



# **ART & DESIGN INSTITUT**

## **STATUTE OF THE COLLEGE**

of 25 September 2017

**First private college of the fine art in the Czech  
Republic**

# STATUTE OF THE FINE ART PRIVATE COLLEGE ART & DESIGN INSTITUT

## **Preamble**

ART & DESIGN INSTITUT nears to the colleges, to the centres of education, free art creation, trying to play in important part in art, cultural, social and economic development of the Czech Republic. It realises its accredited study programme with the content of creative subjects and their positive reflexion. It closely cooperates with art institution in the Czech Republic and abroad, it makes for the students the possibility for motilities. I tries to develop its information infrastructure to the whole state information structures and to the structure of European and world pedagogical and art institution, which gives and acquires information at the bases of agreements. To its academicals workers it makes condition for free art, pedagogical and publication activities. For the needs of student it releases study materials, makes public the works of student and teacher. In the whole it cares about academicals liberties and academicals rights.

## **PART I.**

### **Article 1**

#### **Introductory provision**

1. ART & DESIGN INSTITUT (further on as „ADI“) is a private college according to the act § 39no. 111/1998 Coll., about Higher Education Institutions and on the Modification and Amendment of Other Acts (i.e. the Higher Education Act), as amended, (further on as Act).
2. ADI is a legal entity, it is a limited liability company. In legal relations acting on their behalf.
3. ADI offers college education in the accredited study programme and with relation to this, there is scientific, development and art creation.
4. ADI is newly founded private college, there is no legal ancestor. State approval within the meaning of § 39 act about the universities was given to ADI by Ministry of Education, Youth and Sport of the Czech Republic on 25.7.2013 under no. MSMT – 29988/2013-1. Accreditation was given for 3-year bachelor study programme „Fine Art „with the specialisation Visual Artwork and Artistic Practice with the present form of the study; number:MSMT-29988/2013-1
5. The foundation of the school, its activities or termination shall be governed by Czech law

### **Article 2**

#### **The status and activities of ADI**

1. ADI is a legal entity s.r.o. according to the Commercial Code . Its statutory body is a director appointed by the General Assembly.
2. ADI carries out educational, artistic and other creative activities. It can also carry out complementary activities if linked to its educational and artistic or other creative activities or activities that lead to more efficient use of human resources and properties

**Article 3**  
**Name, seat, stamp a symbol of ADI**

1. Full name of ADI is „ART & DESIGN INSTITUT“. It is not translated to another languages.
2. Seat of ADI is Slezská 68, Praha 3 – Vinohrady, 130 00
3. ADI uses in official relations with round stamp emblem of the Czech Republic and the text „ART & DESIGN INSTITUT“.
4. Symbol of ADI is ADI character, its appearance is a protected trademark and its use shall be governed by the Rector.

**PART II. AKADEMICAL**

**Article 4**  
**Academic community of the college**

Academic workers and students of the college makes the academic community of the college.

**Article 5**  
**Academic Freedom and Academic Rights**

At the colleges are guaranteed academic freedom and the academic rights:

- a) freedom of scientific research and artistic creation and publication of their results
- b) freedom of teaching, namely in its openness to different scientific opinions, scientific and research methods and artistic styles
- c) the right to learn includes a free choice of study area within the study program and the freedom to express their own opinions in teaching;
- d) the right of members of the academic community to elect representative academic bodies;
- e) the right to use academic insignia and hold academic ceremonies.

**PART III. STUDY AT THE COLLEGE**

**Article 6**  
**Acceptance to the study**

1. The condition to be accepted to the bachelor study programme is to acquire to the full secondary or secondary vocational school with maturita
2. The applicant shall pass the entrance exam, brings the portfolio, present himself and to demonstrate general cultural knowledge.
3. The college will make public at least 3 months before the deadline for accepting the application and the condition for acceptance. These facts would be placed at the school websites. In the case, that more applicants will fulfil conditions, the best ones would be accepted.

**Article 7**  
**The admission**

1. The admission begins when the written application form is delivered.
2. In deciding the admission is not subject to general regulations on administrative proceedings.
3. Decision about admission or not admission to the study with with the reasoning and instructions on how to submit an application for review must be delivered to the applicant's own hands within 1 week.
4. Candidates have the right to inspect any of the materials that are relevant to the decision on their admission.
5. Applicants may request a review of the decision. The application shall be submitted to the body which issued the decision within 30 days of its receipt. The final decision is then the responsibility of the Rector.

**Article 8**  
**Enrollment to the study**

1. Being notified about the decision on admission applicant is entitled to enroll in studies. Applicants must enroll by the deadline set by the college.
2. The enrollment takes place at college

**Article 9**  
**Study schedule and the academic year**

1. Study is divided to particularly semesters and years. Every semester and year contain Teaching, Exam periods and Holidays.
2. Academic year lasts 12 months, its beginning are set by the rector.

