

## Organizational Regulations of the Faculty of Law of Masaryk University

*(as amended with effect from 1 September 2023)*

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as the "Act on Higher Education Institutions"), I hereby issue these Organizational Regulations:*

### Article I

#### General provisions

- 1) These Organisational Regulations are based on the provisions of Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts, as amended (the Higher Education Act; hereinafter referred to as "the Act") and the Statute of the Faculty of Law of Masaryk University (hereinafter referred to as "the Statute"). Its provisions reflect the Organisational Regulations of Masaryk University.
- 2) The Organisational Regulations specify some of the provisions of the above-mentioned regulations in the area of organisational structure, define the scope and powers of departments and functions at the Faculty of Law of Masaryk University (hereinafter referred to as "Faculty of Law" or "Faculty"), define the division of activities and their provision by the organisational units of the Faculty.

### Article II

#### Faculty status

- 1) The Faculty of Law is a part of Masaryk University (hereinafter referred to as "MU" or "the University") established by Act No. 50/1919 Coll., which established the second Czech university. The Faculty was established by Decree No. 35/1969 Coll. of the Government of the Czechoslovak Socialist Republic on the establishment of the Faculty of Law at the J. E. Purkyně University in Brno and the Faculty of Technology at the Brno University of Technology.
- 2) The position of the faculty and its relations to the University are defined by law, the internal regulations of the University and the internal regulations of the faculty.

### Article III

#### Organisational structure of the faculty

- 1) The organisational structure of the Faculty consists of organisational units, which are self-governing bodies, other bodies and departments.
- 2) The self-governing bodies of the faculty are:

- a) The Academic Senate of PrF MU (hereinafter referred to as "Academic Senate")
  - b) Dean of PrF MU
  - c) Scientific Council of the MU Faculty of Science
  - d) Disciplinary Committee of the MU Faculty of Arts.
- 3) Another faculty body is the Secretary of the MU Faculty of Science.
  - 4) The faculty departments are:
    - a) Departments and Institutes
    - b) purpose-built facilities
    - c) the Dean's office.
  - 5) Departments may be subdivided into departments, which are established by the head of the department with the prior approval of the dean. The head of the department is responsible to the head of the department. The head of the department shall be appointed by the head of the department with the prior approval of the dean.
  - 6) The organisational structure of the Faculty is schematically presented in Annex 1 of these Regulations.

#### Article IV

##### **Economic structure of the Faculty of Law**

- 1) The Faculty is managed as an independent economic centre of Masaryk University. For the internal needs of accounting, monitoring and evaluation of costs and revenues, it is divided into budget departments, which independently manage the funds entrusted to them.
- 2) The head of the department as defined in Article III(4) of these Regulations shall be the senior staff member.
- 3) The budget departments are defined by the internal management rules of the Faculty for the respective accounting period.
- 4) The head of the department is responsible for the comprehensive management of the department, the management of the entrusted funds and entrusted property and for financial control according to the guidelines for financial control at the faculty.

#### Article V

##### **Management System of the Faculty of Law**

- 1) The management structure of the Faculty is a divisional structure with an arrangement of direct management relationships and two levels of management:
  - a) central level, i.e. the level of the faculty as a whole
  - b) divisional level, i.e. the level of individual faculty departments.
- 2) Direct management is applied by the rule of indivisible managerial (decision-making) authority and responsibility of the managers in the direct management line. Line managers are:
  - a) at the central management level:
    - Dean
    - Vice-Deans
    - Secretary

- b) at the divisional level
- Heads of Departments and Institutes
  - head of special purpose facilities
  - heads of individual departments of the dean's office.

3) The Dean's advisory bodies are the Dean's College, composed of members of the faculty management and the President of the Academic Senate, and the Dean's Extended College, composed of members of the faculty management, coordinators, the President of the Faculty AS and the President of the Student Chamber of the Faculty AS.

#### Article VI

##### **Quality Management and Evaluation System of PrF Study Programmes**

The approval, management and evaluation of the quality of MU study programmes and all related relations are regulated by the MU internal regulation "Approval, management and evaluation of the quality of MU study programmes" dated 15 December 2017. The following faculties are involved in the management and evaluation of the quality of study programmes:

- 1) Dean
- 2) Vice-Deans
- 3) Study programme sponsor
  - is appointed by the Dean from among the academic staff always after approval by the Scientific Council of the Faculty of Science
  - as part of the study programme quality assurance processes, is responsible for the quality of the study programme content and the coordination of teaching, evaluates the study programme and develops it
  - the competence of the study programme guarantor is set out in Article 7(4) of the MU internal regulation "Approval, Management and Quality Assessment of Study Programmes of Masaryk University of 15 December 2017",
  - is responsible for the implementation of the study programme and its quality to the dean of the faculty
  - in the performance of his/her function, he/she closely cooperates and coordinates his/her activities with the Vice-Dean for Strategy and Development and the Vice-Dean for the type of study programme. He/she also cooperates with the heads of the departments where the courses are included in the study programmes.
- 4) Study Subject Guarantor
  - is designated, on the proposal of the study programme guarantor, by the head of the department at which the course is included in the study programme
  - is responsible for the professional level of the course, its content and quality development
  - the guarantor of the study programme is responsible for the implementation of the study course and its quality
  - its duties are set out in Article 8 of the MU internal regulation "Approval, Management and Quality Assessment of MU Study Programmes" of 15 December 2017

- in the performance of his/her function, he/she closely cooperates and coordinates his/her activities with the guarantor of the study programme and the head of the department at which the course is included in the study programme.
- 5) Programme Council
- is an advisory body to the guarantor of a bachelor's or master's degree programme, who is its chairperson
  - is appointed separately for each bachelor's or master's degree programme
  - the composition, appointment/removal of programme board members and their duties are regulated in Article 9 of the MU internal regulation "Approval, Management and Quality Assessment of MU Study Programmes" of 15 December 2017
- 6) Branch Council
- is an advisory body of the doctoral programme guarantor, who is its chairperson
  - is appointed separately for each doctoral study programme
  - the composition, appointment/removal of the members of the Board of Studies and their duties are regulated by Article 10 of the MU internal regulation "Approval, Management and Quality Assessment of MU Study Programmes of 15 December 2017"

### **Self-governing bodies of the faculty**

#### Article VII

#### **Academic Senate**

- 1) The position and activities of the Academic Senate are defined in particular by law, the MU Statutes, the Statutes of the PrF MU, the Electoral Rules of the PrF MU Academic Senate and the Rules of Procedure of the PrF MU Academic Senate.
- 2) The Academic Senate may establish temporary advisory bodies to deal with urgent tasks.

