

CONSOLIDATED VERSION OF THE STATUTE OF CESA (CENTRE OF SPORT ACTIVITIES)

MAY 2017

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PREAMBLE

The Centre of Sport Activities of Brno University of Technology (CESA BUT) was established by decision of rector 15/2000 based on proof of BUT Academic Senate 27.9. 2009 building on a long tradition of sport education and activities of faculty sport departments on BUT.

The technical education in Brno which dates back to 1849, Brno University of Technology, the oldest technical university in Moravia, strives to broaden the knowledge, intellectual wealth and progress through its teaching and research activities. The teaching and creative activities at Brno University of Technology are fundamentally based on cultivation of critical thinking, sense of objectivity and adherence to high ethical standards. The students, academic staff and employees follow the principles of freedom and responsibility as the absolute values creating good relationships among people and healthy attitude to work and property, both within Brno University of Technology and with respect to partners. Brno University of Technology is part of a network of public higher education institutions claiming their place in the heart of European education. It supports international co-operation, openness and tolerance. It fulfils and defends the principles of equal opportunities and fairness at all levels of its conduct. Brno University of Technology treasures expertise and professionalism in all activities, comprehensive development of the students and employees, supporting their self-realisation and reducing the impact of external risks, including rampant bureaucracy. Brno University of Technology consists of faculties, university institutes and other component parts. Its goals for the future are fulfilled through a unified strategy, which the Faculties and component parts pursue and help achieve through their activities. Shared identity is developed though co-operation among the students as well as employees and further supported using a unified visual style. Since its establishment under the name Czech University of Technology in Brno in 1899, Brno University of Technology has overcome numerous obstacles that history has brought. It succeeded in maintaining and strengthening its reputation by putting a strong emphasis on the knowledge of its students and qualities of its teachers. Brno University of Technology considers it its obligation to future generations to defend its place among the best European universities in terms of teaching, as well as creativity, and fulfilling

the societal role as a university. Brno University of Technology shall always side with rationality, prosperity and democracy, thus contributing to the wealth of the nation.

PART ONE

INTRODUCTION

Article 1

General provisions

1. In compliance with the BUT Statute and the Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the "Act"), the CESA Statute of Brno University of Technology (hereinafter the "CESA Statute") shall be the fundamental legal document of the CESA university institution, which shall be defined as follows:

a) name: Vysokého učení technického v Brně;

b) abbreviated name: Centrum sportovních aktivit VUT v Brně (CESA VUT);

c) name in international relations:

CENTRE of SPORTS ACTIVITIES of BRNO UNIVERSITY of TECHNOLOGY;

d) abbreviated name in international relations: CESA BUT;

e) name in business relations: Vysoké učení technické v Brně, Centrum sportovních aktivit

f) seat: Technická 2896/2, 616 69 Brno;

g) legal status: university institution;

h) identification number: 00 216 305

2. The legal predecessors of CESA BUT were: Sports Department of Faculty of Mechanical Engineering, Sports Department of Faculty of Electrical Engineering, Sports Department of Faculty of Civil Engineering and Management of sports facilities of BUT

a) CESA BUT was created by merging sports departments of Faculty of Mechanical, Electrical and Civil Engineering as well as Management of sports facilities of BUT in 2001.

b) In accordance with the law and the BUT Statute, since 2010 CESA BUT has been a university institute according to § 34 in connection with § 22-part 1b) of The Act and at the same time a part of BUT

Article 2

Mission of CESA

CESA BUT is a university institution which is responsible for quality sport environment within modern technical university. The mission of CESA is in line with BUT mission, independent knowledge and creative activities and plays a key role in the scientific, cultural, social and economic development of the society through the following functions performed in compliance with law:

a) providing access to university education and the corresponding professional qualification and training for research and other demanding expert tasks, all that in compliance with the principles of democracy;

b) preserving and expanding knowledge and implementing scientific, research, developmental, innovative, artistic and other creative activities (hereinafter "creative activities");

c) providing other forms of education and allowing persons to obtain, expand, deepen or refresh knowledge from various fields of science and culture, thus contributing to lifelong learning;

d) playing an active role in public debate on social issues and ethics, cultivation of cultural diversity and mutual understanding, building of civil society and preparation of young people for a life therein;

e) contributing to national and regional development and co-operating with various levels of government and the private sector and cultural entities;

f) developing international, and especially European, co-operation as a significant dimension of its activities, supporting joint projects with similar institutions abroad, mutual recognition of studies and diplomas and exchange of academic staff and students;

g) contributing to the development of the knowledge society in the area of new technologies and innovations.

