

## STATUTES

### Preamble

ARCHIP s.r.o. – Architectural Institute in Prague (hereinafter only as “ARCHIP”) is a part of the tertiary education system as laid down in the Act No.111/1998 Coll., on higher education and on the amendment of some other laws (the Higher Education Act), as amended. In the framework of this law, ARCHIP intends to systematically develop, in a creative manner, education in the field of architecture, and the organically co-dependent disciplines of urbanism, technology, aesthetics, art and culture, and that not only in the Czech national context, but – in particular – in reflection of new trends in architecture in Europe and in the world. To this end, and by way of these Statutes, ARCHIP guarantees to all members of the academic community the traditional and customary academic rights of an open, creative and critical discussion, and at the same time it creates an environment for free learning and teaching. Each member of the academic community can use, based on his/her capabilities, potential and professional orientation, the opportunities for study, teaching and research and other activities after entering on the academic soil; likewise he/she is expected to contribute to the good name of the school, including, but not limited to the voluntary undertaking of academic duties and performing them with complete dedication, honestly and with integrity, and without any attempts to take advantage of the privilege of the guaranteed academic rights and freedoms.

### Art. I

#### Basic Provisions

1. The company, ARCHIP spol. s r.o., was incorporated by means of Articles of Incorporation dated 25 February 2009 in accordance with the Act No. 513/1991 Coll., the Commercial Code, as amended, as a limited company. It is incorporated in the Commercial Register of the Prague Municipal Court, file 150826 section C. A general meeting of registered members is the supreme governing body of the company. Registered statutory executives are the Statutory Body of the company. Signing on behalf of ARCHIP is one by attaching the signatures of at least two statutory executives to the name of the company.
2. ARCHIP is a private school of higher education of non-university type operating with permission on state authority under Section 39 of the Act No. 111/1998 Coll., on higher education, taking the form of a decision of the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter only as the “Ministry”) dated April 29<sup>th</sup> ref.no. 11 002/2010 – 30.
3. The full name ARCHIP in the Czech language is: “Institut architektury v Praze”
4. The full name ARCHIP in the English language is: “Architectural Institute in Prague”
5. The address of the school is: Poupětova 3, 170 00 Praha 7
6. Statutory agents, whose names are registered with the Registry Court in Prague, section C 150826, are the statutory bodies of ARCHIP.

7. ARCHIP offers bachelor and master's study programmes of Architecture and life-long learning programmes. In connection with this, it also fosters teaching, research, development and artistic and other creative activities. The academic operation of ARCHIP, its instruction and education are in the English language. The official documents of ARCHIP and its communication and correspondence are published in parallel also in the Czech language.

8. On its diplomas, certificates and other deeds, ARCHIP uses a round stamp marked with its company ID number: 28881699, which bears a small state symbol of the Czech Republic and the following text both in the Czech and in the English language: Institut architektury v Praze – Architectural Institute in Prague.

9. These Statutes represent a principal internal legal instrument of ARCHIP, provide for its academic operation in connection with the study programme, and its development and artistic and other creative activities of a private institution of higher education pursuant to the Higher Education Act, and set out the position and authority of its bodies, the basic rights and obligations of its students and the position of the faculty.

10. These Statutes, as well as other internal regulations of ARCHIP and any changes thereto, are discussed and approved by the ARCHIP statutory body.

## **Art. II. Internal Regulations of ARCHIP**

The ARCHIP internal regulations are:

- a) Statutes,
- b) Rules of Election and Procedure of the Student Senate,
- c) Rules of Procedure of the Academic Board,
- d) Study and Examination Regulations,
- e) Scholarship Regulations for Students,
- g) Disciplinary Code for Students,
- h) The rules of the quality assurance system for educational, creative and related activities and internal quality evaluation of educational, creative and related activities at ARCHIP,
- (i) Internal wage regulations,
- j) Qualification requirements,
- k) Rules against plagiarism,
- l) Rules for the accreditation of study programs,
- m) where applicable, other regulations by decision of the statutory body.