#### Article VIII

#### **Dean**

- 1) The faculty is headed by a dean. His position and authority are determined by law and the internal regulations of MU and the Faculty of Arts.
- 2) The deputy dean is the vice-dean in charge. If no such person is designated, the oldest vice-dean by age represents the dean. The designation of the authorised vice-dean and other rules of substitution in case of absence shall be determined by the dean.
- 3) Vice-deans and senior staff are subordinate to the dean, unless otherwise stipulated in these Organizational Regulations.
- 4) The heads of departments, institutes, the Central Library, the Centre for Continuing Education and the departments of the Dean's Office are directly supervised by the Dean. In matters of content, they are methodologically guided by the respective Vice-Deans, unless the Dean reserves these powers for himself.

- 5) Dean of the Faculty in particular:
- a) submits proposals to the Academic Senate of the Faculty,
  - b) appoints and dismisses vice-deans,
  - c) appoints and dismisses members of the Faculty's Scientific Council,
  - d) appoints and dismisses the Secretary,
  - e) appoints and dismisses guarantors of study programmes,
  - f) appoints and dismisses members of the Programme Board and the Sectoral Council,
  - g) appoints and dismisses coordinators,
  - h) appoints and dismisses senior staff of the Faculty's departments,
  - i) announces selection procedures for the positions of senior staff under its direct management responsibility and academic staff assigned to the Faculty,
  - j) concludes agreements on the establishment, change and termination of employment relationships with faculty staff and agreements on work performed outside the employment relationship,
  - k) sets and regulates wages and remuneration,
  - l) Exercises powers in relation to the habilitation procedure and the procedure for the appointment of professor at the faculty level,
  - m) concludes agreements on faculty membership in supranational or international organisations,
  - n) sends faculty staff on foreign business trips,
  - o) sends senior staff of the Faculty's departments on domestic business trips,
  - p) decides on general issues of the working regime of the faculty (holidays, overtime, working time adjustments),
  - q) procure public contracts in cases where they are covered by the financial resources of the Faculty,
  - r) decides in the first instance on the admission of applicants to study in study programmes implemented by the faculty,
  - s) accepts applicants for lifelong learning to study in accredited study programmes, licensed study programmes and other courses provided by the faculty,
  - t) decides on the rights and obligations of students and participants in lifelong learning,
  - u) issues certificates of completion of studies within the framework of lifelong and continuing education provided by the faculty,
  - v) issues supplements to diplomas, certificates and certificates of completion of studies provided by the faculty,
  - w) Announces the Faculty's scholarship programmes, awards scholarships within the Faculty's programmes where they are covered by the Faculty's financial resources.
- 6) The dean may, by these organisational regulations or by a special measure, permanently or temporarily transfer his/her powers to vice-deans, the secretary or other authorised persons.

Article IX  
**Vice-Deans**

- 1) Vice-Deans are representatives of the Dean who are permanently appointed to act in the areas entrusted to them. In these, they act on his/her behalf, unless otherwise stated in the Statutes, these Organisational Regulations and other internal regulations of the Faculty.

2) The competence of the Vice-Dean is determined by the Dean.

3) The competence of the Vice-Deans is as follows:

- **Vice-Dean for Master's Studies:**

in particular, the conception of the development of the Master's degree programme in Law and Legal Studies, methodological activities in this programme, preparation of documents for decision-making activities within the meaning of the MU Study and Examination Regulations, legislative activities in the area of assigned competence, organisation of the admission procedure for Master's and Bachelor's degree programmes, methodological management of the creation of schedules for the academic year and study periods, tuition fees, scholarships, and other areas related to the implementation of the degree programme in Law and Legal Studies;

cooperation on the internal evaluation of the quality of the faculty's educational, creative and related activities in cooperation with the vice-dean for strategy and faculty development, especially on the system of quality evaluation of PrF study programmes - in particular, coordination and control of the internal evaluation of master's degree programmes, control of the activities of programme councils of master's degree programmes, coordination of the preparation of accreditation of the faculty's study programmes in the area of competence, cooperation with study programme guarantors on the evaluation of study programmes, in the preparation of study plans, etc.

- **Vice-Dean for Bachelor and Postgraduate Studies:**

in particular, the conception of the development of bachelor study programmes implemented by the faculty and the follow-up master study programme in Public Administration, methodological activities in these programmes, preparation of documents for decision-making activities in the sense of the MU Study and Examination Regulations, legislative activities in the area of assigned competence, methodological management of the creation of academic year and study period schedules, comments on nostrifications in the area of competence, other areas related to the implementation of bachelor's degree programmes and the follow-up master's degree programme in Public Administration;

methodological support for the development of e-learning and distance education

management and decision-making in lifelong learning programmes implemented in accredited programmes;

organisation and management of the professional practice agenda, organisation and management of interfaculty studies and

cooperation on the internal evaluation of the quality of educational, creative and related activities of the faculty in cooperation with the Vice-Dean for Strategy and Faculty Development, especially on the system of quality evaluation of study programmes of the Faculty of Arts - in particular coordination and control of the internal evaluation of bachelor study programmes control of the activities of programme councils of bachelor study programmes coordination of the preparation of accreditation of study programmes of the faculty in the assigned area of competence, cooperation with guarantors of bachelor's degree programmes and

follow-up master's degree programmes in the evaluation of study programmes, in the preparation of curricula, etc.

- **Vice Dean for Strategy and Faculty Development:**

strategic planning of faculty development, especially the creation of the Long-term Plan and its elaboration into time stages, control of its implementation in individual sections and evaluation;

implementation of the HR Award strategy, coordination of academic staff evaluation in accordance with the MU strategy;

coordination of strategic activities of PrF MUNI with the Department for Strategy of the Rectorate of MUNI

preparation of conceptual and strategic documents concerning the position of the MUNI Faculty of Science within the region;

conceptual and methodological activities in the area of quality assurance and internal quality assessment of the faculty's educational, creative and related activities, in cooperation with the guarantors of individual study programmes and vice-deans for the related area of quality assurance and assessment.

