

ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s.

STATUTE

Part One Basic provisions

Article 1

Name, address and type of university

- (1) Name of the university is “ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s. “, in German “ŠKODA AUTO Hochschule o. p. s. “, in English “ŠKODA AUTO University o. p. s. “.
- (2) ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s. (the “University”) defined by the following basic data:
Registered office: Na Karmeli 1457, 293 01 Mladá Boleslav
Reg. No.: 29142890
Abbreviation: ŠAVŠ
- (3) The University was established on 1 January 2013 upon registration in the register of public service companies based on the founding charter from 15/11/2012, it is a separate legal entity and in legal relations, it acts on its behalf in all activities in its scope.
- (4) The University is a private college under Act No. 111/1998 Coll., on universities and amending other Acts (Higher Education Act), as amended (the “Act”) and its activities are governed by this Act.
- (5) The University uses on its diplomas and diploma supplements a round-shaped stamp with the national emblem of the Czech Republic and the text “ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s. “. Principles for using the stamp are set in accordance with applicable laws¹⁾ by the Rector.

Article 2

Founding authority: ŠKODA AUTO a.s.
Tř. Václava Klementa, 869, 293 60 Mladá Boleslav
Reg. No.: 00177041

Statutory authority: Director

¹⁾ Act No. 352/2001 Coll., on the use of the state symbols of the Czech Republic and amending certain laws, as amended

Part Two

University Bodies

Article 3

University Bodies

- (1) The bodies of the University are established in accordance with the Act on Public Service Companies and the Higher Education Act.
- (2) Authority bodies of the University are:
 - a) Director
 - b) Board of Trustees
 - c) Supervisory Board

The position of administrative bodies of the University is defined in the foundation charter of the University

- (3) Academic bodies of the University are
 - a) Rector
 - b) Vice-Rectors
 - c) Academic Board
 - d) Academic Senate
 - e) Disciplinary Committee
 - f) Bursar
- (4) The organisational structure of the University is listed in Appendix 1 of this Statute.

Article 4

Rector

- (1) The Rector of the University is the Director. The Rector is responsible for administration of academic activities of the University under the Higher Education Act and is responsible for compliance with the accreditation conditions under this Act and related regulations.
- (2) The Rector is represented by his designated representatives, Vice-Rectors in the specified scope.
- (3) The Rector discusses internal regulations of the University with the Academic Board in accordance with the Higher Education Act. These are then subject to registration with the Ministry pursuant to Section 87 subparagraph a) of the Act.
- (4) The Rector performs evaluation of university activities and publishes its results in the annual report.

- (5) The Rector compiles, discusses with the Academic Board and submits to the Ministry a long-term plan for educational and research, development and other creative activities of the University (the “long-term plan”) and its annual updates. Prior to submission to the Ministry, the long-term plan shall be approved by the Board of Trustees.
- (6) The Rector submits study programs to the Academic Board for approval and to the Ministry for granting, extending or renewal of accreditation.
- (7) The Rector decides cases of disciplinary offenses of University students in accordance with Sections 64-69 of the Act, the internal regulations of the University and the disciplinary regulations for University students (the “disciplinary regulations”).
- (8) The Rector also:
 - a) decides on the admission and completion of studies in accordance with the law and with the internal regulations of the University,
 - b) appoints the members of the final state examination committee in accordance with Article 11 paragraph 4.

Article 5

The Academic Board

- (1) The Academic Board has 27 members. Members of the Academic Board of the University (the “Academic Board”) are appointed and dismissed by the Rector.
- (2) The chairman of the Academic Board is the Rector. Owing to their functions, Vice-Rectors and the Bursar are also members of the Academic Board.
- (3) Other members of the Academic Board are appointed particularly from among leading experts from both academic and corporate sector. In accordance with Section 11 and 12 of the Act, at least 1/3 of members of the Academic Board consists of external experts.
- (4) Academic Board discusses the long-term plan of the University, approves proposals of study programs and proposals of internal regulations of the University.
- (5) Academic Board comments on issues presented by the Rector.
- (6) Proceedings of the Academic Board are governed by an internal regulation, i.e. the Rules of Procedure of the Academic Board.

