

In accordance with Article 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts (the Act on Higher Education Institutions), the Ministry of Education, Youth and Physical Education registered the Statutes of the Technical University of Liberec under the file number on

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Mgr. Karolína Gondková
Director of the Department of Higher Education

Vnitřní předpisy Technické univerzity v Liberci

Ministerstvo školství, mládeže a tělovýchovy registrovalo podle § 36 odst. 2 zákona č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách), dne 24. května 2017 pod čj. MSMT-12885/2017 Statut Technické univerzity v Liberci.

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Mgr. Karolína Gondková
ředitelka odboru vysokých škol



THE S T A T U T E S
OF THE TECHNICAL UNIVERSITY OF LIBEREC
valid from May 24, 2017

PART 1
GENERAL PROVISIONS

Article 1
Name, Seat and Type

- (1) The full title of the university is the "Technical University of Liberec". The used symbol is a round stamp with a small national emblem of the Czech Republic and an inscription the "Technical University of Liberec".
- (2) The Technical University of Liberec (hereinafter referred to as "TUL") uses an abbreviation TUL as its shortened name.
- (3) The designated seat of the TUL is Liberec.
Address: Studentská 1402/2, Liberec I, 461 17 (postcode)
Identification number: 46747885
website: www.tul.cz
- (4) The official names of the TUL used for international contacts are the full titles in Czech or other languages: English: "Technical University of Liberec", French: "Université Technique de Liberec", German: "Technische Universität Liberec", and Russian: "Libereckij techničeskij universitet".
- (5) TUL is a public university according to the Higher Education Act No. 111/1998, and the alterations and amendments thereto as amended (henceforth "Act"), and in its activities it abides by this Act.

Article 2

Legal Predecessor

The TUL was established by the governmental decree No. 98/1953, Coll., on the changes in the organization of universities, valid from 1 September 1953 as “Vysoká škola strojní“. It was then divided into the Faculty of Mechanical Engineering and the Faculty of Textile Engineering by the governmental decree No. 120/1960, on the changes in the organization of universities, valid from 1 September 1960 and referred to as “Vysoká škola strojní a textilní v Liberci“. The same name was set by the Higher Education Act No. 172/1990 valid from 4 May 1990. According to the Art. 2 of the Act No. 192/1994 valid from 27 September 1994, the name “Vysoká škola strojní a textilní v Liberci“ was changed to “Technická univerzita v Liberci“. This name has been valid since 1 January 1995.

PART 2 MAIN ACTIVITIES

Article 3

Study

- (1) TUL offers accredited study programmes of all types and programmes of lifelong learning.
- (2) On the public part of its websites, TUL makes public a list of accredited study programmes which it offers including their type, the forms of instruction and the standard lengths of study, mentioning the faculty if the study programme is carried out by a faculty.
- (3) The rules of study in programmes of lifelong learning are set in the internal regulation titled “Pravidla studia v programech celoživotního vzdělávání TUL“ (“The Rules of Study in Programmes of Lifelong Learning at the TUL“).
- (4) All documents are delivered to students and student candidates in accordance with the law in the following way:
 - a) directly at the relevant study department; the student shall confirm receiving the document by their signature,
 - b) in the case of failure to deliver the document in the way defined in section (a), it shall be delivered to their address for mail delivery or the address of the data box, which students have to list in the IS STAG (Art. 63 Par. 3 (b) of the Act) (hereinafter referred to as “electronic information system“),
 - c) in the case of failure to deliver the document in the proceedings according to Art. 68 of the Act for the reason that the student has not fulfilled the obligation stated in Art. 63 Par. 3 (b) of the Act or delivering the document to the address for mail delivery will fail, the document will be delivered by public notice,
 - d) the decision given in the proceedings according to the Art. 50 of the Act by which the applicant’s request to be accepted to the university is met is delivered via the university electronic information system if the applicant has agreed to this in advance on the application form for studies. The day of delivery and the announcement of the decision is considered the first day after the decision is made accessible to the applicant in the electronic information system,
 - e) the decision in matters stated in Art. 68 Par. 1 (a), (b) and (d) of the Act by which the student’s request is met and the decision in matters stated in Art. 68 Par. 1 (e) of the Act are delivered via the university electronic information system; the day of delivery and the announcement of the decision is in this case considered the first day after the decision is made accessible to the student in the electronic information system,

Article 4

Framework conditions for the admission to studies and the ways of filing application forms

- (1) Applicants for study programmes carried out by the TUL are admitted to the studies by the Rector of TUL, applicants for study programmes carried out by faculties by the Dean of the respective faculty (henceforth “Rector“ or “Dean“).
- (2) The knowledge, skills and talent of the applicants are usually tested by means of an admission examination.
- (3) The admission examination can consist of a written and an oral part, and for applicants for study programmes requiring special natural abilities also of an aptitude test.

- (4) If an aptitude examination is a part of the admission exam, then it is taken first and the unsuccessful applicants are not invited to the following part of the admission examination.
- (5) If a written examination in the same subject is a part of the admission procedure in two or more study programmes, the applicant takes the examination only once and the result is recognised in all other relevant admission procedures.
- (6) If the number of successful applicants exceeds the capacity of a faculty or the TUL, the decision about admission is based on the ranking in the respective admission procedure.
- (7) The conditions of admission to study in programmes of lifelong learning are set in the internal regulation with the title "Pravidla studia v programech celoživotního vzdělávání TUL" ("The Rules of Study in Programmes of Lifelong Learning at the TUL").
- (8) Written and electronic applications are accepted in the case of study programmes carried out by the TUL by an office authorized by the Rector; in the case of study programmes realized by faculties, applications are processed by the study department of the respective faculty.
- (9) The admission procedures to studies in study programmes accredited at university level are organized by the office authorized by the Rector. The admission procedures to studies in study programmes accredited at a faculty are organized by the faculty in question.
- (10) The decision on the results of the admission procedure and their potential revision are described in the Art. 50 of the Act.
- (11) The applicant has the right to inspect the file only after announcement of the decision. TUL may provide a copy of the file instead of allowing to consult the file.

Article 5

Conditions for Studies of Foreign Students

- (1) Foreigners who study at the TUL according to international agreements, by which the Czech Republic is bound, study in accordance with these agreements.
- (2) Foreigners who do not study in the way described in Par. 1, study at the TUL under the same conditions as the citizens of the Czech Republic.
- (3) Foreigners who apply for admission to degree study programmes at the TUL and their previous training was obtained at a foreign institution, shall submit, at the latest during the enrolment in studies, an original or a certified copy of a diploma. The certificate or similar documents issued by a foreign institution shall be affixed by a recognition clause; or in the case of a foreign university graduation certificate, it shall need the recognition of the higher education, unless an international agreement provides otherwise.

