



International Baptist Theological Seminary

of the European Baptist Federation o.p.s.
Nad Habrovkou 3, 164 00 Prague 6, Czech Republic

International Baptist Theological Seminary of the European Baptist Federation, o.p.s.

Statute

Pursuant to section 41 of Act No. 111/1998 Coll. concerning Universities and Amendments and Augmentation of other Acts (referred to hereinafter as the “University Act”), the Board of Directors of the International Baptist Theological Seminary of the European Baptist Federation, public service company, has agreed on this **Statute of the International Baptist Theological Seminary of the European Baptist Federation, public service company, as its internal regulation:**

Part One

Fundamental Provisions

Article 1

Introductory Provisions

- (1) The International Baptist Theological Seminary of the European Baptist Federation, o.p.s. (referred to hereinafter as the “IBTS”) is a private college of a non-university type.
- (2) The English title is “International Baptist Theological Seminary of the European Baptist Federation”, and the official abbreviation is “IBTS”.
- (3) Registered office: Nad Habrovkou 3, Prague 6, postcode 164 00.
- (4) Statutory body: Board of Directors of o.p.s.
- (5) Type of legal person: a public service company pursuant to Act No. 248/1995 Coll. concerning Public service companies and Amendment and Augmentation of Certain Acts (referred to hereinafter as the “Public Service Companies Act”).

Article 2

Mission and Activity of IBTS

- (1) In terms of content, the IBTS follows on in the tradition of the “International Baptist Seminary” founded in 1949 in Rüslikon in Switzerland. The mission of the IBTS is to maintain the main fundamentals of the Christian faith and historical Baptist principles.
- (2) The IBTS cultivates and develops values which serve global interdenominational dialogue and tolerance.
- (3) All academic freedoms and academic rights as defined in section 4 of Act No. 111/1998 Coll. concerning Colleges and Amendments and Augmentation of other Acts (referred to hereinafter as the “University Act”) are applied in IBTS with the condition that they also expressly concern freedom of religion.
- (4) The IBTS implements the accredited follow-on master’s study programme “Theology”.
- (5) The IBTS provides library and other information services.
- (6) The IBTS carries out publishing and editing activity associated with the scientific and pedagogical activity of its academic community.
- (7) The auxiliary activities must assist in the performance of the mission of the IBTS.

- (8) The IBTS co-operates with domestic and foreign colleges and scientific and research organisations and other legal persons, and it creates conditions for the participation of members of the academic community in this co-operation. The forms and methods of co-operation of IBTS with legal persons are regulated by contracts.

Part Two
Organisational structure of IBTS
Article 3
Bodies of IBTS

The bodies of the IBTS are:

- a) the Academic Senate
- b) the Board of Directors
- c) the Rector
- d) the Academic Committee
- e) the Disciplinary Committee
- f) the Kvestor

Article 4
Academic Senate of IBTS

- (1) The Academic Senate of the IBTS (referred to hereinafter as the “Senate”) and its members are responsible for the activity of the academic community. Whilst performing their function, members of the Senate must follow their conscience and are obliged to heed the interests of the IBTS as a whole.
- (2) Three members of the Senate are elected from amongst the students, and two members of the Senate are elected from amongst the academic employees. The term of office of members of the Senate is one year and always begins on 1st December.
- (3) Those candidates who receive the greatest number of votes are elected; in the event of a split vote, the decision is made by drawing lots.
- (4) Before the expiry of the term of office, membership in the Senate expires
 - a) at the same time as the expiry of membership of the academic community,
 - b) on the date of the delivery of a written declaration to the Chairperson of the Senate by which the member surrenders their membership in the Senate,
 - c) if the Senate votes to revoke the mandate of a member as a result of non-participation with no prior apology at three meetings of the Senate in a row.
- (5) If membership in the Senate expires pursuant to paragraph 4, a replacement designated pursuant to the election rules of the Senate shall enter the Senate.
- (6) A member of the Board of Directors of the IBTS may not be a member of the Senate.
- (7) The body of the Senate is the Chairperson.
- (8) The Chairperson calls the meetings of the Senate and represents the Senate externally.
- (9) The Chairperson prepares the meetings of the Senate.
- (10) The Senate is quorate if a simple majority of its members are present. Unless designated otherwise by the University Act, a resolution is passed if a simple majority of those present votes for it, but at least one third of all members of the Senate.
- (11) The meetings of the Senate are held at least four times during the academic year. The schedule for the meetings of the Senate and a brief record from the meeting of the Senate, including the content of resolutions, are published in the normal manner. The Chairperson is obliged to call a meeting of the Senate if at least one fifth of the members of the Senate require it.
- (12) The details concerning elections to the Senate and the meetings of the Senate are governed by the Senate election rules and rules of procedure, which is an internal regulation.

