

The Statutes of the Academy of Performing Arts in Prague, registered under no. 19 289/2010-30 by the Ministry of Education, Youth, and Sport, in accordance with Article 36, Section 2 of the Higher Education Act (No. 111/1998 Sb.), as amended, on 19 July 2010.

*Associate Prof. Ing. Václav Vinš, CSc., CSc.
Director of the Higher Education Department*

**STATUTES
of the ACADEMY OF PERFORMING ARTS in PRAGUE,
as of 12 March 2010**

Under Sections 9.1(b) and 17.1(a)

*of the Act on Higher Education 1998 (no. 111/1998 Sb.) as
amended, the Senate of the Academy of Performing Arts in Prague
has adopted the following statutes:*

**Part One
Preliminary Provisions
Article 1**

1. Under the Higher Education Act 1998 (No. 111/1998 Sb.) as amended, hereinafter "the Act," the Academy of Performing Arts in Prague (Akademie múzických umění v Praze, hereinafter "AMU") shall be a public institution of higher learning of the university-type (hereinafter "the university").
2. AMU was established by a Decree of the President of Czechoslovakia (Decree No. 127/1945 Sb.) on 27 October 1945.
3. Under Section 10 of the Higher Education Act 1990 (no. 172/1990 Sb.), as amended in Act No. 216/1993 Sb., the last legal predecessor of AMU was the Academy of Performing Arts in Prague (Akademie múzických umění v Praze).
4. The registered offices of AMU shall be in Prague and Beroun.
5. AMU shall be a university art school. Its fields of instruction include the visual arts, the dramatic arts, music, dance, audio-visual art, photography, multimedia, and related creative fields, as well as academic and research work. An integral part of the teaching, fostering, and developing of these arts is the teaching of their history, theory, and analytical thinking.
6. AMU is a corporate body (juristic person). The faculties and other organizational units referred to in these statutes and the statutes of the faculties shall be parts of AMU.
7. AMU and its parts shall independently and freely establish, develop, and maintain international relations that serve to disseminate arts and culture and to deepen education.

8. The name of AMU shall be
in English: **Academy of Performing Arts in Prague**
in German: **Akademie der musischen Künste in Prag**
in French: **Ecole nationale supérieure des arts de Prague**
in Spanish: **Escuela Superior de las Artes de Praga**

Part Two
Membership of AMU
Article 2

1. The membership of AMU shall comprise under the act the academic staff and students of AMU.
2. Academic freedom and academic rights at AMU shall be guaranteed under Section 4 of the Act.

Part Three
Self-governing Organs and Other Organs of AMU
Article 3

1. The self-government of AMU shall be guaranteed by the Act. Freely and independently, AMU shall engage in artistic, educational, learning, cultural, scholarly, research, editorial, publishing, and other related activities on the principles of freedom and democracy. For this work it shall create the appropriate conditions at the national and international levels.
2. The extent of the self-government of AMU is set out in Section 6 of the Act.
3. The organs of AMU, academic, self-governing, and otherwise, are set out in Section 7 of the Act.

Article 4
The Senate of AMU

1. The elections, composition, term of office, and powers of the Senate of AMU (hereinafter "the Senate") shall be regulated by Sections 8 and 9 of the Act and by the Rules of Procedure and Electoral Regulations of the Senate.
2. The Senate shall comprise 15 members. Each faculty shall be represented in the Senate by three members of the academic staff and two students. If a student elected to the Senate enrolls again in another programme at the same faculty during his or her term of office, at the latest within four months of interrupting studies in the previous programme, his or her membership shall not expire.
3. Membership of the Senate shall not be transferable.
4. The term of office of Senate members shall be three years; membership of co-opted members^[1] shall expire with the end of the term of office of the incumbent Senate.
5. The Senate shall have the right to resign or shorten its term.

6. The work of the Senate shall be ensured materially and administratively by the Rector's Office.
7. The Senate shall have the right to information and material necessary for its work.

Article 5

The Rector

1. The status of the Rector shall be provided by the Act, particularly by Section 10.
2. The Rector of AMU and his or her Office (hereinafter "The Rector's Office") shall be situated in Hartig House, Malostranské náměstí 12, Prague.
3. AMU shall have between one and three pro-Rectors. The pro-Rectors shall hold offices defined by the Rector:
 - student affairs,
 - educational and teaching matters,
 - international relations,
 - relations with graduates and the public,
 - artistic activity,
 - scholarship, research and innovation
 - projects.
4. The Rector shall name his or her Deputy from the Pro-Rectors. The Rector's Deputy shall also be in charge of AMU in the event that the Rector's term of office has ended and no new Rector has been elected or appointed. This measure shall apply till a new Rector is appointed.
5. If any Pro-Rectors are appointed by the Rector of AMU, they shall manage and advise on methods in the pedagogy centers of the entire academy, the Library and information services, and the non-academic facilities with authority over the whole Academy, as set out in Article 10(b), (c), and (d).
6. The Rector shall appoint an advisory and coordinating body called the "AMU Administration." Its members shall, as a rule, be the Pro-Rectors, Bursar, Deans, and Chairman of the Senate.
7. The Rector can in special cases declare a day lecture free.

Article 6

The Artistic Council of AMU

1. The means of appointing members of the Artistic Council of AMU (hereinafter "the Artistic Council") and the definition of its powers are set out in Sections 11 and 12 of the Act.
2. The number of members of the Artistic Council shall be determined by the Rector.
3. The Rector shall be entitled to appoint external members to the Artistic Council.
4. The manner in which the Artistic Council shall conduct its business is set out in the Rules of Procedure of the Artistic Council.

Article 7

The Disciplinary Committee

1. The Disciplinary Committee of AMU shall not be appointed under Section 13.4 of the Act. The Disciplinary Committee shall be established by the faculties of AMU.
2. The Disciplinary Procedures of AMU shall be part of the internal regulations of AMU.

Article 8

The Board of AMU

1. The composition, means of appointment, meetings, and jurisdiction of the Board of AMU (hereinafter "the Board") are set out in Sections 14 and 15 of the Act.
2. The Board shall have between 9 and 18 members. The number of members shall always be divisible by three.
3. The Rector, having consulted the Chairman of the Board, shall appoint a Secretary of the Board.
4. The Secretary, together with the Rector and the Rector's Office, shall ensure the conditions, materials, and information necessary for the work of the Board.

