

Statute

University of New York in Prague

Registered by the Ministry of Education, Youth and Sports on 28 August 2018.

1. Introductory Provisions

1. University of New York in Prague, s.r.o. (hereafter "UNYP") is an institution of higher education of the non-university type according to Act No. 111/1998 Sb. on Higher Education Institutions (hereafter "Higher Education Act"), based on the permission of the state authority under the Higher Education Act in the form of a decision of the Ministry of Education, Youth and Sports of the Czech Republic dated 1 November 2001, file number 28 533/2001-30.

2. UNYP is a limited liability company established on 25 June 1998 in Prague, Czech Republic, in accordance with Act No. 513/1991 Sb., the Commercial Code, as amended. UNYP has complied with the Act as a whole in accordance with § 777 (5) of Act No. 90/2012 Coll., On Commercial Companies and Cooperatives. It is registered in the Commercial Register at the Prague Municipal Court, Section C, Entry 60332.

3. The General Assembly of company partners (hereafter "General Assembly") is the supreme governing body of the company. The registered statutory executives are the Statutory Body of the company.

4. The academic community of UNYP comprises its students enrolled in UNYP study programs, and academic staff teaching on UNYP study programs.

2. UNYP's Goals

1. UNYP performs educational activities in the form of accredited Bachelor's and Master's degree programs and programs of lifelong learning. In connection with this, it carries out research, development, and other creative and supplementary activities. All degree programs at UNYP are taught in English.

2. The mission of UNYP is to provide transformative education that allows students to discover their potential and become reflective, responsible, tolerant, and resourceful individuals equipped with the skills and knowledge to meet the challenges of an interconnected world.

3. In conducting itself, UNYP:

- a) creates favorable conditions for education and related creative activities,
- b) secures conditions of academic freedom for the members of its academic community,
- c) forms collaborative partnerships with higher education institutions and professional organizations in the Czech Republic and abroad.

3. Bodies of UNYP

1. UNYP bodies consist of commercial company bodies (hereafter "company bodies"), the autonomous academic bodies, administrative organs, and office holders.
2. The company bodies of UNYP are
 - a) General Assembly of company partners,
 - b) President as statutory representative of the company (*jednatel*).
3. The autonomous academic bodies of UNYP are:
 - a) Academic Board,
 - b) Internal Evaluation Board,
 - c) Academic Council,
 - d) Disciplinary Committee,
 - e) Student Council,
 - f) Faculty Council.
4. The administrative bodies of UNYP include:
 - a) Administrative Board,
 - b) Alumni Council,
 - c) External Advisory Board.
4. The office holders of UNYP are:
 - a) Rector,
 - b) General Manager.

4. General Assembly of company partners

1. The General Assembly of company partners strive to fulfill UNYP's mission and vision through the formulation and execution of its strategic goals; the evaluation of the school's operation and fulfillment of its goals; and the provision of resources through the annual budget.
2. The General Assembly approves, upon the recommendation of the President:
 - a) statutes and internal regulations, with prior review by the Academic Board,
 - b) strategic goals and their annual updates, with prior review by the Academic Board,
 - c) annual financial statements.
3. The General Assembly appoints and recalls, and sets annual goals and priorities for:
 - a) the President,
 - b) the Rector, on the recommendation of the President,
 - c) the General Manager, on the recommendation of the President.

5. President

1. UNYP is headed by its President, who is appointed and whose performance is evaluated by the General Assembly of company partners.
2. The President secures the resources necessary for UNYP to fulfill its mission and strategic goals. The President is the only person with the power to bind UNYP; the

President acts in UNYP's name in commercial, administrative, and civil law matters. However, the President may derogate powers to the General Manager and the Rector.

3. The President chairs the Academic Board and the Internal Evaluation Board; the President may delegate those roles to the Rector or the General Manager.
4. The President supervises and on an annual basis evaluates the performance of:
 - a) the Rector,
 - b) the General Manager.
5. The President decides:
 - a) annual goals, strategy, and plans,
 - b) criteria for extraordinary social scholarships and scholarships based on study results,
 - c) establishment or elimination of a Department, School, Study Program, or Life-Long Learning Program, with prior review by the Academic Board.
6. On the recommendation of the Rector, the President appoints external members of the Academic Board.
7. The President recommends to the General Assembly of company partners:
 - a) statutes and internal regulations, with prior review by the Academic Board,
 - b) annual financial statement,
 - c) strategic goals and the annual updates to this, with prior review by the Academic Board,
 - d) candidates for the positions of Rector and General Manager, with prior review by the Academic Board.

6. Rector

1. The Rector manages and secures the quality of educational and related creative activities at UNYP, chairs the Academic Council, and represents UNYP in academic matters. The Rector is supervised and evaluated by the President.
2. The Rector oversees and evaluates the performance of:
 - a) Rector's Office,
 - b) Deans of Schools,
 - c) Registrar's Office,
 - d) International relations & mobility office,
 - e) Library,
 - f) other academic divisions as determined by the President.
3. The Rector decides:
 - a) admissions, and appeals of admission decisions,
 - b) on the creation or elimination of school officers in strategic academic areas (e.g., Program Director positions),
 - c) academic strategies and procedures not otherwise provided for in the Study & Exam Rules,
 - d) academic calendar, with prior review by the Academic Board,
 - e) registration procedures and deadlines,
 - f) in cases of determining the invalidity of state exams according to §47c to §47e of the Higher Education Law,
 - g) on the submission of accreditation and reaccreditation applications to the National Accreditation Bureau for Higher Education (*Národní akreditační úřad pro vysoké školství*; hereafter, Accreditation Bureau).

4. With the prior review of the Academic Board, the Rector decides on:
 - a) the appointment of guarantors of study programs,
 - b) the appointment of deans,
 - c) the employment of academic staff on labor contracts,
 - d) admissions criteria beyond that stated in accreditation documents.

5. The Rector creates the annual report on educational and related creative activities, for review by the Academic Board.

6. The Rector appoints:
 - a) the Chair of the Disciplinary Commission, from among the Deans,
 - b) advisory committees, *ad hoc* or standing.

7. The Rector proposes:
 - a) position descriptions for academic positions, to the General Manager,
 - b) external representatives to the Academic Board, to the President,
 - c) substantial changes to the curricula, for approval by the Academic Board,
 - d) changes to the Study & Exam Regulations, for approval by the Academic Board,
 - e) admissions criteria beyond that stated in a program's accreditation documents, for review by the Academic Board.