Article 4
Board of Directors

- (1) The Board of Directors is the Body of the IBTS.
- (2) The Board of Directors has three members.
- (3) The members of the Board of Directors are appointed by the founder.

- (4) The members of the Board of Directors are appointed for a period of three years. They can be re-appointed after the end of their term of office.
- (5) The Board of Directors elects one of its members to be the Chairperson of the Board of Directors. The Chairperson of the Board of Directors acts independently in all matters, including signature right. Otherwise the members of the Board of Directors act and sign collectively, and this also applies in the event that the position of Chairperson is not filled or is vacated.
- (6) The founder shall dismiss a member of the Board of Directors as a result of the cessation of the conditions required by the Public Service Companies Act for the performance of the function of member of the Board of Directors.
- (7) In the event that membership in the Board of Directors is terminated, a new member will be appointed by the founder at the next meeting of the Board of Directors, but within six months at the latest from the membership being terminated.
- (8) The Board of Directors meets twice a year. The Chairperson calls the meetings of the Board of Directors. Invitations to the meetings of the Board of Directors must be sent out at least one month before the actual meeting of the Board of Directors.
- (9) The Board of Directors is quorate if at least one member of the Board of Directors is present. If only one member of the Board of Directors is present, it is not possible to pass any resolutions.
- (10) For a resolution to be passed, a simple majority of the votes of the members of the Board of Directors present is required. In the event of a split vote, the Chairperson has the casting vote.
- (11) In matters which do not bear delay, the Chairperson of the Board of Directors can ask for a resolution and expression from members of the Board of Directors by letter, e-mail, telephone or fax.
- (12) The Chairperson of the Board of Directors can invite other persons to the meetings of the Board of Directors as needs be. If one of the members of the Board of Directors does not agree with the presence of the invited person, the entire Board of Directors will vote on the invitation.
- (13) The Chairperson of the Board of Directors may decide that the meeting will be held in camera.
- (14) At its first meeting, the Board of Directors shall appoint a Clark who is present at the meeting of the Board of Directors and who makes out minutes from the meeting. After the approval of the wording of the minutes from the meeting of the Board of Directors by a simple majority of the members present, the Clark and Chairperson of the Board of Directors shall sign the minutes from the meeting.
- (15) The following is within the competence of the Board of Directors:
 - a) to decide on the subject and scope of additional activities of IBTS beyond the framework defined in the charter,
 - b) to decide on the subject and scope of additional activities,
 - c) to issue internal regulations of IBTS and approve amendments thereto,
 - d) to decide on the cancellation of the organisation, the appointment of liquidators; in such a case unanimous consent is required,
 - e) to approve amendments to the charter in compliance with section 4, paragraphs 3 and 4 of the Public Service Companies Act,
 - f) to approve and publish the first annual report concerning the activity and economic management of the organisation within 18 months at the latest from its foundation,
 - g) to publish an annual report on the activity and economic management of the organisation within six months at the latest from the ending of the evaluation period; the evaluation period is the calendar year.
- (16) The members of the Board of Directors are bound to secrecy during and after the ending of their membership concerning all facts and information of which they learn during their term of office.

Article 5

Rector

The Rector is the representative of IBTS.

- (1) The Rector is a member of the Board of Directors.
- (2) The term of office of the Rector is five years. The term of office of the Rector begins on the day for which he/she was appointed to this function. The function of Rector may be discharged by the same person repeatedly.
- (3) The term of office of the Rector begins on the day for which he/she was appointed to this function.