Article 6

Course and Termination of Studies, Invalidation Proceedings

- (1) The course and termination of studies¹⁾ are set in the Act, the Statutes and the Study and Examination Regulations of the TUL. The Study and Examination Regulations are an inner regulation of the TUL; the specifications for the study in programmes of lifelong learning are set in the inner regulation with the title "The Rules of Study in Programmes of Lifelong Learning at the TUL".
- (2) The date of the registration for studies is set by the Rector, or the Dean.
- (3) The structure of the academic year is determined by the Rector upon an agreement with the Deans.
- (4) The Examination Committees for the State Final Examinations are appointed by the Rector or the Dean. Other members of the committees can be appointed by the Ministry of Education, Youth and Physical Education (henceforth "Ministry").
- (5) The way of termination of studies in programmes of Lifelong Learning is set in the approved programme of Lifelong Learning.

¹⁾ Art. 51 to 57 of the Act.

- (6) Records of studies in study programmes, certificates of successful completion of studies in study programmes according to Art. 57 and certificates of studies and of successful completion of programmes of Lifelong Learning according to Art. 60 are issued by the University.
- (7) The Rector decides in proceedings of declaring invalid the state final examination or its part, the state doctoral examination or the defense of the dissertation that took place at TUL (Art. 47 (c) (e) of the Act). The reference for the decision in the proceeding shall include the opinion of the Review Committee appointed by the Rector. The Review Committee has 7 members. The Rector shall appoint a commission to take into account the requirements of Art. 47 (c) Par. 6 of the Act so that most of its members were involved in the relevant education field or related fields and one of its members were a student nominated by the relevant Academic Senate.

Article 7
Study Related Fees

- (1) By the fees connected with studies are understood the fees stated in the Art. 58 (1) of the Act.
- (2) Details of study fees are set out in Appendix 4 to the Statutes.

Article 8
Fees Associated with Lifelong Learning Programmes

The amount and the way of payment of fees for studies in programmes of Lifelong Learning are set in the internal regulation with the title “The Rules of Study in Programmes of Lifelong Learning at the TUL“.

Article 9
Additional Fees

TUL can set fees:

- a) for services connected with educational activities (mainly copy, information and library service); the amount and ways of payment of such fees have to be accessible in a price list of services issued by the head of the department which provides the services,
- b) for issuing a certificate to study according to the Art. 57, Par. 5 (b) and (c) of the Act, and of supplementary documents set in the law, of other documents not required by the law and for services of administration upon students’ requests whose amount and way of payment is set by the respective directive of the Bursar.

Article 10
Research and Scientific Activities

- (1) TUL performs scientific, research, development or other creative activities according to special legal regulations²⁾:
 - a) scientific, research, development and innovation, artistic or other creative activities connected with study programmes,
 - b) institutional research in the form of specific research and research intent,
 - c) functional research on the basis of projects won in public competitions,
 - d) industrial and applied research and development on the basis of agreements with private, public or other legal entities and from resources acquired from foundations and donations.
- (2) In connection with scientific, research, development, innovative, artistic and other creative activities, the TUL performs habilitation procedures and procedures for the appointment of professors. The list of branches in which the TUL is authorised to perform habilitation procedures and procedures for the appointment of professors is made public on the public part of the TUL web sites.

²⁾ *I.e. the Act. No. 111/1998, Coll., On Higher Education Institutions as amended,*

Article 11
Additional Activities

- (1) The TUL creates conditions for international relations of its faculties, departments, employees and students.
- (2) Contracts with foreign partners can be signed by the Rector, the Dean or the Director of the University Institute in the extent set by the Art. 24 of the Act, or by people authorised by the Rector or Dean. The contracts are archived at the Rector's office.
- (3) TUL performs editorial activities.
- (4) Special Acts and legal regulations apply to foundations and foundation funds, or other non-profit organizations which the TUL and/or a faculty or department have founded and administered.
- (5) The University Library provides information support for the educational and scientific-research processes at the TUL. It makes the current state of knowledge accessible to public, mainly in the disciplines fostered at the TUL.
- (6) The TUL provides catering and accommodation services to students, employees and other people at the university canteens.
- (7) The TUL arranges school meals.³⁾

Article 12
Evaluation Activities

- (1) The TUL evaluates its activities annually.
- (2) TUL processes an annual report on the activities of the university. The details of the report are set by law.
- (3) TUL processes an annual report on university management. The submission, discussion and approval of the report are set by the law.
- (4) TUL processes the strategic plan of the university. The submission, discussion and approval of the plan are set by the law.
- (5) TUL processes a report on the internal quality assessment of the educational, creative and related activities of a public university. The submission, discussion and approval of the report are set by the law and an internat regulation TUL.

PART 3
SUPPLEMENTARY ACTIVITIES

Article 13

The TUL realizes supplementary activities in accordance with the law, the Statutes and according to the Bursar's directive.

PART 4
CONSTITUENT PARTS OF THE TUL

Article 14
Organisational Structure

- (1) The TUL is divided into the following constituent parts:

The Act No. 130/2002, Coll., On Support of Research and Development as amended.

³⁾ *Art. 119 of the Act No. 561/2004, Coll., On Preschool, Basic, Secondary, Tertiary Professional and Other Education (The Education Act).*

Art. 3, Par. 1 (a), regulation No. 107/2005 Sb., On School Meals.

- a) faculties,
- b) university institutes,
- c) university organisations,
- d) additional units,

as listed in the Appendix No. 1.

- (2) The list of TUL constituent parts and their abbreviations is published in the Appendix No. 1.
- (3) The organization and control of activities and management of the parts of the TUL according to the Par. 1 (a) and (b), are set their Statutes and their Organization Regulations.
- (4) The head of the university institute is the director; a university-wide or other department is led by the director or the head who is appointed by the Rector on the basis of a selection procedure.