Article 9

The Bursar

1. The work of the Bursar and the method of his or her appointment are defined in Section 16 of the Act and by a decree of the Rector.
2. The Bursar shall be appointed and removed by the Rector. As a rule, the selection procedure for the position of Bursar shall be advertised.
3. The Bursar shall prepare budget proposals and present them to the Rector and AMU Administration for comment or approval.
4. If the budget is not balanced in a certain part of AMU, the Bursar shall be obliged to inform the Rector and propose a solution.
5. To ensure a co-ordinated approach by the faculties of AMU in the area of management and administration, the Bursar shall work together with the secretaries of the faculties, managing and advising them. He or she shall be entitled to suspend the effect of decisions of these secretaries if they are in contravention of the current legal regulations or not in the financial interests of AMU. The Bursar shall be obliged to inform the Dean of such a step. Provided the Dean does not annul the decision of the Secretary, the Rector's decision shall be final.
6. The Bursar shall be in charge of the financial affairs of the following workplaces: The AMU Hall of Residence and Teaching Centre, AMU Accommodations, the Teaching and Training Centre in Poněšice, and the Teaching, Training and Accommodations Centre in Beroun (see Art. 10 [d]).

Part Four

The Organizational Structure of AMU

Article 10

AMU comprises the following parts:

(a) Faculties:

The Theatre Faculty of AMU (hereinafter "DAMU")

Address: Karlova 26 and Řetězová 5, 116 65 Praha 1

The Film and Television Faculty of AMU (hereinafter "FAMU")

Address: Smetanovo nábř. 2, 116 65 Praha 1

The Music and Dance Faculty of AMU (hereinafter "HAMU")

Address: Malostranské nám. 13, 118 00 Praha 1

(b) Departments serving the entire academy:

AMU Language Preparation Centre

AMU Movement, Sports and Rehabilitation Centre

(for the addresses, see the Rector's Office)

(c) Library and Information Services:

The AMU Library

The AMU Computer Centre

The AMU Publishing House

(for the addresses, see Rector's Office)

(d) Non-academic facilities serving the entire academy:

AMU Hall of Residence and Teaching Centre

Address: Hradební 7, 110 00 Praha 1

AMU Accommodations

Address: Tržiště 18, 118 00 Praha 1

Teaching and Training Centre, Poněšice

Address: Poněšice 10, 373 41 Hluboká nad Vltavou

Teaching, Training, and Accommodations Centre, Beroun

Address: Barrandova 30, 266 01 Beroun

(e) The AMU Rector's Office – the executive and administrative section of the Rector and the Bursar.

Address: Malostranské nám. 12, 118 00 Praha 1

Article 11

The rules and regulations of the organization and operation of the AMU parts that are listed in Article 10(b) to (e) shall be approved by the Senate of AMU.

Part Five

Studies in Accredited Programmes

Article 12

1. AMU shall offer bachelor's, master's, and doctoral programmes and, in connection with them engage in artistic, academic, research and development, and other creative activities.

2. AMU shall engage in artistic, academic, research and development, and other creative activities in fields generally corresponding to the programmes and acting as extensions of them, or shall do so in related fields.
3. For a fee AMU shall provide programmes of lifelong learning, which are oriented to the participant's occupation or interests. These studies shall take place in accordance with Section 60 of the Act both outside the programmes of study and within them; they shall include, for example, study stays, international courses, training programmes, and seminars. Participants of these courses shall not be considered students. Details of the terms and conditions, including expenses connected with these courses, shall be set out in the internal rules and regulations of the faculties in accordance with the fees schedule as decided by the Rector.

Article 13

1. Studies in the bachelor's programmes fall under Section 45 of the Act. In the field of art, graduates shall be awarded a "Bachelor of Arts" (BcA, in the Czech Republic to be written before one's name). Graduates in the field of art who have been accepted for studies under Section 48.2 of the Act shall be awarded degrees only after completing secondary or secondary specialist education or post-secondary specialist education provided at conservatories.
2. Studies in the master's programmes fall under Sections 46.1 to 46.4 of the Act. Graduates in the field of art are awarded a "Master of Arts" (MgA, in the Czech Republic to be written before one's name). Graduates in the field of art who have under Section 48.2 of the Act been accepted for studies in a master's programme that does not follow on from a Bachelor's programme shall be awarded a degree only upon completion of secondary or secondary specialist education or post-secondary specialist education provided at conservatories. The AMU attendance and examination regulations specify the terms and conditions for studies in a master's programme that does not follow on from a bachelor's programme.
3. Studies in the doctoral programme fall under Section 47 of the Act. Graduates of a doctoral programme shall be awarded the degree of Doctor of Philosophy (Ph.D., in the Czech Republic to be written after one's name).
4. Study in a doctoral programme can be full-time or part-time. The standard period of study is governed by the data for the relevant accreditation.

Part Six

The Substance, Terms and Conditions, and Frequency of AMU Assessments

Article 14

1. AMU shall regularly and continuously carry out assessments of its faculties and the whole school.
2. The assessment process shall respect the special quality and status of a post-secondary school of the arts. It shall monitor mainly the quality of its programmes and the quality of its artistic, educational, scholarly, research and development, and other creative activities. It shall note the achievements of the members of the academic staff and of the students,

both by local and by international standards, and the quality of the staff in relation to the mission of AMU as set out in Sections 1, 5, 7 of Article 1, and in Article 12.

3. The Annual Report shall include a chapter on the assessment of AMU and its various parts.
4. The assessment of AMU and its various parts shall be carried out continuously and be verified by independent persons.