- (4) The Board of Directors announces the election of a candidate for the function of Rector in such a manner that it occurs at least 90 days before the expiry of the term of office of the Rector.
- (5) The Rector is responsible for preparing the long-term programme for the educational and scientific activity of the IBTS. This programme is constituted by the basic programme document, which the Rector submits to the Academic Committee and the Board of Directors. The programme document must be based on the goals of the IBTS and must be updated on an ongoing basis.
- (6) The Rector calls meetings of the academic employees of the IBTS as needs be.
- (7) The Rector shall in particular:
 - a) take decisions in student matters,
 - b) appoint and dismiss members of the Academic Committee,
 - c) designate the level of fees associated with study,
 - d) designate the start of tuition, holidays and the examination period,
 - e) decide on acceptance for study,
 - f) conclude contracts of employment with academic employees and act in the employment-legislation matters of these employees,
 - g) decide on the level and granting of scholarships ,
 - h) appoint the members of the disciplinary committee,
- (8) The Rector shall act on behalf of the IBTS in the scope of powers of attorney which are granted to him/her by the Board of Directors. For the discharge of his/her function the Board of Directors shall grant him/her a valid power of attorney and letter of appointment.

Article 6 Academic Committee of IBTS

- (1) The members of the Academic Committee are appointed and dismissed by the Rector. The Academic Committee has at least seven members.
- (2) The members of the Academic Committee are important representatives of the fields in which the IBTS carries out educational and scientific activity. At least one third of the members are persons other than members of the academic community of the IBTS.
- (3) The Chairperson of the Academic Committee is the Rector.
- (4) The Academic Committee shall in particular:
 - a) discuss the long-term programme of education and scientific activity of the IBTS,
 - b) make expressions on the research plans of the IBTS,
 - c) approve drafts of study programmes,
 - d) approve experts proposed by the Rector as members of committees for final state examinations.

Article 7 Disciplinary Committee of the IBTS

- (1) The Chairperson, other members of the Disciplinary Committee and replacements are appointed by the Rector from amongst the members of the academic community; he/she appoints and dismisses them with the consent of the Academic Committee.
- (2) The Disciplinary Committee has six members. The Chairperson is a member of the Disciplinary Committee. The members of the Disciplinary Committee are the Rector, one of the guarantors of the study programme, a representative of the Board of Directors and three representatives of the students.
- (3) The term of office of members of the Disciplinary Committee is two years at most.
- (4) The meetings of the Disciplinary Committee are managed by its Chairperson.
- (5) The Disciplinary Committee is quorate if a majority of its members are present.
- (6) Minutes are made out from the meetings of the Disciplinary Committee; a protocol is made out concerning the voting of the Disciplinary Committee
- (7) The Disciplinary Committee acts pursuant to an internal regulation – Disciplinary Code for Students of IBTS.

Article 8

Kvestor

- (1) The Kvestor is appointed on the basis of a selection procedure of the Board of Directors, which also dismisses him/her.
- (2) The term of office of the Kvestor is five years. The same person can perform the function of Kvestor repeatedly.
- (3) The Kvestor governs the economic management and internal administration of the IBTS in the scope designated by the measure of the Board of Directors and the Rector.
- (4) The Kvestor prepares an annual report concerning the activities of IBTS. He/she submits this annual report within the prescribed periods of time to the Rector and the Board of Directors of IBTS along with other requested records and information.
- (5) The Kvestor is responsible to the Board of Directors for his/her activities.
- (6) The Kvestor acts in the name of the IBTS within the scope of the powers of attorney granted to him/her by the Board of Directors. The Board of Directors shall equip him/her with a valid power of attorney and letter of appointment for the discharge of his/her function.

Article 9

Organisational Structure

- (1) In terms of organisation the IBTS is divided up thus:
 - a) Office of the Rector
 - b) Departments,
 - c) Theological Library,
 - d) Chapel
 - e) Student Registration Office
 - f) Administrative and Financial Department
- (2) The departments are:
 - Baptist and Anabaptist Studies
 - Contextual Missiology
 - Applied Theology
 - Biblical Studies

Part Three

Study Programmes, Study and Students

Article 10

Study Programme

- (1) IBTS implements the follow-on master's study programme of theology which focuses on gaining theoretical knowledge based on the current state of scientific knowledge, on the mastering of its application and the development of capabilities for creative activity.
- (2) The standard period of study is two years, and the maximum period of study is five years.
- (3) The form of study is combined.
- (4) Study is duly completed by a final state examination, one part of which is a defence of a dissertation.
- (5) A graduate of study is granted the academic title of "Master" (abbreviated to Mgr. shown before his/her name).
- (6) The details concerning study are specified by the study and testing code of the IBTS, which is an internal regulation.