2. CESA BUT is aware of its position and role in the society and puts an emphasis on the ethical conduct of its academic community and its employees. Therefore, CESA recognizes the BUT Code of Conduct and The Ethics Committee of CESA is set up for this purpose (five members are involved).

3. CESA BUT derives the principles of its activities from its traditional value of academic freedom. This value is associated especially with:

a) institutional autonomy;

b) political independence;

c) freedom of thought, right to present and defend opinions and democracy;

d) participation in self-administration.

4. The system of BUT values also include academic responsibility, as an indispensable virtue following especially from the principles of:

a) expertise and objectivity;

b) critical thinking;

c) sense of truth and justice;

d) emphasis on economic benefits, sustainability, rate of return, safety and stability;

e) emphasis on social benefits and applicability;

f) emphasis on respect for the basic principles of rational management

Direction, mid-term orientation on strategic plans

1. CESA BUT carries out educational, scientific, research development and other creative activities which builds on a long tradition and reflects development trends including accredited study programs. CESA BUT is focused on interdisciplinary cooperation ad trends in physical education and sports and in related technical and economical fields such as sports technologies and sports management and business in sports.

2. In compliance with law, the mid-term orientation of CESA BUT, its refinement and the plan of its fulfilment in a certain period shall be defined in the Strategic Plan for Teaching and Creative Activities at BUT (hereinafter the "BUT Strategic Plan") and in the Strategic Plan for Teaching and Creative Activities at CESA BUT (hereinafter the "CESA BUT Strategic Plan") and its annual implementation plans. The CESA BUT shall publish the CESA BUT Strategic Plan and its implementation plans in the public part of its website.

3. Details regarding the form, drafting, deadline and procedure in discussing the CESA BUT Strategic Plan and the strategic plans of teaching and creative activities of the BUT component parts and their implementation plans shall be stipulated in internal standards of BUT.

5. CESA BUT is obliged to issue other documents relating to its activity, where CESA BUT shall follow especially the provisions of Section 21 of the Act.

PART TWO

ACADEMIC COMMUNITY AND EMPLOYEES

Article 4

Academic staff

1. The members of the academic staff of CESA BUT shall include Professors, Associate Professors, Extraordinary Professors, Senior Lecturers, Lecturers, Instructors and science, research and development staff employed at BUT and discharging teaching or creative activities, depending on the type of work agreed for the respective employment relationship.

2. A member of the academic staff shall also be member of the BUT academic community.

3. A member of the academic staff is obliged to respect the fundamental values of BUT, preserve the reputation of BUT and act in compliance with the BUT Code of Conduct. A member of the academic staff shall enjoy the statutory academic freedoms, which he/she is obliged to counterbalance with his/her academic and social responsibility.

4. Openings for members of the academic staff shall be filled based on a selection procedure. A selection procedure may only be omitted for a reason under Section 77 (1) of the Act or for a reason under the Rules of Selection Procedure for Openings for BUT Academic Staff, which shall provide for hiring of new academic staff and the associated conditions. The remuneration of member of the academic staff shall be governed by the BUT Salary Rules.

Article 5

Students

1. An admitted applicant to CESA study program shall become a student and member of the BUT academic community as of the day of his/her enrolment.

2. All BUT students shall have identical rights and obligations.

3. A person shall cease to be a student on the date of termination of his/her studies or upon interruption of his/her studies.

4. A person whose studies have been interrupted shall become a student on the date of reenrolment.

Other employees

1. Employees other than the CESA BUT academic staff shall contribute to the creative activities or provide for administrative, economic, organisational and technical activities, or participate in teaching.

2. Experts other than the CESA BUT academic staff can participate in teaching process based on agreements on work performed outside employment.

