

**Organisational Regulations
of the Faculty of Economics and Administration, Masaryk University**

(as amended with effect from 1 August 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"), I issue these Organisational Regulations:

**Part One
Basic provisions**

**Section 1
Introductory provisions**

- (1) These Organisational Regulations are based on the provisions of Section 33(2)(f) of the Act, the Statutes of the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as the "Statutes") and the Organisational Regulations of Masaryk University.
- (2) The Organisational Regulations of the Faculty of Economics and Administration (hereinafter referred to as the "Faculty") specify and supplement some of the provisions of the above-mentioned legal norms in the area of organisational structure and establish the scope and powers of units and functions at the Faculty, defining the division of activities and their provision by the Faculty units.

**Part Two
Organisational and economic structure**

**Section 2
Organisational structure of the Faculty**

- (1) The Faculty is organisationally divided into the following units:
 - a) the departments,
 - b) divisions of education,
 - c) purpose-built facilities,
 - d) the Dean's office.
- (2) The Faculty has the following bodies:
 - a) Self-governing academic bodies:
 1. Academic Senate of the Faculty,
 2. Dean,
 3. Faculty Scientific Board,
 4. Faculty Disciplinary Committee.

- b) Other bodies:
 - 1. Faculty Bursar,
- c) Advisory bodies:
 - 1. Dean's Board,
 - 2. Senior Management.
- (3) The Academic Senate of the Faculty is the self-governing representative academic body of the Faculty. Its legal status, the manner of its establishment and its powers are regulated by the Act (Sections 26 and 27) and the Statutes of the Faculty (Sections 15–17).
- (4) The legal status of the Dean and his/her powers are regulated by the Act (Section 28) and the Statutes of the Faculty (Section 19).
- (5) The legal status of the Faculty's Scientific Board and its powers are regulated by the Act (Sections 29 and 30) and the Statutes of the Faculty (Section 18).
- (6) The legal status of the Faculty Disciplinary Committee and its powers are regulated by the Act (Section 31) and the Statutes of the Faculty (Section 21).
- (7) The legal status of the Faculty Bursar and his/her powers are regulated by the Act (Section 32) and the Statutes of the Faculty (Section 22).
- (8) The organisational structure of the Faculty is schematically presented in Appendix 1 of these Organisational Regulations.

Section 3
Economic structure of the Faculty

- (1) The Faculty manages itself as an independent economic unit of Masaryk University (hereinafter referred to as "MU"). For the internal needs of accounting, monitoring and evaluation of costs and revenues, it is divided into units that manage the funds entrusted to them independently.
- (2) The head of the unit as defined in Section 2(1) of these Regulations shall be a senior employee.
- (3) The senior employee is responsible for the comprehensive management of the unit, the management of the funds and property entrusted to him/her and for financial control. Financial control is governed by the "Ensuring financial control" instruction.

Part Three
Management system and methodological management of the Faculty

Section 4
Faculty management system

- (1) The management structure of the Faculty is a departmental structure with management relations combining direct (linear) and methodical (functional) management relations at two levels of management:
 - a) central level, i.e. the level of the Faculty as a whole,
 - b) departmental management, i.e. at the level of individual Faculty units.
- (2) Direct management is applied by the rule of indivisible managerial (decision-making) authority

and responsibility of the managers in the direct management line. Senior employees are:

- a) at the central management level:
 - 1. Dean,
 - 2. Faculty Bursar.
 - b) at the departmental level:
 - 1. Heads of Departments,
 - 2. Heads of Divisions of Education,
 - 3. Heads of purpose-built facilities,
 - 4. Heads of the offices of the Dean's Office.
- (3) Decision support at the central level of Faculty management is provided by the Faculty management consisting of:
- a) Dean,
 - b) Vice-Deans,
 - c) Faculty Bursar,
 - d) Director of Strategy.
- (4) The Dean's advisory body is the Dean's Board composed of members of the Faculty management, heads of departments, heads of divisions of education and other members appointed by the Dean at his/her discretion.
- (5) The management system of the Faculty is formalised by a set of organisational and management regulations:
- a) Statutes of the Faculty,
 - b) Other internal regulations of the Faculty:
 - 1. Election Regulations of the Academic Senate of the Faculty,
 - 2. Rules of Procedure of the Academic Senate of the Faculty,
 - 3. Rules of Procedure of the Faculty Scientific Board,
 - 4. Disciplinary Code,
 - c) Organisational Regulations of the Faculty,
 - d) Faculty Directives,
 - e) Measures or Instructions of the Faculty,
 - f) Guidelines of the Faculty.
- (6) The management of the Faculty is governed by the following standards
- a) Faculty Budget.