Article 11
Acceptance for Study

- (1) One condition for acceptance for study is the proper completing of study in a bachelor's study programme in the field of theology at another college. Another condition for acceptance is the passing of the acceptance procedure.
- (2) The acceptance procedure is initiated by the delivery of a written application for study. The Rector decides on acceptance for study.
- (3) The IBTS will publish sufficiently in advance (at least four months in advance) the deadline for the submission of applications for study, the conditions for acceptance, the form and outline content of the examination and the criteria for its evaluation. These facts must be published on the official notice board of the IBTS.
- (4) The IBTS may designate the highest number of accepted applicants for study. If a greater number of applicants meet the conditions for study, the order in which they came from the best down according to the results of the acceptance procedure shall be decisive.
- (5) Acceptance for study, including the appeals procedure, is governed by the code of acceptance proceedings of the IBTS, which constitutes part of the internal regulations.
- (1) The imparting of a positive decision on acceptance for study gives rise to a right on the part of a candidate for enrolment for study. The candidates enrol in the IBTS in the period designated to this end.

Article 12
Study and Examinations

- (1) The academic year lasts 12 months. Its start is designated by the Rector.
- (2) The academic year is divided into three semesters (referred to hereinafter as "trimester"), the examinations period and holidays. The Rector designates the start of the trimesters, examination period and holidays.
- (3) The Rector designates the start of tuition, the examinations period, deadlines for handing in dissertations, dates for final state examinations, matriculation, graduation and other details following discussion with the Academic Committee. The schedule of the academic year is published on the official notice board of the IBTS.
- (4) The state final examination is carried out before an examination committee, and a protocol is made out concerning it. The course of the final state examination and announcement of results are public.
- (5) It is possible to apply for the deferral of the date of the final state examination for serious reasons. The Rector shall decide on such an application submitted to the study department of the IBTS.

Article 13
Study

- (1) Study in the accredited study programme is carried out through a combination of full-time and part-time study.
- (2) Combined study is carried out in a form in which the full-time and part-time forms of study can be applied in combination with the prescribed self-study and compulsory attendance at special lectures and seminars, especially in intensive study weeks pursuant to the valid schedule of lectures and seminars of the IBTS.
- (3) The examination code of the IBTS, which is an internal regulation, designates the details of study, including the rights and duties of students and the rules of the appeals procedure when deciding on the rights and duties of students.

Article 14
Termination of Study

- (1) The day of the completion of studies in the accredited study programme is the day when the final state examination is taken which is prescribed for the end of study or the final part thereof.
- (2) Study is also terminated:
 - a) by the abandoning of study (on the basis of the delivery of a student's written notification),
 - b) if the student does not comply with the requirements of the study and testing code,
 - c) by expulsion from study by the Rector (on the day when the decision acquires legal validity),
 - d) by revocation of the accreditation of the study programme,
 - e) by the expiry of the accreditation of the study programme pursuant to section 80, paragraph 4 of the University Act.

Article 15
Study Documents

- (1) The documents concerning study in the study programme and concerning the completion of studies in the study programme are:
 - a) student identity card,
 - b) study index (referred to hereinafter as the "index")
 - c) certificate
 - d) university diploma
 - e) document concerning examinations sat,
- (2) The student identity card is a document which a student receives following enrolment in the student register.
- (3) The study index is a document in which primarily the study subjects are written as are the results of Clarks on the success of study or study performance.
- (4) The certificate is a document concerning the final state examination taken and the components thereof or concerning the defence of the dissertation.
- (5) The college diploma is a document concerning the completion of the study programme.
- (6) A document concerning examinations taken or study document is received by
 - a) a person who has completed study in the study programme pursuant to section 56 paragraph 1 of the University Act,
 - b) a student on the basis of his/her request,
 - c) a graduate of study in the study programme on the basis of his/her request.