## **Art. III. Self-governing Structures, Bodies and Office Holders of ARCHIP**

1. ARCHIP has the following self-governing structures:

- a) Academic community
- b) Student Senate

- c) Academic Board
- d) Internal Evaluation Board
- e) Disciplinary Committee

2. ARCHIP has the following office holders:

- a) Rector
- b) Vice Rector
- c) Bursar
- d) Executive Director

#### **Art. IV. Instruction**

ARCHIP delivers its instruction within an accredited bachelor study programme in Architecture and an accredited master's study in Architecture and Urbanism, and in life-long learning programmes. The creative activities of students and faculty of ARCHIP focus on the development of critical thinking of knowledge acquired through study or instruction, for the purposes of professional interpretation and application in the pan-societal context.

#### **Art. V. Admission for Study at ARCHIP**

1. Any person older than 18 years of age may file an application for admission procedure online eventually in writing with the study department of ARCHIP. The application in the English language must be done using the appropriate form (available in the study department in print form or online from the ARCHIP website) and must be submitted by the set closing deadline.
2. The admission examination is held on dates announced by ARCHIP at a later stage and it takes the form of a talent test.
3. The prerequisite for admission of an applicant for a bachelor degree programme is the completion of the secondary education with a successful passing of a school-leaving examination and the successful passing of admission examinations. A condition of admission to study in a master's degree programme that follows the bachelor degree programme is also the proper completion of studies in any type of study programme. By admission to study, the applicant is entitled to enrolment in the study; the condition of enrolment is the conclusion of a study contract.
4. The Rector decides on admission for study, acting on a recommendation of an admissions committee appointed by the Rector of ARCHIP.
5. If the conditions for admission are met by a greater number of applicants than the number ARCHIP can admit for study, the ranking of applicants based on the outcome of their admission examination will be used. All applicants are informed of the outcome of the admission procedure in writing, in accordance with Section 69(a) of the Higher Education Act. A positive decision of admission is

delivered by ARCHIP to the applicant through the ARCHIP electronic information system if the applicant had given consent to this in the application; the date of receipt and notification of the decision shall be deemed to be the first day following the making available of the decision in the electronic information system to the applicant.

6. An unsuccessful applicant may, within 30 days from the receipt of the decision of non-admission for study at ARCHIP, ask the Rector of ARCHIP for review. The Rector of ARCHIP may overrule the decision if it had been issued in violation of the law or the school's internal regulation. The decision of the Rector of ARCHIP is at any case final.

#### **Art. VI. Conditions of Study of Foreign Nationals**

1. A foreign national may be admitted for study, on the condition that he/she is successful in the admission procedure, in the accredited study programme of ARCHIP under the same terms and conditions that apply to Czech nationals, if it is stipulated by international treaties by which the Czech Republic is bound.
2. A foreign national – applicant for study at ARCHIP – is obliged to present evidence that he/she has all the permissions for stay (visa) on the Czech territory from the relevant Czech authorities, and that he/she meets all other statutory requirements governing the stay of aliens in the Czech Republic.

#### **Art. VII. Agreement on the Conditions of Study at ARCHIP and Tuition Fees**

1. A sample of the Agreement on the Conditions of Study (study contract) is a public document of ARCHIP, and is available in print and in electronic form to all who are interested in study at ARCHIP.
2. The purpose of the Agreement is to lay down the rights and obligations of both parties for the duration of the study and note the facts that could lead to either unilateral or mutual termination of the Agreement before term.
3. In order to be binding, the Agreement must be executed with the student admitted for study before the date of his/her enrolment for the first year of study at ARCHIP. On behalf of ARCHIP, the Agreement is signed by the Rector of ARCHIP, or, in his/her absence or other engagements, by the Statutory Body of ARCHIP.
4. Tuition fees (hereinafter the "tuition fees") and other fees are to be paid by the student in amounts and within deadlines stipulated in the Agreement on the Conditions of Study.