7. General Manager

1. The General Manager oversees the administrative aspects of UNYP's operations, including supporting and supplemental activities, and implements administrative decisions made by the General Assembly of company partners and the President. The General Manager acts as President if no President exists. The General Manager is supervised and evaluated by the President.

2. The General Manager
 - a) sees to the financial management and internal administration at UNYP,
 - b) announces selection procedures for administrative staff posts and concludes employment arrangements with them,
 - c) secures financial resource for UNYP,
 - d) safeguards the use of UNYP property and its reproduction,
 - e) draws up an annual report on the financial management of UNYP, and submits it to the President for approval,
 - f) supervises supplementary activities at UNYP.

3. The General Manager decides:
 - a) the annual budget,
 - b) terms of work agreements,
 - c) content of student contracts,
 - d) the organizational work rules,
 - e) the organizational structure,
 - f) the annual promotion and recruitment plan,

4. The General Manager may appoint advisory committees, *ad hoc* or standing.

5. The General Manager oversees and evaluates the performance of:
 - a) General Manager's Office,
 - b) Human Resources,
 - c) Finance,
 - d) Information Technology,
 - e) Student Services,
 - f) Facilities & Operations,

- g) Marketing,
- h) Admissions,
- i) other administrative officers as determined by the President.

8. Academic Board

1. The *ex officio* members of the Academic Board are:
 - a) President or his/her delegatee, as Chair,
 - b) Rector,
 - c) General Manager,
 - d) Deans.
2. Other members serve two year terms except as noted:
 - a) two members are appointed by the Student Council from among its officers according to its rules of procedure, for one-year terms,
 - b) two members are appointed by the Faculty Council according to its rules of procedure,
 - c) two representatives from the Alumni Council according to its rules of procedure,
 - d) two members external to UNYP representing noted experts from the academic spheres in which UNYP teaches and conducts creative activities, appointed by the President on the recommendation of the Rector.
3. Terms of service on the Academic Board may be repeated.
4. In addition, each degree partner university may nominate one non-voting member to the Academic Board.
5. The President may also appoint other school officials to the Academic Board; such officials serve two-year terms that may be repeated.
6. Member's representation at the meetings cannot be by proxy.
7. Meetings of the Academic Board are not public. Members of the Academic Board are obliged to keep confidential those items, issues, and documents that are so designated.
8. The Chair:
 - a) proposes the agenda and prepares resolutions,
 - b) signs documents on behalf of the Academic Board representing decisions it has made,
 - c) requests information and reports necessary for the operation of the Academic Board,
 - d) may invite guests to meetings of the Academic Board,
 - e) at the request of the President, convenes an extraordinary session of the Academic Board within three weeks of the date of the request.
9. The Academic Board meets at least twice per year. If requested by at least three members, the Chair shall call a meeting within three weeks of the request.
10. The Academic Board has a quorum if a majority of its voting members are present.
11. The Chair calls the meeting and proposes the agenda at least one week in advance. The agenda is approved as the first item of business at the meeting, after discussing proposed amendments to the agenda submitted by members of the Academic Board.
12. For each agenda item, the Chair gives the floor to the members in order. The Chair may set time limits on statements and discussion. Upon concluding discussions, the

Academic Board decides on resolutions and recommendations by voting, with approval determined by a simple majority of those present. At the Chair's discretion, voting may be *per rollam*.

13. Resolutions and recommendations of the Academic Board shall be published within one month of voting on UNYP's internal information systems.

14. The regulations of the system of quality assurance and evaluation of the quality of educational, creative, and associated activities, submitted by the Internal Evaluation Board, are subject to approval by the Academic Board.

15. The Academic Board decides on the members of the examining committees for state exams.

16. The following matters must be submitted to the Academic Board for review and comment:

- a) statutes and internal regulations,
- b) strategic goals and their annual updates,
- c) annual report,
- d) internal evaluations and their annual updates,
- e) proposals to establish or eliminate a school, study program, or lifelong learning program,
- f) nominations for the position of Rector and General Manager,
- g) criteria for social scholarships and scholarships based on study results,
- h) the academic calendar,
- i) admissions criteria beyond that stated in a program's accreditation documents, submitted by the Rector,
- j) changes to Study & Exam Regulations,
- k) substantial changes to curricula submitted by the Rector, with expert opinion from the Internal Evaluation Board,
- l) accreditation and reaccreditation applications submitted to it by the Rector, with expert opinion from the Internal Evaluation Board,
- m) proposals to appoint guarants and deans, submitted by the Rector,
- n) full-time Faculty nominations submitted by the Academic Council.

17. The Academic Board provides its opinion on matters submitted to it by the President, and matters submitted by its members, particularly the student, faculty, and alumni members.

9. Internal Evaluation Board

1. The Internal Evaluation Board oversees the operation of the internal evaluations of the quality of educational, creative, and related activities, and draws up summary reports of the results. These reports are submitted to the General Assembly of company partners and Academic Board, and published on UNYP's public website. The Internal Evaluation Board also offers its expert opinion on proposed accreditation and reaccreditation applications to the Academic Board.

2. The members of the Internal Evaluation Board are:

- a) President, as Chair; the President may delegate this role to the Rector,
- b) two docents or professors appointed by the President from among the UNYP academic community on the recommendation of the Rector,
- c) two members appointed by the Student Council from among its officers according to its rules of procedure,
- d) two members appointed by the Faculty Council from among its members according to its rules of procedure,

- e) other members that the President may appoint from the Academic Community.
- 3. The term of office is two years, except for Student Council representatives who serve one year terms; the position may be held repeatedly.
- 4. The Internal Evaluation Board meets at least twice per year. It has a quorum if a majority of its members are present. Members representation at the meeting cannot be by proxy.
- 5. The Internal Evaluation Board approves resolutions and recommendations on the basis of a majority of votes of those members present. At the Chair's discretion, voting may be *per rollam*.
- 6. The Internal Evaluation Board proposes rules for the quality assurance and evaluation of the quality of the educational and related creative activities at UNYP, which it presents to the Academic Board for approval.