**Part Seven
Students and Studies
Article 15**

1. The rights and standing of a student of AMU are set out in Section 61 and Section 62 of the Act.
2. The obligations of a student of AMU are set out in Section 63 of the Act, in the AMU attendance and examination regulations, and in the other internal rules and regulations of AMU and the faculties. The rights of international students shall be determined, in addition to the Act and AMU regulations, by an agreement concluded between the student and faculty or between the faculty and the foreign school that has sent the student.
3. Under Section 51 of the Act an applicant admitted to a programme of study shall have the right to enrol in courses. The applicant shall be required to enrol in person within the period set by the Dean. Before this period and in exceptional circumstances, at the latest within five working days after the period, the applicant shall be permitted to explain his or her absence in writing.
4. Applicants who fail to register for their courses by the deadline set by the dean without presenting satisfactory evidence or whose explanation has not been accepted as satisfactory, shall forfeit the right to register for their courses.
5. If the student's explanation of his or her failure to register in a course is accepted, a substitute dead-line shall be set or the form of registration for the course shall be determined.
6. The dean shall decide on the acceptability of the excuse, the substitute dead-line for, or substitute form of, registration for a course.
7. After registering for a course the newly admitted student shall be obliged to take the matriculation oath. In the event of a justifiable absence, the student shall take the oath by the deadline before the Rector or the Dean.
8. The terms and conditions for the holding of examinations are set out in Section 53 of the Act and the AMU attendance and examination regulations.
9. The approach to keeping student records at AMU shall be uniform for all students. Its form and content are set out under Section 57 of the Act by the Administration of AMU.
10. For the issuing of substitute documents, which are stipulated in the Act, a fee, set by a decision of the Rector, shall be charged.

**Part Eight
The Terms and Conditions for Acceptance to Study and the Way to
Apply for Admission
Article 16**

1. The terms and conditions for being accepted to study in a bachelor's, master's, or doctoral programme and the means of making applications are set out in Section 48 to Section 50 of the Act and in the AMU attendance and examination regulations.
2. AMU shall require an admissions examination for all programmes and courses. An applicant cannot be exempted from the admissions procedures for study in a bachelor's, master's, or doctoral programme, on the basis of previous results of study or previous artistic achievement.
3. In accordance with the Act AMU shall require an audition as part of the admissions examinations in all programmes and courses, as well as examinations in theory and other areas.
4. An audition shall be held in a form corresponding to the nature of the course. The theory examinations may be in written or oral form or take the form of an objective test.
5. The detailed rules and regulations for admissions procedures and the terms and conditions of acceptance to study shall be determined by the statutes of the faculties in accordance with the Act and the internal rules and regulations of AMU. They must contain the following in particular:
 - (a) the form and content of the admissions examination, specifying the areas of knowledge expected;
 - (b) the requirements for the audition and its scope;
 - (c) the means of assessing the results of the admissions procedures and of assessing other facts demonstrating the presence of prerequisites for study;
 - (d) the dates when the admissions procedures shall take place and the dates when the applicant can consult records relevant to the decision about his or her admission (Section 50.6 of the Act);
 - (e) information about the requirements for the admissions procedures;
 - (f) the ways in which explanations for absence from the admissions examination are assessed, or, in the event, the possibility of holding the examination on an alternative date;
 - (g) the ways in which examination boards are appointed and their duties and jurisdiction are set out.
6. Admissions examinations for the doctoral programme shall be announced regularly by the Dean, or in special cases ad hoc, based on the requirements and availability of the faculty. The terms and conditions as well as the form of the admissions procedures shall be determined by the subject committee of the pertinent programme in the regulations of the individual faculties.

Article 17

1. The applicant shall, by post or by email, make a written application for study in an AMU programme, using the application form and in the manner set out in announcement of the admissions procedures. If the application is incomplete or has irregularities, the faculty shall return it to the applicant to be completed or corrected. If the applicant does not correct the errors

- by the deadline, he or she shall not be admitted to the admissions procedure.
2. If the applicant does not pay the application fees as set out in Section 58.1 of the Act by the deadline and in the required form he or she shall not be admitted to the admissions procedure.
 3. The applicant shall be invited to participate in the admissions procedure by letter or e-mail. If he or she does not appear without a legitimate excuse or if the excuse is not accepted, the admissions procedure will not be held. The assessment of explanations for failing to appear and the possibility of holding admissions examinations at an alternative date shall be determined by the Dean.
 4. Applicants shall not be refunded application fees.
 5. A record shall be kept of all examinations (written and oral as well as auditions), which include the results of the admissions examinations and facts that have bearing on the acceptance or rejection of an applicant.
 6. The decision about the results of the audition shall be posted on the faculty notice-board. Applicants who are unsuccessful shall not proceed to the next examinations.
 7. If the decision about acceptance cannot be delivered, or is not personally accepted, the decision shall be posted on the faculty notice-board.
 8. In a review of decisions about acceptance to studies or rejection (hereinafter "an appeal"), facts such as whether the decisions were taken in accordance with the law, internal regulations, and current rules of the admissions procedures of the programme or course in question are taken into consideration. In an appeal the decision shall be based on checking the record and verifying the assessment of the admissions examination. The discovered facts shall be duly noted in the record of the admissions examination.

Part Nine
Regulations on Fees Related to Studies
Article 18

1. Fees related to studies at AMU are set out in Section 58 of the Act.
2. Fees for the admissions procedures for all programmes shall be determined in accordance with Section 58.2 of the Act. Fees shall also be paid by international students who enrol in courses in Czech or in a study programme in another language.
3. For enrolment in a bachelor's or master's programme for more than a year beyond the standard period of study the Rector shall set the tuition fees at the amount incurred to ensure the enrolment of one student at AMU in the pertinent programme during the previous academic year, at least, however, amounting to one and a half times the basic amount set by the Ministry under Section 58.2 of the Act (hereinafter "the basic amount") for every additional six months of studies commenced. The tuition fees for a student who has already graduated from another bachelor's or master's programme shall be set at the basic amount.

Article 19

1. The decision about the setting of tuition fees under Section 58. 3 and 4 of the Act shall be announced at least 90 days before the fees are due to be

- paid. The applicant or the student shall pay the tuition fees into the account of AMU by the due dates and in the required manner.
2. A decision to reduce, waive or defer payment of tuition fees (hereinafter "concessions") shall be decided by the Rector usually at the suggestion of the Dean based on the following principles:
 - (a) the student shall request a concession in writing, and shall await the Dean's approval;
 - (b) a request for a concession shall be formulated by the student and shall include credible, documented reasons for entitlement to concessions;
 - (c) the request for a concession shall be accompanied by certified documents supporting the main reasons for entitlement;
 - (d) the Rector shall grant the request or turn it down or return it as lacking sufficient documentation.
 3. In deciding whether to grant or refuse concessions the Rector shall in particular bear in mind health or social complications of the student or cases worthy of special consideration, which do not require or do not enable the interruption of studies.