Article 16
Scholarships

The rules for the provision of a scholarship, including application and appeals procedures, are designated by the scholarship code, which is an internal regulation of the IBTS.

Article 17
Disciplinary Misdemeanours of Students

The disciplinary code for students of the IBTS, which is an internal regulation of the IBTS, designates the details concerning disciplinary misdemeanours of students, the enforcement of sanctions for these misdemeanours and disciplinary proceedings, including appeal proceedings.

Article 18
Fees associated with Study

- (1) The level of the fees associated with study (referred to hereinafter as “tuition fees”) is designated by the Rector of the IBTS.
- (2) The increase in tuition fees corresponds to the level of inflation announced every year by the Czech Statistical Office.
- (3) The IBTS publishes the level of tuition fees for the next academic year before the date for the submission of applications for study.
- (4) The level of the fees designated pursuant to paragraph 1 is published on the official notice board of the IBTS.
- (5) The method and carrying out of payment is agreed individually with the student by the study department of the IBTS.

Article 19
Payments Collected from Students for Certain Acts

- (1) It is possible to collect payments from students for administrative acts required by students, such as confirmations or confirmations of study, up to the level of the costs associated with these acts.
- (2) Without the settlement of a payment, the act shown in paragraph 1 will not be carried out.

Part Four
Rights and Duties of Students
Article 20

Order on the Premises of IBTS

- (1) When using the premises of the IBTS, everyone is obliged to behave in such a manner that there should be no threat to life, health or property and that no member of the academic community is restricted in their academic rights and academic freedoms and that the comradely relations within the academic environment should not be disturbed.
- (2) The Rector may designate more detailed rules, in particular an operating code, to ensure order in the use of IBTS premises.

Article 21
Operating Code of the Individual Units

The operation of the library, studies, student refectory and halls of residence is governed by operating codes which must respect the needs of the academic community.

Article 22
Student Accommodation and Meals

Relations for accommodation and meals of students at the IBTS are based on the codes of the ancillary facilities of the IBTS, which are a component of the internal regulations of the IBTS.

Article 23
Delivery of Written Material to Students in Person

- (1) Written materials can be delivered to students in person directly in the IBTS. A student shall confirm the receipt of written materials by his/her signature. Refusal to take delivery of written materials has the effects of delivery; a record must be made out concerning refusal.
- (2) If written materials cannot be delivered in the method shown in paragraph 1 within eight days of their execution, they shall be handed over for postal delivery to the address announced. Written materials are delivered on the date when the consignment is received, the date when the consignment is refused or three days after it is deposited at the post office.
- (3) If the student is represented on the basis of power of attorney, deliveries are made only to the authorised representative, and this shall be by post. The provisions of paragraph 2, second sentence apply accordingly.
- (4) If for any reason the written materials cannot be delivered according to paragraph 2 or 3 or if the student does not perform the duty of announcing an address, the written materials are deposited at the study department of the IBTS and at the same time an announcement of this is put up on the official notice board of the IBTS. The eighth day after the depositing of the written materials at the study department is the day of substitute delivery. Substitute delivery cannot be used for decisions pursuant to section 68, paragraph 3, letter f) to h) of the University Act.

Part Five
Academic Workers and Other Employees

Article 24
Academic Workers

- (1) Academic workers are employees of the college who carry out activity of a pedagogical, scientific, research, developmental, artistic or otherwise creative nature. Academic workers are obliged to be mindful of the good name of the college.
- (2) Academic workers are professors, associate professors, specialist assistants, assistants, lecturers and scientific, research and development workers participating in pedagogical activity.
- (3) Academic workers perform the function of teachers at the college.
- (4) Other experts may also participate in tuition on the basis of agreements concerning work carried out outside the employment relationship. The Rector may grant a sabbatical to an academic worker on request.
- (5) Visiting professors and other experts may participate in pedagogical and scientific work.

Article 25

Visiting Professors

- (1) Teachers of foreign colleges who have a status comparable with professors or associate professors may, on the basis of the decision of the Rector issued at suggestion of the Academic Committee, use the working title of "visiting professor" for the period during which they work at the IBTS.
- (2) Visiting professors have the same rights and duties as the academic workers of the IBTS.