Article 6

The Academic Senate

- (1) The Academic Senate of the University (the "Senate") and its individual members are responsible for their activities to the Academic Board.
- (2) The Senate has 9 members elected from among the academic society, including four members from the students.
- (3) Election Rules and Rules of Procedure of the Senate are internal regulations of the University.
- (4) Membership in the Senate is incompatible with the functions of Rector, Vice-Rector, Bursar, Board of Trustees and the Supervisory Board.
- (5) The Senate has the right to:
 - a) collaborate with the Rector and Bursar on preparation of the annual activity report,
 - b) participate in the development and updating of the long-term plan of the University,
 - c) propose modifications of internal regulations of the institution,
 - d) cooperate with the Rector on the preparation of new study programs.

The Senate submits to the Rector proposals of scholarships for study results in accordance with the Scholarship Regulations.

- (6) Through the Senate, members of the academic society have an opportunity to express their opinions on all important documents and measures related to activities of the University. The Senate creates conditions that allow members of the academic society to submit comments on the institution's activities and propose solutions.

Article 7

The Disciplinary Committee

- (1) The Disciplinary Committee has 4 members. The members of the Disciplinary Committee and its chairman are appointed by the Rector from among the members of the academic society, half of the members are students.
- (2) The Disciplinary Committee discusses disciplinary offenses of students and presents its proposals to the Rector to decide.
- (3) The scope of the Disciplinary Committee and course of disciplinary proceedings are governed by the disciplinary procedure.

Article 8

Bursar

- 1) The Bursar, in cooperation with the Director, is responsible for the management and internal administration of the University. The Bursar takes care of managing the resources of the University in accordance with legal regulations and the internal regulations of the University. The Bursar is also responsible for the management of University assets and for controlling its additional activities. The Bursar acts on behalf of the University together with the Rector in economic matters and also within the scope assigned to him under internal regulations of the University or with specific authorisation.
- 2) The appointment and dismissal of the Bursar shall be performed by the Director and subject to the approval of the Board of Trustees and shall be signed together with a member of the Board of Trustees. The Bursar is responsible to the Director for the management results, asset management and proper execution of all management, organisation and methodology activities.

Part Three

Activities of the University

Article 9

Educational activities

- (1) The University provides accredited study programs - Bachelor's and follow-up Master's study programs ("programs").
- (2) Study programs and teaching methods including the standard period of study are submitted to the Ministry of Education, Youth and Sports (the "Ministry") for accreditation after being consulted in the Academic Board of the University.

Article 10

Admission to study

- (1) Admission to study at the University is subject to provisions of Sections 48 and 49 of the Act.
- (2) Admission procedure is administered by the university.
- (3) The university accepts applicants for studies in study programs and their respective fields of study based on admission procedure and recommendation of the admission committee appointed by the Rector. The admission to study is

decided by the University Rector.

- (4) The conditions for admission to study are announced annually by the University Rector in accordance with Sections 48-50 of the Act and in accordance with the Study and Examination Regulations of the University (the "Study and Examination Regulations"). Study and Examination Regulations constitute internal regulations of the university.
- (5) Written applications for study in study programs or their respective fields of study are accepted by the Study Affairs Department of the University.
- (6) The knowledge, skills and talent of applicants is usually verified by an entrance examination.
- (7) The entrance examination can be written, oral or a combination thereof.
- (8) The number of students to be admitted shall be determined by the Rector together with the Bursar. In the event that more candidates meet the requirements for admission than the university can accept, the admission shall be decided based on the order of successful applicants in the admission procedure.
- (9) The decision of the outcome of the admission procedure and its possible review are subject to Section 50 of the Act. An alternative method of delivery of the decision on admission to study means posting it on the university notice board.
- (10) Applicants shall have the right within six months from the date of the entrance examination to review all of their materials that are relevant to the decision on the admission. During this time the materials are stored and accessible at the University. The term "review" means read through the materials. "Materials" means all materials, that were part of the application as well as texts of all written tests done by the applicant including their assignment and evaluation, written evaluation of the applicant done by examiners in case of oral examination. The Materials are accessible only to the applicant and only in designated areas of the University in the presence of an employee authorized by the Rector.