Article 15

Faculties and University Institutes

- (1) A faculty is a basic part of the TUL, it carries out at least one accredited study programme and performs educational and scientific, research, development and innovative, artistic and other creative activities as set by the Act and these Statutes.
- (2) The University Institute carries out scientific, research, development and innovative, artistic and other creative activities and can take part in the implementation of accredited study programmes or their parts.
- (3) The Dean of the faculty is entitled to decide or act on behalf of the TUL in the matters set in the Art. 24 Par. 1 of the Act. Besides matters stated in Art. 24 Par. 1 of the Act, the Dean is also entitled to decide or act on behalf of TUL in the following matters concerning the faculty:
 - a) creation and implementation of study programs,
 - b) the strategic focus of creative activity,
 - c) foreign contacts and activities
 - d) supplementary activities and the management of the resources obtained from these activities.
- (4) The Director of an institute has the right to act on behalf of the TUL in the following matters:
 - a) the focus and organization of scientific, research, development, artistic and other creative activities,
 - b) labour-law relations,
 - c) international contacts and activities,
 - d) administration of the allocated financial resources,
 - e) supplementary activities and administration of the resources from these activities.
- (5) Faculties and university institutes and university organisations cooperate in realizing their aims.
- (6) The management and internal management of the faculty are managed by the secretary to the extent specified by the Dean's order. The secretary is appointed and dismissed by the Dean. This provision is also valid for the university institute.

PART 5

AUTHORITIES OF THE TUL

Article 16

Autonomous and Other Authorities and the Disciplinary Committee

- (1) Autonomous academic authorities according to the Art. 7, Par. 1 of the Act are:
 - a) Academic Senate,
 - b) Rector,
 - c) Scientific Board.

- d) Internal Evaluation Board
- (2) Other authorities according to the Art. 7, Par. 2 of the Act are:
 - a) the Board of Governors,
 - b) Bursar.
- (3) Disciplinary Committees are formed by TUL and the faculties.

**Article 17
Academic Senate**

- (1) The Academic Senate TUL (hereinafter referred to as "Academic Senate") has 21 members, out of which there are 7 students who constitute the chamber of students and 14 members of the academic staff who constitute the chamber of academic staff.
- (2) Each faculty elects 3 members of the Academic Senate one of which is a student.
- (3) The election procedure and the ways in which the Academic Senate acts are set in the inner regulation with the title "The Rules of Election of the Academic Senate" and "The Rules of Procedure of the Academic Senate."
- (4) The TUL creates conditions for the activities of the Academic Senate.
- (5) The Academic Senate has the right to require expert opinions and consultations.
- (6) The Academic Senate act according to Art. 8 and Art. 9 of the Act.
- (7) Upon the Rector's proposal, the Academic Senate also approves the Statutes of the university institute.

**Article 18
Rector**

- (1) The Rector mainly:
 - a) acts as the representative of the TUL, directs it, represents, acts and makes decisions in the matters of the TUL, if not stated otherwise by the law; in the case when a special regulation assumes the activity of a statutory authority, this activity is fulfilled by the Rector,
 - b) summons meetings of the Deans and consults the matters of the TUL with them,
 - c) decides about the potential reduction, cancellation or postponement of the fees for study upon students' requests and after a consultation with the Dean,
 - d) The Rector submits to the Academic Senate documents for legal proceedings which require prior written consent of the Board of Governors according to the Art. 15, Par. 1 of the Act,
 - e) performs other activities needed for the operation of the TUL in accordance with the Act and the Statutes.
- (2) Vice-rectors act on behalf of the Rector in an extent determined by the Rector.
- (3) Vice-rectors:
 - a) are answerable to the Rector,
 - b) act in one another's place in the way determined by the Rector.

In the Rector's absence, a Vice-rector authorised by the Rector acts on behalf of the Rector with matters that cannot be delayed.

**Article 19
Scientific Board**

- (1) The legal status, compositions and the sphere of activities of the Scientific Board of the TUL (henceforth "Scientific Board") are set by the Art. 11 and Art. 12 of the Act. The proceedings and activities of the Scientific Board are governed by an internal regulation called the Rules of Procedure of the Scientific Board.
- (2) The competence of the TUL Scientific Board stated in Art. 12 Par. 1 (b) and (c) of the Act shall be entrusted to the TUL Internal Evaluation Board.

Article 20
Internal Evaluation Board

- (1) The legal status, composition and competence of the Internal Evaluation Board of the TUL (hereafter referred to as the "Internal Evaluation Board") are governed by the Art. 12 (a) of the Act.
- (2) With these Statutes, TUL establishes the Internal Evaluation Board.
- (3) The Internal Evaluation Board has 12 members.
- (4) The composition, activity and manner of procedure is regulated by an internal regulation called the Statute of the Internal Evaluation Board.

Article 21
Disciplinary Committee

- (1) The Disciplinary Committee of the TUL discusses disciplinary offences of students registered at the TUL and submits a proposal for the decision to the Rector of the TUL (Art. 13 of the Act).
- (2) The Disciplinary Committee has four members, half of them are students.
- (3) The Disciplinary Committee acts according to the inner regulation with the title "Disciplinary Regulation for the Students of the TUL".

Article 22
Board of Governors

- (1) The Board of Governors consists of 12 members.
- (2) The TUL creates conditions for the activities of the Board of Governors (drawing up the minutes and other documents, their reproduction and distribution, the reimbursement of travel expenses according to special inner regulations).
- (3) The Board of Governors, its position and its competence are defined in Articles 14 and 15 of the Act.
- (4) The Board of Governors is governed by an internal regulation entitled Statute of Board of Governors.
- (5) The date of the referral in the sense of Art. 14 Par. 5 of the Act is understood the day when the Rector submits the relevant proposal to the Secretary of the Board of Governors.

Article 23
Bursar

- (1) The Bursar is answerable in terms of his/her activities to the Rector.
- (2) The Bursar acts on behalf of the TUL in an extent set by the Rector's directive according to the Art. 16, Par.1 of the Act.
- (3) Economic and administrative department of the TUL is the Rector's Office. As a part of its activities it also provides legal and supervisory services of the TUL.

Article 24
Consultative Bodies

- (1) The Academic Senate, Rector, Deans, Vice-rectors, Vice-deans, and the Bursar can set up consulting committees including common committees for the authorities of academic autonomy. The committees are chaired by appointed members of the Academic Senate or the Rector, Vice-rectors or the Bursar, or appointed employees or students.
- (2) Permanent consultative bodies of the Rector are the Rector's Consultative Panel and the Collegium. The Consultative Panel's members are the Rector, Vice-rectors, the Bursar, the Deans and Heads of higher education institutes. The Collegium consists of the Rector, Vice-rectors, the Bursar, the representative of the TUL at the Council of Higher Education Institutions of the Czech Republic, the head of the Academic

Senate, Deans, Vice-deans, Heads of university institutes, the representative of students, the representative of trade unions and other members appointed by the Rector.