**Part Ten
Scholarships and Bursaries
Article 20**

1. Students of AMU shall be eligible for scholarships and bursaries.
2. The terms and conditions for the awarding of a scholarship or bursary shall be defined by the Scholarship and Bursary Rules and Regulations of AMU.

**Part Eleven
Terms and Conditions for International Students
Article 21**

1. International students shall be accepted for studies in the Czech language on the same terms and conditions as Czech students, providing:
 - (a) they are considered to have achieved the level of education required by the Act for acceptance in a given programme of study;
 - (b) they have met same the terms and conditions laid down for the acceptance of the other applicants;
 - (c) they have passed a test in Czech at the AMU Language Preparation Centre.
2. The terms and conditions of acceptance for study in a programme in a language other than Czech including the amount of the tuition shall be defined by a decision of the Rector in accordance with the AMU attendance and examination regulations on the basis of documentation of the faculties.

**Part Twelve
Academic Staff
Article 22**

1. In accordance with Section 70 of the Act, members of the academic staff shall be employees of AMU, who do both artistic-educational and artistic-academic and research work, or shall have entered into a valid agreement

- to perform work, and who do both artistic-educational and artistic-academic and research work.
2. All positions for the academic staff pursuant to Section 1 above shall be filled on the basis of a selection procedure complying with Section 77 (1) through (3) of the Act.
 3. The details of the selection procedure shall be determined by the Rules and Regulations of the Selection Procedure for Hiring Members of the AMU Academic Staff.
 4. As a rule, positions at administration centres, departments, cabinets, studios and institutes shall also be filled by a selection procedure.
 5. In the artistic-educational sphere, members of the academic staff shall in particular:
 - (a) participate directly in implementing programmes of study in ways set out in the AMU attendance and examination regulations, particularly lectures, seminars, and practicals, examinations and consultation, including appropriate classification;
 - (b) supervise and examine extended essays and dissertations for the bachelor's and master's degrees, in examination and course committees;
 - (c) supervise or examine students in doctoral programmes;
 - (d) participate in creating programmes of study and department strategies and serve on the subject committees of doctoral programmes;
 - (e) prepare newly introduced subjects or modernize existing ones;
 - (f) prepare study materials.
 6. Besides the area of artistic pedagogy, in the areas of art, scholarship, research and development, or other creative spheres, members of the academic staff shall do the following in particular:
 - (a) lead or help to lead artistic, scholarly, and research projects;
 - (b) work in research groups on international artistic or educational projects based on agreements with schools abroad;
 - (c) participate in carrying out important artistic or scholarly projects;
 - (d) participate in committees for habilitation or professorship appointments;
 - (e) be involved in artistic or publishing activity.

Article 23

1. The title "visiting professor" shall be conferred to an employee for the period of his or her engagement at AMU, under the following terms and conditions:
 - (a) the description of his or her work shall correspond to the work of a docent (the equivalent of reader in the UK or associate professor in North America) or professor of AMU;

- (b) he or she shall be a professor or the equivalent of a docent at another university in the Czech Republic or abroad, or shall be an accomplished artist or professional;
 - (c) employment shall be for a limited period only.
2. A visiting professor shall be a member of the academic staff of AMU for the period of his or her engagement at AMU.

Article 24

The granting of sabbatical leave to a member of the academic staff of AMU shall conform to the following principles:

- (a) the member of the academic staff shall make request in writing to the Rector or Dean for sabbatical leave;
- (b) the results that the staff member achieves during the sabbatical leave shall be considered in the overall assessment of his or her work.

Part Thirteen

Rules and regulations for the use of academic insignia and the conduct of ceremonies

Article 25

1. The insignia of office of AMU shall be the outward expression of the academic traditions, rights, freedoms, and social standing of the Rector, Vice-Rector, Deans, and Deputy Deans (hereinafter "senior officers") of AMU and the faculties of AMU.
2. The insignia shall be the gowns, the mace, and the chains of office.
3. The following people shall be entitled to wear gowns and use the other insignia of AMU during ceremonies:
 - (a) senior officers;
 - (b) the Bursar, the faculty secretaries, the chairmen of the senates;
 - (c) the docents (and their equivalent abroad) of AMU following a decision by the Dean, as well as important guests and others (including professors), following a decision by the Rector.
4. Persons on whom the title "Doctor honoris causa" has been conferred shall be lent gowns and chains of office for the ceremony.
5. Documentation of the insignia of office shall be kept in the Rector's Office of AMU and the Deans' Offices of the Faculties.

Article 26

1. The academic ceremonies of AMU shall include in particular matriculation, graduation, the conferring of honorary doctorates, special sessions of the Artistic Council of AMU and the Artistic Councils of the faculties, special assembly of the Membership of AMU and the members of the faculties, and the inauguration of the Rector or a dean.
2. The matriculation of students shall be held with the senior officers in attendance. The wording of the matriculation oaths and graduation oaths is in Appendix No. 2.
3. Bachelor's, master's, and doctoral degree ceremonies shall be held under the auspices of the Rector with the participation of the Praelector, the Pro-

Rectors, Deans, Deputy Deans, Bursar, and Secretaries. The formulae of the Praelector and written versions of the oaths shall be kept at the Rector's Office.

Article 27

1. AMU shall have the right to confer, after a decision by the Artistic Council of AMU, the honorary degree Doctor honoris causa upon an important person in the arts or sciences from the Czech Republic or a foreign country, which shall be designated by the abbreviation "dr.h.c.," in the Czech Republic written after his or her name.
2. Candidates for the degree Doctor honoris causa shall be approved by the Artistic Council of AMU upon proposals submitted by the Rector, the Deans, or the Chairman of the Senate of AMU.
3. The formulae and written wording of every honorary-degree ceremony shall be drawn up, and shall be approved by the Rector. The formulae and written wording of the ceremony shall be kept at the Rector's Office of AMU.
4. The recipient of an honorary doctorate shall receive a diploma and the AMU gold medal.