- **Vice-Dean for Doctoral Studies and Rigorous Proceedings:**

in particular rigorous proceedings and related issues, conception of the development of doctoral study programmes, methodological activities in the field of implementation of doctoral study programmes, preparation of documents for decision-making activities within the meaning of the MU Study and Examination Regulations, legislative activities in the area of assigned competence, including scholarship programmes, methodological management of specific research, organisation of admission procedures to doctoral study programmes, nostrification within the assigned area of competence;

cooperation on the internal evaluation of the quality of educational, creative and related activities of the faculty in cooperation with the Vice-Dean for Strategy and Faculty Development, especially on the system of quality evaluation of study programmes of the Faculty of Arts - in particular coordination and control of the internal evaluation of doctoral study programmes control of the activities of the doctoral study programme boards, coordination of the preparation of accreditation of doctoral study programmes, cooperation with the guarantors of doctoral study programmes on the evaluation of study programmes, in the preparation of study plans, etc.

- **Vice-Dean for Science and Research:**

in particular, organizational and conceptual work in the field of science and research, preparation of scientific councils, habilitation and appointment procedures, grant activities in the field of science and research (GAČR, FRMU, etc.), initiation, preparation, support, coordination and evaluation of projects of a generally developmental nature (including methodological management of this entire area), evaluation of teachers' publishing activities, internationalization in the field of science, together with the Vice-Dean for Foreign and External Relations, the organization of SVOČ and other issues related to the defined area of activity.

Furthermore, methodological management of editorial activities (apart from economic issues), faculty journals, the concept of library services or other information resources used for scientific research activities;

cooperation with the Vice-Dean for Strategy and Development on conceptual and methodological activities in the field of quality assurance and internal evaluation of the Faculty's educational, creative and related activities.

- **Vice-Dean for Foreign and External Relations:**

in particular the internationalization of the faculty, , organization and institutional provision of stays of foreign teachers and students, presentation of the faculty, including related external communication, coordination of faculty membership in international associations, coordination of relations with faculty partners, faculty PR, faculty www, concept of care for graduates. Responsible for coordination of faculty pedagogical relations with other MU faculties, lus et Societas competition, or other student competitions;

cooperation with the Vice-Dean for Strategy and Development on conceptual and methodological activities in the field of quality assurance and internal evaluation of the Faculty's educational, creative and related activities.

- 4) The following powers are permanently delegated to the Vice-Deans:
  - a) methodological management powers in relation to the heads of the departments implementing the section of activity entrusted to them, within the scope of the authority conferred;
  - b) to the Vice-Dean for Master's Studies: to decide on the rights and obligations of students in the area of competence entrusted to him/her, with the exception of decisions on admission to and termination of studies, in the first instance without the right to consider the question of review before referring the request for review to the Rector;
  - c) to the Vice-Dean for Bachelor's and Continuing Master's Studies: to make decisions on the rights and obligations of students in the area of competence assigned to him/her, except for decisions on admission to and termination of studies, in the first instance without the right to consider the question of review before referring the request for review to the Rector;
  - d) to the Vice-Dean for Doctoral Studies and Rigorosum Proceedings: in particular, to decide on the rights and obligations of students in the area of competence entrusted to them, with the exception of decisions on admission to and termination of studies, in the first instance without the right to consider the question of review before referring the request for review to the Rector.

#### **Article IXa Coordinators**

- 1) Coordinators are appointed from among the academic staff by the Dean. The coordinators work in the areas entrusted to them by the Dean. They are members of the Dean's extended College.
- 2) The responsibilities of the coordinators are as follows:



- **Coordinator for Non-Accredited Education:**  
In particular, strategy and organisation in the area of non-accredited training activities; methodological, conceptual and decision-making activities, including decisions on the recognition of part of the training in LLM programmes;
  - **European Mobility Coordinator:**  
in particular the coordination and organisation of the European mobility programme.
- 3) If the coordinator is not appointed, his/her authority is exercised by the designated vice-dean.

Article X  
**Scientific Council**

The status of the Scientific Council, its organisation and activities are regulated in particular by the Act, the MU Statutes, the Statutes of the MU Faculty of Science and the Rules of Procedure of the MU Faculty of Science. The Scientific Council is headed by the Dean of the Faculty.

Article XI  
**Disciplinary Commission**

The Disciplinary Committee discusses disciplinary offences committed by students and submits proposals for a decision to the Dean. Its position is regulated in detail by law, the MU Statutes, the Statutes of the Faculty of Arts and the MU Disciplinary Regulations.

**Other faculty bodies**

Article XII  
**Secretary of the Faculty**

- 1) The Secretary is the representative of the Dean in the areas of activity entrusted to him/her, in which he/she acts on his/her behalf, unless otherwise expressly provided for in the Statutes, these Organizational Regulations or other regulations. He/she shall be responsible for the use of financial resources in accordance with their approved annual allocation and for ensuring the economic and administrative operation of the Faculty. In order to ensure a comprehensive coordinated approach by the Faculty, the Secretary shall cooperate with the heads of other departments and units and shall direct and control their work in the areas of activity entrusted to them.
- 2) The scope of the Secretary's powers in the areas of activity entrusted to him/her is determined by the Dean in these organisational regulations and, where appropriate, by a measure.
- 3) The areas of activity entrusted to the Secretary are:
  - a) Faculty economics and accounting, budget management and control
  - b) financial control
  - c) asset management
  - d) construction, maintenance and repair
  - e) operational matters of the faculty, including the issuing and administration of public procurement
  - f) operational and technical development of the faculty