Article 26
Labour-Law Relationships of Academic Workers

- (1) The Rector shall conclude contracts of employment with academic workers and act in the labour-law matters of these employees.
- (2) The employment of academic workers is generally agreed for a fixed period of five years.

Article 27
Selection Procedure

- (1) The rules of the selection procedure for filling the positions of academic workers are designated by the Board of Directors of the IBTS.
- (2) It is also possible to hold a selection procedure to recruit other employees, especially scientific and specialist workers.
- (3) The rules for filling the positions of academic workers are designated by the internal regulation of the IBTS concerning selection procedures for the filling of positions of academic workers.

Part six
Appraising the Activities of the IBTS
Article 28

Preparation of Long-Term Plan and its Application

- (1) The long-term plan for educational and scientific, research, development, artistic or other creative activity of the IBTS (referred to hereinafter as the “long-term plan of the IBTS”) is the basic programme document of the IBTS.
- (2) The long-term plan of the IBTS is based in particular on the development concept of the IBTS.
- (3) The interests of the IBTS as a whole are the basis for the preparation of the long-term plan of the IBTS.
- (4) Further detailing of the long-term plan of the IBTS is carried out as needs be.
- (5) The long-term plan of the IBTS and its annual updating on a date and in a form designated by the Minister of Schools, Youth and Physical Education of the Czech Republic pursuant to section 42, paragraph 1, letter b) of the University Act, is prepared by the Rector and approved by the Academic Committee of the IBTS.
- (6) The Rector is responsible for the publication of the long-term plan of the IBTS pursuant to section 42, paragraph 1, letter b) of the University Act.

Article 29
Preparation of Annual Reports and their Utilisation

- (1) The annual report on activity and the annual report on economic management are processed on the basis of the documents of the IBTS.
- (2) A commentary on the annual reports is submitted by the Rector; the commentary on the annual report on economic management is entrusted to the Kvestor.
- (3) The conclusions of the annual reports are utilised in management activity and for the purposes of updating or further detailing of the long-term plan.
- (4) The Rector is responsible for submitting the report to the Ministry pursuant to section 42, paragraph 1, letter a) of the University Act.

Article 30
Content and Method of Evaluating Activity

The evaluation of the activity of the IBTS consists of a regular evaluation of the effectiveness of the organisation, the level of pedagogical, scientific and research work and the utilisation of resources.

Article 31
Regular Evaluation of Activity

- (1) The basis for the evaluation of activity is information from the heads of the departments and the library and the output of activity of the IBTS regularly collected by the Rector and Kvestor. An anonymous evaluation of tuition carried out by students also constitutes a basis for the evaluation of activity.
- (2) A report on the evaluation of the IBTS is prepared at least once every five years; when designating the time, the results of the previous evaluation of activity are taken into account.
- (3) At least once a year, the Rector of the IBTS or academic worker designated by him/her shall prepare an evaluation of the academic activity of the IBTS or the accredited associated master's study programme.

Article 32
Results of Evaluation Activity

After discussion by the Board of Directors and approval, the results of the evaluation activity are published jointly with the next annual report on activity. The results of evaluation are utilised during the preparation of the long-term plans.

Part Seven
Economic Management of IBTS

Article 33
Budget of IBTS

- (1) The IBTS puts together its budget and manages its economic affairs according to it. The budget for the calendar year is put together by the Kvestor. The budget is approved by the Board of Directors.
- (2) The IBTS may carry out additional activity at a charge which is associated with its main aim.
- (3) General regulations apply to the IBTS concerning accounting, in particular the Accountancy Act (Act No. 563/1991 Coll.), as subsequently amended (referred to hereinafter as the Accountancy Act). Double-entry bookkeeping is used, where it is mandatory to strictly separate costs and revenues associated with additional activity.
- (4) The Kvestor carries out an accounting of his economic management after the calendar year ends and submits them to the Board of Directors at the designated times.