#### **Art. VIII. Process and Conclusion of Study at ARCHIP**

1. The start and end (and any changes) of the academic year and its division into semesters are promulgated by the Rector of ARCHIP (or the Vice Rector of ARCHIP acting on a mandate given by the Rector) in the form of a public notice on the official notice board of ARCHIP and on its website.
2. The Rector of ARCHIP appoints members of the examination committee for the state final examinations in accordance with Section 53(2) of the Higher Education Act.
3. In accordance with Section 53(3) of the Higher Education Act, the Ministry may appoint the other members of the examination committee for the state final examinations from the midst of renowned experts in the field of architecture.
4. ARCHIP issues documents of study in the study programme and documents attesting to the completion of the study in the study programme according to Section 57 of the Higher Education Act.
5. The process and conclusion of study are governed by Sections 51-56 of the Higher Education Act. Detailed terms and conditions are set out in the Rules for Study and Examination of ARCHIP.

#### **Art. IX. Life-long Learning**

ARCHIP opens and delivers specialised courses as part of the life-long learning programme. These courses are for agreed consideration for willing participants only. ARCHIP will issue a certificate of completion of the course pursuant to Sections 60 and 60(a). Detailed terms and conditions are set out in the Rules for Life-long Learning published by ARCHIP.

#### **Art. X. Research and Development, Innovation, Artistic and other Creative Activities at ARCHIP**

1. ARCHIP creates favourable conditions in terms of organisation, human resources, material equipment and social considerations for creative pedagogical, educational and research, development and other creative activities of those faculty members and students of ARCHIP who have a proven potential for sustainable research and creative activity.
2. ARCHIP looks to form and forms collaborative partnerships in particular with universities and other schools of higher education or their departments, as well as with professional facilities outside the academic field, in the Czech Republic and abroad.
3. Academic freedom of creative work is guaranteed in the planning and implementation of approved research assignments and projects at ARCHIP. The results achieved, if subjected to an expert review at ARCHIP, may be published while respecting the interest of ARCHIP, subject to the conditions attached to the approval of the research assignment or project.

**Art. XI.****Academic Community at ARCHIP**

1. The academic community at ARCHIP comprises the faculty and the students.
2. A member of the ARCHIP academic community must respect the law as well as the internal regulations of ARCHIP.
3. A member of the academic community at ARCHIP may, severally or collectively, address the Rector of ARCHIP or his/her designated deputy with suggestions, proposals, comments and complaints, and do so either directly or through the Academic Senate of ARCHIP.

**Art. XII.****Academic Rights and Freedoms**

1. In accordance with the constitution promulgated by the Act No. 2/1993 Coll., and the Higher Education Act, ARCHIP guarantees academic rights and freedoms, and the same is guaranteed for ARCHIP, in particular:
  - a) the freedom of creative work; the publication of study, teaching and research results achieved within the platform of ARCHIP must comply with the interests of the founders of ARCHIP;
  - b) the freedom of learning and teaching, in particular in respect of its openness to various methods of teaching and different scientific views, and their critical comparison;
  - c) the right to learn including a free choice of orientation within the study programme, and the freedom to express one's view in instruction;
  - d) the right of members of the academic community to participate in the election of an academic body;
  - e) the right to use academic insignia and perform academic ceremony.
2. In the interest of protection of academic rights and freedoms, it is not permitted to organise any political parties or movements within ARCHIP, or to run any confessional campaigns, ceremonies and rituals, or to promote any political party or movement or a confessional community, as well as any ideologies which infringe on human freedoms and dignity.
3. A member of the academic community of ARCHIP who abused or violated academic rights and freedoms on the soil of ARCHIP runs the risk of a disciplinary procedure and sanction, regardless of any other sanctions potentially applicable under other laws.

**Art. XIII.****Students of ARCHIP**

1. The basic rights and duties of a student of ARCHIP (hereinafter only as Student) are laid down in Sections 61–63 of the Higher Education Act and in the internal regulations of ARCHIP, including these Statutes and the Rules for Study and Examination of ARCHIP, Rules of Scholarship of ARCHIP, Rules of Disciplinary Procedure of ARCHIP and, finally, the Agreement on the Conditions of Study,

concluded with ARCHIP (see Article 7).

2. Any violations of duties under generally applicable laws and internal regulations of ARCHIP may be punished by sanctions according to the Rules of Disciplinary Procedure of ARCHIP.