Article 28

1. AMU shall award commemorative medals to academics, to persons from the Czech Republic or a foreign country who have contributed to the development of art or scholarship.
2. The commemorative medal shall be awarded by the Rector upon proposals submitted by the Deans after consideration by the Deans' Committees or in the Artistic Councils of the faculties.
3. The records concerning the awarding of commemorative medals shall be kept in the Rector's Office.

Part Fourteen Management

Article 29 The Use of AMU Property

Decisions about the management of AMU property, as well as negotiations conducted on behalf of AMU on related matters, shall be the domain of:

- (a) the Rector in all matters set out in Section 15. 1 (a) to (d) of the Act;
- (b) the Bursar within the framework of delegation by the Rector in matters not appearing under (a), (c) or (d);
- (c) a Dean and the Secretary, to the extent determined by a Dean, in property matters, the administration of which he or she is entrusted with, if it concerns:
 - the management of allocated funds;
 - the letting of non-residential space in accordance with the Rules of Organization of AMU;
 - the management of real estate, whose purchase price does not exceed the sum of CZK 2,500,000;

- dealings in matters related to the regular management of property entrusted to AMU;

(d) the main administrative divisions, if it concerns:

- the management of allocated funds;
- the letting of non-residential space in accordance with the Rules of Organization of AMU;
- management of real estate, whose purchase price shall not exceed the sum of 2 500 000 CZK;
- negotiations on matters related to the responsible administration of property entrusted to AMU.

Article 30

The Management of AMU

1. The Rules Governing the Management of AMU shall be subject to the provisions of Sections 18 to 20 of the Act. The details shall be set out in Appendix No. 1 to the AMU Statutes – The Rules Governing the Management of AMU and in the Internal Payroll Regulations of AMU.
2. AMU shall, in accordance with the Act, be able to create foundations or endowment funds. Their work and management shall be governed by special legislation.[\[2\]](#)
3. The Rector shall be responsible to the Minister of Education, Youth, and Sport for the responsible management of AMU property, the responsible use of contributions from the government budget for education, scholarship, research and development, or other creative work of AMU (hereinafter “contribution from the government budget”) and subsidies from the government budget for the development of AMU (hereinafter “subsidies from the government budget”) and for the balancing of subsidies and contributions with the government budget.

Part Fifteen

Common and Concluding Provisions

Article 31

1. The following appendices constitute an integral part of these Statutes:
Appendix No. 1 – The Rules Governing the Management of AMU;
Appendix No. 2 – The Matriculation Oath, Graduation Oath, and Doctoral Oath.
2. AMU shall use a round seal with the coat-of-arms of the Czech Republic and the following words:

The Academy of Performing Arts in Prague.

The use of the AMU seal shall be determined by the Rector.

Article 32

1. The AMU Statutes that were registered by the Ministry under No. 10 746/2006-30 on 18 April 2006 shall hereby be null and void.
2. These Statutes and other internal rules and regulations of AMU and of the divisions of AMU shall be kept in the AMU Rector's Office, the Offices of the AMU Faculty Deans, and the AMU Libraries, and shall be published on the internet at www.amu.cz.
3. These Statutes were approved by the AMU Senate under Section 9.1(b) of the Act on 12 March 2010.
4. These Statutes shall become effective under Section 36.4 of the Act on the day they are registered by the Ministry.

(signed by) Ivo Mathé

Rector

Appendix No. 1 to the Statutes of AMU

THE RULES GOVERNING THE MANAGEMENT of AMU

**Part One
Preliminary Provisions
Article 1**

Common Provisions

1. AMU shall own property necessary for the work that AMU was established to do. The assets of AMU shall be immovables and movables, residential and non-residential premises, rights, and other property.
2. Decisions concerning the assets of AMU shall be made under Article 29 of the AMU Statutes.
3. The terms and conditions of providing contributions and subsidies from the government budget under Section 18 of the Act, their use, and accounting shall be governed by special legislation on the management of funds from the government budget and shall be accountable through the Ministry on the relevant dates.
4. For the drawing up of the consolidated income and expenditure account of the Section on Education, the Ministry shall be entitled to request AMU for records on the use of contributions and subsidies from the government budget and investment funds from the government budget.

**Part Two
Rules and Regulations for the Administration of the Assets of AMU
Article 2**

Acquisition of Property

1. AMU can acquire property needed to perform educational tasks and scholarly, research and development, innovative, artistic and other creative work, as well as additional activity.
2. Assets that are not listed under Section 1 can be acquired only if the performance of educational tasks and scholarly, research and development, innovative or other creative work will not be threatened or limited in consequence of expenditures made for its administration.

Article 3

The Fundamental Duties in the Administration of Assets

1. The assets of AMU must, in the prescribed manner, be ascertained, listed, appraised, and kept on file.
2. Tangible and intangible assets must be properly maintained and repaired as required, properly used to perform the tasks referred to in Article 2.1, and protected, including by legal recourse against persons who affect AMU's enjoyment of property rights, cause damage to AMU property, or have unjustly enriched themselves at the expense of AMU.
3. The duty to seek legal recourse for the protection of property shall not relate to collecting debts of less than CZK 1,000, or if there is justifiable fear that the expenses for having sought legal recourse will exceed the debt collected and if the result of seeking legal recourse is highly uncertain. If the debt exceeds CZK 50,000, the matter shall be decided by the Rector; if it exceeds CZK 200,000, the Rector shall ask the opinion of the Senate.

Debts resulting from extraordinary fees related to studies at a faculty shall for these purposes be totalled for that student.

Article 4

Expenditures Covered by the Budget

Expenditures of AMU connected with the acquisition and administration of assets must be covered by the budget. A person authorized to deal with assets under Article 29 of the Statutes of AMU and the Rules of Organization of AMU shall make an exception to these rules if expenditures are not covered by the budget despite proper management. The total sum of the exceptions permitted in this way during the current calendar year may not exceed one sixth of the sum allocated by the budget for expenditures of a certain kind and a certain division of AMU for the current calendar year. The Rector, or the Bursar if authorized by the Rector, shall be entitled to make an exception to these rules, if expenditures to cover damages occurring as a result of force majeure and other extraordinary events are not covered by the budget.