10. Academic Council

- 1. The *ex officio* members of the Academic Council are:
 - a) Rector, who Chairs the council,
 - b) Deans.
- 2. Each Degree-Partner University may appoint one non-voting member. The Rector may appoint other school officials to the Academic Council. Member's representation at the meetings cannot be by proxy.
- 3. The Academic Council meets at least once per month during the semesters. Meetings are called by the Chair. If requested by at least three members, the Chair shall call a meeting within three weeks of the request. Meetings of the Academic Council are not public.
- 4. The Academic Council has a quorum if a majority of its members are present.
- 5. The Chair:
 - a) proposes the agenda and prepares resolutions,
 - b) signs documents on behalf of the Academic Council representing decisions or recommendations it has made,
 - c) requests information and reports necessary for the operation of the Academic Council,
 - d) may invite guests to meetings of the Academic Council,
 - e) at the request of the President, convenes an extraordinary session of the Academic Council within three weeks of the date of the request.
- 6. In the Chair's absence, the Chair may be represented by a delegate he or she selects from among the members of the Academic Council.
- 7. The Chair proposes the agenda of the meeting to the members at least one week before the meeting is held. The agenda is approved as the first item of business at the meeting, after discussing proposed amendments to the agenda submitted by members of the Academic Council.
- 8. For each agenda item, the Chair gives the floor to the members in order; the Chair may set time limits on statements and discussion.

9. Upon concluding discussions, the Academic Council decides on resolutions and recommendations by voting, with approval determined by a simple majority of those present. At the Chair's discretion, voting may be *per rollam*.

10. The Academic Council decides:

- a) semester and term course offerings ,
- b) petitions and appeals of petitions from members of the UNYP academic community concerning academic matters,
- c) modifications to study programs that do not require approval of the respective accreditation authority,

11. Members of the Academic Council are obliged to keep confidential those items, issues, and documents that are so designated.

12. Resolutions and recommendations of the Academic Council are made available to the members of the Academic Council and archived in the UNYP information system.

13. The Rector has veto power over decisions of the Academic Council.

11. Disciplinary Committee

1. The competence, powers, and responsibilities of the Disciplinary Committee are governed by the law and internal regulations of UNYP.

2. The members of the UNYP Disciplinary Committee shall be appointed and dismissed by the Rector from among the members of the UNYP academic community. The UNYP Disciplinary Committee has six members; three members are UNYP academic staff and three are UNYP students.

3. The term of office of members of the Disciplinary Committee shall be two years.

4. The proceedings of the Disciplinary Committee and the procedure for debating disciplinary offenses of students are regulated by the UNYP Disciplinary Code.

12. Student Council

1. Members of the Student Council are elected by UNYP students according to procedures set forth in the rules of proceeding of the Student Council.

2. The Student Council has nine members. The term of membership is three semesters.

3. The Student Council adopts its own rules of proceeding, subject only to applicable law and this Statute.

4. Regular meetings of the Student Council are open to non-voting observers.

5. The President, Rector, and General Manager shall regularly consult with the Student Council regarding significant matters relating to students.

13. Faculty Council

1. Members of the Faculty Council are members of the faculty elected every two years according to procedures set forth in the rules of proceeding of the Faculty Council.

2. The Faculty Council has at least three members.
3. The Faculty Council sets its own rules of procedure, subject only to applicable law and this Statute.
4. Regular meetings of the Faculty Council are open to non-voting observers.
5. The President, Rector, and General Manager shall regularly consult with the Faculty Council regarding significant matters relating to the teachers.

14. Alumni Council

1. The Alumni Council has no fewer than three members chosen every two years in elections open to all graduates of UNYP study programs.
2. The Alumni Council sets its own rules of procedure, subject only to applicable law and this Statute.
3. The President, Rector, and General Manager shall regularly consult with the Alumni Council regarding significant matters related to alumni.

15. External Advisory Board

1. The External Advisory Board consists of at least five distinguished individuals from the academic, professional, and public spheres, appointed by the President to two-year terms.
2. The External Advisory Board meets at least twice a year; the President chairs the meetings.
3. The External Advisory Board provides its opinion on the strategic goals of UNYP; the internal evaluation of quality, and other matters submitted to it by the President.

16. Academic Officials

1. Academic officials consist of deans, guarantors, academic advisors, and other academic officers as appointed by the Rector.
2. Other school officers typically include positions related to particular study programs and lifelong learning programs, such as Program Directors; and positions, such as directors and deans, related to strategic areas such as creative activities, international cooperation, internal quality assurance, pedagogic activities, and student affairs.
3. The duties and responsibilities of school officers are defined in the internal regulations of UNYP and in their contracts.

17. Guarantors of study programs

A guarantor of a study program:

- a) secures the ongoing quality of the study program through regular quality assurance processes defined in regulations for this, and regularly evaluates the

- quality of the study program according to processes decided by the Internal Evaluation Board,
- b) coordinates the content of the study program,
 - c) prepares accreditation and reaccreditation applications for review by the Internal Evaluation Board.

18. Deans

1. A Dean oversees the academic and administrative operation of a School within UNYP.
2. Deans decide:
 - a) award of credit for prior learning,
 - b) individual study plans, upon the request of a student.

19. Administrative Board

1. The members of the Administrative Board are:
 - a) General Manager, who also chairs the Administrative Board,
 - b) Rector,
 - c) Finance and Accounting Director.
2. The Administrative Board:
 - a) decides tuition and other study fees, and administrative fees,
 - b) decides on all financial petitions and other petitions related to non-academic matters, and appeals of the same,
 - c) carries out due diligence with regard to collaborative arrangements to ensure they meet UNYP's standards in the area of activity,
 - d) has oversight of ethical issues related to finance, external funding, fundraising, and gifts, and conducts due diligence to ensure that these activities are conducted with integrity and with regard to the public reputation of UNYP,
 - e) decides rules of student conduct and other non-academic rules.
3. Meetings of the Administrative Board are closed; the Board may invite others to its meetings as needed for its decisions.

20. Organizational Structure

1. The basic structure of UNYP is defined by the UNYP Statute.
2. Beyond the statutory provisions, the President decides the organizational work rules and organizational structure of UNYP.
3. The President publishes and regularly updates the organizational structure on the public website of UNYP.

22. Evaluation of Quality at UNYP

1. As a part of UNYP's quality assurance system, UNYP regularly evaluates the quality of its educational and related creative activities and operations in the form of internal and external evaluations, as a part of its efforts to efficiently identify and eliminate any deficiencies; determine how effectively it is meeting its strategic goals and fulfilling its Mission; and continually improve its operations.