3. The remuneration of other employees shall be governed by the BUT Salary Rules.

Article 7

Membership in bodies and committees

1. The activities of the academic staff and students in bodies and committees defined by the Act and other laws relating to the mission of higher education institutions, especially the membership in:

a) the Academic Senate of BUT (hereinafter the "BUT Academic Senate") and the Academic Senates of the faculties;

b) the BUT Scientific Board and the Scientific or Artistic Boards of the faculties or university institutes and Scientific or Artistic Boards of other higher education institutions;

c) the National Accreditation Bureau for Higher Education and in its bodies;

d) bodies representing higher education institutions;

e) the Research, Development and Innovation Board;

f) bodies of the European Union;

g) bodies competent to make decisions on provision of earmarked funds to ensure teaching and creative activities;

h) bodies representing sport and physical education are an important part of the obligations following from the position of a member of the BUT academic community.

2. If members of the academic staff or students are active in the above bodies or committees, their supervisors or teachers, as applicable, are obliged to create such conditions that the members of the academic staff or students can participate in meetings and duly perform their tasks within these bodies or committees.

PART THREE

ACADEMIC TRADITIONS

Article 8

Academic ceremonies

1. The academic traditions, rights and freedoms shall be manifested at BUT and its component parts through academic ceremonies and the academic insignia.

2.The academic ceremonies shall include especially the inauguration of a Rector and a Dean, matriculation, graduation, award of the honorary degree of doctor honoris causa, ceremonial meetings of the Scientific Board, ceremonial assembly of the academic community and ceremonial completion of studies within lifelong learning.

During academic ceremonies CESA BUT proceeds in accordance with the wording of the BUT Statute – part three article 11 Academic Ceremonies

3. The wording of the student matriculation promise and the promise of graduates is given in Appendix no. 1 of the BUT Statute.

Article 9

Academic insignia, gowns and symbols

1. Academic insignia and gowns shall only be used at places and occasions dignified in terms of their state and nature in the sense of academic rights, values, freedoms and principles

2. During academic ceremonies CESA BUT proceeds in accordance with Part 3, article 12 of the BUT Statute (Academic insignia, gowns and symbols).

3. A list of symbols of BUT and its component parts is provided in Annex 3 of the BUT Statute.

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Medals and awards

1. The rules for granting of medals shall be stipulated in BUT internal standards. (Part 3, article 14 of the BUT Statute)

2. The Director of CESA BUT shall announce and grant awards, especially awards for extraordinary sport results and representing BUT of a student during his/her studies at BUT.

PART FOUR

STUDIES

Article 11

Teaching

1. Teaching at CESA BUT shall take place:

a) in accredited programmes;

b) in lifelong learning programmes.

2. Implemented educational activities of CESA BUT are in accordance with the Statute of BUT and the BUT internal standards (Study and Examination Regulations of BUT, BUT Lifelong Learning Regulations, Regulations of BUT Study Programmes and Administrative Regulations).

3. The procedure of organization and provision together with, approving and modifying the optional subject Physical Education is carried out in accordance with Rector's Directive no. 3/2014.

4. Students may be granted scholarships for extraordinary sport results and representation of BUT. The conditions for granting scholarships and the associated procedures are regulated by the BUT Scholarship Regulations.

PART FIVE

ADMISSION PROCEDURE

Article 12

Admission of students

1. The admission procedure to study programmes of BUT CESA is in accordance with BUT Statute (Part five, Admission procedure)

2. The rules for the admission procedure and conditions for admission of students in programmes shall be governed by CESA BUT internal standards or internal regulations which shall include especially:

a) manner of, and deadline for, submission of applications;

b) manner of documenting the education required by the Act;

c) form, basic contents and criteria for evaluation of the admission examination;

d) requirement on medical fitness;

e) rules governing potential waiver of the admission examination;

f) minimum requirements for admission;

g) binding schedule, including especially the dates of the admission examinations, deadline for dispatch of invitations to admission examinations, and dates on which an applicant may inspect his/her materials relevant for the decision on his/her admission or rejection, in compliance with the Act;

h) manner of assessment of excuses of absence at the admission examination and potentially the possibility of taking the admission examination at another date;

i) manner of informing the applicants of the results of the admission examination.