Article 5

Inalienable Assets

1. The inalienable assets of AMU shall be the following:
 - (a) the building known as Kokořovský palác (Staré Město cadastral territory, land lot no. 124, bldg no. 223);
 - (b) The premises at Malostranské náměstí and ul. Tržiště known as Lichtenštejnský palác and Hartigovský palác; the building known as Wienwurmůvský dům (Malá Strana cadastral territory, land lot no. 68, bldg. no. 258, land lot no. 19, bldg no. 259, land lot no. 69, bldg no. 302),
 - (c) the building known as Palác Lažanských (Staré Město cadastral territory, land lot no. 264, bldg no. 1012);
 - (d) the insignia of office of AMU and its faculties;
 - (e) the rights to the AMU trademark.
2. Inalienable assets may not be transferred to another juristic person or natural person.

Article 6

The Administration of Property

1. The actual administration of AMU property shall be entrusted to the faculties and other divisions to the extent that corresponds to their participation in the educational and artistic, scholarly, research and development, or other creative activities, as well as additional activities of AMU.
2. The entrusting of the actual administration of AMU property under Section 1 and amendments shall be decided by the Rector. If there is any doubt about which division or divisions of AMU the actual administration of the relevant property has been entrusted to, the Rector shall decide once the matter has been heard in the Senate of AMU.
3. The faculties and other divisions of AMU to which property has been entrusted shall keep records of this property.

Article 7

Entrusting Property to Employees and Students

1. AMU property can be entrusted to its employees in accordance with special legislation.
2. AMU property can be entrusted to AMU students on the basis of a contract.
3. Decisions about whether to entrust property in accordance with Sections 1 and 2 of this Article shall be decided by one of the persons referred to in Article 29 of the AMU Statutes, if the matter does not concern regular use connected with the performance of work, studies, or accommodation in halls of residence.
4. Separate records shall be kept on property entrusted to employees and students.

Article 8

The Use of Property by Other Persons

AMU property may be transferred to natural persons or legal entities other than those referred to in Article 7 for their use provided that it does not jeopardize or limit activity that would follow from Article 2 of these Rules, and provided that AMU itself cannot use this property to greater or equal advantage.

Part Three

Financial Management

Article 9

The AMU Budget

1. AMU shall draw up its budget for the current calendar year, and shall manage its finances according to that budget.
2. The budget of AMU may not be drawn up as a deficit budget. The budget shall be approved by AMU Senate. The budget shall be drawn up in the area of incomes and expenditures for all the activities of AMU. The contributions and subsidies from the government budget, grants received by agreement, projects and other sources of income of AMU under Article 10 shall be the starting points for drawing up the budget. The budget can be adjusted during the current calendar year.
3. The statement of the consolidated recognized gains and losses shall be carried out by AMU after the current calendar year, and AMU shall present it to the Ministry.

Article 10

Income of AMU

1. The finances to ensure the operation of AMU shall come from the following sources in particular:
 - (a) contributions and subsidies from the government budget;
 - (b) extraordinary fees related to studies;
 - (c) revenues from assets;
 - (d) other income from the government budget, government funds, municipal funds, and the budget of the European Union;

- (e) income from additional activity;
 - (f) income from donations and bequests;
 - (g) income from foundations and endowment funds;
 - (h) pooled funds of other juristic and natural persons;
 - (i) other funds of AMU from the government budget;
 - (j) operating loans;
 - (k) income from accommodations as part of educational, scholarly, research and development, innovative, artistic and other creative work (hereinafter "main activity");
 - (l) income from public appearances by students and employees of AMU (theatre and film appearances, concerts, exhibitions) as part of the main activity of AMU.
 - (m) support for research, experimental development and innovation from public funds, in accordance with special legislation [\[3\]](#)
2. Funds to ensure the investment activity of AMU shall be obtained from:
- (a) capital grants from the government budget;
 - (b) contributions or subsidies from the government budget;
 - (c) public budgets, state funds, and the budget of the European Union;
 - (d) its own sources from the capital replacement fund;
 - (e) pooled funds with other juristic and natural persons;
 - (f) loans from financial institutions;
 - (g) financial donations to be invested in fixed assets;
 - (h) other sources.

Article 12

Contributions and Subsidies from the Government Budget

1. Under Section 18 of the Act, AMU shall be entitled to a contribution from the government budget. Funding from the government budget shall be used only to finance activities for which AMU was established.
2. Pursuant to Section 20 (6) of the Act, the Rector shall be responsible to the Minister of Education, Youth, and Sport for the rational use of contributions and subsidies from the government budget and for the reckoning the contributions and subsidies.

Article 13

Extraordinary Fees Related to Studies

1. The fees are set out in Articles 18 and 19 of the Statutes of AMU. Extraordinary fees related to studies, except for the fees referred to in Section 58.5 of the Act, shall constitute the income of the bursary fund of the pertinent faculty. Fees related to the admissions procedures shall be considered income from the main activity.
2. Fees related to studies in programmes in a foreign language under Section 58.5 of the Act shall be considered income from the main activity.

3. General rules and regulations on fees shall not apply to extraordinary fees related to studies.

Article 14

Receipts from Property

1. Receipts from rents shall be considered income especially of additional activity.
2. Receipts from the sale of movables: of property with a purchase price of CZK 40,000 or less per item, or the net purchase price of tangible fixed assets and intangible fixed assets of CZK 50,000 or less per item shall be income of the faculty budgets and the other divisions of AMU.
3. Receipts from the sale of movables exceeding the limits referred to in Section 2 shall be income of the AMU budget.
4. Receipts from the sale of movables purchased with monies from grants and gifts shall be considered the income of the budget of the pertinent faculty or division. Receipts from the sale of immovables shall be considered the income of the budget of AMU.
5. Income from financial investments (in particular, interest from time deposits) shall be considered income from additional activity.

Article 15

Other Income from the Government Budget, from State Funds, and from Municipal Budgets

Other income from the government budget, from government funds, and from the municipal budgets shall be considered income from the main or the additional activity of AMU, depending on its character, and shall be subject to the terms and conditions of accounting according to special regulations or agreements.

Article 16

Receipts from Additional Activity

1. In its additional activity, AMU shall for a fee perform work connected to its main activity or to activity for the more effective use of human resources and assets. Additional activity shall be regulated by the Bursar's guidelines on additional activity.
2. Receipts from additional activity shall serve to enhance and improve the conditions for the main activity of AMU.

