



Charter of Moravian Business College
Olomouc

CHARTER

OF MORAVIAN BUSINESS COLLEGE OLOMUC



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PART I – MORAVIAN BUSINESS COLLEGE OLOMOUC

Article 1 The Role of MVSO

1. In accordance with Section 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as “the Act”), Moravian Business College Olomouc (hereinafter referred to as “MVSO”) is a private college of a non-university type. The registered office of MVSO is in Olomouc.
2. MVSO provides tertiary education in the accredited bachelor’s degree programme and its graduates are awarded an undergraduate academic degree “bakalář” (bachelor) – abbreviated as “Bc.” which is to be used before the name of the graduate.
3. MVSO provides tertiary education in the accredited master’s degree programme and its graduates are awarded a postgraduate academic degree “inženýr” (engineer) – abbreviated as “Ing.” which is to be used before the name of the graduate.

PART II – MVSO BODIES

Article 2 MVSO Bodies

1. The bodies of MVSO are the following:
 - a) Founder,
 - b) Board of Directors,
 - c) Supervisory Board,
 - d) Director of MVSO (hereinafter referred to as “the Director”),
 - e) Deputy Director of MVSO (hereinafter referred to as “the Deputy Director”),
 - f) Rector,
 - g) Vice-Rectors,
 - h) Academic Senate,
 - i) Academic Board,
 - j) Disciplinary Board,
 - k) Study Programme Board,
 - l) Internal Evaluation Board.

Article 3 Founder

1. The Founder of MVSO is Bc. Josef Tesařík, MBA.
2. The Founder of MVSO is a part of the MVSO management as amended by Moravian Business College Olomouc Foundation Charter (hereinafter referred to as “the Foundation Charter”).



Article 4 Board of Directors

1. The Board of Directors has three members. The members of the Board of Directors are appointed and dismissed by the Founder as amended by the Foundation Charter.
2. The membership of the Board of Directors is incompatible with the membership of the Supervisory Board, with the duties of the Director, the Deputy Director, the Rector and the Vice-Rector.
3. In connection with MVSOU, the Board of Directors:
 - a) approves the MVSOU budget and its alterations,
 - b) controls the use of the MVSOU financial resources,
 - c) examines the MVSOU annual economic results,
 - d) approves the Annual Report on MVSOU activities and the Annual Report on Financial Management,
 - e) examines the report on Academic Senate activities,
 - f) approves Strategic Plan of Educational and Scholarly, R&D and Innovative, and Other Creative Activities of MVSOU and its annual updates,
 - g) approves admission conditions to study in an accredited degree programme,
 - h) is obliged to notify the Ministry of Education, Youth and Sports (hereinafter referred to as “the Ministry”) that the institution was declared bankrupt or was discharged from bankruptcy in accordance with general bankruptcy regulations and resolution procedures,
 - i) is obliged to notify the Ministry of dissolution of a legal person that obtained a private college status.
4. Rights and obligations of its members as well as the competence and scope of action of the Board of Directors are defined in the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSOU Organisational Guidelines and other MVSOU rules and regulations.

Article 5 Supervisory Board

1. The Supervisory Board has three (3) members. The members of the Supervisory Board are appointed and dismissed by the Founder as amended by the Foundation Charter.
2. The membership of the Supervisory Board is incompatible with the membership of the Board of directors, with the duties of the Director, the Deputy Director, the Rector and the Vice-Rector.
3. In connection with MVSOU, the Supervisory Board:
 - a) supervises the MVSOU operations,
 - b) supervises all MVSOU economic operations,
 - c) publishes a report on its control activities to the Board of Directors and the Director at least once a year,
 - d) supervises deployment of MVSOU activities which must be in accordance with the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSOU Organisational Guidelines and other MVSOU rules and regulations.
4. Rights and obligations of its members as well as the competence and scope of action of the Supervisory Board are defined in the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSOU Organisational Guidelines and other MVSOU rules and regulations.



Article 6 Director

1. The Director is appointed and dismissed by the Board of Directors with the consent of the Founder.
2. The Director represents the statutory body of MVSOU.
3. The Director manages the institution and is responsible for all its operations.
4. Primarily, the Director:
 - a) appoints and dismisses the Rector with the prior consent of the Founder,
 - b) appoints and dismisses the Vice-Rectors with the prior consent of the Founder,
 - c) appoints and dismisses the Deputy Director with the prior consent of the Founder,
 - d) appoints and dismisses the Department Managers,
 - e) prior to discussions with the Ministry, publishes a non-periodical publication Strategic Plan of Educational and Scholarly, R&D and Innovative, and Other Creative Activities and its annual updates in the form and time specified by the Minister,
 - f) provides the Ministry and the National Accreditation Bureau for Higher Education (hereinafter “the Accreditation Bureau”) with information necessary for their activities at their request, within the set deadlines and free of charge,
 - g) performs other activities conferred by the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSOU Organisational Guidelines and other MVSOU rules and regulations.
5. The Director accounts for all their activities to the Board of Directors.