2. Quality assurance systems and processes at UNYP are based on the *Standards and Guidelines for Quality Assurance in the European Higher Education Area* and the requirements of the Czech Higher Education Law.
3. The Internal Evaluation Board oversees the internal evaluation process at UNYP. Specific procedures for internal evaluation are created by the Internal Evaluation Board for approval by the Academic Board.
4. UNYP arranges with recognized accreditors and evaluation agencies for external quality evaluations. The results of these evaluations are made available to UNYP's General Assembly of company partners and the Internal Evaluation Committee.
5. A comprehensive internal evaluation is conducted every five years, with annual updates. The results of that evaluation are made available to UNYP's General Assembly of company partners and Academic Board; summary results are published on the UNYP public website.
6. Internal evaluation is grounded in direct evidence of the achievement of strategic goals; direct evidence of the achievement of learning outcomes; formal evidence of the quality, extent, and impact of related creative activities; direct evidence of operational effectiveness; and on formally and regularly gathered feedback from:
 - a) members of the UNYP Academic Community,
 - b) alumni,
 - c) staff,
 - d) employers and other external stakeholders,
 - e) degree-partner universities.
7. A part of this internal evaluation is an evaluation of the effectiveness of the UNYP Statute and internal regulations.
8. The Internal Evaluation Board also offers its expert opinion to the Academic Board and Rector on proposed accreditation and reaccreditation applications submitted by Garants. The Internal Evaluation Board creates specific requirements for the evaluation of proposed accreditations and reaccreditations, which include evaluation from the standpoint of:
 - a) UNYP's mission, strategic goals, and Code of Ethical Conduct,
 - b) the personnel, material, financial resources available to support the accredited program or area of study,
 - c) the quality, extent, and impact of related creative activities in the area of accreditation,
 - d) the methods and processes for securing the quality of the accredited program or area of study,
 - e) in the case of study programs, the program learning outcomes, content of the program, provision for equal access to the program regardless of disabilities, admission criteria, and profile of the graduate.

23. Regulations pertaining to study-related fees

1. Tuition fees, other study fees, and administrative fees are set by the Administrative Board and published on UNYP's public website.
2. Tuition fees and other fees, as well as the deadlines and conditions of their payment, are set forth in the contract that students conclude with UNYP.

24. Rules for using academic insignia and holding academic ceremonies

1. Academic insignia of UNYP are registered trademarks of UNYP, and are an appendix to this Statute.
2. They are used on official study documents, including transcripts, certificates, diplomas, and the Diploma Supplement.

25. Lifelong learning

1. UNYP offers lifelong learning programs, often in cooperation with higher education institutions abroad. These programs supplement, deepen, refresh, or extend the knowledge, understanding, and qualifications of participants.
2. At UNYP this includes:
 - a) foreign degree programs offered in cooperation with foreign universities,
 - b) certificate programs and other study offered within the framework of accredited study programs,
 - c) certificate programs offered outside the framework of accredited study programs.
3. Relations arising from lifelong learning programs are contractual. Conditions, requirements, and specifications of the lifelong learning programs are contained in the respective policies and procedures announced by the President.
4. Individuals may take courses at UNYP without matriculating towards a degree. Such students are considered Lifelong Learning (LLL) students, and do not have official student status in the Czech Republic. Graduates of LLL programs organized by UNYP within the framework of accredited study programs may be admitted to a study program under conditions regulated by program policies.

26. Internal regulations

The Internal Regulations of UNYP consist of:

- a) statute,
- b) study and exam regulations,
- c) disciplinary code,
- d) ethical code,
- e) scholarship regulations.

27. Concluding provisions

1. Matters, authorities, powers and bodies not regulated by this Statute are governed by other UNYP internal regulations and notices.
2. This Statute was approved by the General Assembly of company partners on 23 March 2018.
3. This Statute shall enter into force pursuant to § 36 (4) and § 41 (2) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.
4. This Statute shall become effective pursuant to §36 (4) and §41 (2) of the Higher Education Act on 1 September 2018.

Appendix 1: UNYP logo



UNIVERSITY OF NEW YORK IN PRAGUE

Internal Regulation: Study & Exam Regulations

1. Introductory & General Provisions

1. These Study & Examination Regulations apply to students of study programs accredited under Act No. 111/1998 Coll., On Higher Education Institutions and on Amendment and Supplementation of Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act") by the University of New York in Prague, s.r.o. (hereinafter referred to as "UNYP").

2. Students enrolled in programs offered by UNYP in cooperation with a partner university may also be subject to the policies and regulations of the partner university, which may take precedence over these regulations.

2. Academic Year

1. The academic year is composed of two obligatory semesters, Fall and Spring. Additional terms may be scheduled for which registration is voluntary.

2. The Academic Calendar is published on the UNYP website.

3. Student Status

1. An applicant becomes a student of UNYP on the first day of the first semester of the student's enrolment, after completing all conditions for enrolment.

2. Students must register for at least 18 ECTS credits in each obligatory semester unless granted an exception by the relevant Dean. A student may register for no more than 36 ECTS credits in an obligatory semester.

4. Study Programs

1. Study proceeds according to the study plans of accredited study programs.

2. Teaching takes the form of lectures, seminars, workshops, tutorials, consultations, practical training, experiential learning, and other supported learning directed toward the achievement of defined learning outcomes.

3. Studies are organized in a framework of credit accumulation following a defined study plan. UNYP uses the European Credit Transfer and Accumulation System (ECTS). UNYP also uses an American semester credit system in parallel with ECTS, with one semester credit equal to two ECTS. Study programs may include credit earned as a part of approved expert work experience and study stages abroad.

5. Individual study plan

1. Students may petition for individual study plans on the basis of serious reasons, such as health- or job-related reasons, or childcare responsibilities.

2. Individual study plans are approved by the relevant Dean. The procedure for the development and approval of individual study plans is given in *UNYP Policies*.

3. Individual study plans may not alter the academic standards of a course or study program, nor pose an undue financial or administrative burden on UNYP.

4. Individual study plans for students participating in approved study stages abroad are approved by the student's Dean.

6. Students with Disabilities

1. UNYP provides reasonable accommodations to students with documented physical, medical, emotional, and learning disabilities.

2. Accommodations cannot alter the academic standards of a course, nor pose an undue financial or administrative burden on UNYP.