- g) health and safety at work
  - h) fire protection and crisis management
  - i) faculty space leases in terms of establishing economic criteria.
- 4) It shall be the sole authority and responsibility of the Secretary to:
- a) announcement of selection procedures for non-academic staff positions assigned to the faculty, except for senior staff directly subordinate to the dean
  - b) concluding, amending and terminating employment contracts and agreements on work performed outside the employment relationship with non-academic staff assigned to the faculty, except for senior staff directly subordinate to the dean
  - c) approval and adjustment of salaries, or payment of remuneration, in the case of non-academic staff assigned to the faculty, with the exception of senior staff directly subordinate to the Dean
  - d) legal actions by which MU disposes of fixed assets which the faculty is authorised to manage and which are not reserved for the Rector or the Bursar, with the exception of the transfer of assets within the faculty
  - e) concluding, amending and terminating contracts for short-term leases of MU premises or real estate which the faculty is authorised to manage, provided that the duration of the lease does not exceed five working days in any individual case
  - f) approval of requests for payment of the standing advance
  - g) Exercising all management authority over subordinate departments
  - h) conclusion and cancellation of contracts pursuant to Section 1746 (2) of the Civil Code with persons carrying out activities in the interest of the Faculty
  - i) concluding agreements on material responsibility and certificates on the management of entrusted working resources
  - j) Issuing and approving internal standards of the Faculty in the area entrusted to the Secretary and updating them.
- 5) In addition to the general duties, responsibilities and rights of a manager, the Faculty Secretary is responsible in particular for the following activities:
- a) preparation of a medium-term plan for faculty development in the area of material, technical and financial security
  - b) analyses of the needs and fulfilment of the faculty's development objectives in the area of material, technical and financial security
  - c) a draft budget of the faculty's financial resources
  - d) analyses of budget execution, proposals for solutions in case of deviations
  - e) asset management and inventory
  - f) Ensuring the development of the management system, i.e. collecting documents, designing and implementing partial adjustments to the system
  - g) management of economic and administrative activities at the faculty
  - h) cooperation with the trade union in the preparation and implementation of the faculty's collective agreement
  - i) ensuring control activities, including financial control
  - j) periodic and one-off inspection activities
  - k) asset management
  - l) construction, maintenance and repair
  - m) faculty operation
  - n) operational and technical development of the faculty

- o) health and safety at work
  - p) fire protection
  - q) organising training for employees.
- 6) The Secretary of the Faculty directly manages the following departments:
    - Economic Department
    - Building Operation and Maintenance Department
    - Information Technology Centre.
  - 7) The Secretary is authorised to perform legal acts on behalf of the Faculty, by which the Faculty disposes of property which it is authorised to manage, legal acts related to ensuring the operation of the Faculty and legal acts related to ensuring health and safety at work, up to the amount of CZK 100,000 excluding VAT, unless such acts are within the competence of the Rector, the Bursar and the Dean.
  - 8) In his absence, the Secretary shall be replaced by the Head of Personnel or, if he is absent, by the Head of Building Operations and Maintenance.

### **Departments of the Faculty**

#### Article XIII **Departments**

- 1) The Department is the basic pedagogical and scientific workplace of the Faculty. The following departments operate at the faculty:
  - legal theories
  - Constitutional Law and Political Science
  - History of State and Law
  - administrative science and administrative law
  - civil law
  - criminal law
  - international and European law
  - commercial law
  - financial law and national economy
  - environmental and land law
  - civil procedural law.
- 2) The faculty also has departments or centres with university-wide activities.
- 3) The Academic Senate decides on the establishment, merger, division or abolition of a department on the proposal of the Dean.
- 4) The Department is headed by its head appointed by the Dean. This is directly supervised by the Dean of the Faculty. Methodologically, he/she is supervised by the respective vice-deans. In the field of economics, it is managed by the Secretary. The Head of the Department is responsible for the running of the Department, which includes in particular the following activities.

In the field of pedagogy:

- organizational provision and implementation of all educational activities designated for the department by the curriculum in all forms of study and in procedures, in cooperation with programme guarantors and course guarantors, according to the instructions of the relevant vice-deans and the study department, ensuring the preparation of documents for the teaching schedule
- keeping records in the MU information system and other faculty systems
- Preparation of a plan and ensuring timely editing of teaching aids for subjects taught by the department
- submitting proposals for members of examination boards
- collecting the documents for the assignment of bachelor and diploma theses in the subjects taught by the department and submitting them to the dean of the faculty for approval
- regular evaluation and control of the educational process provided by the department, including evaluation and control of teachers' e-learning activities
- forwarding documents on the results of commission examinations and defences to the relevant departments.

In the fields of science, research and foreign relations:

- involvement of the department and its members in scientific work
- preparation of proposals for foreign business trips
- organization of lectures and other scientific activities of the department.

In the field of doctoral studies and rigorosis proceedings:

- organisation and provision of teaching in doctoral studies within the department in cooperation with the chair of the departmental committee or departmental board and to the extent limited by the powers of this chair given by the Study and Examination Regulations
- the organisation of the rigorosum proceedings in cooperation with the chair of the State Rigorosum Examination Committee and to the extent limited by the powers of this chair given by the Study and Examination Regulations.

In the area of personnel:

- together with the Dean, establishing plans for the qualification and professional growth of the members of the Department, their annual review and evaluation
- proposals from external collaborators of the department
- records of leave and attendance.

In other areas:

- updating the department's data on the faculty's website
- authorising business trips.

- 5) The Head of the Department is represented by the Deputy Head of the Department. This is appointed by the Head of the Department with the prior approval of the Dean. If no deputy is appointed, the most senior academic member of staff in the department by age shall deputise for the absent Head of Department.
- 6) The Head of the Department may designate a member of the Department to act as Secretary of the Department. His/her task is to assist the Head of Department in the

preparation of documents for decision-making and in ensuring management and organisational activities within the Department.

- 7) The head of the department appoints, on the proposal of the study programme guarantor, the guarantors of individual courses provided by his/her department.
- 8) The secretary of the department performs tasks in accordance with the job description of the secretary and according to the instructions of the head of the department. Within this framework, she is mainly responsible for:
  - carrying out all administrative work related to the operation of the department and ensuring the teaching process
  - keeping records of tangible assets, carrying out inventories, preparing documents for central records
  - receiving and dispatching mail and keeping records according to the filing regulations
  - submitting requests for the purchase and issue of centrally procured material
  - Small purchases of materials within the department's financial limit, including receiving cash and submitting documents certified by the department head for reimbursement.

#### Article XIV **Constitutions**

- 1) The Institute is a special department of the Faculty, which carries out scientific, research, development and other creative activities in a defined professional field. The Institute, together with the departments, participates in the implementation of accredited study programmes or parts thereof.
- 2) The Academic Senate decides on the establishment, merger, division or dissolution of the Institute on the proposal of the Dean.
- 3) The Institute is headed by a Head, who is appointed and dismissed by the Dean after discussion in the Academic Senate. The Head of the Institute performs activities similar to those of the Heads of Departments and his powers are analogous to those of the Heads of Departments in the areas of the Institute's competence.
- 4) The faculty includes:
  - Institute of Law and Technology
  - Institute for Judicial Affairs.