Article 7 Deputy Director

1. The Deputy Director is appointed and dismissed by the Director with the consent of the Founder.
2. The Deputy Director is in charge of financial management and administration of MVSOU to the extent specified in the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSOU Organisational Guidelines and authorisation issued by the Director.
3. Rights and obligations of the Deputy Director as well as their competence and scope of action are further defined in the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSOU Organisational Guidelines and other MVSOU rules and regulations.
4. The duties of the Deputy Director are incompatible with the duties of the Director, a member of the Board of Directors or the Supervisory Board, the duties of the Rector, Vice-Rectors or a member of the Academic Senate.
5. The Deputy Director accounts for all their activities to the Director.

Article 8 Rector

1. The Rector is appointed and dismissed by the Director with the consent of the Founder.
2. The Rector is in charge of the MVSOU academic activities to the extent conferred in the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSOU Organisational Guidelines and authorisation issued by the Director. In order to ensure activities and development of MVSOU, the Rector:
 - a) takes decisions in administrative and legal matters of the students in accordance with the Act and MVSOU internal regulations, in particular, in accordance with this Charter, the Study and Examination Regulations and other binding management regulations of MVSOU,
 - b) appoints chairs and members of the Final State Examination Board in accordance with the Act,



- c) appoints and dismisses members and the Chairman of the Disciplinary Board with the consent of the Academic Senate representatives of the academic staff,
 - d) appoints members of the Study Programme Board.
3. Rights and obligations of the Rector as well as their competence and scope of action are further defined in the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSU Organisational Guidelines and other MVSU rules and regulations.
 4. The duties of the Rector are incompatible with the duties of the Director, the Deputy Director, a member of the Board of Directors or the Supervisory Board, with the duties of the Vice-Rectors or a member of the Academic Senate.
 5. The Rector accounts for all their activities to the Director.

Article 9 Vice-Rectors

1. Vice-Rectors are appointed and dismissed by the Director upon the Rector's proposal and with the consent of the Founder.
2. Vice-Rectors act on behalf of the Rector in specified areas of the MVSU activities.
3. Vice-Rectors are appointed primarily for the areas of: Study and Pedagogical Affairs, Science and R&D and External Relations. Rights and obligations of the Vice-Rectors as well as their competence and scope of action are further defined in the Foundation Charter, the Charter of Moravian Business College Olomouc, the MVSU Organisational Guidelines and other MVSU rules and regulations.
4. The duties of the Vice-Rector are incompatible with the duties of the Director, the Deputy Director, a member of the Board of Directors or the Supervisory Board, or with the duties of a member of the Academic Senate.
5. Vice-Rectors account for all their activities to the Rector.

Article 10 Academic Senate

1. Members of the Academic Senate are elected in accordance with the Election Rules of the Academic Senate.
2. Academic Senate is a self-governing academic body of MVSU representing its students and staff with regard to matters connected with study and pedagogical process, science and R&D.
3. Through its chairman, the Academic Senate mediates the communication between students, staff and the MVSU management, and requires opinions from the competent MVSU bodies.
4. The Academic Senate has six (6) members, consisting of three (3) MVSU employees and three (3) students.
5. The term of office of the Academic Senate members is three (3) years.
6. The membership of the Academic Senate is incompatible with the duties of the Director, the Deputy Director, the Rector, the Vice-Rector and with the membership in the Board of Directors as well as the Supervisory Board.
7. Activities of the Academic Senate follow the Rules of Procedure of the Academic Senate.



Article 11 Academic Board

1. The Director appoints and dismisses members of the Academic Board for a particular academic year.
2. The Academic Board is a professionally-creative body of MVSVO, which discusses fundamental issues of professional direction of MVSVO.
3. Through its chairman, the Academic Board mediates communication with the MVSVO management and requires opinions from the competent MVSVO bodies.
4. The Academic board has at least fifteen (15) members.
5. The members of the Academic Board may be academics, researchers, employees from companies or institutions and other experts. The Chairman of the Academic Board is elected from the centre of its members.
6. Rights and obligations of its members as well as competence and scope of action of the Academic Board are defined in the MVSVO Organisational Guidelines.