Article 11

Conditions for foreign students

- (1) Foreigners can participate in the studies at the University:
 - a) under the law as students studying under the same conditions as the citizens of the Czech Republic,
 - b) on the basis of international treaties by which the Czech Republic is bound. The conditions for the admission of foreigners to study in study programs at university allow fulfilment of requirements implied by the treaties in accordance with Section 106 of the law,
 - c) on the basis of cooperation agreements concluded in accordance with Section 6, paragraph 1, subparagraph i) of the Act, particularly in terms of international programs as well as programs of the European Union on academic mobility.

- (2) During the enrolment to studies, foreign nationals are verified for having a residence permit in the Czech Republic and for meeting other provisions of legal regulations governing the stay of foreign nationals in the Czech Republic. In the event that a foreign national does not have a residence permit at the time of enrolment, a special enrolment date may be provided by the Rector. Foreign nationals must be duly enrolled in the study within two months following the date of enrolment announced for the relevant academic year.

Article 12

The course and completion of studies

- (1) The course and completion of studies is governed by Sections 51-56 of the Act and by the Study and Examination Regulations.
- (2) The enrolment date is set by the University Rector.
- (3) Structure of the academic year is set by the University Rector.
- (4) The members of the examination committee for the final state examination in the proper completion of study in study programs are appointed by the University Rector in accordance with Section 53 paragraph 2 of the Act. Pursuant to Section 53 paragraph 3 of the Act, the Ministry appoints other members of the examination committee made up of leading experts in the field.
- (5) Evidence of study in study programs and evidence of completion of studies is issued by the University in accordance with Section 57 of the Act.

Article 13

Study fees

- (1) The fees charged in connection with admission procedures as well as form of payment and due date are set and published by the University before the period for submitting applications.
- (2) The amount, form of payment and due date of fees connected with studies at the University are determined in accordance with Section 59 of the Act by an internal regulation as well as Article 13 of the Study and Examination Regulations.
- (3) The amount of fees connected with studies for the next academic year is published before the deadline for submission of applications to studies.
- (4) The issue of evidence of study in accordance with Section 57 paragraph 6 subparagraph b) and c) and paragraph 7 of the Act as well as replacement documents defined by the law and other documents not defined by the law is not provided free of charge. The amount of these payments is set in by an internal regulation of the University.

- (5) The university may define payments for sale of services related to educational activities and for administrative services upon student's request. The amount of these payments is set by an internal regulation of the University.
- (6) The University provides applicants, students and others with free information and consultancy services related to studies and opportunities for graduates.