PART SIX

FEES

Article 13

Study related fees

1. Study related fees in study programmes of CESA BUT are fees governed by BUT Statute (Part six, Fees)

PART SEVEN

BODIES OF CENTRE OF SPORT ACTIVITIES OF BUT

Article 14

Categorisation

1. The head of the university institute CESA BUT

a) is responsible for all CESA activities,

b) is entitled to represent the institute and to act in matters in the field of commercial, civil and labour law according to the power granted by the Rector. The head acts externally on behalf of BUT in matters of the institute towards the third parties, is also a head of CESA BUT secretariat.

c) appoints its deputy, head of union leaders and head of CESA individual departments

d) appoints the institute secretary/secretaries if required by the scope of CESA activities

e) is responsible for the efficient use of the institute financial resources, the proper management of property and its registration

f) is responsible for the professional level of the study programmes and its organization

g) is responsible for the institute strategic development, quality and risk evaluation

h) decides on the organization of meetings of working groups and advisory bodies

i) is responsible for development of creative activities of the institute

j) is the chair of The Institute Scientific Council

k) provides information to the BUT Academic Senate necessary for its activities

I) performs other tasks assigned by the Rector of BUT

2. A head of a university institute shall appoint and dismiss The Scientific Board of a university institute.

Article 15

The Academic Senate

1.CESA BUT as a university institute in accordance to BUT Statute (Part 7, Bodies of BUT, article 35) elects its representatives for the BUT Academic Senate. The membership may not be substituted.

Article 16

Scientific Board of CESA BUT

1. The aim of Scientific Board of CESA is to assess the development of the institute in the field of teaching, science, research and creativity concerning the combined bachelor study programme organised by CESA

2. Activities of the Scientific Board of CESA BUT shall be governed by the Rules of Procedure of the Scientific Board of BUT, and by the Code of Conduct of BUT.

PART EIGHT

ORGANISATION AND MANAGEMENT STRUCTURE

Article 17

University institute - Centre of Sport Activities

1. A university institute participates in implementation of the accredited programmes or their parts and shall perform other creative activities:

a) design and implementation of their study programmes;

b) strategic focus of creative activities (cooperation with scientific and professional organizations and associations and Czech universities);

- c) international relations and other activities;
- d) research and innovative development;
- e) complementary activities and management of funds obtained from such activities;

f) awarding the faculty prizes to students enrolled at BUT for extraordinary sport results and representing university within the system of university sport championship;

- g) development and modernization of BUT sport facilities;
- h) entering into co-operation agreements on matters relating to the university institution;
- i) entering into agreements with faculties of foreign higher education institutions;
- j) admission to lifelong learning programmes provided by the institution.

2. The long-term orientation and focus of the CESA BUT institute is in educational and creative activities in sports (school, recreational, top) including involvement in the development of modern trends and modern technologies in sports environment based on interdisciplinary cooperation.

Article 18

Bodies of University institute - Centre of Sport Activities

1.The university institute shall be headed by the Head of the Centre of Sport Activities, who shall be appointed and removed by the Rector. The Head shall answer for his/her activities to the Rector. In the scope specified by the Act, the Statute, internal regulations and internal standards of BUT or by a written power of attorney granted by the Rector, the Head of university institute shall also represent BUT. Documents shall be signed on behalf of BUT in that an authorised person shall attach his/her signature and stamp to the name of BUT and, if applicable, its component part. The requisites of the official stamps of BUT and their use

shall be governed by internal standards of BUT further competencies and responsibilities of the Head shall be determined by the Rector.

2. The Head if appropriate, appoints and dismisses the secretaries of university institute (pedagogical secretary, scientific secretary)

3. The Head of CESA institution appoints and dismisses The Science Board of CESA institute, with the consent of the BUT Academic Senate.