3. The Academic Council decides petitions requesting academic accommodations; the Administrative Board decides all other petitions.

7. Evaluation of Learning

1. Study is evaluated on the basis of earned credits and successfully completed state final examinations, and by fulfillment of other study obligations specified in the study plan and internal regulations of UNYP.

2. The award of credit is based on the evaluation of student work, which may include written and oral exams, papers, homework sets, presentations, and projects, by means of published criteria linked to defined learning outcomes, with formal feedback provided to the student.

3. Individual courses are graded according to the grade system specified in *UNYP Policies*. A course grade is the weighted aggregate of the student's assessed work in the course. Details of each course's assessments, including types of assignment, relevant dates, and evaluation criteria, are set forth in the course syllabus.

4. If a course's final or major assessment is a written work (test, essay, etc.), UNYP will retain the student's work for at least two years.

5. Students are entitled to view their written work submitted for assessment in courses.

6. Grades may only be appealed if the grade was calculated incorrectly, or if the grade does not correspond to the student's achievement according to the grading criteria given with the assignment. The process for appealing a grade is described in *UNYP Policies*.

8. Academic Honesty

1. The UNYP academic community expects that students will neither give nor receive unauthorized aid on any assessed (graded) work, nor seek an unfair academic advantage for themselves or other students, whether intentionally or unintentionally.

2. Examples of unauthorized aid and unfair academic advantage include cheating, plagiarism, submitting purchased essays, dishonest conduct, and unauthorized collaboration.

3. Suspected violations of academic honesty policies are referred to the Disciplinary Committee.

9. Communication

1. The basic form of communication between UNYP and its academic community is contact via the UNYP information system.
2. Students are required to regularly monitor and use the UNYP information system for all official communication with administrative staff and teachers.
3. Official UNYP information is posted on the UNYP website or information system, and regularly updated.
4. Students are obliged to immediately inform UNYP of changes in their personal data and contact information, including residence and correspondence addresses.

10. Attendance

1. UNYP may provide for obligatory student participation in planned learning activities, such as lectures, discussions, meetings, fieldwork, and online forums.
2. In the course of the planned educational activities, student's active, positive and professional approach can also be part of the grading/evaluation.
3. Failure to meet a course's attendance requirements may result in failure of the course.

11. Credit Recognition

1. UNYP may award credit from prior study at accredited colleges, universities, and programs recognized by UNYP, and from certain exams.
2. Credit recognized by UNYP may be applied in the form of:
 - a) elective credit
 - b) credit and exemption from a required course or course category
3. Decisions on the recognition of credit and exemptions are made by the relevant Dean.

12. Interruption

1. Students may interrupt studies for a specific period of time by submitting an *Interrupt Studies* form to the relevant academic advisor.
2. Study may be interrupted only in case a student does not have outstanding debts to UNYP.
3. The minimal period of interruption is one semester. The maximum period of continuous interruption is four consecutive semesters. The maximum period of interruption during study in one study program is four semesters.
4. Interruption is different from Term Withdrawal; a student may not interrupt studies in the middle of a term.

13. Resignation from Studies

Students may resign their studies by submitting a *Withdrawal from UNYP* form to the academic advisor. Studies are ended the day the academic advisor receives the form. Students who have resigned their studies may later reapply through the normal admissions process.

14. Closure of Studies

1. For the proper completion of studies, the student has to fulfill all study obligations stipulated in the curriculum or individual study plan according to the accreditation of the study program and in accordance with these Study Regulations.
2. The Rector decides on the termination of studies in a Bachelor's or Master's degree program pursuant to §56 (1) b) of the Higher Education Act for a student who does not meet the requirements of the study program according to these Study and Examination Regulations.
3. The date of completion of studies pursuant to paragraph (2) is the date on which the decision to terminate the studies became final.

15. State Exams and Thesis

1. A student becomes eligible to take state exams upon the conclusion of the semester or term in which he or she successfully completes all other study requirements. From that point, the student has one year to successfully complete the concluding state exams and defend the thesis. Only students with no outstanding debt to UNYP may take state exams.
2. UNYP schedules three periods each year during which students may take state exams and defend the thesis.
3. The exam committee has at least three members, of which at least one is a professor or docent. Examiners for state exams are approved in advance by the Academic Board.
4. The thesis is made public at least five working days before the scheduled defense at a site designated by a decision of the Rector, with the exception of theses for which a postponed publication pursuant to paragraph (5) was permitted.
5. The student may request postponement of the publication of the final thesis or part thereof. The request shall be submitted to the Rector before the defense. The Rector decides on the postponement of the publication of the final thesis. The Rector may authorize postponement of the publication of the final thesis, a part or parts thereof, for a period of up to three years.
6. The individual parts of the state exam, including the defense of the thesis, are graded according to *UNYP Policies*. The overall exam is classified Fail (F) if the student fails any part of it. A failed part of the state exam may be retaken maximally twice, and within the time allowed.
7. A student completes the study program the day that all parts of the state exam are successfully completed.

16. Student Conduct

Mature, responsible, and professional behavior is expected of students in dealings with other students, instructors, staff, and other members of the UNYP community; and in contacts with external people and organizations while acting as a UNYP student (e.g., completing assignments, attending course activities, etc.).

17. Decisions on Students' Rights and Obligations

In proceedings concerning the rights and obligations of students, the provisions of § 68 of the Higher Education Act shall apply. In cases where the Rector decides on a request for review of a decision within the meaning of § 68 (4) of the Higher Education Act, the Rector may also amend or repeal the decision if the decision was made on the basis of a failure to fulfill obligations or a failure to meet the deadlines for reasons the student could not objectively influence.

18. Concluding Provisions

1. The effectiveness of this Study & Examination Regulation will be reviewed at least every five years by the Internal Evaluation Board, which will recommend revisions in the Regulations for consideration by the President and the Academic Board.
2. The UNYP Study & Examination Regulation was approved by the General Assembly of company partners on 23 March 2018.
3. These UNYP Study and Examination Regulations become valid pursuant to § 36 (4) and § 41 (2) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.
4. These UNYP Study and Examination Regulations become effective pursuant to § 36 (4) and § 41 (2) of the Higher Education Act on 1 September 2018.