Article 14

Scientific, research, creative and other activities

- (1) Research activity is a fundamental right and duty of an academic personnel at university and is the basis for educational activities. University supported by its founding authority is responsible for creating optimal conditions for research activities of academic personnel and its students. In terms of development of this activity, the University maintains cooperation with other universities, faculties as well as with working places outside universities, both in the Czech Republic and abroad.
- (2) In terms of utilizing state support pursuant to Section 2 paragraph 2 of Act No. 130/2002 Coll., On research and development, as amended, the University shall fully comply with the law, i.e. the University shares results of its research through teaching and publishing, it invests all potential profits back to its teaching and research activities and research capacities and the research results shall not be preferentially accessible to entities performing economic activities consisting of selling goods or services that could influence it in any way.
- (3) When dealing with the results of a public contract the University acts in accordance with Section 16, paragraph 1 of the Act no 130/2002 Coll. The rights to results of activities in research, development and innovations not being public contracts, belong to the University, unless special legal regulations state otherwise (Section 16 paragraph 3 of the Act no. 130/2002 Coll.).
- (4) Cooperation agreements with other foreign partners are signed by the University Rector together with the appropriate Vice-Rector or other authorised person. The contracts are archived in the Rector's office. University participation in international programs of the European Union is approved by the University Rector.
- (5) The University carries out publishing activities primarily related to research and educational activities of its academic society.
- (6) The University Library, as well as the Škoda Auto Technical Library and the public university library, with which the University signed an agreement on mutual cooperation, provide library and information security of educational and research activities of the University. It provides the academic society with the current state-of-the-art knowledge, particularly in the disciplines cultivated at the University.
- (7) The University creates conditions for international relations of its employees and students, particularly in terms of Volkswagen Group, its brands and individual companies, universities, research institutions, editorial boards of journals and

academic professional societies.

- (8) The research and creative activities of the University are driven mainly by its research projects and plans. The academic freedom of research and publishing its results is guaranteed. In cases where this information is about founding authority and its activities, these must be discussed in advance and approved by the founding authority.

Article 15

Evaluation of University activities

- (1) The University conducts an annual evaluation of its activities and publishes its results.
- (2) Results of evaluation of its activities are part of the annual activity report pursuant to Section 21 paragraph 2 subparagraph b) of the Act, that the University prepares every year and submits to the Ministry as a non-periodic publication for publishing in accordance with Section 42 paragraph 1 subparagraph a) of the Act. The annual report is approved by the Board of Trustees and signed by the Rector.
- (3) The basis for evaluation of the University activities are data about inputs and outputs of the activities, that are continuously concentrated in the Rector's office. It is the responsibility of all departments of the university to provide timely, fully and truthfully all information required by the Rector and the Bursar. The basis for evaluation of activities can also be the teaching evaluation done by the students.
- (4) Basis for evaluation of activities are assessed and conclusions are prepared by an evaluation committee appointed by the Rector for the purposes of a specific evaluation report.
- (5) The report contains in particular information about:
- a) interest in studying at the university,
 - b) students' success in learning and other activities,
 - c) employment of graduates in the labour market,
 - d) activities of academic personnel,
 - e) research, development and other creative activities,
 - f) collaboration with other universities and institutions (including foreign),
 - g) collaboration with professional departments of the founding authority and other brands and companies within the group,
 - h) cooperation with local authorities, institutions and other businesses in the region and beyond,
 - i) sponsorship and charity activities,
 - j) other activities as required by the Ministry and the Accreditation Commission.
- (6) The report is discussed by the Academic Board and approved by the Board of Trustees.
- (7) The purpose of regular evaluation is to monitor the level of educational and research work of the University as well as the utilisation efficiency of resources

of the University.

- (8) The results of university activities evaluation are used in development of the long-term plan of the University and its annual update pursuant to Section 42 paragraph 1 subparagraph b) of the Act. Long-term plan for educational and research, development or other creative activities of the university is its basic program document. Its preparation is based on interests of the University and its founding authority.

Part Four

Academic society of the University

Article 16

Academic society of the University

- (1) The academic society is pursuant to section 3 of the Act formed by academic personnel and students.
- (2) The status of academic personnel of the University is governed by Section 70 of the Act and Article 18 of the Statute.
- (3) Students become members of the academic society upon their enrolment for studies. Student ceases to be a member of the academic society as of the date of termination or interruption of studies pursuant to Section 54-56 of the Act.
- (4) The members of the academic society of the University are guaranteed the following academic freedoms and academic rights:
 - a) freedom of research,
 - b) freedom of teaching consisting mainly of its openness to various scientific opinions and scientific and research methods,
 - c) the right to learn, including free choice of specialisation within study programs and the freedom to express opinions in lessons,
 - d) the right to elect their representative academic bodies in accordance with this Statute,
 - e) the right to use academic insignia and hold academic ceremonies.
- (5) The University supports activities of scientific, technical professional, student and other interest groups, bringing together members of the academic society, whose work helps fulfil the mission of the University.
- (6) Members of the academic society are required to comply with the internal regulations of the institution and secure its good reputation.
- (7) Members of the academic society can direct their suggestions, comments and complaints to the Rector or his designated representative directly or through the Academic Senate of the University.