- (3) The Rector can set up a committee for public relations. The members are appointed by the Rector from important personalities of social life and from the graduates of the TUL. The committee can organize activities of the community of the graduates and friends of the TUL.

PART 6 STUDY PROGRAMMES, LIFELONG LEARNING PROGRAMMES, ACCREDITATION PROCESS

Article 25 Proposals of Study Programmes

- (1) The TUL or its faculty work out proposals of study programmes which they want to offer including all requirements set in the Art. 44 to 47 of the Act.
- (2) In appendices to proposals potential further specifications can be added.
- (3) The proposal of a study programme including appendices is submitted by the Dean to the Rector.

Article 26 Study Programme Accreditation

- (1) The application for the accreditation of a study programme is submitted to the National Accreditation Authority by the Rector.
- (2) The TUL or its faculty monitors the validity and compiles the documents needed for the application for prolongation or extension of an accreditation of a study programme according to the Art. 80 of the Act.

Article 27 Proposals of Lifelong Learning Programmes

- (1) The TUL or its faculty work out proposals of programmes of Lifelong Learning which they offer.
- (2) The proposals of programmes of Lifelong Learning are submitted to the Rector by the Dean.
- (3) Programmes of Lifelong Learning are realized by a faculty itself or by means of the Centre of Lifelong Learning.

Article 28 Accreditation of the Habilitation Procedures and Procedures for the Appointments of Professors

- (1) The applications for the accreditation of habilitation procedures and procedures for the appointment of professors are submitted to the the National Accreditation Authority by the Rector according to the Art. 82 of the Act.
- (2) The documents needed for the accreditation of habilitation procedures and procedures for the appointment of professors are compiled by the TUL or its faculties.
- (3) If the validity of the accreditation of habilitation procedures and procedures for the appointment of professors is limited, the TUL or its faculties monitor its validity and take respective measures.

PART 7 STUDENTS

Article 29 Students

- (1) An applicant becomes a student on the day of his/her registration to studies in a study programme offered by the TUL or its respective faculty. The person whose studies had been interrupted becomes a student on the day of re-enrollment.
- (2) A student shall cease to be a student of the TUL:
 - a) on the day of the termination of studies in the respective study programme according to the Art. 55 Par. 1 or Art. 56 Par. 1 and 2 of the Act,
 - b) on the day of the interruption of studies in the respective study programme according to the Art. 54 of the Act.
- (3) The Principles for Granting the Scholarship are determined by an internal regulation called Scholarship Regulation of the TUL.

PART 8 EMPLOYEES

Article 30 Academic Staff and Other Employees

- (1) Employees of faculties, Rector's office and other constituent parts of the TUL shall appear in labour-law relations with the TUL.
- (2) In agreement with the Art. 3 of the Act, academic employees of the TUL shall be members of the Academic Community of the University and simultaneously of the Academic Community of one faculty at most. The membership in the academic community of a faculty is determined by the highest percentual work load at the respective faculty within the TUL. In the case of two equal workloads at two faculties, the academic staff member shall choose to which academic community he/she wants to belong.
- (3) If an academic staff member of the TUL is at the same time also a student of the TUL, their membership in the academic community of students or the academic community of academic staff is determined by the state which happened earlier.
- (4) The TUL tenders for filling the academic posts and other staff member posts shall be governed by an internal Tender Regulation.
- (5) For other positions, mainly those of senior executives, employees shall be hired on the basis of a tender or in another way specified by the Rector or the Dean.
- (6) Employees are remunerated according to the TUL Internal Remuneration Regulation.

Article 31 Appointment of Associate Professors and Professors, Invalidation Proceedings

- (1) Habilitation procedures in the accredited branches, which are listed on the public part of TUL websites are realized at the respective faculty according to the Art. 72 to 75 of the Act.
- (2) The proposal for appointment of a professor is submitted to the Ministry of Education, Youth and Sports by the Rector.
- (3) Procedures for the appointment of professors in the accredited branches, which are listed on the public part of TUL websites, are realized at the respective faculty according to the Art. 74 and 75 of the Act.
- (4) The Rector decides in the invalidation proceedings of appointing an associate professor in the case of habilitation proceedings held on TUL (Art. 74 (a) to (c) of the Act).
- (5) The documents for the decision in the proceedings under paragraph 4 shall include the opinion of the Review Committee appointed by the Rector. The Review Committee has 5 members, one of whom is appointed by the Rector on the proposal of the Minister, and the majority of the members of the Committee are not TUL employees.
- (6) Details are provided by an internal regulation called the Habilitation Procedure Order and Procedure for the Appointing of Professor of TUL.

Article 32

Visiting Professors

- (1) At the suggestion of a Dean or Deans, the Rector may entitle a significant expert from another Czech or foreign university or a professional from a company to use the degree of a “visiting professor” for a fixed time period, minimally one semester, but always for a fixed period. The visiting professor is appointed by appointment decree.
- (2) Proceedings for the appointment of a visiting professor take place at the faculty where the study program for which the guest professor is to be appointed or at the university institute involved in the relevant study program takes place.
- (3) Visiting professors shall share the same rights and duties of other members of the Academic Community with the exception to vote and get voted to the Academic Senates.
- (4) The conditions for the specific work of the visiting professor shall be determined by the Rector or the TUL constituent part.
- (5) The labour relations of a visiting professor are governed by generally binding labor law regulations.

Article 33 Emeritus professor

- (1) The Rector may appoint an emeritus professor, on the basis of his / her own proposal, the Dean's proposal, the proposal of the Director of the University Institute, after approval by the TUL Scientific Board.
- (2) Proceedings for the appointment of emeritus professor take place at the faculty where the study program for which the guest professor is to be appointed or at the university institute involved in the relevant study program takes place.
- (3) The emeritus professor is not considered academic staff, but is authorized to perform both pedagogical and creative activities within the part on which he operates.
- (4) The conditions for the specific work of the emeritus professor shall be determined by the Rector or the TUL constituent part.
- (5) The emeritus professor performs their activity on the basis of a work agreement established outside the employment relationship.

PART 9 ACADEMIC INSIGNIA AND CEREMONIES

Article 34 Insignia

- (1) The external expression of academic traditions, rights and freedoms, powers and responsibility of the Rector, Dean, Vice-Rectors and Vice-Deans shall be represented by insignia of the TUL and its faculties.
- (2) The use of insignia for University ceremonial events shall be determined by the Rector, for faculty events by the Dean.
- (3) Documentation related to insignia is stored in the registry.