Section 5
Methodological management of the Faculty

- (1) The senior employees responsible for methodological management take care of the development and implementation of Faculty policies in their area of responsibility, provide individual consultations, binding opinions and propose to the Dean and the Faculty Bursar regulations governing the professional activities of the Faculty. The methodological managers shall be the staff members referred to in Sections 8 to 12 in the areas of activity entrusted to them. The management units for the designated areas are listed in Appendix 7 to these Organisational Regulations.
- (2) The specific content of methodological management in individual areas of activity is always determined by the superiors of the relevant management units.

Part Four
Functional posts

Section 6
Functional posts

- (1) Functional posts are those of staff who carry out management activities.
- (2) Staff performing management activities at central level are:
 - a) Dean,
 - b) Vice-Deans,
 - c) Faculty Bursar,
 - d) Director of Strategy.
- (3) Senior employees at the level of the units are:
 - a) Heads of departments,
 - b) Heads of divisions of education,
 - c) Heads of purpose-built facilities,
 - d) Heads of the offices of the Dean's Office.
- (4) Representation of the Dean, Vice-Deans, the Faculty Bursar and other senior employees is dealt with in a separate directive of the Dean.

Section 7
Dean

- (1) The Dean is appointed and dismissed by the Rector on the proposal of the Academic Senate of the Faculty. The Dean has the right to decide or act on behalf of MU in matters concerning the Faculty specified in the Act, MU Statutes, MU Organisational Regulations and other MU internal standards, to the extent specified in these regulations. The Dean shall methodically run and control the Faculty's management. Unless the Rector stipulates otherwise, the Dean represents the Faculty.

- (2) The Dean in particular:
- a) submits proposals to the Academic Senate of the Faculty in accordance with Section 27 of the Act,
 - b) issues internal management acts, in particular organisational rules, directives, instructions and measures,
 - c) appoints and dismisses Vice-Deans,
 - d) appoints and dismisses, with the approval of the Academic Senate of the Faculty, members of the Faculty Scientific Board and the Faculty Disciplinary Committee,
 - e) appoints and dismisses the Faculty Bursar,
 - f) appoints and dismisses senior employees of the Faculty's units under his/her direct management responsibility,
 - g) invites applications for the post of Faculty Bursar,
 - h) announces selection procedures for the positions of senior employees under its direct management responsibility and academic staff assigned to the Faculty,
 - i) concludes, modifies and terminates employment relationships and agreements on work performed outside the employment relationship with senior employees under its direct management responsibility and academic staff assigned to the Faculty,
 - j) decides on salary matters in the case of the Faculty Bursar, senior employees under his/her direct management responsibility and academic staff assigned to the Faculty,
 - k) exercises powers in relation to the habilitation procedure and the procedure for the appointment of professor at the Faculty level,
 - l) enters into, modifies and terminates agreements on Faculty membership in supranational or international organisations,
 - m) sends the Faculty Bursar and senior employees of faculties under his/her direct management on business trips,
 - n) approves statistical reports on students of the Faculty,
 - o) decides on general issues of the working regime of the Faculty (holidays, overtime, working time adjustments),
 - p) decides in the first instance on the admission of applicants to study in study programmes implemented by the Faculty,
 - q) accepts participants in lifelong learning for studies carried out by the Faculty,
 - r) accepts participants in continuing education to study in courses run by the Faculty,
 - s) decides on the rights and obligations of students and participants in lifelong learning,
 - t) issues certificates of completion of studies within the framework of lifelong and continuing education carried out by the Faculty,
 - u) issues supplements to diplomas, certificates and certificates of completion of studies undertaken by the Faculty,
 - v) announces the Faculty's scholarship programmes, awards scholarships if they are paid from the Faculty's financial resources.
- (3) The Dean may transfer his/her powers permanently or temporarily to Vice-Deans, the Faculty Bursar or other authorised persons by means of the Faculty Organisational Regulations or by his/her measure.