Article 17

Students

- (1) An applicant becomes a student on the day of enrolment to studies; individual whose studies were interrupted becomes a student on the day of re-enrolment to studies in accordance with Section 61 paragraph 1 of the Act.
- (2) An individual ceases to be a student on the day of termination of studies in accordance with Section 55 paragraph 1 and Section 56 paragraph 1 and 2 of the Act or by interruption of studies in accordance with Section 54 of the Act.
- (3) The rights and obligations of students and their status is defined in the sixth part of the Act. They are further regulated by this Statute and other internal regulations of the University. Students have the right to apply for scholarships under the Scholarship regulations of the University.

Article 18

Academic personnel and other employees

- (1) Academic personnel of the University means employees of the university involved in educational and research activities of the University. Academic personnel conduct its activities on the basis of contracts concluded with the University.
- (2) Other experts can also participate in the teaching and research activities, mostly on the basis of agreements on work performed outside employment.
- (3) For the purposes of appointing academic personnel, the Rector can conduct a selection procedure.
- (4) The conduct of selection procedure is published on the official notice board of the University. The Rector appoints a committee for the selection procedure. The University then concludes a contract with the applicant who was selected by the committee.
- (5) The selection of academic personnel, their appointment and introduction to individual functions is carried out in accordance with internal regulations of the University.
- (6) Remuneration of academic personnel and other employees is governed by the internal wage regulations of the University

Part Five

Study programs

Article 19

Proposals of study programs

- (1) The University prepares proposals of study programs it wants to implement, together with all their requirements laid down in Sections 44 and 45 of the Act. During the procedure, it can cooperate with a public university and the founding authority.
- (2) Proposals of study programs, their modifications and changes are submitted to the Rector by guarantors based on proposals discussed in field committees. The activity of a guarantor is defined in Article 4 of the Study and Examination Regulations.

Article 20

Accreditation of Study programs

- (1) Prepared proposals of study programs with appendices and application for accreditation are submitted to the Ministry through the Rector in accordance with Section 78-81 of the Act.
- (2) The University monitors validity of study programs and prepares documents for applying for renewal or extension of accreditation of study programs in accordance with Section 80 paragraph 2 and 3 of the Act.

Part Six

Academic insignia and ceremonies

Article 21

Academic insignia

- (1) A mark of academic traditions are the academic insignia of the University.
- (2) Academic insignia are used for matriculation, graduation and inauguration, or for other significant events of the academic life.
- (3) The mode of use of academic insignia on festive occasions is defined by the University Rector.
- (4) Documentation of academic insignia is stored in the archive.

Article 22

Academic ceremonies

- (1) The academic ceremony for opening studies – matriculation – is organised by the University and takes place in the presence of the Rector. Amended matriculation oath is given in Annex 2 of the Statute.
- (2) The academic ceremony for completing studies – graduation – is organised by the University and takes place in the presence of the Rector. Amended graduation oath is given in Annex 2 of the Statute.
- (3) The content and course of academic ceremonies is approved by the University Rector.
- (4) Academic ceremonies take place in the prestigious premises of the founding authority.