Article 35 Academic Gowns

- (1) The following dignitaries shall be entitled to wear academic gowns of the TUL on ceremonial occasions:
 - a) Rector, Deans, Vice-Rectors, Bursar, Vice-Deans,
 - b) members of the TUL Scientific Board and Scientific Boards of faculties,
 - c) academic staff and additional members of the Academic Community in accordance with the decision of the Rector,

- d) significant guests nominated by the Rector or Dean.
- (2) The Rector shall take a decision on the way of using the academic gowns for the University events and the Dean for the faculty events.
- (3) Documentation related to academic gowns is stored in the registry.

Article 36
Academic Ceremonies

- (1) The academic ceremony after the successful completion of studies (graduation ceremony) is organized by the respective part of the TUL. It takes place in the presence of the Rector or Vice-rectors and for the study programmes realized by faculties in the presence of their Deans, Vice-deans and authorised members of the Scientific Board and the Academic Senate or the Academic Senates of the faculties. Formulas of the Promoter and the Graduation and Doctoral Oaths are included in the Appendix 3.
- (2) The academic ceremony at the beginning of studies (matriculation ceremony) is organized by the respective part of the TUL. For the study programmes realized by the TUL it takes place in the presence of the Rector or Vice-rectors. For the study programmes realized by faculties it takes place mainly in the presence of their Deans and Vice-deans. Full wording of the matriculation oath is listed in the Appendix No. 3.
- (3) Academic ceremonies, unlisted in the Art. 33 (1) and (2), shall install the Rector and Deans in their offices, accompany the event of granting the honorary degree Dr. h. c.; more ceremonies may accompany the meetings of the Scientific Board and graduation from programmes of Lifelong Learning.
- (4) The content and the course of Academic Ceremonies is proposed by the respective Vice-rector or Vice-dean and approved by the Rector or Dean.
- (5) Academic Ceremonies take place at the seat of the TUL. The Rector can, upon the Dean's application, permit an exception.

Article 37
The Seal of the TUL

Autonomous academic authorities and other authorities of the TUL use the seal mainly to mark diplomas, certificates, publications and prints and letters.

Article 38
Commemorative Medals, Rector's Awards

- (1) The TUL awards commemorative medals to its employees and students who have contributed to the development of the TUL, science and erudition and academic liberties.
- (2) Commemoration medals are awarded by the Rector.
- (3) The Rector can award the Rector's award to an employee or a student for important achievements.
- (4) Documentation related to the commemorative medals and Rector's awards is stored in the registry.

Article 39
Honorary Degrees

- (1) In the spirit of university traditions, the TUL awards honorary degrees "Doctor Honoris Causa" (abbreviated as "Dr.h.c.") to outstanding personalities both from the Czech Republic and abroad who have significantly contributed to the development of the TUL or areas which belong to the focus and long-term orientation of the TUL.
- (2) Awarding honorary degrees shall be subject to a regulation issued by the Rector after approval by the Academic Senate.
- (3) The person to be awarded the honorary degree shall need to express acceptance of it.
- (4) At the suggestion of a Dean, the Rector may award honorary degrees of an "honorary professor of the TUL" or "honorary associate professor of the TUL" upon their retirement.

- (5) The holder of the honorary degree listed in section (4) shall be entitled to participate in meetings of the Academic Community of the TUL.
- (6) The holder of the honorary degree shall get no remuneration.

PART 10 FINANCIAL MANAGEMENT OF THE TUL

Article 40 Financial Management Regulations

Financial management regulations are included in the Appendix No.2.

PART 11 COMMON AND FINAL PROVISIONS

Article 41 Internal Legislation

- (1) The Statutes are completed by these appendices:
 - a) Names and designated seats of faculties, special-purpose and other university units (Appendix No. 1),
 - b) Financial Management Regulations (Appendix No. 2),
 - c) Academic Oaths (Appendix No. 3).
 - d) Study Related Fees (Appendix No. 4).
- e) (2) Apart from internal regulations defined in the Art.17, Par. 1 (a) to (j) of the Act, other internal regulations of the TUL include The Rules for Studies in Programmes of Lifelong Learning of the TUL, Rules for Accreditation of Study Programs, Habilitation Procedure Order and Procedure for the Appointing of Professor of TUL, Statute of the Internal Evaluation Board. Internal regulations of the TUL are subject to a registration by the Ministry.
- (3) Among the inner regulations of the faculties there are those listed in the Art. 33, Par. 2 (a) to (e) of the Act.
- (4) The inner norms include:
 - a) the orders which deal with methodology and organisation matters,
 - b) the orders which deal with operational matters.
- (5) A Rector's directive formulates details about issuing, changing and repealing inner legislation.

Article 42 Final Provisions

- (1) The Statutes of TUL registered at the Ministry of Education, Youth, and Physical Education on 25 July 2006 under file number 18 508/2006-30, as amended, are abolished.
- (2) The Statutes of the TUL were approved according to the Art. 9 Par. 1 (b) of the Act by the Academic Senate of the TUL on
- (3) The Statutes enter into force according to the Art. 36, Par. 4 of the Act from the date of their registration at the Ministry of Education, Youth, and Physical Education.

Professor Dr. Ing. Zdeněk Kůs,

Rector

NAMES AND SEATS OF FACULTIES, UNIVERSITY INSTITUTES, SPECIAL PURPOSE FACILITIES AND OTHER CONSTITUENT PARTS OF THE TUL

The abbreviations for individual constituent parts of the TUL are provided in the brackets.

FACULTY

Technical University of Liberec

Faculty of Mechanical Engineering

with a designated seat in Liberec (FS)

Technical University of Liberec

Faculty of Textile Engineering

with a designated seat in Liberec (FT)

Technical University of Liberec

Faculty of Sciences, Humanities and Education

with a designated seat in Liberec (FP)

Technical University of Liberec

Faculty of Economics

with a designated seat in Liberec (EF)

Technical University of Liberec

Faculty of Arts and Architecture

with a designated seat in Liberec (FUA)

Technical University of Liberec

Faculty of Mechatronics, Informatics and Interdisciplinary Engineering Studies

with a designated seat in Liberec (FM)

Technical University of Liberec

Faculty of Health Studies

with a designated seat in Liberec (FZS)

UNIVERSITY INSTITUTES

Technical University of Liberec

Institute for Nanomaterials, Advanced Technologies and Innovation

with a designated seat in Liberec (CxI)

WHOLE-UNIVERSITY FACILITIES

Rector's Office (REK)

University Library (UKN)

Halls of Residence and University Canteens (KAM)

Centre of Continual Education (CDV)

REGULATIONS FOR FINANCIAL MANAGEMENT OF THE TUL

Article 1

Introductory Provisions

- (1) The TUL has legal personality; it is a public higher education institution.
- (2) The founder of the TUL is the Ministry.
- (3) Financial management of the TUL is in compliance with the Act, decisions of the Ministry on awarding the contribution and subsidies from the State Budget and with all legal regulations and the Statutes of the TUL, mainly with these regulations of financial management.