**Article 10**  
**Final state exam**

1. Final state exam take place before the exam committee, the proceeding of the state exam and notification about the results are public.
2. The right to examine during the final exam have just professors, docents and experts approved by the artistic committee.
3. The ministry can name further members of the commission from the experts in the given field.

**Article 11**  
**Study interruption**

1. Study can be interrupted according to the condition written in Study and Examination Regulation. This Regulation set the longest period for the study interruption.
2. In the time, when someone interrupt the study, he is not study. Passing the time, for which the study was interrupt, the person has the right to enrol.

## **Article 12 Closure of Study**

1. Studies are duly completed by completion of study in the relevant study program. The day of completion of studies is the day on which the state examination prescribed at the end of the study or its last part was passed.
2. The university diploma and the Diploma Supplement are proof of completion of the study and the relevant academic degree.
3. Study is terminated:
  - a. Leaving the study
  - b. If the student does not meet the requirements arising from the study program according to The Study and Examination Regulations
  - c. Withdrawal of accreditation of a study program
  - d. Expulsion from studies pursuant to Section 65 paragraph, 1 letter c) or Section 67 of the Czech law
4. The day of the study closure pursuant paragraph 1, letter a) the day when the college where the student is enrolled, demonstrably delivered her/his written statement of leaving the study. The day of the study closure pursuant paragraph 1, letter b) is a day set by the Study and Examination Regulations. The day of the study closure pursuant paragraph 1, letter c) is no later than the day on which the time limit set in the Ministry's decision has expired. The day of the study closure pursuant paragraph 1, letter d) is the day on which the university announced the cancellation of the study program. The day of the study closure pursuant paragraph 1, letter e) is the day when the decision on expulsion became effective.
5. About the study closure pursuant paragraph 1, letter d) or interruption of the study pursuant to Section 54 the are taken by the bodies referred to in Section 50 (2) and (3); Article 50 (4) to (6) of the Czech law.

## **Article 13 Study documents**

1. Study documents in the study programme and after graduation are
  - a. Student Card
  - b. Statement of the studio - index - an overview of exams
  - c. University Diploma
  - d. Certificate of study
  - e. Transcript of records
  - f. Diploma Supplement
2. Student Card is a document, which students receive after having put the information about them into the students register.
3. Student record is a document in which are recorded individual courses and the results of assessing students' achievement or study performance. The data can be also registered in the electronic information system of college, secure against interference by unauthorized persons. For student record is then considered extract of these data officially confirmed by the college.

4. University diploma is a proof of completion of a degree program in a relevant field of study.
5. The certificate is evidence of completed state examination and its parts, or a dissertation defense.
6. The Evidence of completed exams or a certificate of study will receive
  - a) a person who closures the study program according to § 56 par. 1 of the Act
  - b) students upon their request
  - c) graduates of degree programs upon their request
7. Appendix Diploma student receives upon their request.
8. Higher education diplomas and certificates bear the national emblem of the Czech Republic together with the designation of the respective universities and academic degree awarded; College diplomas are usually presented at an academic ceremony.

#### **Article 14**

##### **Fees connected with the study**

1. Charges associated with the study in accordance with § 59 of the Higher Education Act are:
  - a) tuition fee for the relevant semester / academic year stipulated in the contract for the provision of education for consideration,
  - b) fee for admission proceedings
  - c) fees for a fourth (rector) term tests
  - d) the fee of the aptitude test,
  - e) fee for final examination,
  - f) fee for the state final exams in a language other than the standard deadline
  - g) fees for issuing the certificate of study , alternative proofs of study is for each individual act
2. The amount of the fees referred to in paragraph 1 shall be published by rector on the official notice board before the start of the academic year.

### **PART IV. STUDENTS**

#### **Article 15**

1. An applicant becomes a student on the day of enrollment to studies ; a person whose studies were interrupted, becomes a student on the day of re-enrollment .
2. A person ceases to be a student on the day of graduation according to § 55, par.a § 56 paragraph 1 and 2 or interruption of studies in accordance with § 54 of the Act .

#### **Article 16**

##### **Condition of study for foreigners**

1. Foreigners admitted to study in degree programs in Czech language study under the same conditions as other students.

2. Conditions for students studying at foreign partner university students in exchange study programmes in a foreign language are governed by contracts between schools.

### **Article 17**

#### **Student Rights**

1. Student has the right
  - a) To study within the study programmes
  - b) To choose study subject and create study plan according to the rules of study programme
  - c) To choose a teacher when the subject is taught by more teacher
  - d) To take the exam under the condition of the study programmes and Study and Examination Regulation
  - e) To enrol into another part of study programme, when he fulfil his duties given Study and Examination Regulation
  - f) To suggest the theme of his bachelor thesis
  - g) To use staff and technologies which are needed for the study in the study programme in line with rules given by the college
  - h) To be elected and elect to the academic senate in the case it was established
2. Students taking practical classes and practices, are subject to general regulations on occupational safety and health and working conditions of women.