Article 12 Disciplinary Board

1. Members of the Disciplinary Board as well as its chairman are appointed and dismissed by the Rector from among members of the MVSVO academic community with the consent of the Academic Senate.
2. The Disciplinary Board discusses disciplinary offenses of MVSVO students and submits a decision proposal to the Rector.
3. The Disciplinary Board has four (4) members, two (2) of whom are students.
4. The term of office of the Disciplinary Board is two (2) years; posts of its members can be held repeatedly.
5. The procedure for dealing with disciplinary offenses and imposing sanctions is regulated by the Disciplinary Code for MVSVO Students.

Article 13 Study Programme Board

1. The Study Programme Board expresses its opinions on the preparation and implementation of accredited study programmes.
2. Members of the Study Programme Board are appointed and dismissed by the Rector.
3. The composition of the Study Programme Board, its competence, the term of office of its members and the detailed content of its activities are defined in the MVSVO Organisational Guidelines.

Article 14 Internal Evaluation Board

1. The Internal Evaluation Board gives its opinion on the implementation and results of the Internal Evaluation of Quality.
2. Members of the Internal Evaluation Board are appointed and dismissed by the Director.



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3. The Internal Evaluation Board has at least five (5) members.
4. The composition of the Internal Evaluation Board, its competence, the term of office of its members and the detailed content of its activities are defined in the MVSU Organisational Guidelines and in the Guidelines of the Internal Evaluation Board.



PART III – DECISION-MAKING, ACTING AND SIGNING ON BEHALF OF MVSOU

Article 15 Decision-Making, Acting and Signing on Behalf of MVSOU

1. On behalf of MVSOU, the Director makes decisions with the right to perform all legal acts in accordance with the law and with the right to act externally towards the third parties.
2. The Director may authorize another person in writing to act on behalf of MVSOU.
3. On behalf of MVSOU, the Rector acts to the extent stated in the Foundation Charter, the Charter of MVSOU, the MVSOU Signature and Organisational Guidelines and decisions issued by the Director. The Rector may authorise another employee in writing to act on behalf of MVSOU.
4. The Deputy Director acts on behalf of MVSOU to the extent stated in the Foundation Charter, the Charter of MVSOU, the MVSOU Signature and Organisational Guidelines and decisions issued by the Director. The Deputy Director may authorise another employee in writing to act on behalf of MVSOU.
5. Vice-Rectors and other members of the management act on behalf of MVSOU to the extent stated in the Signature Guidelines and decisions of the Director.
6. When signing on behalf of MVSOU, the official name of the institution shall be accompanied by the stamp of MVSOU and by a signature of the authorised person.
7. MVSOU uses an oblong stamp with the text “Moravská vysoká škola Olomouc, o.p.s.”. For diplomas and diploma supplements it uses a large round stamp with the national emblem of the Czech Republic.

PART IV – APPLICANTS

Article 16 Admission Procedure

1. The admission procedure conditions and rules are specified in the Admission Procedure Directive and Requirements for Admission to Study.
2. The admission procedure conditions and rules of the admission procedure are published on the official notice board and in the public section of the MVSOU website.

PART V – STUDENTS

Article 17 Students

1. The applicant becomes a student on the day of enrolment.
2. Enrolment must be preceded by the conclusion of a written study agreement between MVSOU and the applicant.
3. The students' rights and obligations are set by law, the contractual relationship between MVSOU and its student, the Disciplinary Code for MVSOU Students, and by the Study and Examination Regulations of MVSOU.



PART VI – FEES RELATED TO STUDY AT MVSO

Article 18 Tuition Fee and Other Fees Related to Study at MVSO

1. The amount and form of the tuition fee at MVSO (hereinafter referred to as “the tuition fee”) shall be determined by the Board of Directors.
2. Other fees related to study at MVSO, their amount, form and maturity are set by the Director with the consent of the Board of Directors in the Order for the Determination of the Amount of Fees Related to Study.
3. The amount of the tuition fee and other fees related to study, the form and dates of their maturity are regulated by the contractual relationship between MVSO and its student.

PART VII – EVALUATION AND ANNUAL REPORTS

Article 19 Types of Evaluation and Their Use

1. The following types of evaluation shall be performed at MVSO at regular intervals:
 - a) Internal Evaluation of Quality is performed by the Internal Evaluation Board,
 - b) Study Process Evaluation (performed by students).
2. The evaluation results are reflected in the Strategic Plan of MVSO as well as in its updates having a form of implementation scheme of strategic plans.
3. The evaluation results shall be reflected in the organisational documents of MVSO.