Article 2

Financial Management of the TUL

- (1) The TUL shall perform its financial management according to the budget of costs and revenues, prepared for every calendar year. The budget must not be prepared as a deficient budget. After the end of the given year, the TUL shall conduct the settlement of contributions and subsidies from the State Budget and shall submit the settlement to the Ministry within the fixed time limits.
- (2) The basic source of the TUL budget shall be contributions, standard and capital subsidies from the State Budget and other receipts pursuant to the Art. 18 (2) of the Act and other special legal regulations.⁴⁾ The amount of the resources for the TUL is set by the Ministry according to rules which are publicly announced, annually specified and discussed with the representatives of the university (Art. 92, Par. 3 of the Act).
- (3) When managing means provided from the State Budget, the TUL shall be obliged to economize and to use these financial means efficiently in compliance with the Act and other special legal regulations⁵⁾, in agreement with the decision of the Ministry about the provision of the contribution or subsidies. The Rector shall be responsible towards the Minister of Education, Youth and Physical Education for efficient use of contributions and subsidies, settlement of subsidies with the State Budget and due management with assets.
- (4) For the realization of the accredited study programmes and programmes of Lifelong Learning and the related science, development, research, artistic or other creative activities (hereafter "main activities"), the TUL owns immovable and movable property and is obliged to keep its proper records. The TUL manages this property within the framework of the main activities in a way guaranteeing its full and effective use. Temporarily unnecessary or superfluous property can be used by other subjects in exchange of a financial settlement. Permanently unnecessary property is transferred to the ownership of other subjects for money or in exceptional cases free of charge, and the TUL at the same time may get into its ownership property needed to the fulfilment of the function of the TUL. The Rector, the Deans or the Director of the Institute, or the Bursar in accordance with the Act and in the extent set in Bursar's directive (Art. 16 and 19, Par. 2 of the Act) have the right to decide about the management with the property of the TUL. This decision does not apply to activities specified in the Art. 15 of the Act.
- (5) The TUL accountancy is administered in the system of double-entry bookkeeping, in accordance with common provisions about accountancy.⁶⁾ In its accountancy the TUL is obliged to separate costs and profits connected with complementary activities.
- (6) Within its main activities, the TUL provides also goods delivery and provision of services to students, which extend the educational activities (mainly copying, print services, the sale of study literature, etc.).

⁴⁾ E.g. Art. 12 to 14 of the Act No. 218/2000, Coll.,
Regulation of the MF No. 40/2001, Coll.,
Act No. 130/2002, Coll.,

⁵⁾ E. g. Act No. 218/2000, Coll.,

⁶⁾ For example the Act no. 563/1991, Coll.,
The regulation of the Ministry of Finance No. 504/2002, Coll.

- (7) The TUL has the right to deposit pecuniary or non/pecuniary deposits to legal bodies, but only after the approval of the Academic Senate and the approval of the Board of Governors.
- (8) Payments of sanctions shall be a part of costs of the TUL.
- (9) The TUL shall have the right to accept credits and loans for both running and capital expenses, unless no claims towards the State Budget arise from accepting the same, and if their returnability is secured within the management of the TUL. The state shall not be liable for commitments of the TUL.
- (10) Financial resources from the contribution and subsidies from the State Budget are appropriated at the TUL in accordance with the methodology of the Ministry, the Ministry of Finance and the Czech National Bank for the act of the State Budget execution or for the provisional budget.

Article 3

Financial Management of Current Assets of the TUL

- (1) The TUL shall acquire financial means for ensuring its main activities financed from current assets from the following, in particular:
 - a) contributions from the State Budget toward scientific and research activities, educational activities, developmental or other creative activities,
 - b) subsidies from the State Budget,
 - c) fees related to studies,
 - d) return on assets,
 - e) other receipts from the State Budget, from state funds, the National Fund, budgets of municipalities and regions and from the budget of the European Union,
 - f) return on supplementary activities,
 - g) income from gifts and legacies, from income from foundations and foundation funds,
 - h) association of financial means,
 - i) created funds,
 - j) loans provided by financial institutions,
 - k) its own sources from other returns.
- (2) Fees related to studies are the main income from the main activities of the TUL.
- (3) Fees for Lifelong Learning programmes organised according to the Art. 8 of the Statutes constitute the income from the main activity of the TUL.
- (4) The TUL pays contributions according to a signed agreement of the association of resources which it can use for activities for which they were associated.
- (5) The TUL organizes scientific and specialized symposia, conferences and similar events the budget of which must be balanced by contributions of participants and its own sources. The TUL may provide means to cover the costs connected to participation of its employees at events organised by another legal personality if the programme is related to the activity of the TUL.

Article 4

Financing for Investment Activities of the TUL

- (1) The TUL shall acquire financial means for ensuring activities financed from capital assets from the following, in particular:
 - a) individual or systemic capital transfers (investment subsidies) from the State Budget,
 - b) contributions from the State Budget toward educational, scientific, research, developmental and other creative activities,
 - c) public budgets, state funds and the budget of the European Union,
 - d) its own sources of the fixed assets reproduction fund,

- e) combined means for joint investment activities,
 - f) loans provided by financial institutions,
 - g) purpose-directed gifts and legacies, income from foundations and foundation funds,
 - h) its own sources from other returns.
- (2) The resources gained from individual or systemic capital transfers (investment subsidies) from the State Budget are strictly special-purpose bound and are subject to the annual settlement.
- (3) Other financial resources obtained for investment activities are the activities of the TUL and they can be used to finance its investment activities. If the obtained resources are provided upon an agreement for a particular purpose, the TUL is bound by this agreement in using the resources.
- (4) Financial operations concerning investment activities are administered by the means of the account “Own Property” and the account “ Fund of Reproduction of the Investment Property”.