3. An applicant becomes a Student of ARCHIP on enrolment for study. The enrolment must however be preceded by the execution of a written Agreement on the Conditions of Study between ARCHIP and the Student.

4. A Student who is socially disadvantaged, or a Student with excellent performance may, subject to the Rules of Scholarship of ARCHIP, ask the Rector for a social or a merit-based scholarship, or for a rebate on the fees payable under the Agreement on the Conditions of Study. Procedure to grant a scholarship may be initiated by ARCHIP also on official authority.

5. A person ceases to be a student of ARCHIP upon the termination of study according to Section 55(1) and Section 56(1) and (2) of the Higher Education Act, or upon interruption of study according to Section 54 of the Higher Education Act.

6. A Student who partakes in practical instruction and work experience (practice) during the study period, must, for the duration of the practical instruction and practice comply with occupational health and safety rules, including the requirements for the working conditions of women, according to the Labour Code.

#### **Art. XIV.**

##### **Academic Faculty Members and other Staff**

1. The faculty of ARCHIP includes professors, associate professors, visiting professors, assistant lecturers, instructors and scientists, research and development personnel who are ARCHIP employees engaged in pedagogical as well as creative activity.

2. The position of academic faculty members of ARCHIP is governed by Section 70 of the Higher Education Act, these Statutes of ARCHIP and other internal regulations of ARCHIP.

3. Other external experts may partake in instruction and research at ARCHIP; for this purpose, they will be put under a contract providing for their involvement.

4. The Rector of ARCHIP may, in order to staff the academic positions-offices, organise an open competition, the terms and conditions and the results, which serve as a basis for the decision of the ARCHIP Statutory Body regarding the nominations for the positions-offices in question, are published.

5. Other positions in the administration, operations or financial management of ARCHIP are staffed based on a decision of the Statutory Body of ARCHIP, usually on recommendation of the Rector or Executive Director of ARCHIP.

**Art. XV.****Student Senate of ARCHIP**

1. The ARCHIP Student Senate is a self-governing representative academic platform of the students of ARCHIP. It provides feedback from students to the management of ARCHIP and facilitates communication between ARCHIP students and the school management.  
The body has 5 members from the ranks of students. The Student Senate is elected by members of the student academic community at their assembly. The election may also be per rollam using the IS if the Rector so decides in the case of the first election.  
The rules of procedure of the ARCHIP Student Senate are, pursuant to Act No. 111/1998 Coll., on Higher Education Institutions (the Act), set forth in the Rules of Election and Procedure of the Student Senate.
2. Members of the ARCHIP management or faculty may not be elected as members of the Student Senate.
3. A member of the Student Senate is elected for tenure of two years. The mandate of all members expires before the tenure is over if the Senate does not hold any meetings, or it does not constitute a quorum, for a period of six months. In such a case, the outgoing Senate Chair must call new elections within 30 calendar days. If a legitimately elected Senate fails to perform its duties as per this Statute and the Senate Rules of Procedure, fails to observe the rules governing its functions, discusses, without prior consultation, any matters which may impinge on the rights of the Rector and the school operators, the Rector has the right to give a written warning to the Senate and discuss the matter with the Senate and demand redress. If no action is taken to redress the situation, the Rector has the right to void the mandates of the Student Senate members and call new elections.
4. The Student Senate meets at least once in a semester; it constitutes a quorum if more than a half of its members are present. The Senate decisions are passed by a simple majority of votes present. Any member of the ARCHIP academic community may attend a meeting of the Student Senate.
5. The Student Senate may comment and make suggestions in particular on the following matters:
  - a) organisation of courses and classes
  - b) instruction
  - d) extra-curricular activities of members of the academic community
  - e) presentation and promotion of the school in the Czech Republic and abroad
  - f) material and technical equipment of the school
  - g) other aspects of the academic community life

**Art. XVI.****Rector of ARCHIP**

1. The Rector is appointed and recalled by the Statutory Body of ARCHIP without a nomination proposal by the Academic Senate. The tenure of the Rector is three years. The same person may be



appointed Rector repeatedly. The Rector is the supreme academic office holder at ARCHIP. The Statutory Body of ARCHIP also evaluates and supervises the performance of the Rector.