#### **Purpose-built facilities**

#### Article XV **Centre for Further Education**

- 1) The Centre for Continuing Education (hereafter referred to as the "CDV") is a purpose-built facility of the Faculty, which serves to develop and support the continuing education and practice of members of the academic community and the public, in particular by:
  - the organisation of educational programmes and courses to deepen knowledge of the law and to inform the public about the latest scientific and applied knowledge
  - analysing current legislation and its changes to inform further education and course planning

- updating the faculty's website in the CDV section, both in the information and commercial sections
- 2) The Head of the CDV is directly subordinate to the Dean of the Faculty. In economic, administrative and personnel matters, he/she is supervised by the Secretary.
  - 3) If the dean does not appoint a vice-dean, the dean may establish additional posts from among academic staff who provide conceptual and methodological management of individual sections of the CDV's activities. Their competence and scope of authority are defined at the time of their appointment. The establishment of a post may also be provided for by a contract with a foreign partner if the programme is implemented on the basis of a contract.
  - 4) In addition to the general rights, duties and responsibilities of the head, the head of the CDV in the field of education is responsible in particular for the following activities:
    - ensuring promotion to create the conditions for wider provision of training services
    - the preparation, promotion and organisation of all programmes and courses
    - cooperation with departments and other units of the faculty in order to design service offerings and meet the demand for educational and expert services
    - preparation of contracts
    - calculation of costs and prices of individual actions
    - tracking the profitability of actions
    - forwarding accounting documents to the economic department for central accounting processing
    - preparation of documents for payment of remuneration to academic staff involved in CDV events.

Article XVI  
**Information Technology Centre**

- 1) The Centre for Information Technology (hereinafter also referred to as "CIT") is a special purpose facility of the Faculty, which serves to ensure the operation and further development of the Faculty's information and communication technologies.
- 2) The Head of the CIT is directly supervised by the Secretary.
- 3) The Information Technology Centre provides in particular:
  - analysis of needs, elaboration of the concept and proposal for further development of information and communication technologies of the faculty
  - security of the computer network, servers and workstations of the faculty against attacks
  - records of installed hardware and software
  - software support for the activities of individual departments at the faculty
  - operation of computer classrooms and basic care for the installation and operation of computer stations in classrooms, PC kiosks
  - creation and maintenance of the faculty's website
  - operation of legal information systems
  - purchase, installation, operation and maintenance of the faculty computer network,

- servers, workstations, software and hardware
- cooperation with similar departments within and outside the university
- development of methodological guidelines, manuals and training
- user support in the use of information and communication technologies

Article XVII  
**Central Library**

- 1) The Central Library (hereinafter referred to as "the Central Library" or "the Library") is a special-purpose facility of the Faculty for professional library, bibliographic and information activities in the fields in which the Faculty carries out educational and scientific activities and in related fields. The library provides public library and information services within the meaning of the relevant provisions of the Library Act. It is a part of the MU library system, the activities of which are coordinated by the Library Information Centre of the MU Institute of Computer Technology on the basis of the MU Library Regulations.
- 2) The provision of services is regulated by the Operating Regulations of the Central Library of the Faculty of Law of MU, which are issued by the Dean of the Faculty in accordance with the MU Library Regulations.
- 3) The Central Library is managed by a Head who is directly subordinate to the Dean of the Faculty. In terms of methodology, it is managed by the relevant vice-dean, in economic-administrative and personnel matters by the secretary. In addition to the general duties, responsibilities and rights of the head, he is mainly responsible for the following activities carried out by the library in the following areas.

In the area of library collections:

- replenishes and updates the fund according to the established acquisition profile
- carries out the selection and purchase of specialist literature, specialised documents and electronic information resources and implements the requirements of individual departments and workplaces for the purchase of specialist literature,
- considers offers for donations of specialist literature and recommends their inclusion in the collection
- exchange of publications with Czech and foreign institutions
- keeps basic records of the budget for the purchase of specialist literature, submits the confirmed accounting documents to the Faculty's economic department
- performs name and subject cataloguing of documents in accordance with international standards, creates records for the MU electronic catalogue
- contributes to the Union Catalogue of the Czech Republic by sending proposals of authorities and full cataloguing records
- administers, protects and revises library collections
- carries out checks and revisions of library collections

In the area of library services:

- comprehensively maintains and manages borrowing records in the electronic library system
- provides library, bibliographic, reference and information services to library users
- provides domestic and international interlibrary loan services

- provides access to electronic information resources in accordance with the licence conditions
- participates in information education, provides advice, training and consultation in the field of information resources and services
- operating the group study room, study boxes and lockers

In other services:

- checks the publication activity in relation to the Register of Information on Results (RIV)
- excerpts articles by academics from periodicals and journals subscribed to by the ÚK
- manages and stores publication outputs in the MU Repository
- keeps records of the library's receivables and prepares documents for their recovery
- cooperates with other departments of the Faculty and the University in areas related to the activities of the ÚK
- supplies the necessary documents for the content and continuous updating of the library's website
- manages the technical equipment in the library and ensures its proper operation

4) Organizationally, the library is divided into:

- Fund Building Department
- Library Services Department.

#### Article XVIII Dean's Office

- 1) The Dean's Office is the administrative executive unit of the Dean of the Faculty. It is further divided into individual departments, functional positions and within them defined areas of work activities.
- 2) The Dean's Office is divided into individual workplaces:
  - Dean's Secretariat
  - personnel and payroll department
  - study department
  - Economic Department
  - Department of Science, Research and Project Support
  - Department for International Relations
  - External Relations and Marketing Department
  - Department for Doctoral Studies and Rigorosis Proceedings
  - Building Operations and Maintenance Department.
- 3) The dean's office includes the vice-deans as permanent representatives of the dean in their assigned departments.

#### Article XIX Dean's Secretariat

- 1) The Secretariat is an administrative unit of the Dean of the Faculty. It provides organisational and administrative work related to the performance of the functions of the Dean and the Secretary of the Faculty.



- 2) The Head of the Dean's Secretariat ensures the following activities:
  - records the Dean's work programme and organises its implementation
  - keeps track of meetings and visits of the Dean and the Secretary
  - carries out final editing, numbering and registration of organisational norms and acts of management of the Faculty
  - ensures their publication in the designated media
  - handles the correspondence of the Dean and the Secretary, maintains the correspondence archive and the Dean's address book
  - takes minutes of the meetings of the Dean's College and of the meetings of the heads of departments
  - maintains an archive of minutes of the Dean's College, meetings of heads of departments, department/institute meetings, invitations and other documents defined by the Dean or the Secretary, manages secretaries in activities that are not under the authority of the head of the department/institute, manages the filing service
  - maintains the filing protocol of the Dean's Secretariat
  - manages the agenda of official documents through faculty and university systems
  - performs acts related to the registration of contracts in the National Register pursuant to Act No. 340/2015 Coll.
  