Article 5 The TUL Funds

- (1) The TUL shall raise the following funds:
- a) the reserve fund,
 - b) the fixed assets reproduction fund,
 - c) the scholarship fund,
 - d) the remuneration fund,
 - e) the special-purpose means fund,
 - f) the social fund,
 - g) the operational means fund.
- (2) The reserve fund shall be formed from allocation from profit after it has been taxed. The reserve fund shall be used primarily to cover losses of the following accounting periods and to cover needs unprovided for by the budget. The use of the fund is accounted for in the profits and costs.
- (3) The fixed assets reproduction shall be formed from:
- a) allocation from profit after it has been taxed,
 - b) the balance of the contribution from the State Budget as of December 31 of the current year,
 - c) book depreciations of long-term assets,
 - d) the profit from the sale and liquidation of the long-term property at its residual value (that which exceeds the residual value is other profit).

The fixed assets reproduction fund shall be used for the following purposes:

- a) to procure long-term assets,
 - b) to provide means to others on the basis of an agreement on joint investment activities,
 - c) to pay instalments of investment credits and loans,
 - d) as a complementary resource of financing of mending and maintenance of the long-term property after securing investment needs of the TUL (it is accounted to the profits of the TUL).
- (4) The scholarship fund shall be formed from:
- a) fees for study as per the Art. 58 Par. 6 of the Act,
 - b) transfers of tax-deductible costs according to a special legal regulation.⁷⁾

⁷⁾ Act No. 586/1992, Coll.

The resources of the fund are registered according to the parts which produced them and they can be used only for scholarships for students according to the Scholarship Regulations of the TUL. Their use is decided upon by the Rector or the Dean. The resources of the scholarship fund are not the resources provided to the TUL for scholarships as a part of the contribution or subsidy from the State Budget; these resources are subject to the annual settlement with the State Budget.

- (5) The remuneration fund shall be formed from allocation from profit after it has been taxed. The means of the fund shall be used in compliance with the Internal Salary Regulation of the TUL. The use of the fund is accounted for in the profit and costs.
- (6) The special-purpose means fund shall be formed from:
 - a) purpose-directed public means, including means of purpose-directed and institutional support of research and development from public funds that could not be used by the TUL during the budget year in which they were provided,
 - b) purpose-directed gifts, with the exception of gifts intended for procurement and technical revaluation of long-term assets,
 - c) purpose-directed financial means from abroad.

Purpose-directed means listed in the section (a) above can be transferred to the fund of purpose-directed means up to the amount of 5% of the purpose-directed public funds provided to the TUL for individual research projects or research intentions in the respective calendar year; in the case of other support from public resources up to the amount of 5 % of this support provided to the TUL in the respective calendar year. The transfer of purpose-directed means shall be reported in writing by the TUL to their provider. The special-purpose means fund may be used only for the purpose for which these means have been provided to the TUL.
- (8) The social fund shall be formed from basic allocation at the expense of costs up to the amount of 2% of the annual volume of costs of the TUL accounted for salaries, compensation for salaries and remuneration for the on-call duty. The resources of the fund shall be used mainly for the care for the employees according to approved rules.
- (8) The operational means fund shall be formed from profit after taxation and from the balance of contribution from the State Budget as of 31 December of the current year. Means of the fund may be used to cover running (non-investment) costs in the current calendar year.
- (9) The TUL may distribute profit after taxation into their funds only if losses, if any, from previous periods have been covered. Balance of funds as of 31 December of the current year shall be transferred to the following budget year.
- (10) During the distribution of profit after taxation among individual funds of the TUL, specific needs of the TUL shall be taken into consideration.
- (11) In legitimate cases the TUL has the right to transfer resources among the funds with the exception of the scholarship fund and the fund of special-purpose resources.

Article 6

Component Budgets of Faculties and Other TUL Constituent Parts

- (1) In the central accountancy, individually registered faculties, the higher-education institute, the Rector's office and the Halls of Residence and students' canteens are the basis for the redistribution of the financial resources within the TUL.
- (2) The contribution and subsidies from the State Budget and other income according to the Art. 18, Par. 2 of the Act and other special provisions⁴⁾ are the basic source of the financial management of the faculties and other constituent parts of the TUL. The division of the contribution, subsidies from the State Budget and other financial resources to the faculties and other parts of the TUL is upon the Rector's suggestion approved by the Academic Senate every year.
- (3) Faculties and other parts draw up component budgets for a calendar year and manage their financial means according to them. The deans, and in the case of other parts their heads, are answerable to the Rector for the effective use of the contributions and subsidies from the State Budget and their potential settlement with the State Budget and for the proper management with the property. In the case of a deficit course of the budget

management of a faculty or another part, the Rector has the right to take exceptional measures and he/she at the same time decides about the way in which the loss of a faculty or another part will be settled. In the case of a positive balance of the financial management of a faculty or another part, the balance will be transferred to the budget of the following year in accordance with the decision of the Dean or the Head.

- (4) Apart from the contribution and subsidies from the State Budget, the faculties and other parts can gain other common financial means:
 - a) fees related to study,
 - b) from the profit from the property bought from the budget of a faculty or another part,
 - c) from other income from the state budget, from state funds, from municipal budgets and the budgets of the EU,
 - d) from the profits from complementary activities,
 - e) gifts and legacies, income from foundations and foundation funds,
 - f) by associating financial means,
 - g) their own sources from returns.
- (5) Faculties and other parts also manage capital resources approved by the Academic Senate for the purchase of machines and equipment and for building adjustments realized by the technical department of the TUL or monitored by this department. These resources come from the share of means gained from accounting depreciations of long-term property.
- (6) Faculties and other parts can gain capital resources also:
 - a) from special-purpose contributions and subsidies from the State Budget,
 - b) from their own share of the financial management result of the TUL after its taxation,
 - c) from special-purpose subsidies from the State Budget aimed at projects of science and research (including foreign ones) ,
 - d) from special-purpose gifts or associated resources on the basis of an agreement on their association,
 - (e) from the profit from the sale of long-term property bought from FRIM allotment to a faculty or another part at its residual value. If a higher value than the residual value is gained, the exceeding part is the profit of a faculty or another part and it can be used for financing non-investment activities. If a lower value than the residual value of the sold property is gained, the difference is a cost in non-investment area.
- (7) The settlements of payments of vindicatory nature caused by faculties or other parts are costs of these faculties or other parts.

Article 7

Supplementary Activities of the TUL

- (1) The TUL shall own assets that must be used to perform the main activity. In addition, its assets may be used for supplementary activities, when in compliance with the Act.
- (2) Within supplementary activities, the TUL shall perform activities that are linked to its main activity. Supplementary activities must not deteriorate the quality, scope and accessibility of activities for the purpose of which the TUL was established.
- (3) To handle the possessions of the TUL is not the object of the supplementary activities.
- (4) Supplementary activities performance shall be decided by the Rector in a special regulation.