2. The Rector of ARCHIP manages the Vice Rector, Bursar and the Executive Director of ARCHIP, and – through them – the teaching, scientific, research, innovation, artistic and all other creative activities of ARCHIP, unless this is reserved for the Statutory Body of ARCHIP in the Statutes. In the interest of effective management, the Rector may establish advisory bodies subordinated to him/her (Rector's Collegium, ad hoc committees with a short-term or long-term mandate). The Rector of ARCHIP is bound, in his/her management, actions and decisions as the head of ARCHIP, by the internal regulations of ARCHIP, as well as by the applicable laws.

3. In his/her absence or unavailability due to other engagements, the Rector of ARCHIP is represented by delegated deputies acting within a given mandate, unless the Statutory Body of ARCHIP does not decide otherwise.

4. The Rector of ARCHIP makes proposals for discussion with the Academic Board of ARCHIP, the Academic Senate of ARCHIP and in particular for approval by the Statutory Body of ARCHIP. The documents are submitted to the Ministry in accordance with these Statutes and the Higher Education Act.

5. The Rector of ARCHIP strives to protect and uphold academic rights and freedoms, and is directly responsible for the proper operation and functioning of ARCHIP, as well as for the academic insignia of ARCHIP and its academic ceremony.

6. The Rector decides in proceedings for annulment of a state final examination or a part thereof in accordance with Section 47c (1) of the Higher Education Act. In addition, the Rector is appointed as a member of the Review Committee in the invalidity proceedings. The Review Committee has 5 members, of which 4 are appointed by a Rector from among professors, associate professors or other experts, and one member is appointed from the ARCHIP students.

7. The Rector appoints and recalls the guarantor of a study programme for academic staff who meet the conditions set by the standards for the accreditation of the study programme, meaning they have the capacity to coordinate the curriculum for the content of the study programme, supervise the quality of its implementation and evaluate and develop the study programme. Only be an associate professor or professor who is a member of the faculty at ARCHIP may be guarantor of the master's degree programme.

8. The Rector is authorized, within the scope of this office's jurisdiction and within the framework of ARCHIP's internal rules and regulations, to promulgate Rector's Directives by which ARCHIP is bound.

## **Art. XVII.**

### **Vice Rector of ARCHIP**

1. The Vice Rector of ARCHIP in charge of instruction is appointed and recalled by the ARCHIP

Statutory Body, on recommendation of the Rector of ARCHIP, whom the Vice Rector also represents in his/her absence, unless the Statutory Body of ARCHIP decides otherwise. The tenure of the Vice Rector is usually three years.

2. The Vice Rector of ARCHIP has direct jurisdiction over the management of ARCHIP departments and for the discussion on the form, method and content of their activities. To this end, the Vice Rector of ARCHIP is responsible for the following in particular:

- a) creating conditions for instruction, research and other creative activities at ARCHIP, including conditions for further professional and pedagogical development of faculty members;
- b) presenting to the Rector of ARCHIP proposals in personnel and financial matters of the departments;
- c) efficient use of entrusted funds;
- d) compliance with occupational health and safety regulations;
- e) appointment of a leader of the baccalaureate project (thesis);
- f) appointment of a course guarantor;
- g) determination of the scope of the mandatory attendance of students in exercises and workshops in courses organised by the department.

#### **Art. XVIII.**

##### **Bursar of ARCHIP**

1. The Bursar of ARCHIP is appointed and recalled by the ARCHIP Statutory Body, usually on recommendation of the Rector of ARCHIP. The tenure of the Bursar is three years.

2. The Bursar manages the budget of the school and provides for its internal functions in the scope specified by the Rector of ARCHIP by way of a directive or instructions in accordance with these Statutes.

3. The Bursar is also responsible for the archives of ARCHIP and for caring for its academic insignia.

#### **Art. XIX.**

##### **Executive Director of ARCHIP**

1. The Statutory Body of ARCHIP appoints and recalls the Executive Director of ARCHIP on recommendation of the Rector; the Executive Director is an executive office responsible for the administration, operations, organisation and financial management of the functions of ARCHIP.