Article 17

Other Income

1. Income from donations and bequests and income from foundations and endowments shall be considered the incomes of the budgets of the faculties or the other divisions, if that is what follows from the terms and conditions of an agreement. Their use and accounting shall be subject to special regulations, including tax regulations and internal regulations of AMU.
2. Receipts from insurance benefits shall be considered income of AMU.

3. Loans for operations shall be negotiated on behalf of AMU by the Rector or the Bursar according to a decision of the Rector, providing the needs are justified, and upon approval of the Senate.
4. Revenues from housing as part of the main activity shall be considered income from the main activity and budget of the pertinent division.
5. Revenues from public appearances by students and employees of AMU as part of the activity of AMU shall be considered income from the main activity and budgets of faculties and divisions.
6. Receipts from the main activity except for targeted donations and other targeted income, which shall be subject to special regulations of accounting (especially grants from funds and grants from the Ministry of Culture and municipalities), shall be considered a source of the AMU budget. On the basis of these receipts, the budgets of the individual divisions of AMU (the faculties and the other divisions, including the budget of AMU) can be adjusted (increased) during the current calendar year. Requests for increasing a budget shall be granted or refused by the Rector or the Bursar.
7. After the end of the annual accounting period, all receipts in the main activity and additional activity (after deducting expenses) shall be taxed and the after-tax profits shall be transferred to the AMU funds only if losses from previous years have been covered.

Article 18

The Creation and Use of Financial Funds

The creation and use of funds of AMU shall be governed by the Act.

Article 19

The Establishment of Funds

Under Section 18.6 of the Act the following funds shall be established at AMU:

- (a) a contingency fund intended especially to cover losses in subsequent accounting periods;
- (b) a capital assets replacement fund;
- (c) a bursary fund;
- (d) a bonus fund;
- (e) a special-purpose fund;
- (f) a fund for supplementary pensions and other bonuses;
- (g) a fund to cover operating costs.

Article 20

Use of Funds

1. The reserve fund to cover, in particular, losses in subsequent accounting periods shall be a financial fund, the source of which shall be the after-tax profits and the monies remaining after distribution to the other funds referred to in Article 19 (b), (d) and (g).
2. The capital assets replacement fund shall be a financial fund created:

- (a) from the balance of the contribution from the government budget under Section 18.2.a of the Act as of 31 December of the current year;
- (b) from depreciation write-offs of tangible and intangible assets;^[4]
- (c) from the allocation of after-tax profits up to an amount of 60% of the volume of the after-tax profit achieved.

The monies from the fund shall be available:

- (a) for investment activity including the purchase of fixed assets;
- (b) as a supplementary source for the financing of repairs and for the maintenance for covering investment needs.

3. The bursary fund shall be established with monies from:

- (a) fees related to studies with the exception of fees related to studies under Section 58. 7 of the Act;
- (b) transfers of tax-deductible expenditures under special legislation.

Monies provided to AMU for bursaries as part of a contribution or subsidy from the government budget shall not constitute a source of the bursary fund. These accounts shall be settled with the government budget.

The monies of the bursary fund can be used for bursary payments in accordance with the Bursary Rules and Regulations of AMU or by a decision of the Dean.

4. The bonus fund shall be a financial fund, the source of which shall be allocations of after-tax profits, at most, however, amounting to 25% of the sum of wages paid in a given period. Monies from the bonus fund can be used for payment of bonuses and for legally mandated payments related thereto in accordance with the Internal Rules and Regulations on Wages of AMU. Expenditures for wages and legally mandated payments relating to basic wages and fees of core employees and expenses arising from agreements to perform work and agreements to complete a job or other agreements shall not be covered by the bonus fund.

5. Targeted funding shall constitute a fund, the sources of which shall be:

- (a) targeted funding with the exception of donations intended for the purchase and improvement of fixed assets;
- (b) targeted funding from abroad;
- (c) targeted public funds, including funds from targeted and institutional support for research and experimental development and innovations from public funds, which could not be used by AMU in the budget year in which they were provided, amounting to 5% of the sum of targeted public funds provided for individual research and experimental development and innovation projects or research plans in a given calendar year; in the event of other support from public funds amounting to a maximum of 5% of the sum of this support provided in the calendar year; the transfer of targeted funds shall be reported in writing by AMU to the provider of those funds. Monies from the fund of targeted monies can be used only for the purpose for which they were provided.

6. The fund for supplementary pensions and other bonuses fund shall be created under Section 18.12 of the Act.

Monies from the fund for supplementary pensions and other bonuses can be used in particular to provide employees with a meals allowance.

7. The operating funds shall be a financial fund, the source of which shall be:
 - (a) the balance of contributions from the government budget under Section 18.2(a) of the Act as of 31 December of the current year;
 - (b) allocations of after-tax revenues, amounting at most, however, to 35% of the volume of after-tax profits.^[5]

Monies from the operating fund can be used in particular to support accredited programmes.

8. AMU shall use monies of funds created by the transfer of the balance of a contribution only for the financing of an activity by which it does not engage in economic competition or could not impact a common market through that activity.
9. AMU shall take any monies obtained as profits from the conducting of basic research, applied research or experimental development and from the dissemination of results thereof through instruction, publication or technology transfer that have been supported by public funding, and shall in turn use said monies solely for those activities, for the dissemination of the results thereof or for instruction.
10. AMU may make distributions to after-tax profit funds only if the losses if any from the previous year have been covered.
11. Balances of the funds as of 31 December of the current year shall be carried over to the next budget year.

**Part Four
Auditing
Article 21**

Financial Auditing of the Faculties and Other Divisions of AMU

1. Auditing the management of the faculties and other divisions of AMU shall be carried out by an internal audit department of AMU.
2. Auditing under Section 1 shall be carried out periodically to ensure the effectiveness of control measures or on the basis of management results following a decision by the Rector.
3. The secretaries of the faculties and the heads of the other divisions of AMU shall be responsible for ensuring that the auditors are presented with all documentation and that no information has been concealed from them.
4. The responsible employees of the faculties and other divisions shall be obliged to present employees of the audit department with requested documents and written statements.