Article 8

Financing of Special Purpose Facilities of the TUL

- (1) The TUL shall finance capital and running expenses of its special-purpose facilities having the character of refectories, dormitories, lodging houses, educational facilities for youth and adults, operation of libraries, sport halls and other sports facilities, if these shall serve for employees or students of the TUL.

- (2) In the case that the TUL shall use special-purpose facilities in conjunction with another person or legal entity, the TUL shall contribute to costs and revenues according to a ratio of utilization, as stipulated in a concluded agreement. In addition, lump-sum payments for a pro rata part of utilization of special-purpose facilities may be stipulated in the relevant agreement.

Article 9
Refectories

- (1) TUL is entitled to cover the operation of its own catering facilities, except for the value of the food, providing catering to TUL staff. TUL is also entitled to contribute to replacement meals for its employees according to the conditions agreed in the Collective Contract.
- (2) The TUL shall not subsidize students' meals; however, it may pay the operation of its catering facilities that provide catering services to students by providing them two main meals a day, up to the amount of actual costs, excepting the value of food.

ACADEMIC OATH OF THE TECHNICAL UNIVERSITY OF LIBEREC

Matriculation Oath

Today I have become the member of the academic community of the Technical University of Liberec. I promise that I will fulfil responsibly all the duties which are connected with my studies at the university. I will direct all my effort to the acquisition of high degree of knowledge.

I promise that I will not abuse my academic rights and liberties, and will respect the good name of my university and its academic community.

Formula of the Promoter

Graduates from the programmes provided by the Technical University in Liberec are announced by the promoter. S/he pronounces Bachelors (Masters, Engineers ...) by the means of the following words:

“I pronounce the following graduates from the Technical University of Liberec, who successfully finished the Bachelor (Master) study programme, study branch at the Technical University of Liberec, Bachelors (Masters, Engineers ...). These graduates will now be called upon by their name to swear an oath to the Rector, or the Dean, and to receive the diploma.“

The Oath of a Graduate from the Bachelor or Master Study Programme

Being aware of the importance of university education for multilateral development of the society, I promise that I will use and further extend the knowledge and experience acquired during my studies according to my best strength and abilities to the general benefit and will never abuse it.

I solemnly promise that I will always behave in accordance with democratic and humanistic traditions and general moral principles and that I will respect the Czech Republic and the Technical University of Liberec.

The Oath of a Graduate from the PhD. Study Programme

Your Magnificence,

Being aware of the importance of science for the multilateral development and education of the society, I promise that I will use the scientific knowledge and experience acquired during my studies in the Doctoral study programme according to my best strength and abilities to the general benefit and with the awareness of the special responsibility for the development of the erudition of the whole society.

I will endeavour the further development of scientific knowledge in my field, support the development of the future scientific generation and follow the international character and ethical traditions of science.

I promise that I will always behave in the spirit of democracy and humanism and in my activities reinforce the good name of the Czech Republic, the Technical University of Liberec and all its faculties.

STUDY RELATED FEES

- (1) The fee for admission procedure according to Art. 58 Par. 1 of the Act

The amount of the fee for the organization of the admission procedure shall be in the extent of maximum 20 % of the base stated in the Art. 58, Par. 2 of the Act.

The specific amount of study admission procedure fees is set as follows:

Faculty	Bachelor and Master Study Programme	Follow-up Master Study Programme	PhD. Study Programme	Study Programmes in English
FS	500 CZK	500 CZK	500 CZK	500 CZK / 25 USD
FT	500 CZK	500 CZK	500 CZK	500 CZK / 25 USD
FP	550 CZK	550 CZK	550 CZK	
EF	550 CZK	550 CZK	550 CZK	550 CZK/ 25 USD
FUA	560 CZK	560 CZK	560 CZK	560 CZK/ 25 USD
FM	450 CZK	450 CZK	0	450 CZK/ 25 USD
FZS	500 CZK	500 CZK		
TUL			500 CZK	

Should the base defined according to the Art. 58 (2) cause that the amount of the fee for study admission procedure exceeds the sum defined in the Act, the fee shall be defined in the extent of maximum 20% of the base as per Art. 58 (2) of the Act.

- (2) The fee for exceeding the standard study period as per Art. 58 (3) of the Act

The amount of the fee for exceeding the standard study period extended by one year is calculated for each six commenced months as follows:

in the first year of exceeding the standard study period	16,200 CZK
in the second year of exceeding the standard study period	24,300 CZK
in further years of exceeding the standard study period	48,600 CZK

- (3) Fees for study programmes carried out in a foreign language according to the Art. 58 (5) of the Act

The fee shall be calculated as follows:

Faculty		USD/academic year		USD/academic year
FS	Bachelor and Master Study Programmes	4,000 USD	Ph.D. Study Programme	2,000 USD
FT		3,000 USD		2,000 USD
EF		3,500 USD		1,200 USD
FUA		5,000 USD		
FM		5,000 USD		2,000 USD
FZS				

- (4) The amount of the study-related fees shall be made public for each academic year on on public part of the TUL websites of individual faculties and the Rector's office at the latest one day before the admission application deadline.
- (5) The fee as per Par. 2 shall be set for the student by the Rector, the Dean of the faculty or the Head of the university institute; the decision on the extent of the fee shall be issued at least 90 days prior to the due date of the fee.
- (6) The fee as per Par. 3 shall be set for the student by the Rector, the Dean of a respective faculty; the decision on the extent of the fee shall be delivered to the student at least 30 days prior to the due date of the fee.

- (7) Study-related fees as per Par. 1 shall be settled at the latest on the date of submitting the admission application.
- (8) Study-related fees as per Par. 2 shall have the due date within 90 days after the receipt of the decision on the amount of the fee.
- (9) Study-related fees as per Par. 3 shall have the due date within 30 days after the receipt.
- (10) Study-related fees shall be transferred by cashless method to the bank account of the TUL.
- (11) Upon a student's application for appeal of the study-related fee as per Par. 2, the Rector is at liberty to reduce, waive or defer the due date of study-related fees taking account of the recommendation of the Dean or Head of the institute where the student is enrolled because of these reasons:
 - a. excellent study results,
 - b. precarious social or health situation,
 - c. family reasons or other significant reasons.
- (12) Upon the student's application and according to Par. 3, the Dean is at liberty to reduce, waive or defer the due date of the study-related fees or break them into several instalments in cases worthy of special consideration.
- (13) Art. 64 of the Act can be applied in the case of failure to settle the study-related fees.