2. The Executive Director manages the internal affairs and operations of ARCHIP in accordance with these Statutes and instructions from the Statutory Body, in particular:

- a) continuous monitoring of effectiveness and efficiency of use of funds in accordance with these Statutes, but especially in accordance with the applicable laws governing accounting and taxation; regular reporting (monthly, quarterly) to the Rector and Bursar of ARCHIP;
- b) regular information for the Statutory Body, concerning the financial and budgetary situation of ARCHIP; compilation of documents on request of the Statutory Body for the decisions of the Statutory

Body;

- c) arrangements for the presentation and promotion of ARCHIP, in particular of the approved plans, study programmes, production of promotional material;
- d) management and administration of the ARCHIP information centre, including the operation of the ARCHIP website;
- e) proposal of changes or measures to academic office-holders of ARCHIP (Rector, Vice Rector, Bursar) in the interest of optimising the operation of ARCHIP; the discussion and implementation of these proposals are in the jurisdiction of the ARCHIP Statutory Body;
- f) acting as secretary at meetings of the bodies of ARCHIP and at academic ceremonies of ARCHIP.

## **Art. XX.**

### **Academic Board of ARCHIP**

1. The Academic Board of ARCHIP is a creative, expertise and discussion platform of ARCHIP; its members who are nominated subject to a previous approval of the Statutory Body of ARCHIP are appointed and recalled by the Rector of ARCHIP. The tenure of the Academic Board is three years. The Rector, Bursar, Executive Director and the Statutory Body of ARCHIP have the right to attend the meetings as guests.
2. Members of the academic community of ARCHIP, as well as external persons who are professionals in the field of pedagogy, science, research and development and in arts, and in areas affiliated with finance or commerce, may be appointed as members of the Academic Board of ARCHIP.
3. The membership in the Academic Board of ARCHIP is honorary and non-assignable; every member is expected to honour the duty to attend the meetings which are called by the Vice Rector of ARCHIP usually three times in the current year.
4. The Academic Board of ARCHIP discusses issues of principle and policy in relation to study, education and research activities, innovation, creative and artistic activities at ARCHIP, their effectiveness, relevance for practice – in particular the following:
  - a) discusses and approves the strategic plan for the overall development of ARCHIP and the annual plan for the implementation of the strategic plan at the proposal of the Rector,
  - b) discusses and approves proposals for changes, or methods, forms and content of study programs implemented by ARCHIP,
  - c) approves the intention of the Rector to submit an application for accreditation, extension of the accreditation scope or period of accreditation according to the Higher Education Act as well as the Rector's intention to terminate accreditation,
  - d) discusses and approves the draft ARCHIP Annual Report,
  - e) reviews the Rector's intentions to appoint or dismiss members of the Board for Internal Evaluation,
  - f) expresses its views on questions submitted by the Rector.
5. The Rules of Procedure of the Academic Board of ARCHIP constitute an internal regulation of ARCHIP.

**Art. XXI.****Internal Evaluation Board**

1. The Internal Evaluation Board focuses on the evaluation of ARCHIP's results in pedagogical, educational, study, foreign, technical, organizational and research activities. The information obtained gives the feedback needed to improve the quality of the study programs and serves to identify the strengths and weaknesses of the institution, learning concepts, relevant theories and knowledge. The evaluation is further used for the continuous improvement of the teaching process and the development of study support, academic staff and technical and organizational aspects of the school.
2. The Rector is the Chairman of the Internal Evaluation Board.
3. The Deputy Chairperson of the Internal Evaluation Board will be appointed by the Rector from faculty members of the school who have a name in the disciplines in which ARCHIP covers in its teaching and creative activities. Other members of the Internal Evaluation Board re appointed by the Rector; one member must be a student. In total, the board has 5 internal members.
4. The tenure of the deputy chair and other members of the Internal Evaluation Board is three years.
5. Internal Evaluation Board:
  - (a) prepares and discusses the draft internal quality assessment report on the educational, creative and related ARCHIP activities submitted by the Chair of the Internal Evaluation Board prior to submitting the proposal to the Academic Board,
  - b) manages the course of internal quality assessment of educational, creative and related ARCHIP activities,
  - c) keeps continuous track of internal quality assessment of educational, creative and related ARCHIP activities,
  - (d) discusses the draft ARCHIP Annual Report before submitting the proposal to the Academic Board.