### **Article 18**

#### **Students Duties**

1. The study student's obligations arising from the study program and Study and Examination Regulations.
2. The student is obliged to observe internal regulations of the university and its parts.
3. The student is also obliged
  - a) pay the fees associated with the study and provide the data to their amount,
  - b) report to the college its postal address ,
  - c) to appear when summoned by the Rector , or his authorized staff of universities to discuss issues relating to the course of study or graduation .
  - d) comply with the internal regulations of schools
4. Neglecting their obligations referred to in paragraph 3, there is an obligation to reimburse student to the college costs that it had incurred.

## **Article 19**

### **Disciplinary offense**

A disciplinary offense is a breach of the obligations laid down by law or internal regulations of the college.

1. For a disciplinary offense may be imposed the following sanctions:
  - a) Reprimand,
  - b ) conditional exclusion from studies with the determination of terms and conditions of the certificate,
  - c ) expulsion from studies
2. From the imposition of the penalty may be waived if the actual discussion of a disciplinary infraction leads to a correction.
3. When imposing sanctions, the nature of the act, which the infraction, the circumstances under which it occurred , the consequences, the level of guilt, as well as the current behavior of the student who committed the breach and demonstrated efforts to remedy its consequences. Expulsion is possible only in case of intentional commission of a disciplinary offense.

## **Article 20**

### **Special regulation about expulsion**

From the study will be expelled student who has been admitted to studies as a result of a fraudulent act.

## **Article 21**

### **Decision about the rights and duties of students**

1. Decisions on the rights and obligations of the student is not subject to general regulations on administrative proceedings. The decision must be issued within 30 days of receipt of the application or notice this fact.
2. The decision on the rights and obligations of the student a student must be notified in a verifiable manner. The decision was included in the documentation of student-led by the college.
3. Decisions on matters
  - a) permits an extraordinary resit exams, if so permitted in the Study and Examination Regulations,
  - b) permits to repeat part the study if so permitted by the Study and Examination Regulations;
  - c) permission to interrupt studies,
  - d) the recognition of examinations and the prescription of equivalency examinations;
  - e) failure to meet the requirements under § 56 par. 1 point. b) of the Act
  - f) disciplinary infractions;
  - g) expulsion pursuant to § 67 of the Act
  - h) shall be in writing, must contain reasons and information on how to submit an application for review and must be delivered to the student's own hands. Possible



alternative method of delivery in cases specified in subparagraphs a) to e) may establish internal regulations of the higher education institution or its parts.

4. The student may, within 30 days from the day on which the judgment was delivered pursuant to paragraph 3, apply for a review of the decision; failure to meet this deadline may be excused for serious reasons. The application shall be submitted to the body that issued the decision. Rector alters or cancels the decision, which was issued in violation of the law, internal regulations of the college or its parts. Decisions about disciplinary infractions and expulsion pursuant to § 67 of the Act is canceled, even if the facts come to light that would justify stopping the proceedings.

## **Article 22**

### **Disciplinary proceeding**

3. A disciplinary proceedings are initiated by the disciplinary committee of high education institution when it comes to discussing student disciplinary offense. The proposal contains a description of the act, or the evidence on which it is based, as well as the justification considering a disciplinary offense. Disciplinary proceedings are initiated by familiarizing students with the proposal. The disciplinary offense oral proceedings are held in the presence of the student. In the absence of a student can be an oral hearing to take place only in the event that it fails without an excuse, having been duly invited. Rector could not impose stricter sanction than that suggested by the Disciplinary Committee.
4. If it transpires that it is not a disciplinary offense if they fail to prove that the disciplinary offense committed by a student, or if the person has ceased to be a student, disciplinary proceedings shall be terminated.
5. A request for review of the decision have suspensive effect.
6. Paragraphs 1 to 3 shall apply mutatis mutandis to proceedings for expulsion pursuant to § 67 of the Act.

## **PART V. ACADEMIC WORKERS**

### **Article 23**

1. Academic workers are employees of universities who carry out teaching, scientific, research, and developmental, artistic or other creative activities. Academic staff are obliged to respect the reputation of the college.
2. Academic staff comprises professors, associate professors, assistant professors, lecturers, lecturers and scientific, research, development and artistic personnel involved in teaching activities.
3. On college teachers acts as academics.
4. Education may also be involved other experts on the basis of agreements on work performed outside employment.
5. Internal regulation of college provides the status of any visiting professors.