Article 20 Internal Evaluation of Quality

1. The Internal Evaluation Board shall conduct regular Internal Evaluation of Quality of MVSO
2. The Director is responsible for ensuring that evaluation of MVSO activities is performed.
3. The Internal Evaluation of Quality is approved by the Board of Directors.
4. The Internal Evaluation of Quality at MVSO includes the following types of evaluation:
 - a) of quality of educational and pedagogical activities,
 - b) of R&D and other creative activities,
 - c) of MVSO functions and processes,
 - d) of implementation and development of personnel plans,
 - e) of economic efficiency.
5. In its outputs, the Internal Evaluation of Quality takes into account evaluation of the study process and other internal evaluation processes.
6. Criteria and frequency of the evaluation are specified in the organisational documentation of MVSO.



Article 21 Study Process Evaluation

1. MVSOU students evaluate the study process while the anonymity of their evaluation is being ensured.
2. The Director is responsible for processing the results of the study process evaluation.
3. The results of the study process evaluation are approved by the Board of Directors and the Internal Evaluation Board.
4. The study process evaluation includes:
 - a) quality evaluation of ensuring teaching and syllabi of the individual disciplines taught,
 - b) evaluation of services provided to students,
 - c) evaluation of the examination in accordance with the accredited degree programme.
5. The evaluation criteria and frequency shall be defined in the MVSOU organisational documentation.

Article 22 Annual Reports

1. MVSOU elaborates and publishes the Annual Report on Activities of the Private Higher Education Institution and the Annual Report on the Financial Management of the Private Higher Education Institution (hereinafter referred to as “annual reports”).
2. The content, form and frequency of annual reports are determined by the Minister of Education, Youth and Sports in accordance with Section 42 (1a) of the Act.
3. The Director is responsible for elaboration of annual reports.
4. Annual reports are approved by the Board of Directors.
5. Annual reports must be published on the official notice board and in the public section of the MVSOU website.

PART VIII – LONG-TERM STRATEGY OF MVSOU

Article 23 Plan of the MVSOU Founder

1. The key directions of MVSOU development are formulated by the Founder in the Plan of the MVSOU Founder (hereinafter referred to as “the Plan”).
2. After the Plan is discussed by the Board of Directors, it becomes binding on MVSOU.
3. The Director ensures implementation of the Plan at all levels of MVSOU.

Article 24 Strategic Plan

1. MVSOU elaborates and publishes the Strategic Plan of a Private Higher Education Institution (hereinafter referred to as “the Strategic Plan”).
2. The content and form of the Strategic Plan are determined by the Minister of Education, Youth and Sports in accordance with Section 42 (b) of the Act.
3. The Director is responsible for elaboration of the Strategic Plan.
4. The Strategic Plan is approved by the Board of Directors.



5. The Strategic Plan is updated annually in a form of the Strategic Plan implementation scheme. The Strategic Plan must be published on the official notice board and in the public section of the MVSO website.

PART IX – ACADEMIC CEREMONIES AND INSIGNIA

Article 25 Academic Ceremonies and Insignia

1. Academic insignia of MVSO represent an expression of the powers and responsibilities of its academic bodies.
2. The following bodies of MVSO are entitled to use MVSO gowns during ceremonial occasions:
 - a) Rector and Vice-Rectors
 - b) academic staff according to the Rector's instructions,
 - c) Beadle,
 - d) students and graduates,
 - e) important guests of MVSO according to the Rector's instructions,
3. The conditions for using academic insignia and gowns of MVSO are set by the Rector.
4. Admission of new students to the academic community usually takes place at the ceremonial matriculation; the solemn oath of the students is a part of matriculation.
5. The awarding of diplomas to graduates is usually held at the graduation ceremony; the solemn oath of the graduates is a part of the graduation ceremony.

PART X – MVSO FINANCIAL RESOURCES

Article 26 MVSO Financial Resources

1. Financing of MVSO shall be transparent and verifiable. The Director is responsible for its transparency and verifiability.
2. In particular, the primary financial resources of MVSO are as follows:
 - a) income generated from activities listed in Article IV of the Foundation Charter,
 - b) subsidies,
 - c) funds of MVSO,
 - d) the value of donations and legacies received.
3. MVSO may apply for subsidies from the state budget, the municipal budget, or from the budgets of other territorial units in the Czech Republic, or for subsidies from foreign funds and programmes.
4. MVSO may participate in projects in the framework of international cooperation.



PART XI – FINAL PROVISIONS

Article 27 Final Provisions

1. Questions, which are not explicitly stated in relevant legal regulations, the Foundation Charter or the Charter of MVSOU, may be regulated by other internal regulations of MVSOU or, possibly, the society.
2. The Charter of MVSOU (Statut Moravské vysoké školy Olomouc, o.p.s.) registered by the Ministry under the reference number MSMT-13617/2016-3 on 20th of October 2016 is repealed.
3. Pursuant to Section 36 (4) and Section 41 (2) of the Act, this Charter enters into force and effect on the date of its registration by the Ministry.