**Art. XXII.****Disciplinary Committee of ARCHIP**

1. The members of the Disciplinary Committee of ARCHIP are appointed by the Rector from the midst of the academic community by the Rector of ARCHIP. The Disciplinary Committee has six members: a half of the Disciplinary Committee members must be students of ARCHIP. The tenure of the Disciplinary Committee is two years.
2. The Disciplinary Committee of ARCHIP discusses disciplinary transgressions of students of ARCHIP and recommends disciplinary decisions to the Rector of ARCHIP who has a final discretion in the matter.
3. A student against whom a disciplinary procedure has been initiated has the right to participate (and be invited) at the meeting of the Disciplinary Committee, and to defend himself/herself. Even in the student's absence, the Disciplinary Committee of ARCHIP still has the right as well as the duty to investigate and discuss the matter and to make a recommendation for a decision by the Rector.

4. The Disciplinary Committee of ARCHIP is governed by the Rules of Disciplinary Procedure which are an internal regulation of ARCHIP.

**Art. XXIII.****Accreditation of the Study Programme of ARCHIP**

1. A draft study programme in writing, including enclosures and an application for its accreditation, is presented by the Rector to the Ministry in accordance with Sections 78-81 of the Higher Education Act and with the Decree No. 42/1999 Coll.

3. ARCHIP monitors the effective period of the study programme accreditation and drafts documents to support its application for a renewal or extension of the study programme accreditation in accordance with Section 80(3) and (4) of the Higher Education Act.

**Art. XXIV.****Academic Insignia of ARCHIP**

1. Academic insignia of ARCHIP are used on documents concerning the study, on certificates, diplomas and supplements to diplomas issued by ARCHIP.

2. The graphic design of the ARCHIP logotype is attached hereto and forms the Appendix.

**Art. XXV.****Academic Ceremonies at ARCHIP**

1. Academic ceremonies of ARCHIP include, in particular, the matriculation, graduation and ceremonial assemblies of the academic community. The form and content of the academic ceremonies at ARCHIP are prescribed by the Rector in the Rules of Academic Ceremony of ARCHIP, which are confirmed by the Statutory Body of ARCHIP.

2. The academic ceremony of matriculation, the ceremony of acceptance of new students and faculty in the ARCHIP academic community, is organised by ARCHIP and attended by the Rector of ARCHIP and other academic office holders of ARCHIP in the presence of representatives of the founder of ARCHIP. A public pledge of students to study with diligence and a public pledge of the faculty and academic office holders to provide for good instruction form a part of the ceremony, in accordance with these Statutes.

3. The academic ceremony of graduation (completion of study) is organised by ARCHIP and attended by the Rector of ARCHIP and other academic office holders of ARCHIP in the presence of representatives of the founder of ARCHIP. A public pledge of graduates to find an honest application for knowledge and skills acquired in study, which are to be used in the interest of humanity and in particular to promote the good name of ARCHIP.

4. Academic ceremonies of ARCHIP may also be performed at the assembly of the academic community of ARCHIP, its Academic Senate or Academic Board.

**Art. XXVI.****Financial Management of ARCHIP**

1. The financial management of ARCHIP is the exclusive authority of the founder of ARCHIP – the Statutory Body of ARCHIP, unless otherwise provided in the law or in these Statutes.
2. The Bursar of ARCHIP is responsible for the financial management of ARCHIP within the limits of the approved budget; in that, the Bursar is accountable directly to the Rector and then to the Statutory Body of ARCHIP.

**Art. XXVII.****Final and Interim Provisions**

1. These Statutes repeal the ARCHIP Statutes registered by the Ministry on 29 April 2010 under file no. 11 002 / 2010-30.
2. These Statutes of ARCHIP come into legal effect pursuant to Section 36(4) and 41(2) of the Higher Education Act on the day of their registration with the Ministry.

Date of approval by the ARCHIP Statutory Body: 31 January 2019

Regina Loukotová



Attachment: ARCHIP logotype