**Part Five
Common Provisions
Article 22**

Other Rules and Regulations on the Management of AMU

For the internal management of AMU and in connection with these rules and regulations the Rector or the Bursar shall issue additional regulations concerning the following in particular:

- (a) signing rights and specimen signatures;

- (b) the circulation of documents related to accounting;
- (c) property evaluation;
- (d) the recording of tangible fixed assets too small to be entered in the accounts (*de minimis* expenditures);
- (e) additional activity;
- (f) the numbering of documents in series;
- (g) the short-term, medium-term, and long-term holding of accountancy records;
- (h) the accountancy period;
- (i) the creation of reserve funds;
- (j) taking inventory;
- (k) the chart of accounts and the accounting procedures;
- (l) the financing of the non-academic facilities;
- (m) the reimbursement of travel expenses and business trips abroad by AMU employees;
- (n) the administration of property;
- (o) the schedule of financial statements.

Article 23

The Statement of Balances for the current calendar year shall be carried out in accordance with the usual rules and regulations on accounting^[6] in the periods and to the extent prescribed by the Ministry.

Appendix No. 2
to the Statutes of AMU

Matriculation, Graduation, and Doctoral Oaths

MATRICULATION OATH OF A STUDENT

OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE

I solemnly undertake to fulfil my duties conscientiously, honestly, and appropriately, and to exercise the rights of a student the Academy of Performing Arts in Prague. I promise to respect the civilized, artistic tradition of the Academy of Performing Arts in Prague. As a member of AMU I shall conduct my self according to the statutes of the Academy and do nothing to impair its good name. I promise to study, behave, and conduct my life with the aim of achieving the best in my art, my deportment, and my life.

**THE OATH OF A B.A. GRADUAND OF THE ACADEMY OF PERFORMING
ARTS IN PRAGUE**

Dear graduates, you have successfully passed the examinations required of those who wish to gain the degree of Bachelor of Arts. You have come before us with the desire to be awarded the degree whose courses you have pursued. Before that takes place in this solemn gathering, however, you must take an oath in which you promise to live and behave in the way that this degree obliges you to and as the Academy of Performing Arts in Prague requires and expects of you. These are the words of your oath:

I solemnly I promise always gratefully to be in mind of the noble mission and endeavours of the Academy of Performing Arts in Prague. I promise to use and develop what I have learnt in the civilized tradition of the Academy of Performing Arts in Prague and for my future growth as an artist and professional, to the benefit of society as a whole and its culture.

That was your oath.

Upon those who have by a handshake and the words "I promise" reaffirmed this oath the Rector can now freely confer the degree of BACHELOR OF ARTS. With the power invested in my office, as the conferrer of degrees, I therefore publicly declare you BACHELOR OF ARTS and grant you all the rights of a Bachelor of Arts, and shall have you given the certificate of the Academy of Performing Arts in Prague in confirmation of this.

OATH OF A MASTER OF ARTS GRADUAND OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE

Dear graduates, you have successfully passed the examinations required of those who wish to gain the degree of Master of Arts. You have come before us with the desire to be awarded the degree whose courses you have pursued. Before that takes place in this solemn gathering, however, you must take an oath in which you promise to live and behave in the way that this degree obliges you to and as the Academy of Performing Arts in Prague requires and expects of you. These are the words of your oath:

I solemnly promise that I shall not sully the academic title of Master of Arts morally or artistically and that I am bound by it to the development of moral and artistic responsibility. I promise always gratefully to be in mind of the noble mission and endeavours of the Academy of Performing Arts in Prague, which I adopted as my own when I was a student. I promise to develop what I have learnt at the Academy of Performing Arts in Prague, for my future growth and to the benefit of society as a whole and its culture.

That was your oath.

Upon those who have by a handshake and the words "I promise" reaffirmed this oath the Rector can now freely confer the degree of MASTER OF ARTS. With the power invested in my office, as the conferrer of degrees, I therefore publicly declare you MASTER OF ARTS and grant you all the rights of a Master of Arts, and shall have you given the certificate of the Academy of Performing Arts, Prague, in confirmation of this.

OATH OF A DOCTORAL GRADUAND OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE

Dear graduates, you have successfully passed the examinations required of those who wish to gain the degree of Doctor of Philosophy. You have come before us with the desire to be awarded the degree whose courses you have pursued. Before that takes place in this solemn gathering, however, you must take an oath in which you promise to live and behave in the way that this degree obliges you to and as the Academy of Performing Arts in Prague requires and expects of you. These are the words of your oath:

I solemnly promise that I shall not sully, morally or artistically, the academic title of Doctor of Philosophy which is being conferred upon me today and the meaning of which I shall apply to my life and work for what is truthful and beautiful. I promise always gratefully to be in mind of the noble mission and endeavours of the Academy of Performing Arts in Prague. I promise to develop what I have learnt in the civilized tradition of the Academy of Performing Arts in Prague and for my future growth as an artist and professional, to the benefit of society as a whole, its culture and ethical foundations.

That was your oath.

Upon those who have by a handshake and the words "I promise" reaffirmed this oath the Rector can now freely confer the degree of DOCTOR OF PHILOSOPHY. With the power invested in my office, as the conferrer of degrees, I therefore publicly declare you DOCTOR OF PHILOSOPHY and grant you all the rights of a Doctor of Philosophy, and shall have you given the certificate of the Academy of Performing Arts in Prague in confirmation of this.

[1] *In accordance with the Rules for Elections and Meetings of the AMU Academic Senate AMU*

[2] *For example the Charities and Charitable Funds Act 1997 (No. 227/1997) as amended.*

[3] *Act No. 130/2002 Coll. on the Support of Research and Development from Public Funds and on the Amendment of Certain Related Acts (the Act on the Support of Research and Development), as amended.*

[4] *Act No. 563/1991 Coll. on Accounting, as amended*

[5] *Act No. 586/1992 Coll. on Income Taxes, as amended*

[6] *Act No. 563/1991 Coll. on Accounting, as amended*

Ministry of Finance Decree No. 504/2002 Coll. Implementing Certain Provisions of Act No. 563/1991 Coll. on Accounting, as amended, for accounting entities whose main activity is not business, if using double-entry book-keeping, as amended; and Czech Accounting Standards for accounting entities entered into accounts in accordance with Decision No. 504/2002 Coll., as amended.