## **PART VI. ACADEMIC BODIES**

- a) Rector
- b) Art council
- c) Disciplinary committee
- d) Council for internal evaluation

**Article 24**  
**Rector**

1. The head of the college is rector, who acts and decides on academic matters.
2. The Rector is appointed and dismissed by the executive.
3. The Rector can be represent in him a defined extent by members of the arts council .

**Article 25**  
**Art council**

1. Art Council is an advisory body of the Rector. The members of the arts council are appointed by the rector.
2. On the meetings of the artistic council may, with the approval of the Rector, be invited other persons. The scope and content of meetings are determined by the Rector.
3. To conduct the artistic council is processed by the Rules of Procedure. For each meeting shall be drawn up notes, which is stored in the Rector's secretariat and are available to academics.

**Article 26**  
**Disciplinary comitee**

1. The Chairman and members of the Disciplinary Committee are appointed and dismissed by the rector from among the members of the academic community.
2. The Disciplinary Committee discusses disciplinary offenses of students.
3. Disciplinary Committee shall be governed by the Disciplinary Regulation, which is the institution's internal regulations.

**PART VII. LEGAL DUTIES OF THE SCHOOL**

The legal obligation of the private colleges are defined by the Act No.111 / 1998 Coll . (Higher Education Act), as amended. These obligations are specified in the internal regulations of the school.

**PART VIII. EVALUATION OF ACTIVITIES**

School annually processes and approves an annual report on activities and annual report on the financial management of the school in time and form to be determined by the Minister and by measures published in Bulletin of the Ministry of Education, Youth and Sports ( hereinafter the "Ministry"). The annual report must contain, inter alia, an overview of the

activities carried out in a calendar year, the results of evaluation of school activities, changes of internal regulations, changes in the bodies of schools that have occurred during the calendar year and other required information.

2. When processing college also takes into consideration any criteria laid down by the Accreditation Commission for evaluation of accredited activities. Evaluation in this case is also performed within the deadlines set by the Accreditation Commission.

#### **PART IX. ORGANIZATIONAL STRUCTURE**

1. Organizational structure corresponds to the objectives and needs of the school.
2. Changes in the organizational structure of the school approves at rectors proposal of the General Meeting. After approval of the changes they are posted on the official notice board .

Organizational structure enclosed in Annex 1

#### **PART X. RULES FOR USING ACADEMIC INSIGNIA AND HOLDING ACADEMIC CEREMONIES**

1. School held the following academic ceremonies:

- a) imatriculation,
- b ) graduation
- c ) a solemn assembly .

I matriculation of students is a solemn act of adoption of new students whose part is academic promise of 1st year students.

Graduation ceremony is a solemn act of acceptance of university diplomas and diploma supplements, which part is the promise of graduates.

Graduates of the bachelor's degree program are graduating academic degree of Bachelor of Arts, abbreviated to " BcA . " .

A solemn assembly is held to take the act of awards or other significant events.

5. During academic ceremonies, there are used insignia.

#### **PART XI. RULES FOR THE ECONOMY OF THE SCHOOL**

1. Studies on the school are provided for tuition fee. The relationship between the student and the school is a private relationship that arises on decision about admission and payment of the prescribed fee, mutual rights and obligations are governed by the Higher Education Act and the General Terms and Conditions of ADI within the meaning defined in § 1746 paragraph . 2 of the Civil Code.
2. School manages only with those resources that creates the realization of its activity. Registered capital consists of deposits of partners as stipulated in the contract.

#### **Article 27 School revenue**

1. The revenue of school consists:

- a) tuition fees ,
- b ) other fees associated with the study in accordance with Article 14 of the Statute ,
- c ) income from creative activity ,

d ) donations and legacies .

e ) The Ministry in accordance with § 91 of the Higher Education Act, the school can provide :

1 ) grants to social grants

2 ) subsidies for accommodation scholarships .

## **Article 28**

### **School accounting**

1. School have a double entry accounting in the extent and manner specified by the Commercial Code and the Act no. 563/1991 Coll . , On Accounting , as amended .
2. Accounting period is a calendar year
3. ADI processed for the current period financial statements. Contents of the financial statements is governed by rules fused- Ministry of Finance. Parts of the financial statements are the general explanations given in the Annex . Parts og financial statements are as follows:
  - a) the balance sheet in full,
  - b ) profit and loss account in full,
  - c ) attachment .
4. The above- mentioned documents are publicly available at the registration court.
3. The final accounts approved by the General Assembly.

The net profit in the reported financial statements shall be applied in terms of the social contract.

## **Article 29**

### **Common and final provisions**

This statute comes into force in accordance with § 36 par. 4 of the Act on the date of registration by the Ministry.



prof. PhDr. Július Gajdoš, Ph.D.  
Rector ART & DESIGN INSTITUT

**Annex No. 1 to the Statute**

**Organizational structure**