- 3) The Head of the Dean's Secretariat also manages the activities of the mailroom, which:
  - maintains a central filing protocol, assigns incoming documents according to their content to individual departments
  - performs clearance and reimbursement of all outgoing mail, which is forwarded to the post office
  - ensures the transmission of documents within MU via the RMU mailroom
  - ensures the filing service in accordance with the Rector's and Bursar's directives as amended.

#### Article XX

#### **Personnel and Payroll Department**

- 1) The Head of the Personnel Department is directly subordinate to the Dean of the Faculty, in the area of economic and administrative and personnel to the Secretary.
  
- 2) The department is mainly responsible for the following activities:
  - keeping personal and payroll records for all employees regardless of the type of employment relationship, including keeping records in MU information systems
  - Compliance with labour law regulations relating to all types of employment relationships, both in core and business activities
  - gathering input and drafting proposals for longer-term staff needs
  - ensuring the recruitment and deployment of staff in accordance with the approved establishment plan and the termination of employment relationships of all types
  - keeping records of all documents and changes to the personal data of employees prescribed in the personnel agenda
  - recording of work anniversaries and preparation of documents for the remuneration plan from the faculty's payroll
  - keeping records of employees with reduced working capacity (according to the requirements of the labour office), proposing measures in this area

- keeping records of temporary employment of employees, preparing proposals of heads of departments, institutes and workplaces for selection procedures
- organising the announced selection procedures according to the instructions of the heads, cooperation in the creation of selection committees, ensuring the administrative activities of these committees
- keeping records of the duration of temporary, elected or appointed positions (in particular the Scientific Council, Dean, Vice-Deans, Heads of Departments) and submitting proposals in advance to the Dean of the Faculty
- recording and controlling the use of approved limits for other employment (external teaching)
- keeping records of job descriptions as part of staff personnel files
- checking (in cooperation with heads of departments) the content of job descriptions in relation to the unit's activities according to these organisational regulations
- creating organisational conditions for increasing the qualification and professional level of administrative staff
- care for workers.

Article XXI  
**Study Department**

- 1) The Head of the Study Department is directly subordinate to the Dean. Methodologically, he/she is supervised by the respective vice-deans, in economic-administrative and personnel matters by the secretary.
- 2) The department provides all the study agenda in the field of accredited study programmes, including accredited lifelong learning.
- 3) In the field of admissions, the department mainly:
  - organises the admission procedure for Bachelor's and Master's degree programmes,
  - manages all agenda related to the admission procedure
  - prepares and compiles documents for appeal proceedings
  - prepares documents for reports on the admission procedure
  - drafting the composition of the supervisors for the tests held as part of the admission procedure.
- 4) In the field of the pedagogical process, the department mainly:
  - organises, under the methodological guidance of the Vice-Deans, all work related to the agenda of the pedagogical process in Bachelor and Master study programmes
  - prepares documents for the preparation of proposals for the development of study programmes and curricula
  - prepares the final versions of the curricula and their descriptions
  - administers the MU information system at the faculty level
  - maintains the files of students of Bachelor and Master study programmes
  - maintains relevant study records in the MU information system
  - carries out the administrative agenda related to the completion of individual courses
  - carries out the administrative agenda related to enrolment and termination of studies
  - checks that all conditions for advancement to the next semester have been met

- maintains a list of members and chairpersons of state final examination committees
- monitors compliance with the regulations governing the administrative agenda of the educational process
- prepares timetables for the course of teaching in bachelor and master study programmes
- prepares draft and final versions of the academic year and semester schedules
- prepares the teaching schedule
- maintains the agenda of fees assessed to students of Bachelor's and Master's degree programmes
- manages the agenda of scholarships for students of master's and bachelor's degree programmes
- manages the agenda of the organisation of students' professional practice, including communication with practice providers and students; evaluates the effectiveness of practice
- within the framework of accredited lifelong learning programmes - publication of programmes, promotion, admission procedures, conclusion of contracts on the implementation of lifelong learning programmes with participants, registration of payments of participants, maintenance of databases in the IS MUNI, administrative preparation of the process of transfer of lifelong learning participants to regular studies.

Article XXII  
**Economic Department**

- 1) The Head of the Economic Department reports directly to the Secretary.
- 2) The department provides in particular:
  - checking compliance with all regulations governing the management of the Faculty in all spheres of activity (main, supplementary and other activities)
  - methodical management of all work related to the economic and administrative tasks carried out at the faculty in all spheres of activity
  - preparation of documents and cooperation in the development of the faculty budget
  - continuous monitoring of budget spending and preparation of an overview of the financial management of the Faculty and individual centres (departments)
  - the recording and monitoring of all sources of funding and their correct accounting
  - comprehensive processing of the faculty's accounting agenda using the economic information system in MU information systems
  - updating dials and access rights for a given section
  - issuing tax documents for all faculty activities
  - preparation of documents for the legal department on outstanding overdue receivables
  - carrying out checks on the accuracy of the accounting documents entered in the accounts
  - transactions related to the financial statements and the transition to the next period
  - central record of orders for all supplies to the faculty
  - central purchasing of materials, issuing materials to departments, keeping stock records of materials for all departments of the faculty
  - management of the agenda related to the acquisition, transfer, loan and disposal of assets

- keeping a record of personal protective equipment and entrusted items on the personal cards of employees
- methodological and organizational provision of inventories at the faculty
- preparation of documents for the claims committee
- accounting for assets and depreciation
- cash management, its accuracy and transparency, associated with material liability
- the agenda of concluding agreements on material responsibility, their registration and updating in cooperation with the Human Resources Department
- Withdrawal of money at Komerční banka
- making all cash disbursements to staff and students of the faculty
- the travel orders agenda
- updating your department's details on the website
- marketing in order to create conditions for expanding sales of publications
- preparation of price calculations for publications, operational cost records for individual publications
- registration and processing of publication orders, picking and distribution of publication shipments
- keeping stock records of own and foreign publications, evaluating the stock in accordance with the economic aspect, submitting documents to the departments on the current status of individual publications according to the field of study
- concluding contracts with book buyers, commission agents and commission agents, checking their performance
- operation of the online shop.