Part Seven

Management of the University

Article 23

- (1) Funding sources of the University consist of:
 - a) received donations, inheritances,
 - b) incomes from the activity for which it was established
 - c) subsidies.
- (2) The University may apply for subsidies from the state budget, budget of the municipality or other local authorities in the Czech Republic as well as for subsidies from national and international funds and programs.
- (3) The University has chosen the business year to be identical to the calendar year.
- (4) The budget proposal is prepared by the Bursar and approved by the Rector and then approved by the Board of Trustees.
- (5) In accordance with the Act on public service companies, the ordinary and extraordinary financial statements must be audited. The ordinary and extraordinary financial statements are approved by the Board of Trustees and reviewed by the Supervisory Board.
- (6) Review of University management and management of individual departments in relation to the budget is conducted by the Director through the Bursar and the Supervisory Board.

Part Eight Other provisions

Article 24 Study Contract

- (1) The University concludes a study contract (the “contract”) with the student on the day of enrolment for the first year. The contract is signed by the Rector together with the appropriate Vice-Rector and the student.
- (2) The purpose of the contract is to identify the basic rights and duties of both parties, arising out of the contractual relationship.

Part Nine Final provisions

Article 25 Internal regulations of the University

- (1) Annex no. 2 of the statute includes academic oaths.
- (2) Internal regulations of the University include:
 - a) statute,
 - b) study and examination regulations,
 - c) scholarship regulations,
 - d) rules of procedure of the Academic Board,
 - e) Election Rules and Rules of Procedure of the Academic Senate,
 - f) Disciplinary Regulations for students,
 - g) Study fees.
- (3) Internal regulations of the University are subject to registration with the Ministry.

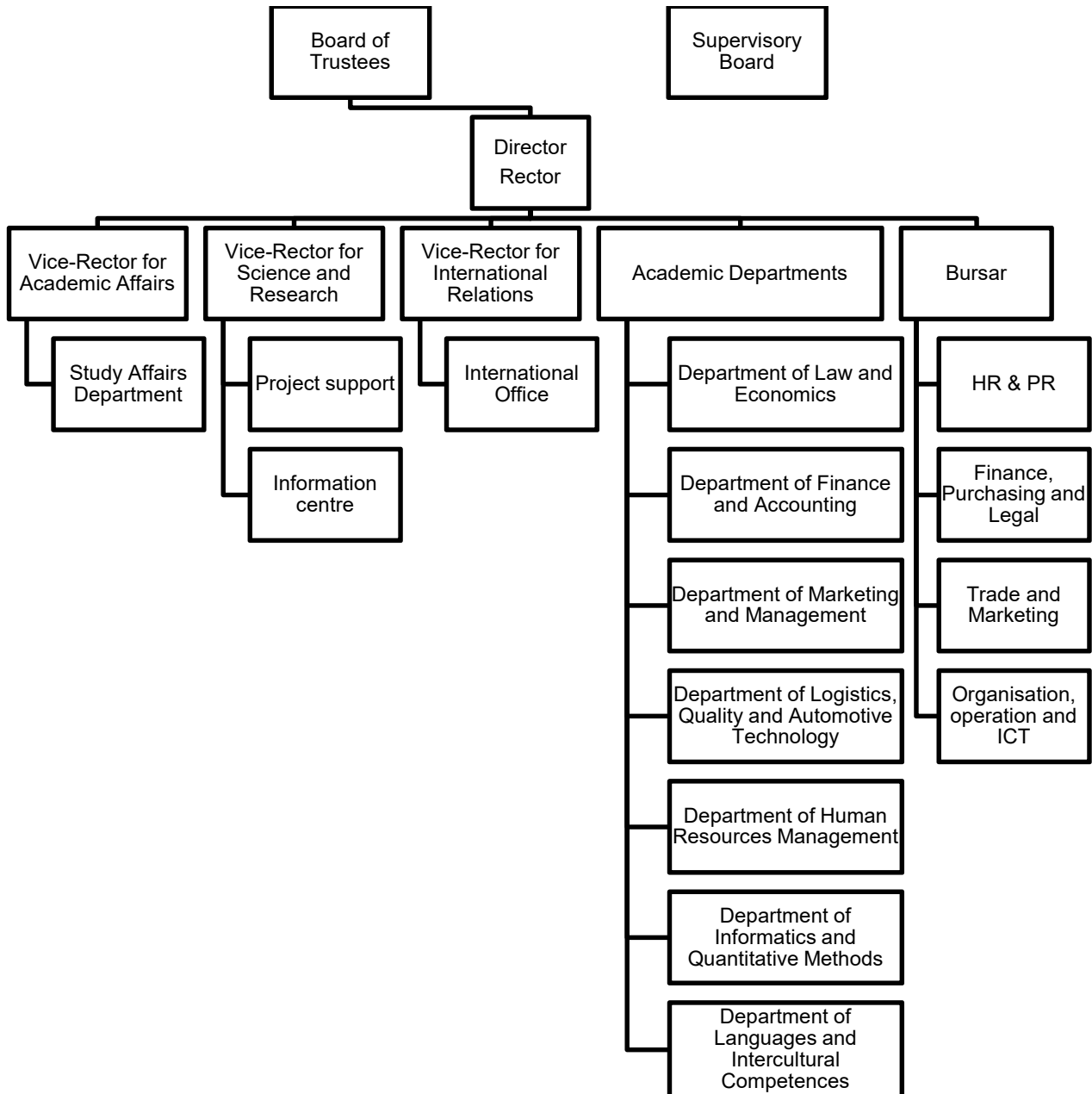
Article 26 The validity and effectiveness of the Statute