Article 19

Structure of CESA BUT

1. The structure of CESA BUT is regulated by Organizational Regulations of CESA. There are three unions in the organizational structure which are further divided into individual departments.

a) The CESA Pedagogical department (leading person is usually the Head for teaching and studying process) and is further divided into:

- Study department

- Department for bachelor's study programmes in CESA accredited study programmes

- Department of facultative physical training - optional physical education (is involved in teaching process of BUT study programmes and faculty programmes in optional subject of Physical education, sport representative and free time sports activities,

- Department of lifelong learning (U3V, training activities – courses, workshops, consulting activities and free time activities).

b) The CESA Scientific Department (leading person is usually The Scientific Secretary for scientific and research activities) and is divided into:

- Department of creative activities (projects management, coordination of research activities, development and innovation, publishing and creative outputs)

- Department of Interdisciplinary Cooperation in the Czech Republic and Abroad

The Economic and Personnel Department (the head is economy personnel manager EO) and is divided into:

- Economic department (budgets, accounting, contracts)

- Marketing and PR department

- Personnel department and the CESA secretariat

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c) Facility management office (leading person is the head of technicians, head of TPO) and is further divided into:

- Technical and operational (administration of operation and physical education services)

- Facility administration management (building management, modernization, development of premises)

- IT and web coordination.

2. The appendix to this statute is the scheme of the Organizational structure of CESA BUT (Appendix 1)

3. By the decision of the Head of CESA BUT, additional departments may be set up in the various departments if applicable

Article 20

Head managers

1. Are mainly head of the institute, vice head, vice head for teaching, vice head for science, economy and personal head manager and facility head manager.

2. Rights and power of head managers are regulated by CESA BUT Organizational standards.

Article 21

Scientific Board of CESA BUT

1. Scientific Board of CESA BUT is a self-governing body of CESA institute.

2. The CESA BUT Scientific Board shall be chaired by the Head of CESA institute and shall be convened at least once in a year.

3. The CESA BUT Scientific Board shall be appointed and dismissed by the Head of the CESA institute and has got seven members. The BUT Academic Senate is competent to grant the Head prior consent to appoint or dismiss members of the Scientific Board of CESA BUT; the Head of CESA shall take account of the teaching and creative activities, CESA's most important aims. the Head of CESA shall submit the proposals to be approved by the BUT AS.

4. The term of office of the members of the CESA BUT Scientific Board shall be four years.

5. Membership in the CESA BUT Scientific Board during the term of office shall terminate:

a) by removal;

b) upon resignation delivered to the Rector in writing;

c) upon death.

6. Activities of the Scientific Board of CESA BUT shall be governed by the Rules of Procedure of the Scientific Board of CESA BUT, and by the Code of Conduct of BUT.

7. The Head of CESA is entitled to appoint permanent guests of the CESA BUT Scientific Board, who shall participate in the meetings with an advisory vote.

8. The competence of the Scientific Board stipulated in Section 12 (1)(b) and (c) of the Act shall be entrusted to the Internal Evaluation Board of BUT. The board is discussing:

- strategic plan of CESA before the submission to AS BUT

- study programs, applications for accreditation, extension od CESA accreditation before the submission to AS BUT

- internal quality evaluation of CESA educational and creative activities before the submission to AS BUT

- draft annual report on CESA activities before the submission to AS BUT

Article 22

Advisory councils and working groups

1. Advisory councils shall be established for regular and long-term performance of activities of CESA BUT. Advisory councils shall be established by the Head of CESA institute. Working groups shall be established similarly.

2. Working groups shall be established to perform important operational tasks, or to solve ad hoc problems and assignments.

3. If it is purposeful, rules of procedure of the relevant advisory council shall be issued in the form of an internal standard of CESA BUT.

4. Standing advisory councils shall be:

a) CESA BUT management;

b) CESA Head's Council (Council for CESA BUT Study Programmes, Council for Creative Activities, Council for Internal Quality Assessment);

c) Committees;

d) CESA BUT Working Groups.

5. The relevant employees and students are obliged to perform the activities in the advisory councils and working Gross of CESA BUT. If members of the academic staff or students are active in an advisory council or a working group, their supervisors or teachers, as applicable,

are obliged to create adequate conditions for them and support their work in the advisory council or working group, as applicable.

PART NINE

INTERNAL REGULATIONS AND STANDARDS

Article 23

Internal regulations and standards of CESA BUT

1. The internal regulations and standards of CESA BUT are binding documents of CESA BUT which further regulate matters related to the security of the processes and activities of CESA BUT institution.