#### Article XXIII

#### **Department for Science, Research and Project Support**

- 1) The Head of the Department for Science, Research and Project Support reports directly to the Dean of the Faculty. In terms of methodology, he/she is supervised by the relevant vice-dean, in economic, administrative and personnel matters by the secretary. In addition to the general rights, duties and responsibilities of the Head, it mainly ensures the following activities:
  - the agenda of scientific research grants and control of compliance with the regulations governing this agenda
  - organisation and financial management of research grants
  - organisation of the SVOČ student science competition
  - administrative activities related to the meetings of the Faculty's Scientific Council
  - collecting data and preparing a situation report on scientific research activities
  - organizes habilitation and professorial procedures.
  
- 2) In the area of economic and administrative department, the department provides in particular:
  - preparation of documents and drafting of budgets for science, research and other related activities
  - keeping track of costs and monitoring compliance with the budget for science, research and other related activities

- collecting documents and preparing proposals for payment of remuneration to opponents of scientific research tasks and opponents in habilitation and professorial proceedings.

#### Article XXIV

#### Department for International Relations

- 1) The Head of the Department for International Relations is directly subordinate to the Dean of the Faculty. In terms of methodology, he/she is supervised by the relevant Vice-Dean, and in economic and administrative and personnel matters by the Secretary. In addition to the general rights, duties and responsibilities of the Head, he/she ensures in particular the following activities:
  - keeps records of reports on the stay of foreign guests
  - keeps a continuous record of active and passive foreign relations
  - prepares proposals for the secondment of teachers and students of the faculty according to continuous offers from foreign higher education institutions
  - technically arranges and organises events with international participation
  - handles the agenda for foreign travel
  - arranges international study programmes arranges for the admission of foreign guests of the Faculty on the basis of university agreements and within the framework of invitations from the relevant departments
  - arranges the secondment and recruitment of academic staff in the framework of approved projects
  - ensures the admission of students of foreign faculties on the basis of international agreements
  - prepares documents for the preparation of the annual plan of foreign relations according to the bankruptcy list of the Ministry of Education, Youth and Sports
  - organizes stays of students of the faculty abroad
  - ensures the agenda of contracts with foreign partners
  - handles and records foreign correspondence
  - participates in the organization and provision of administrative agenda related to the implementation of symposia, seminars and conferences organized by the Faculty in the field of foreign relations
  - manages the agenda of faculty and staff membership in foreign professional societies and organizations.
- 2) ensures the complete agenda of doctoral study programmes taught in a foreign language under the methodological guidance of the Vice-Dean for Doctoral Studies and Rigorous Proceedings, in particular the following activities:
  - maintains a list of members and chairpersons of disciplinary councils and disciplinary committees
  - monitors compliance with the regulations governing the administrative agenda of the educational process
  - prepares documents for the preparation of proposals for the development of study programmes and curricula
  - prepares documents for accreditation and re-accreditation of foreign language programmes

- in cooperation with the Department for Doctoral Studies and Rigorous Procedures, prepares the academic year schedules
- ensures the promotion of doctoral study programmes taught in a foreign language

3) In the area of admissions to doctoral study programmes taught in a foreign language, the department shall in particular:

- ensures the documents for the announcement of the admission procedure
- manages all the agenda related to the admission procedure, including the registration
- prepare and collate documents for review procedures
- prepares documents for admission reports.

4) In the area of the teaching process itself within the doctoral study programmes taught in a foreign language, the department mainly:

- maintains an agenda of all students' files
- maintains relevant study records in the MU information system
- carries out the administrative agenda of partial examinations and credits according to the documents provided by the departments
- checks that all conditions for advancement to the next semester of study and for admission to the state doctoral examination and the defence of the dissertation are met
- collects documents and handles the graduation agenda and issues certificates of passed examinations
- manages the agenda of scholarships for doctoral students studying in a foreign language.

5) In the field of economic and administration, in particular:

- prepares documents and proposes budgets for foreign relations costs
- keeps track of expenses and monitors compliance with the external relations budget.

## XXV

### External Relations and Marketing Department

The Head of External Relations and Marketing is directly subordinate to the Dean of the Faculty. In terms of methodology, he/she is supervised by the relevant Vice-Dean, and in matters of economic, administrative and personnel matters by the Secretary. In addition to the general rights, duties and responsibilities of the Head, he/she is responsible in particular for the following activities:

- ensures the external relations of the faculty
- cooperates with partner institutions and professional organisations
- ensures the presentation of the faculty (website, promotional materials, visual style)
- ensures the promotion of the Faculty's activities, especially professional educational events, commercial activities, editorial activities, significant results in the field of science and teaching
- provides support to organisers of faculty seminars, conferences and similar activities
- ensures the editorial activities of the faculty, especially in the areas of:
  - technical support of publication editions
  - technical processing of journals

- drafting and keeping records of employment contracts (agreements) for auxiliary, sub-activities related to the running of the editorial area, and forwarding them to the HR department
- organizing the typesetting and printing of texts by contractors
- administrative support of the editorial and editorial board.
- communicates with faculty student associations
- prepares the annual report.

2) In the field of economic and administration, in particular:

- prepares documents and proposes budgets for external relations and marketing costs
- keeps track of costs and monitors adherence to the external relations and marketing budget.

#### Article XXVI

#### **Department for Doctoral Studies and Rigorous Proceedings**

1) The Head of the Department of Doctoral Studies and Rigorous Proceedings is directly subordinate to the Dean. He/she is supervised methodically by the relevant Vice-Dean, and in matters of economic and administrative matters by the Secretary. The department is responsible for the complete agenda of doctoral studies, with the exception of the agenda of doctoral study programmes conducted in a foreign language.

2) In the area of securing the pedagogical process in doctoral studies, the department mainly:

- organises, under the methodological guidance of the Vice-Dean, all work related to the doctoral study agenda
- maintains a list of members and chairpersons of disciplinary councils and disciplinary committees
- monitors compliance with the regulations governing the administrative agenda of the educational process
- prepares documents for the preparation of proposals for the development of study programmes and curricula
- processes accreditation
- prepares academic year schedules.