- (4) The Dean is obliged to designate a deputy from among the Vice-Deans who represents him/her in his/her absence in full.

Section 8
Vice-Deans

- (1) Vice-Deans are appointed and dismissed by the Dean. The Dean delegates to the Vice-Deans the task of ensuring comprehensive coordinated action in specific areas of activity. Vice-Deans are permanent representatives of the Dean in their assigned areas of activity and act on his/her behalf in these areas, unless otherwise specified in the Statutes, these Organisational Regulations and other internal regulations of the Faculty.

- (2) Vice-Deans methodically manage the heads of units implementing the section of activity entrusted to them, within the scope of their authority.

(3) **Vice-Dean for full-time studies**

- a) The entrusted areas of activities of the Vice-Dean for full-time studies are:

1. educational activities in full-time bachelor's, master's and master's follow-up study programmes (organisation, conception, methodology, control),
2. admission to full-time bachelor's and master's degree programmes (form, control, strategy),
3. solving study problems of full-time students,
4. study regulations,
5. scholarship programmes,
6. study-related fees,
7. State examinations – methodology and control,
8. matriculation and graduation,
9. innovations in education, e-learning,
10. nostrification of foreign education.

- b) The following powers and responsibilities are permanently delegated to the Associate Dean for Attendance:

1. decisions on the rights and obligations of students studying in Bachelor's and Master's programmes implemented by the Faculty in full-time form,
2. authority to represent the Dean in signing such decisions of the Dean in the context of the full-time admission procedure:
 - i. decision on admission based on a waiver of the entrance exam,
 - ii. a decision on non-admission based on a waiver of the entrance exam,
 - iii. the decision on admission to study,
 - iv. the decision not to admit the student,
3. assigns tasks to the Head of the Office for Studies and controls their implementation.

(4) **Vice-Dean for Distance Learning, Lifelong Learning and Quality**

- a) The areas of activity entrusted to the Vice-Dean for Combined Studies, Lifelong Learning and quality are:

1. Educational activities in Bachelor's and follow-up Master's degree study programmes in combined form (organisation, conception, methodology, control),

2. development strategy, concept, methodology, economics and organisation of lifelong learning, coordination of Faculty U3V activities,
 3. quality assurance of educational activities, including activities aimed at securing institutional accreditation,
 4. coordination and control of internal evaluation of Bachelor's and follow-up Master's degree programmes and lifelong learning,
 5. control of the activities of the programme councils of Bachelor's and Master's degree programmes,
 6. Preparation of documents for accreditation and internal evaluation of bachelor's and master's degree programmes and lifelong learning,
 7. admission to Bachelor's and Master's study programmes in combined form and to lifelong learning programmes (content, control, strategy),
 8. solving study problems of students in combined form of study and participants of lifelong learning,
 9. innovations in blended learning, e-learning, coordination of activities and representing the Faculty in the MU Centre for the Development of Pedagogical Competences,
 10. study regulations,
 11. scholarship programmes,
 12. study-related fees,
 13. State examinations – methodology and examination,
 14. graduation,
 15. nostrification of foreign education,
 16. preparation of documents for institutional accreditation.
- b) The following powers and responsibilities are permanently delegated to the Vice-Dean for Combined Studies, Lifelong Learning and Quality:
1. decisions on the rights and obligations of students studying in Bachelor's and Master's programmes implemented by the Faculty in combined form,
 2. decisions on the rights and obligations of participants in lifelong learning undertaken by the Faculty,
 3. the authority to represent the Dean in signing these decisions in the context of the admission procedure to the combined form and lifelong learning:
 - i. decision on admission based on a waiver of the entrance exam,
 - ii. a decision on non-admission based on a waiver of the entrance exam,
 - iii. the decision on admission to study,
 - iv. the decision not to admit the student,
 4. assigns tasks to the Head of the Office for Studies and controls their implementation.

