



**Rector's Methodological
Instruction
č. 2/2025**

**Registration and support of student associations
at the Silesian University in Opava**



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Article 1 Introductory provisions

- 1) This Rector's Methodological Instruction (hereinafter referred to as the "Instruction") regulates the method of cooperation of the Silesian University in Opava (hereinafter referred to as the "University") with student associations and their rights and obligations towards the University.
- 2) For the purposes of this instruction, a student association is defined as an interest association of students of the University and other persons which has the form of a registered association (hereinafter referred to as "association") pursuant to Act No. 89/2012 Coll., the Civil Code, as amended (hereinafter referred to as "the Act").

- 3) The establishment of the association is governed by the relevant provisions of the Act and other generally binding legal regulations relating to the association (e.g. Act No. 304/2013 Coll., on public registers of legal and natural persons).

Article 2

Basic characteristics of the association

- 1) In the constitution of the association, the purpose is to support the activities of students and/or alumni of the university.
- 2) At least one-third of the members of the society are actively studying at the university.
- 3) A student or graduate of the University, whose successful graduation is not more than 5 years old, shall be the executive officer of the Association (hereinafter referred to as the "statutory body").
- 4) The main activity of the association is not business or other gainful activity . In addition to its main activity, the association may also carry out an ancillary economic activity consisting in business or other gainful activity, but its purpose must be to support the main activity or to make economic use of the association's assets. Profits from the activities of the association may be used only for the association's activities, including its administration.
- 5) The association does not develop the activities of a political party or movement.

Article 3

Registration of associations

- 1) An association that meets the conditions set out in Article 2 and is interested in cooperating with the University or receiving support for its activities from the University must be entered in the register of associations.
- 2) Entry in the register of societies is based on a written request for registration of a society sent to the Vice-Rector for Student and Social Affairs at the e-mail address prorektor-ped@slu.cz.
- 3) The application for registration of an association shall be submitted on the model form in Annex 1 to the Instruction and shall include
 - a) the name of the association;
 - b) definition of the activities and activities that the association will carry out at the university,
 - c) a description of the ways in which the association contributes to the development of student life at the university;
 - d) the total number of members of the association at the date of application;
 - e) a list of the members of the association who are students of the University, in the scope of the name, surname and surname of the person listed in the University's student information system;
 - f) current contact details of the person acting for the association, including name, surname, e-mail and telephone number (optional).
- 4) If the application under paragraph 3 does not contain the required elements, the association will be requested to remove the defects. The acting person of the association shall be notified of the

registration by e-mail no later than 1 month after the application has been submitted or the defects in the application have been removed.

- 5) The Registrar's Office for Student and Social Affairs maintains the register of associations.
- 6) A list of societies with their name, area of activity, contact e-mail, or a link to the society's website is published in the public part of the University's website, under Studies.

Article 4

Financial support of the Association by the University

- 1) The proposal for the financial support of the association in a calendar year shall be submitted by the statutory body of the association to the Vice-Rector for Academic and Social Affairs via the e-mail address prorektor-ped@slu.cz no later than 15 January of the respective calendar year.
- 2) The proposal submitted pursuant to paragraph 1 shall include a plan of the activities of the association in the relevant calendar year, indicating the name and focus of the activity, its objectives and benefits (society-wide, charitable, community, etc.), a description of the individual activities, the date of the activity and the financial budget with a nominal itemised breakdown.
- 3) The University shall set a maximum amount in its budget for the calendar year for the support of societies. The specific amount of support for individual societies shall be determined by the Vice-Chancellor for Student and Social Affairs on the basis of an evaluation of the proposals submitted for the support of the society and after discussion with the University management no later than the end of February of the relevant calendar year.
- 4) If the proposal is approved, a cooperation agreement is concluded between the association and the university for the given calendar year, which defines the supported activities of the association, the conditions for the use of the university premises, the use of promotional channels, the amount of allocated funds and the conditions for their use, including the terms of settlement.
- 5) After the conclusion of the cooperation agreement, the statutory body of the association communicates and cooperates with the responsible employee of the Department for Student and Social Affairs of the University Rector's Office via the electronic address prorektor-ped@slu.cz.
- 6) There is no legal entitlement to financial support.
- 7) In the event that a requirement arises during the calendar year to fund an activity of the association that is not listed in the plan of activities for the calendar year, the association may claim its financial support through a scholarship project.

Article 5

Rights of the Association

- 1) The association is entitled to submit, through its statutory body, a proposal for financial support for the association in the calendar year in accordance with Article 4(1) and (2).
- 2) The association is entitled to apply for financial support from the association through its statutory body in the framework of a scholarship project in accordance with Article 4(7).
- 3) The association has the right to request, through its statutory body, the provision of premises by the University for its activities, and the University will provide the premises to the association,

if possible, on the basis of a loan agreement concluded with the University or a part thereof. The request shall be sent by the acting person to the e-mail address prorektor-ped@slu.cz. The Society has the right to use the premises provided in accordance with the terms of the relevant loan agreement and in accordance with the Operating Regulations of the University's buildings, while it may not transfer the use to third parties or use them for commercial purposes and for events unrelated to the activities of the Society. When reserving space, priority is always given to activities organised by the University or a part of it.