3) In the field of admissions, the department mainly:

- ensures the documents for the announcement of the admission procedure
- manages all the agenda related to the admission procedure, including the registration
- prepare and collate documents for review procedures
- prepares documents for admission reports.

4) In the area of the pedagogical process of the department itself, in particular:

- maintains an agenda of all student files
- maintains relevant study records in the MU information system
- carries out the administrative agenda of partial examinations and credits according to the documents provided by the departments
- checks that all conditions for advancement to the next semester of study and for admission to the state doctoral examination and the defence of the dissertation are met

- collects documents and handles the graduation agenda and issues certificates of passed examinations
  - manages the agenda of scholarships for doctoral students.
- 5) In the field of rigorous management, the department mainly:
- accepts applications and forwards them to the departments after checking
  - maintains a list of members and chairpersons of rigorosum committees
  - administratively arranges the rigorous examinations
  - handles the agenda related to the closure procedure
  - maintains relevant databases in the MU information system or other databases.

#### Article XXVII

#### **Building Operation and Maintenance Department**

- 1) The Head of Building Operations and Maintenance reports directly to the Secretary. In addition to the general rights, duties and responsibilities of the Head, the Head of Operations and Maintenance shall be responsible for the following activities:
- 2) In the area of building management, the department mainly:
  - cooperates in the preparation and implementation of events related to the faculty building
  - plans and submits requests for central maintenance carried out and financed by the Rectorate, and provides it as required
  - compiles documents and prepares proposals for the repair and maintenance plan of the faculty building, implemented either by the faculty's own capacities or by contractors and financed from the faculty's budget
  - provides building maintenance and non-investment-related building modifications by external contractors and its own staff
  - ensures the implementation of minor maintenance of the building in the areas of electrical and plumbing, locksmith and carpentry work by its own forces
  - provides operation, inspection and maintenance of the heat exchanger station and air handling system
  - provides complete cleaning of the building and janitorial activities associated with cleaning of outdoor areas and courtyards
  - ensures maintenance and repairs of all faculty machinery (except computer equipment) according to the users' requirements.
- 3) In the area of guarding services, the managers in particular:
  - provide security guard service in the faculty building around the clock
  - provide emergency distribution of small informational publications and materials for student use and an information service to visitors.
- 4) In the area of occupational health and safety and fire protection, the head of the department mainly:
  - ensures the function of the fire engineer
  - in accordance with the methodological instructions of the Rector's Office, draws up and implements a fire protection plan, establishes a fire watch and prepares fire evacuation plans



- carries out preventive fire inspections, ensures the elimination of detected defects, either by contractors or by own forces
  - performs the function of the faculty safety technician, keeps records of work accidents, processes statistical reports
  - carries out regular checks on health and safety at work with the participation of the trade union
  - ensuring that defects found during inspections are rectified
  - provides protective work equipment for selected professions of workers in accordance with applicable regulations
  - according to the methodological guidance of the Rector's Office, it ensures tasks arising from the statutory regulations on crisis management
  - provides driver training.
- 5) In the area of other economic and administrative activities, the head of the authorised officer:
- according to the requirements of the departments and in accordance with the budget, it ensures the central purchasing of small tangible assets
  - keeps records of the building's consumables, according to the methodological guidance of the economic department
  - ensures the operation of the faculty's telephone switchboard.
- 6) In the area of energy management, the department mainly:
- compiles documents and drafts plans for the consumption of electricity, water and heating media in physical units and financially
  - monitors energy and water consumption
  - ensures operational records of energy and water consumption
  - proposes and implements rationalisation measures in energy and water consumption.
- 7) In the area of teaching security, the department mainly:
- according to the needs of the teachers, it ensures the sound system of classrooms, lecture halls and auditoriums in terms of the proper functioning of audiovisual equipment
  - provides training for users of the equipment or expert assistance in its operation
  - provides other material and material equipment for classrooms and lecture halls according to the timetable and the needs of teachers
- 8) Leader:
- prepares documents and drafts budgets for costs and revenues in the area of building management
  - monitors the implementation of the approved building management budget, proposes adjustments and resolves deviations from the budget
  - ensures physical handling according to the needs of the faculty's professional units (moving materials and material assets), transmits the necessary information for the operational registration of material assets to the economic department
  - provides services according to the requirements of tenants in the faculty building

- 1) Article XIV of the Organizational Regulations replaces the Operating Regulations of the Centre for Lifelong Learning.
- 2) Article XV of the Organizational Regulations replaces the Operating Regulations of the Information Technology Centre.
- 3) I hereby delegate the interpretation of the individual provisions of this Directive to the Secretary of the Faculty.
- 4) I entrust the Secretary of the Faculty with the continuous initiation of the updating of this Directive.
- 5) These Organizational Regulations replace the Organizational Regulations valid since 1 October 2010 - Dean's Directive No. 11/2010 with the amendment of Dean's Directive No. 11/2010 Organizational Regulations of the Faculty of Arts - Dean's Directive No. 5/2011 of 1 September 2011, Organizational Regulations of the Faculty of Arts of 12 September 2011, Organizational Regulations of the Faculty of Arts of 12 September 2011. 7. 2012 - Dean's Directive No. 8/2012 and Organizational Regulations of the PrF of 9. 5. 2013 - Dean's Directive No. 3/2013, Organizational Regulations of the PrF of 1. 3. 2014 - Dean's Directive No. 1/2014, Organizational Regulations of the PrF of 1. 3/2015 - Dean's Directive No. 4/2015, Organisational Regulations of PrF MU of 1 September 2015 - Dean's Directive No. 5/2015, Organisational Regulations of PrF MU of 4 January 2016, Organisational Regulations of PrF MU of 1 September 2016, Organisational Regulations of PrF MU of 1 September 2016, Organisational Regulations of PrF MU of 1 January 2016, Organisational Regulations of PrF MU of 1 September 2015 - Dean's Directive No. 3. 2017, Organisational Regulations of PrF MU dated 1. 1. 2019, Organisational Regulations of PrF MU dated 17. 6. 2019, Organisational Regulations of PrF MU dated 1. 1. 2021, Organisational Regulations of PrF MU dated 5. 1. 2023, Organisational Regulations of PrF MU dated 15. 5. 2023.
- 6) These Rules of Organisation shall enter into force on 1 September 2023.

Annex No. 1 - Organisational Chart of the Faculty

In Brno, 23 August 2023

Martin Škop  
Dean

Translated by application DEEPL.