2. Internal regulations and standards of CESA BUT:

a) shall not be subject to registration by the Ministry;

b) must comply with the law, BUT internal regulations and standards with the university wide competence,

c) CESA internal standards must be in accordance with the law, must comply with the internal regulations of BUT, internal standards of BUT with the university wide competence, and internal regulations of component parts; shall be applicable across the university.d) Internal regulations of CESA BUT shall be saved in the BUT IS

3. Internal standards of CESA BUT shall be issued by the Head of CESA university institute. Internal regulations of CESA BUT are approved by AS BUT. The internal regulations of CESA BUT are published in the public part of CESA BUT website including period validity data and effectiveness

4. The basic internal regulations of CESA university institute shall be

a) The Statute of CESA BUT,

b) Rules of Procedure of CESA university institute,

5. The basic internal regulations of CESA university institutes shall be the Organizational Rules of the CESA university institute and Rules of Procedure of the Scientific Board of the university institute and standards and directives, decisions and instructions of the Head of CESA which are relevant. Internal regulations of other component parts shall be issued by the Head of CESA

PART 10

RULES OF ECONOMIC MANAGEMENT

Article 24

CESA BUT economic management, budget, assets

1. BUT operates as a single accounting unit divided into different economic centres for the internal needs of budgeting, monitoring and evaluation of costs and revenues. CESA BUT has the status of an economic centre. It uses the BUT properties which are entrusted to CESA for its administration and activities.

2. The BUT Statute, part ten – Rules of Economic Management – are fully respected by CESA BUT in its activities. CESA BUT works independently, keeps accounting in accordance with general accounting regulations, especially those applicable to accounting entities whose main activity does not consist in pursuit of business BUT shall keep separate accounts for economic and non-economic activities.

3. When using funds from the state budget and handling all property, CESA BUT shall be obliged to act purposefully, efficiently and economically respecting the principles of due managerial and professional care, and in compliance with special legal regulations and the conditions set by the providers of the funds and property. Management is non -loss- made.

4. The Head of CESA shall be responsible to the Rector for setting-up the system of funding and economic management and management result of CESA BUT.

5. In accordance with internal rules CESA BUT shall manage the allocated funds under the following funds:

- a) Investment Asset Renewal Fund
- b) Operations Fund

c) Special Purpose Fund, Bonus Fund, Scholarship Fund, Reserve Fund if applicable

PART ELEVEN

DELIVERY OF NOTICES AND THE OFICIAL NOTICE BOARD

1. The official notice board shall be established in accordance with generally binding legislation. BUT establishes official notice boards allowing remote access in the public accessible part of its website. The relevant part of the website must be must be marked with the text "official board". The design of the BUT official notice board is set forth by the applicable legal regulation, especially by Section 26 of the Code of Administrative Procedure. BUT official notice board means:

- a) the official notice board which is managed by Rectorate
- b) the official notice boards which are managed by individual faculties
- c) the official notice boards which are managed by university institutes

2. CESA BUT shall publish the details required by law in BUT official notice board and in CESA BUT notice board. Publication on the public part of the websites of the university institute shall fall within the competence of the relevant component parts.

3. The responsible administrator of CESA BUT official notice board shall be determined by the Head of university institute.

PART TWELVE

MISCELLANEOUS

Article 26

Uniform graphic design

1. CESA BUT shall adhere to a uniform BUT graphic design in presentation to the public and also in internal relations.

2. Specification of the CESA BUT graphic design shall be provided in a BUT internal standard.

Article 27

Information systems

1. CESA BUT shall operates the BUT information systems and operates its own ADMIN.

2. A detailed specification of BUT's information systems, details about their contents, functioning and duties of CESA BUT are regulated by an internal BUT rule.

3. CESA BUT shall properly utilise the BUT IS and enter the required or necessary information into it in a timely manner.

Records of contracts

1. The system of records of contracts and the responsibilities of CESA BUT shall be specified in a BUT internal standard.

PART THIRTEEN

REPEALING AND FINAL PROVISIONS

Article 29

Repealing provisions

1. The Statute of CESA BUT from 27/10/2009 shall be repealed.

Article 30

Final provisions

1. The Statute shall come into force upon its approval by AS BUT.

2. The following Annexes form part of the Statute:

Annex 1 Organisational structure of CESA

RNDr. Hana Lepková Head of CESA BUT

prof. RNDr. Ing. Petr Štěpánek, CSc. Rector of BUT

doc. Dr. Ing. Petr Hanáček Chairperson of the BUT Academic Senate