- (1) This statute was approved by the decision of the Board of Trustees of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. dated 30 September 2015.

- (2) This Statute shall come into force in accordance with Section 36 paragraph 4 and Section 41 paragraph 2 of the Act upon registration by the Ministry.
- (3) This Statute comes into effect upon registration by the Ministry, no sooner than 1st January 2016.
- (4) This statute replaces entirely the Statute of ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s. registered with the Ministry of Education Youth and Sports of the Czech Republic on 26 March 2013 under reg. no. MSMT 11008/2013-30.

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doc. Ing. Pavel Mertlík, CSc.
Rector

ORGANISATIONAL STRUCTURE



ACADEMIC OATHS

Matriculation oath

On this day I become a member of the academic society of Škoda Auto University in Mladá Boleslav.

I promise I will scrupulously fulfil all my duties and obligations which result from my university studies. I will conscientiously study and, through my efforts, achieve a high level of professional knowledge.

I promise not to abuse my academic rights and freedoms and I shall, by my actions, contribute to the good name of the university and ŠKODA AUTO Company.

The promise of a Bachelor's graduate

I am aware of the importance of Bachelor's education for the economic and cultural development of society and hereby promise that I will use the knowledge and experience obtained throughout my studies and develop it further according to my abilities and my conscience for the greater good.

I solemnly swear that I will always act in the spirit of the untouchable values of human dignity and freedom, with respect to the inalienable human and civil rights, aware of my duties towards others and that I will use the knowledge and skills acquired throughout my studies in the spirit of humanistic and democratic traditions to the benefit of those around me as well as of all humanity. I will honour the Czech Republic and the European Union, ŠKODA AUTO University and its founder, ŠKODA AUTO Company. I will reinforce their good name and prestige through my actions.

The promise of a Master's graduate

I am aware of the importance of Master's education for the economic and cultural development of society and hereby promise that I will use the knowledge and experience obtained throughout my studies and develop it further according to my abilities and my conscience for the greater good.

I solemnly swear that I will always act in the spirit of the untouchable values of human dignity and freedom, with respect to the inalienable human and civil rights, aware of my duties towards others and that I will use the knowledge and skills acquired throughout my studies in the spirit of humanistic and democratic traditions to the benefit of those around me as well as of all humanity. I will keep the respect for the Czech Republic and the European Union, ŠKODA AUTO University and its founder, ŠKODA AUTO Company. I will reinforce their good name and prestige through my actions.