Article 34
Handling of Assets and Conclusion of Contracts

- (1) The IBTS manages assets which are necessary for the activities for which it was created.
- (2) The Rector and the Kvestor decide on the handling of assets under the authorisation of the Board of Directors.
- (3) The Rector and the Kvestor are authorised to conclude contracts in the name of the IBTS under the authorisation granted them by the Board of Directors.

Article 35
Supervision of Economic Management and Records of Assets

- (1) As of 31st December of the current year or at other exceptional times, a Clark on financial management and inspection of assets is carried out by the Kvestor or persons designated thereby. Economic management is also subject to the inspection of the Rector and the Board of Directors.
- (2) The individual employees are obliged to provide truthful and full information of economic nature and are obliged to submit a written expression on an inspection finding.

- (3) Legal regulations apply for the economic management and administration of the assets of the IBTS, as do any internal regulations of the Kvestor, Rector and the Board of Directors of the IBTS.

Part Eight
Official Notice Board of IBTS
Article 36
Duty of Publication

- (1) The IBTS has its own official notice board which is marked as such and located in a permanent, publicly accessible place.
- (2) The written materials required by the University Act, internal regulations of the IBTS and other written materials designated by the Rector are put up on the official notice board.
- (3) Putting things up on the board applies mainly to information
 - a) about the start of the academic year and its division into trimesters, the period of tuition, preparation and examinations and the holiday period,
 - b) about conditions for acceptance for study and the method of submitting an application and the deadline for enrolment for study,
 - c) about the dates and venues of the final state examinations,
 - d) about the method in which annual reports are published or where they may be perused,
 - e) where it is possible to peruse the long-term plan of the IBTS.
- (4) Notifications are put up here concerning the depositing of decisions delivered to students in person by a substitute method.
- (5) The Rector designates the person who is the only one authorised to put up such announcements on the official notice board; the designated person shall see to it that the relevant departments shall give him/her in person such notifications in good time.

Part Nine
Academic Insignia, Ceremonies and Honours
Article 37
Academic Insignia

- (1) The academic insignia of the IBTS constitute an expression of the traditions of the IBTS.
- (2) The academic insignia are used primarily during matriculation and during graduation ceremonies, during the ceremonial meetings of the academic senates and Academic Committees and at the start or end of significant events of scientific life.
- (3) The academic insignia are the inalienable property of the IBTS and must be protected in a manner corresponding to their significance.
- (4) The academic insignia are: a bible and seal of the IBTS.

Article 38
Gowns and Clothes of the Officers

- (1) The gowns of the IBTS may be used by the following during matriculation, graduation ceremonies and other ceremonial events;
 - a. the Rector,
 - b. the representative of the Rector in academic matters,
 - c. the Kvestor.

Article 39
Matriculation, Graduation Ceremony and Oaths

- (1) The matriculation of students (ceremonial swearing of academic oath) is carried out in the presence of the Rector, the representative of the Rector in academic matters and the Kvestor.
- (2) The wording of the matriculation oath is an appendix to this statute and is in English.
- (3) The graduation ceremony for graduates (ceremonial oath and receipt of master's diploma) is carried out with the participation of the Rector or representative of the Rector in academic matters and the Kvestor. The wording of the master's oath is an appendix to this statute and is in English.
- (4) The Rector designates the procedure during matriculation and graduation ceremonies by special regulation.

Part Nine
Concluding Provisions
Article 40
Interpretation Rule

- (1) The provisions of this statute must be interpreted in the sense of the principles expressed in the statute.
- (2) of the IBTS. In the event of doubt, its provisions are interpreted by the Rector and the Board of Directors of the IBTS.
- (3) The activity of the bodies of the IBTS is governed by internal regulations. The internal regulations of the IBTS are
 - a) the statute
 - b) the study and examination code,
 - c) the code of acceptance procedure,
 - d) the code for the selection procedure for filling positions of academic workers,
 - e) the rules of procedure of the Academic Committee,
 - f) the scholarship code,
 - g) the disciplinary code for students,
 - h) the electoral and procedural code of the Academic Senate.

Article 41
Concluding Provisions

- (1) This statute was approved by the Board of Directors of the IBTS on 24. 5. 2000.
- (2) Pursuant to section 39, paragraph 9 of the University Act, this statute becomes valid on the day of its registration by the ministry.