(5) **Vice-Dean for Research**

- a) The areas of activity entrusted to the Vice-Dean for Research are:
1. quality assurance of educational and creative activities and related activities,

2. Coordination of accreditation processes for doctoral study programmes, habilitation procedures and procedures for appointment as professor,
 3. preparation of documents for accreditation of doctoral study programmes, habilitation procedures and procedures for appointment as professor,
 4. coordination and control of internal evaluation of doctoral study programmes,
 5. monitoring the activities of the doctoral study programme boards,
 6. habilitation and appointment as professor,
 7. studies in doctoral programmes (organisation, conception, methodology, control),
 8. admission to doctoral programmes (form, control, strategy),
 9. study regulations for doctoral study programmes,
 10. creative activity (organisation, conception, methodology, control),
 11. editorial activities, chairman of the Faculty Editorial Board,
 12. control and evaluation of publishing activities,
 13. monitoring and evaluation of the activities of the Research Institutes,
 14. evaluation of academic staff (organisation, conception, methodology, control),
 15. preparation of the Faculty Scientific Board,
 16. project support (organisation, conception, methodology, control).
- b) The following powers and responsibilities are permanently delegated to the Vice-Dean for Research
1. decisions on the rights and obligations of students studying in doctoral degree programmes implemented by the Faculty,
 2. decisions on admission to doctoral study programmes,
 3. assignment of tasks to the Head of the Research and Projects Unit and monitors their implementation.

(6) Vice-Dean for External Relations and Partnerships

- a) The areas of activity of the Vice-Dean for External Relations and Partnerships are:
1. Faculty public relations,
 2. Faculty communication strategy,
 3. promotion of the Faculty externally,
 4. coordination of relations with Faculty partners,
 5. cooperation with alumni,
 6. cooperation with secondary schools and other external bodies,
 7. cooperation with the MU Career Centre.
- b) The following powers and responsibilities are permanently delegated to the Vice-Dean for External Relations and Partnerships:
1. assigns tasks to the Head of External Relations and monitors their implementation.

(7) Vice-Dean for Internationalization

- a) The areas of activity entrusted to the Vice-Dean for Internationalization are:
 1. Internationalization of the Faculty,
 2. admission to Bachelor's and Master's study programmes with foreign language teaching (form, control, strategy),
 3. educational activities in a foreign language (organisation, conception, methodology, control),
 4. fees associated with studying in a foreign language,
 5. European mobility programmes,
 6. scholarship programmes related to the study of foreigners and mobility abroad,
 7. organisation and institutional support of foreign teachers' and students' exchanges,
 8. presentation of the Faculty abroad,
 9. Coordination of Faculty membership in international associations.
- b) The following powers and responsibilities are permanently delegated to the Vice-Dean for Internationalization:
 1. decisions on the rights and obligations of students studying in Bachelor's and Master's programmes taught in a foreign language and implemented by the Faculty,
 2. authority to represent the Dean in signing such decisions in the context of full-time admissions in a foreign language:
 - i. the decision on admission to study,
 - ii. the decision not to admit the student,
 3. assigns tasks to the Head of the Office for International Relations and controls their implementation.

Section 9 Faculty Bursar

- (1) The Faculty Bursar is the representative of the Dean in the areas of activities entrusted to him/her, in which he/she acts on the Dean's behalf, unless otherwise stated in the Statutes, these Organisational Regulations and other internal regulations of the Faculty. He/she shall be directly subordinate to the Dean of the Faculty.
- (2) In order to ensure a comprehensive coordinated approach of the Faculty, the Faculty Bursar cooperates with the heads of other units and divisions, directs and controls their work in the assigned areas of activity.
- (3) The areas of activity entrusted to the Faculty Bursar are defined as follows:
 - a) labour law matters of non-academic staff,
 - b) budgetary management and control,
 - c) economic and financial management,
 - d) public contracts awarded by the Faculty,
 - e) financial control,
 - f) internal audit and control activities,
 - g) asset management,