- 4) The Society is entitled to promote its activities on the University's social networks and its website, especially activities that have been financially supported by the University.
- 5) The association is entitled to organize only events that are in accordance with the subject of the association's activities.
- 6) The Society has the right to be informed of the planned schedule of University events in the relevant calendar year in which it is expected to participate. The planned schedule shall be prepared by the responsible member of the University's Communications Department and sent to the e-mail address of the Society's executive officer no later than the end of February of the calendar year in question.
- 7) Representatives of the associations have the right to attend regular meetings with representatives of the University management organized by the designated staff member of the University Communications Department at least twice a calendar year, usually in March and October.
- 8) Representatives of the associations have the right to meet individually with the Rector or the Vice-Rector for Student and Social Affairs, always by prior arrangement according to the time availability of the persons involved. Requests should be sent electronically to rektorat@slu.cz or prorektor-ped@slu.cz.

Article 6

Obligations of the Association

- 1) The Society is obliged to keep a list of members and to make this list available for inspection upon request of the Rector or the Vice-Rector for Academic and Social Affairs.
- 2) A society that was registered in the register of societies and reported its activities in the previous calendar year is obliged to prepare an annual report on its activities on the model form in accordance with Annex 2 of the Instruction and to send it electronically to the Vice-Rector for Student and Social Affairs at prorektor-ped@slu.cz by 28 February of the following calendar year.
- 3) In carrying out its activities, the Society must not damage the reputation of the University.
- 4) The Society is obliged to participate in selected events organised by the University on the basis of an invitation to participate sent by the responsible person of the University Communications Department with the approval of the Rector or Vice-Rector for Academic and Social Affairs to the Society's statutory representative via contact e-mail.
- 5) If the association requires the promotion of an event that is not specified in the cooperation agreement, the Head of the University's Communications Department must be informed at least 6 weeks before the date of the event.
- 6) For each event of the association that takes place in the premises of the university or one of its units, the association must conclude a contract for the loan of the relevant premises with the university or its unit, in framework which specifies one responsible person, who is usually the statutory body of the association.

- 7) In their activities, members of the Association are obliged to comply with the University's Code of Ethics, internal regulations and internal standards of the University.

Article 7

Common provisions

- 1) Regular meetings of representatives of the University management with representatives of associations are arranged by the authorised employee of the University's Communication Department according to the instructions of the Vice-Rector for Academic and Social Affairs at least twice a calendar year, usually in March and October.
- 2) The authorised officer of the University Communications Department shall notify the date of the meeting implemented under paragraph 1 and any other organisational matters to the contact details of the Association at least 10 working days before the date of the meeting.

Article 8

Final provisions

- 1) In the event that the University discovers a violation of the rights and obligations of the Association as set forth in this instruction, the Vice President for Student and Social Affairs shall call upon the Association's statutory representative via the contact e-mail address to remedy the violation and shall also set a deadline for the remedy. In the event of failure by the society to remedy the situation within the specified time limit, the University shall be entitled to terminate cooperation with the society and remove it from the register. Notification of removal from the register of societies shall be sent to the contact e-mail address indicated in the register of societies.
- 2) This Instruction shall come into force and effect on the date of its publication.
- 3) The Vice-Rector for Academic and Social Affairs is responsible for monitoring the activities of the associations.

In Opava on

doc. Mgr. Tomáš Gongol, Ph.D.
Rector

Attachments:

Annex No. 1 - Application for registration of a student association at the Silesian University in Opava (sample form)

Annex No. 2 - Annual report on the activities of the student association (sample form)

**APPLICATION FOR REGISTRATION OF THE STUDENT ASSOCIATION
AT THE SILESIAN UNIVERSITY IN OPAVA**

1. Name of the association
2. Definition of the activities and activities to be carried out by the association at the university
3. Description of the ways in which the association contributes to the development of student life at the
4. The total number of members (as of the date of application) and a list of members of the association who are students (name, surname and ucho of the person listed in the university's student information system – can be documented in an attachment)
5. Current contact details of the person acting for the association, including name, surname, e-mail and telephone number (optional)

Date of processing of the application for registration of the association: DD.MM.YYYYY

**ANNUAL REPORT ON THE ACTIVITIES OF THE STUDENT ASSOCIATION
IN 2025**

<ul style="list-style-type: none"> 1. Name of the association
<ul style="list-style-type: none"> 2. Contact details of the person acting (name, surname, address, e-mail)

EVALUATION OF THE ACHIEVEMENT OF OBJECTIVES/ACTIVITIES IN 2025

<ul style="list-style-type: none"> 3. Description of the implementation plan
<ul style="list-style-type: none"> 4. Period of implementation (from-to) and possible place of implementation
<ul style="list-style-type: none"> 5. Assessment of performance - met/not met

vision and plans of the association IN 2026

<ul style="list-style-type: none"> 6. Brief description
<ul style="list-style-type: none"> 7. Period of implementation (from-to) and possible place of implementation

Management of the association in 2025

Item		Plan	Facts	Plan	Facts
		own resources (in CZK)		funds provided to SU (in CZK)	
I.	Material (e.g.: office supplies)				
II.	Services (e.g.: rental of premises)				
III.	Travel				
IV.	Other				
Total					
Economic result (Plan-Actual)					

Date of the annual report: DD.MM.YYYYYY

Appendix: list of members of the association - students - as of 31.12.2025 (name, surname, teacher)

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