Internal Regulation: Disciplinary Code

1. Introductory provision

This disciplinary code for students of the University of New York in Prague, s.r.o. (hereinafter referred to as the "Disciplinary Code") is an internal regulation of the University of New York in Prague, s.r.o. (hereinafter referred to as "UNYP") pursuant to § 17 (1) (Higher Education Act), as amended (hereinafter referred to as the "Act") and the UNYP Statute. It regulates the way the UNYP Disciplinary Committee acts and the procedure for holding hearings on UNYP students' disciplinary offenses and imposing sanctions.

2. Disciplinary offense and sanctions

1. A disciplinary offense is a violation of obligations under the law or UNYP internal regulations.

2. A disciplinary infraction may not be dealt with if more than a year has passed since it was committed or if a final verdict has been handed down in the case of a criminal matter. The one-year limit does not include any time in which the individual was not a student.

3. For a disciplinary offense, one of the following sanctions may be imposed:

- a) warning,
- b) conditional exclusion from studies, including the specification of a deadline by which certain conditions must be met,
- c) dismissal from study.

4. When imposing a sanction, account shall be taken of the nature of the conduct by which the disciplinary offense was committed, of the circumstances in which it occurred, of the consequences, of the degree of fault, of the behavior of the student who committed the disciplinary offense and of the attempt to correct the consequences.

5. In the case of conditional exclusion from studies, the time limit and the specification of a deadline by which certain conditions must be met shall be determined according to the severity of the disciplinary offense. The student will be considered to have violated the conditions if, during the period set for meeting conditions, the student commits another disciplinary offense, except for a less serious disciplinary offense committed by negligence.

6. If, in the event of a conditional exclusion from studies, the student successfully meets the conditions, the Rector will certify that conditions for further study are met. If the Rector decides the conditions are not met, even during the period granted, the Rector decides on dismissal from study. If the Rector fails to decide per the previous sentence within two months from the expiration of the deadline for the conditions, the student is deemed to have met the conditions.

7. Dismissal from studies is only possible in the case of the deliberate commission of a disciplinary infraction.

Students who were admitted to studies as a consequence of a fraudulent act on their part will be expelled.

3. Disciplinary Committee

1. The composition of the UNYP Disciplinary Committee (hereinafter referred to as the "committee"), the manner of appointing and removing members, and the duration of their term of office shall be determined by the UNYP Statute.
2. The proceedings of the committee are governed by the chair, or in the absence of the chair, the member of the committee whom the chair designates. If the position of the chair is not occupied, the Rector shall convene a meeting of the committee, whose program shall be the election of a chair of the committee, and delegates a member of the committee to conduct proceedings until the election of the chair.
3. The committee's deliberations are not public.
4. The committee has a quorum if an absolute majority of its members are present. Resolutions of the committee are adopted by an absolute majority of the votes of the members present.
5. A member of the committee who can reasonably be expected to have an interest in the result of the proceedings with regards to the member's relation to the matter, to the parties of the proceedings or to their representatives, such that the member's impartiality may be questioned, shall be excluded from all disciplinary proceedings which could influence the outcome of the proceedings.
6. A participant in the proceedings may object to the bias of a member of the committee as soon as he or she becomes aware of it. The objection shall be disregarded if the party to the proceedings demonstrably knew about reasons for exclusion but did not make an objection without undue delay. The chair of the committee shall decide on the objection without delay by resolution, or the Rector, if the bias of the chair of the committee is objected to.
7. A member of the committee who learns of circumstances indicating that he or she should be excluded under paragraph (5) above shall immediately notify the chair of the committee who shall decide without delay whether a member of the committee is excluded. If the chair of the committee becomes aware of circumstances suggesting that he or she should be excluded under paragraph (5) above, the chair shall be obliged to immediately inform the Rector who shall decide without delay whether the chair of the committee is excluded.
8. A resolution on a proposal for a sanction or other procedure for resolving a disciplinary offense is made by means of a record of voting. This record is signed by all members of the committee present.
9. A record is made of the committee's proceedings and signed by the chair of the committee, or in case of the absence of the chair, by the member designated per paragraph (2).
10. The chair of the committee shall submit to the Rector, within five working days of the end of the meeting, a proposal for the imposition of a sanction or other procedure for the settlement of the disciplinary offense, the minutes of the meeting, and the protocol on the vote on the proposal.
11. Members of the committee shall be required to maintain confidentiality regarding facts learned in connection with disciplinary proceedings and which, in order to ensure the proper performance of public administration or in the interest of others, require them to remain confidential. The members of the committee shall be exempt from this duty only for reasons provided for by a special law or by the consent of the person concerned.

4. Initiating disciplinary proceedings

1. Disciplinary proceedings shall be initiated by the committee, acting upon a proposal from the Rector.
2. The Rector's proposal must include
 - a) a description of the act,
 - b) a justification for regarding the act as a disciplinary infraction,
 - c) the supportive evidence.
3. If the proposal does not contain the elements referred to in paragraph (2), the chair of the committee shall request the Rector to correct the defects of his proposal. If the Rector fails to correct these defects within a reasonable period of time, the defective proposal shall be disregarded. The Rector's right to submit a new proposal is unaffected.
4. Oral hearings shall take place on the disciplinary offense. The chair of the committee, or a member of the committee appointed by the chair, shall convene a meeting of the committee without undue delay upon receipt of the proposal of the Rector in a manner which guarantees the proper invitation of all members of the committee.
5. Disciplinary proceedings shall commence on the date of delivery of the proposal for opening disciplinary proceedings by the student.
6. The student must be invited in writing to the oral hearing; if there is no danger from delay, the student must be invited at least five days in advance of the hearing. The invitation must include the day, the hour, and the place where the meeting will be held and is delivered in accordance with § 69a (2) of the Higher Education Act.
7. If a student has a representative, an invitation is also delivered to the representative.

5. The hearings on a disciplinary offense

1. The oral hearing shall be held in the presence of a student suspected of committing a disciplinary offense. The student may be represented by a representative. The student is required to appear in time at the designated place; if the student cannot do so for serious reasons, the student shall be obliged to apologize without delay to the chair of the committee. The apology is usually written and must be delivered to the chair of the committee no later than the day of the committee meeting. The committee shall decide on the reasons for the apology.
2. In the absence of the student or his / her representative, a disciplinary offense may be dealt with if the student or his / her representative fails to attend the meeting without a proper excuse, although they have been invited to do so in accordance with Article 4 (6) and (7).
3. The committee shall be required to ascertain the facts, in particular the nature of the conduct by which the disciplinary offense was committed, the circumstances in which it occurred, and the consequences thereof.
4. The chair of the committee may invite witnesses at the hearing, or other persons, who may assist in the objective assessment of the disciplinary offense in question.
5. A student has the right to attend the proceedings of the committee, except when voting takes place; he / she may propose and provide evidence, comment on all supporting evidence and documents, inspect the written documents and, with the

exception of the voting protocol, inspect the minutes of the committee's proceedings and obtain extracts from them.