- h) construction, maintenance and repair,
 - i) Faculty operations,
 - j) operational and technical development of the Faculty,
 - k) health and safety at work,
 - l) fire protection.
- (4) It shall be the sole authority and responsibility of the Faculty Bursar to:
- a) prepare the Faculty's budget, management analysis and annual management report,
 - b) announce selection procedures for non-academic staff positions assigned to the Faculty, except for senior employees directly subordinate to the Dean,
 - c) enter into, amend and terminate employment contracts and agreements on work performed outside the employment relationship with non-academic staff assigned to the Faculty, except for senior employees directly subordinate to the Dean,
 - d) approve and adjust salaries or payment of remuneration in the case of non-academic staff assigned to the Faculty, except for senior staff directly subordinate to the Dean,
 - e) secondment of senior employees under its direct management on business trips,
 - f) approval of the use of private motor vehicles by Faculty staff (academic and non-academic) on business trips,
 - g) legal acts by which MU disposes of fixed assets that the Faculty is authorised to manage and that are not reserved for the Rector or the Bursar, with the exception of the transfer of assets within the Faculty,
 - h) enter into, amend and terminate contracts for short-term leases of MU premises or real estate that the Faculty is authorised to manage, provided that the duration of the lease does not exceed the period specified in MU internal regulations for each case,
 - i) prepare the internal control plan and their evaluation,
 - j) approve requests for payment of the standing advance,
 - k) exercise all management authority over subordinate units,
 - l) approve budget administrators for Faculty, department, special purpose facility contracts,
 - m) enter into and cancel contracts pursuant to Section 1746 (2) of the Civil Code with persons carrying out activities in the interest of the Faculty,
 - n) enter into agreements on material responsibility and certificates on the management of the funds entrusted to them,
 - o) issue and approve internal standards of the Faculty in the areas entrusted to it and updating them.
- (5) In addition to the general duties, responsibilities and rights of a manager, the Faculty Bursar is responsible in particular for the following activities:
- a) management of all departments of the Dean's Office, the Scientific Information Centre and the Information Centre and communication technologies,
 - b) internal administration of the Faculty and compliance with legal regulations,
 - c) ensuring staff stability and qualification growth of the Dean's Office staff,
 - d) methodical guidance of heads of units and divisions and department secretaries in the management of entrusted property and funds.

- (6) The Faculty Bursar may delegate activities that are the exclusive responsibility of the Faculty Bursar to the heads of individual units.

Section 10
Director of Strategy

- (1) The Director of Strategy reports directly to the Dean.
- (2) The Director of Strategy's areas of responsibility are:
- a) in development and research projects:
 - 1. identification of opportunities,
 - 2. participation in preparatory meetings,
 - 3. cooperation in the preparation of development and research projects at the Faculty level,
 - 4. negotiation of project sub-issues with relevant actors at national and international level,
 - 5. support for the promotion of Faculty activities,
 - 6. managing Faculty-wide non-investment development projects (e.g. the National Renewal Plan) identified by the Dean and ensuring their link to the strategic priorities of the Faculty,
 - 7. cooperates with the Faculty Bursar in the preparation of the Faculty's investment plans in accordance with the Faculty's strategic priorities,
 - 8. management of the Masaryk University development tools at the Faculty (especially the Strategic Management Support Programme) and communication with the relevant units of the Rector's Office in these agendas on behalf of the Faculty,
 - b) in strategic planning, management and Faculty development:
 - 1. Strategic planning, management and Faculty development,
 - 2. coordination of preparation and control of the implementation of the Faculty's strategic documents (strategic plan and its transformation into the Faculty's annual implementation plan, monitoring of implementation and evaluation of the fulfilment of the ESF MU Strategic Plan for individual years, etc.),
 - 3. Ensuring that the Faculty's strategic documents are linked to the strategic documents of MU and the Ministry of Education and Science, or other state administration bodies,
 - 4. development and management of an indicator system,
 - 5. internal administration of the Faculty in matters of setting up management processes and evaluation (methodology, processes, indicators).
 - c) In the field of development and research projects, he/she closely cooperates and coordinates his/her activities with the Head of the Research and Projects Office and the Vice-Dean for Research.

Section 11
Head of purpose-built facilities

- (1) They shall exercise all management powers over their purpose-built facility except those powers that are the exclusive responsibility of the Dean or the Faculty Bursar.
- (2) They shall be responsible for the activities of their purpose-built facility, which are set out in the statutes of that purpose-built facility or in these Organisational Regulations.
- (3) They are responsible for the economic, efficient and effective use of the resources allocated in the budget.
- (4) They perform legal acts under which the purpose-built facility disposes of property and that are not reserved to the Rector, the Bursar, the Dean or the Faculty Bursar.
- (5) They are authorised to order business travel for employees of the unit.
- (6) They are responsible for bringing the unit property to a usable condition.

