or if it is not possible to forward the document to the address provided by the student, the decision is announced by public notice. VŠOH is not obliged to appoint a guardian to the student.

#### Article 24

### **Disciplinary Proceedings**

1. Disciplinary proceedings deal with disciplinary offenses and cases which would justify exclusion of a student according to Section 67 of the law.
2. Details concerning the nature and proceeding of disciplinary offenses and sanctions imposed as stated in Section 65, Paragraph 1 of the law are adopted in the Disciplinary Code of VŠOH for the students.

#### Article 25

### **Proceedings Regarding a Declaration of Invalidity with Regard to Passing the Final State Exam or One Part of the Final State Exam**

1. The rector decides in the proceedings for a declaration of invalidity with regard to passing the final state exam which took place at VŠOH, or a part of it.
2. The opinion of the review panel appointed by the rector forms part of the documentation for the decision in the proceeding, according to Paragraph 1. The review panel consists of 5 members, one of them being a student proposed by the VŠOH Student Senate.

#### Eight Part

### **The Staff of VŠOH**

#### Article 26

### **Academic Staff**

1. The academic staff includes professors, docents, associate professors, assistant professors, assistants, lecturers, scientists, researchers and developers who belong to VŠOH employees and who are employed under an employment contract to practise their educational or research work.
2. There can be other professionals teaching at VŠOH under an employment agreement to perform work outside an employment relationship.
3. The academic staff are in an employment relationships with VŠOH.

4. The salary of the academic staff is regulated by the Internal Wage Regulations of VŠOH.
5. The academic staff can be granted a sabbatical at their own request under conditions stated in Section 76 of law and in the internal rules and other regulations of VŠOH.

#### Article 27

##### **Competitions**

1. The posts of the academic staff at VŠOH are usually filled on a competitive basis. There is no need to launch a competitive selection process in cases detailed in Section 77 of law.
2. A competitive selection process can be used for filling posts of professional and other staff of VŠOH.
3. The rules for a competitive selection process are contained in Regulations for Competitions at VŠOH – an internal regulation of VŠOH.

#### Article 28

##### **Other employees**

1. Apart from the academic staff there are other employees at VŠOH who participate in scientific, research, developmental and creative activities or who ensure other professional, administrative, management, financial and technical activities needed for fulfilling the mission of VŠOH.
2. The staff stated in Paragraph 1 are in the employment relationships with VŠOH.
3. The salary of other employees is regulated by The Internal Wage Regulations of VŠOH.

#### Nineth Part

##### **Financial Management Principles of VŠOH**

#### Article 29

##### **Finances of VŠOH**

1. VŠOH is a legal body by law.
2. The financial management of VŠOH is regulated by law, by specific regulations and by internal rules of the financial management.
3. VŠOH operates a double-entry bookkeeping system.

#### Article 30

##### **Budget**

1. The plan for the preparation of the draft budget and the budget for a calendar year is submitted for approval to the statutory body by the rector.
2. The financial statement is finalized by the rector after the end of the calendar year and is submitted to the statutory body for approval. The budget revenues are:
  - a) tuition fees
  - b) revenues from supplementary activities
  - c) revenue from donations.

#### Article 31

##### **Use of Resources**

1. The resources of the budget are used for financing the activities for which VŠOH was established and for financing supplementary activities.
2. All the decisions concerning the financial management of VŠOH are subject to approval by the statutory body.

#### Tenth Part

##### **Symbols of VŠOH and its Academic Ceremonies**

#### Article 32

##### **Insignia, Gowns**

The academic insignia of VŠOH are the external expressions of the dignity, authority and responsibility of the rector and vice rectors during celebratory occasions. The academic insignia of VŠOH are sceptre, chains and gowns.

#### Article 33

##### **Academic Ceremonies**

1. Matriculation is a ceremony of student admission to the academic community of VŠOH.
2. Graduation is a ceremony during which the academic officers grant graduates of study programs a university degree with the academic title obtained and with the diploma supplement.
3. The processes of inauguration, matriculation and other ceremonies are specified by the rector.

#### Eleventh Part

##### **Common, Transitional and Final Provisions**

## Article 34

### Common Provisions

1. The following annex forms a part of this status:  
Organizational structure of VŠOH
2. Apart of this status the internal regulations of VŠOH are:
  - a) Internal wage regulations of VŠOH
  - b) Study and examination regulations of VŠOH
  - c) Disciplinary code for students of VŠOH
  - d) Scholarship rules of VŠOH
  - e) Lifelong learning regulations of VŠOH
  - f) System regulations of quality assurance in education, creativity and related activities and regulations of internal evaluation in education, creativity and related activities at VŠOH.
  - g) Other regulations resulting from legislation.

## Article 35

### Transitional Provisions

1. For the duration of maintaining the division of the study programs into study subjects according to Article 2, Paragraph 4 of Act No 137/2016 Collection of Law the provisions of this status about the study programs within the meaning of Sections 44 – 47 of the law are used transitionally.
2. If an internal regulation or other regulations of VŠOH refer to the status efficient before the effective date of this statute, a reference to the specific provision of this statute is applied.

## Article 36

### Final Provision

1. The statute of VŠOH registered by the Ministry of Education, Youth and Sports on 26 May 2011 under the reference number 10 784/2011-30 is cancelled.
2. This statute was approved according to Section 9, Paragraph 1, Letter b) of the law by the academic council of VŠOH on 25 May 2017.
3. This statute enters into force according to Section 36, Paragraph 41 and Section 41, Paragraph 2 of the law by the day of registration by the Ministry of Education, Youth and Sports.
4. This statute becomes effective by the day of publishing in the public part of web pages of VŠOH.

Brno 26 June 2017

PhDr. Ludmila Bartoňová (personally)

The rector