6. After discussing the matter, the committee shall decide on a proposal that the Rector
 - a) decide that the student has committed the disciplinary offense and, at the same time, the committee proposes to impose a sanction in accordance with Article 2 (3),
 - b) decide that the student has committed the disciplinary offense and at the same time the committee proposes to waive the imposition of a sanction, or
 - c) discontinue the disciplinary proceedings.
7. The committee shall decide on a proposal that the Rector discontinue the disciplinary proceedings if
 - a) it turns out that the matter is not a disciplinary offense,
 - b) the evidence fails to show that a disciplinary offense has been committed by the student, or
 - c) the person suspected of committing a disciplinary offense is no longer a student.
8. The resolution referred to in paragraph (6) shall be communicated by the committee to the student and his / her representatives, if they are attending the meeting.

6. Decision on a disciplinary offense

1. The Rector shall decide without undue delay on a disciplinary offense on the basis of the committee's proposal.
2. Before taking a decision, the Rector will invite the student to express her or her views on the merits of the case, setting a reasonable deadline for the student to do so.
3. Where the committee decides on a proposal pursuant to Article 5 (6) a), with the exception of the sanction for the disciplinary offense referred to in Article 2 (8), the Rector may
 - a) impose the sanction proposed by the committee,
 - b) to impose a milder penalty, or
 - c) waive the sanction if the discussion of the disciplinary offense itself leads to correction.
4. The Rector shall decide according to the proposal of the committee if the committee decides on the proposal
 - a) pursuant to Article 5 (6) a) in the case referred to in Article 2 (8), or
 - b) pursuant to Article 5 (6) b) or c).
5. The decision must be made in writing and delivered to the student. The decision must include a statement on the finding of a disciplinary offense and the determination of a sanction, or a statement on the finding of a disciplinary offense and a waiver of a penalty, or a statement on the cessation of disciplinary proceedings. In addition, it must contain a justification and instructions on the possibility of appeal. If the student is represented in the proceedings by a representative, the decision is delivered to the student and the representative, with the delivery to the student having no effect on the deadlines.

7. Appeal procedure

1. The student may appeal against the Rector's decision on a disciplinary offense within 30 days from the date of his / her notification. The suspensive effect of an appeal can not be ruled out.
2. The Rector decides on appeals.
3. The Rector shall review legal compliance of the negative decision and proceedings preceding the decision with legal provisions and the internal regulations of UNYP.
4. As a result of decisions taken pursuant to the Rector's decision, the officers and official bodies of UNYP or one its constituent parts will take measures, where these are required, to restore a student's rights and to eliminate or at least mitigate the consequences of a wrong decision.

8. Concluding provisions

1. This Disciplinary Code must be interpreted in the sense of the relevant legal provisions, the UNYP Statute and other internal regulations of UNYP.
2. Proceedings which have not been terminated on the date of effect of this Disciplinary Code shall be completed in accordance with this Disciplinary Code. Members of the UNYP Disciplinary Committee appointed under the present disciplinary code shall be deemed to be members appointed under this Disciplinary Code for the term of office specified in their appointment according to the current Disciplinary Code.
3. The UNYP Study & Examination Regulation was approved by the General Assembly of company partners on 23 March 2018.
4. These UNYP Study and Examination Regulations become valid pursuant to § 36 (4) and § 41 (2) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
5. These UNYP Study and Examination Regulations become effective pursuant to § 36 (4) and § 41 (2) of the Act on 1 September 2018.

Internal Regulation: Scholarship Regulations

1. Introductory provisions

1. The Scholarship Regulations of UNYP (hereafter, "Scholarship Regulations") are issued in accordance with § 17 (1) g) of the Act no. 111/1998 Coll., relating to universities, and the changes and amendments to other relevant acts (the Universities Act), as amended, (hereafter, the "Act") as an internal regulation of the University of New York in Prague, s.r.o. (hereafter, "UNYP"), and contain the rules governing the awarding of scholarships to students who are on the degree programs realized by UNYP.

2. Scholarships covered by this Scholarships Regulations shall be paid from UNYP's Scholarship Fund and from grants and contributions from the state budget.

2. Types of scholarship

1. A student may be awarded a scholarship, funded by monies from grants and contributions from the state budget, according to the following:

- a) § 91 (2) e) of the Act (hereafter to be referred to as the "housing stipend"),
- b) § 91 (3) of the Act (hereafter to be referred to as the "social stipend").

2. A student may be awarded an extraordinary scholarship funded from UNYP's own resources, from donations, and from other earmarked funds. Extraordinary scholarships are proposed by the Rector, who decides on their amount.

3. Housing stipend

1. The housing stipend is awarded by the Rector to those students who fulfil the following conditions:

- a) he/she is a student on full time course of studies,
- b) he/she is enrolled in the first study program or in its linked degree program; or has transferred from one study program to another and his/her previous course of studies have been recognized; in the case of simultaneously studied study programs, the student is considered to be enrolled only once, and that in the study program in which he/she was enrolled earlier. Enrollment in a study program other than a full-time study program is disregarded for the purposes of the granting of this stipend,
- c) the student has not exceeded the standard study period in any of his/her simultaneously studied study programs,
- d) he/she does not have permanent residence in the region in which his/her studies are situated; if he/she studies in Prague, that he/she does not have permanent residence in Prague.

2. The forms, terms and deadlines for the submission of applications for the housing stipend are set by the Rector for the relevant academic year.

3. Entitlement to the granting of the housing stipend arises from the first day of the month in which the student submits his/her application.

4. The housing does not cover the months of July and August.

5. The housing stipend cannot be paid out:

- a) for the month when the student has interrupted his/her studies for the entire month;

- b) from the month following the day on which the student has ended his/her studies according to § 55 and § 56 of the Act;
- c) from the month following the day on which the conditions for deciding on the granting of the housing stipend have changed.

6. Housing stipends are paid retrospectively at the end of the calendar quarter in which the entitlement to payment has arisen; that is: to 31 December, 31 March, and 30 June.

7. The student is obliged to acquaint, without delay, the relevant student affairs department of all facts which will have an effect on the payment of the housing stipend.

8. Non-fulfillment of any of the conditions contained in Paragraph (1) a) to d) means that the student loses entitlement to the housing stipend.

4. Social stipend

1. The social stipend is awarded on the basis of the student's social situation according to § 91 (3) of the Act, in a set amount and manner of its awarding as laid down in this Act.

2. The forms, terms and deadlines for the submission of applications for the housing stipend are set by the Rector for the relevant academic year.

3. An essential condition for the application for the social stipend is an undertaking by the student to immediately inform the relevant office of any change in his/her circumstances that affect the conditions under which the stipend was granted.

4. The student is entitled to the social stipend for the standard period of study for each full calendar month during which he/she satisfies the conditions for the granting of the social stipend; however, this entitlement to the social stipend does not apply during the months of August and September.

5. As a rule, the social stipend is paid for three months retrospectively.

5. General provisions

1. Annual funding for the scholarships/stipends is raised from grants and contributions from the state budget in accordance with § 2 (1) of the Act, and is set down in the budget for a given calendar year.

2. § 68 of the Act covers the decisions relating to the granting of scholarships/stipends.

3. All the types of scholarships/stipends are paid in Czech Crowns by bank transfer to the student's own bank account.

4. The housing and social stipend are paid to the students at the latest on the thirtieth day of the month following the relevant payment term.

6. Closing provisions

1. These Scholarship Regulations were approved by the General Assembly of company partners on 23 March 2018.

2. These Scholarship Regulations become valid pursuant to § 36 (4) and § 41 (2) of the Act on the date of registration by the Ministry of Education, Youth and Sports.

3. These Scholarship Regulations become effective pursuant to § 36 (4) and § 41 (2) of the Act on 1 September 2018.

Internal Regulation: Code of Ethical Conduct

1. Preamble

To maintain and promote excellence and integrity at UNYP, the General Assembly of Company Partners has created this Code of Ethical Conduct, setting forth the principles to which UNYP subscribes and to which every UNYP member - the academic community and every employee, officer, and board member of UNYP – is expected to adhere. This code stands alongside and works in conjunction with other UNYP policies and procedures. Managers have a particular responsibility to uphold this code, to encourage their subordinates to do so, and to recognize and report suspected violations.

2. Ethical approach to its mission

1. UNYP is dedicated to education in an inclusive and equitable learning environment that enables its students, teachers, and staff to reach their full potential.
2. All UNYP members are expected to act in accordance with professional and community ethical standards, and to treat other UNYP members and visitors to UNYP with respect and dignity.
3. Every employee of UNYP is expected to faithfully carry out his or her professional duties in furtherance of UNYP's mission.

3. Academic integrity and academic freedom

1. All educational and research activities at UNYP will be conducted with honesty, integrity, and respect for the intellectual activity of others.
2. Students' academic progression is based on academic achievement.
3. Plagiarism, misrepresentation, and falsification of data are expressly prohibited. Advice and guidance in respect to plagiarism and other forms of academic misconduct is available through the offices of the Deans of Schools.
4. The ethical aspects of study programs are considered as part of the internal evaluation process carried out by the Internal Evaluation Board.
5. All research activities are required to undergo the appropriate review and approval by the UNYP Institutional Review Board. All research activities will conform to applicable UNYP policies and procedures.
6. UNYP is committed to academic freedom; its academic staff may put forward new ideas, publish the results of their academic research, and incorporate those results in their teaching without being in jeopardy of losing their position at UNYP.

4. Student involvement, feedback, and representation

UNYP's system for student representation and feedback encourages students to become responsible partners in their education. Student Council representatives are given responsibility for reporting on student issues to appropriate UNYP staff and boards without fear of reprisal or penalty.

5. Ethical business operations

1. UNYP staff, officers, and board members are expected to familiarize themselves with applicable laws, regulations, and UNYP policies related to their duties, and to fully comply with these. Questions or concerns about the legality or propriety of any action or failure to take action by or on behalf of UNYP should be referred to the appropriate supervisor, Human Resource Manager, or to the Administrative Board.
2. UNYP staff and agents working on behalf of UNYP may not utilize their position with UNYP for their own personal benefit, and must:
 - a) conduct business with honesty and integrity,
 - b) declare to their manager, Human Resource Manager, or the Administrative Board situations that may give rise to conflicts of interest at the earliest possible opportunity,
 - c) use UNYP funds ethically to ensure the best value to UNYP for the money spent,
 - d) ensure that accurate records of UNYP operations are created and maintained,
 - e) protect and preserve UNYP assets and property.
3. The Administrative Board carefully scrutinizes and, where appropriate, approves academic and operational collaborations with organizations that support UNYP's strategic aims and bring benefits to those involved, and are not discriminatory. The Administrative Board carries out due diligence with regard to collaborative arrangements to ensure they meet UNYP's standards in the area of activity.
4. The Administrative Board is responsible for oversight of ethical issues related to finance, external funding, fundraising, and gifts. It exercises due diligence to ensure that these activities are conducted with integrity and with regard to the public reputation of UNYP. All external funds and donations will be used to support the educational mission of UNYP.
5. UNYP members involved in externally funded research or other educational activities must ensure that all external funds are properly and responsibly administered.

6. Health, safety, and environment

UNYP members act with regard for the health and safety of UNYP's members and guests, and with consideration for the environmental impact of their activities.

7. Reporting and investigating suspected violations

1. Each member of UNYP is expected to report suspected violations of this Code to an advisor, supervisor, Human Resource Manager, or the Administrative Board.
2. If requested, UNYP will make every reasonable effort to maintain the confidentiality of the person reporting a suspected violation, insofar as this does not hinder a fair inquiry into the alleged violation.
3. UNYP will investigate all reported violations, with no reprisals against those reporting suspected violations in good faith. UNYP will pursue disciplinary action against anyone who knowingly makes false allegations with the intention to injure another.

8. Concluding Provisions

This Code of Ethics was approved by the General Assembly of company partners of UNYP on 23 March 2018 and comes into effect on the date of its registration by the Ministry of Education, Youth and Sports of the Czech Republic.