Section 12
Head of the office of the Dean's Office

- (1) Exercise managerial authority over the staff of the office.
- (2) They are responsible for the work of their office according to the job description.
- (3) They inform subordinate employees of important facts and documents necessary for their activities.
- (4) They make proposals in the field of labour law and payroll in relation to subordinate employees.
- (5) They take care of raising the professional level of subordinate employees, lead employees to observe work discipline.

Section 13
Heads of Divisions of Education

- (1) The Division of Education is headed by a head who is appointed by the Dean on the basis of a selection procedure and in accordance with Section 24 of the Act. The term of office of the Head of the Division of Education is four years and ends upon expiry, dismissal, resignation or termination of employment at the Faculty. The post of Head of the Division of Education may be held by the same person for a maximum of two consecutive terms.
- (2) The Head of the Division of Education is directly subordinate to the Dean.
- (3) Supervisors exercise all managerial powers over their department except those powers that are the exclusive responsibility of the Dean or Faculty Bursar.
- (4) They shall be responsible for the activities of their department as set out in these Organisational Regulations.
- (5) They are responsible for the economic, efficient and effective use of the resources allocated in the budget.
- (6) They perform legal acts by which the Division of Education disposes of property not reserved to the Rector, Bursar, Dean or Faculty Bursar.
- (7) They are authorised to order business travel for employees of the unit.
- (8) They are responsible for bringing the unit property to a usable condition.

- (9) The Heads of Division of Education submit proposals to the Dean concerning in particular:
- a) the activities and organisation of the Division of Education and Faculty in the sense of Article 4, Article 5, paragraph 3), Article 6 and Article 7 of the Statutes of the Faculty of Economics and Administration of MU,
 - b) the material and financial security of this activity,
 - c) the staffing of these activities, including staffing, salary and qualification matters for the Division of Education staff, external teachers and students (Article 17, paragraph 3 of these Organisational Regulations)
- (10) The Head of the Division of Education shall be represented by a deputy designated by the Head, to the extent determined by him/her, in his/her absence on all matters which cannot be delayed. The Head of the Division of Education shall inform the Dean of the appointment of the deputy.

Section 14
Heads of Departments

- (1) They shall exercise all managerial powers over their own department except those powers which are the exclusive responsibility of the Dean or Faculty Bursar.
- (2) They are responsible for the educational and scientific activities of the department.
- (3) They are responsible for the economic, efficient and effective use of the resources allocated in the budget.
- (4) They shall perform legal acts by which the department disposes of property not reserved to the Rector, the Bursar, the Dean or the Faculty Bursar.
- (5) They are authorised to order business travel for employees of the unit.
- (6) They are responsible for bringing the unit property to a usable condition.

Part Five
Departments

Section 15
Departments

- (1) The legal status and competence of the departments is based on the Statutes.
- (2) According to its statutes, the department is the basic organisational unit for the management and development of educational and research activities. From the point of view of the organisational regulations, the department is an independent unit which manages its own budget.
- (3) Research Institutes may be part of the department (not in the capacity of an independent unit according to Section 2(1)). Their status and scope within the department are determined by the Organisational Regulations of the Research Institute and the relevant regulations of the Faculty.

Part Six Dean's Office

Section 16 Dean's Office

- (1) The legal status and competence of the Dean's Office is based on the Statutes.
- (2) The Dean's Office is divided into:
 - a) Personnel Office,
 - b) Office for Studies,
 - c) Research and Projects Office,
 - d) Office for External Relations,
 - e) Office for International Relations,
 - f) Finance Office,
 - g) Building Management,
 - h) Secretariat of the Dean and the Faculty Bursar.
- (3) The organisational structure of the Dean's Office and the scope of the individual offices is detailed in Appendix 3 to these Organisational Regulations.
- (4) The organisational chart of the Dean's Office, broken down into posts is given in Appendix 2. On the basis of this organisational chart, the heads of the departments concerned draw up job descriptions for each function, according to which staff members are assigned to the appropriate grade according to the job catalogue. Job descriptions are drawn up in duplicate, one of which is given to the staff member concerned and one of which is kept in his file at the Personnel Office.

Part Seven Divisions of Education

Section 17 Division of Education

- (1) The Division of Legal Education carries out teaching, consulting, supplementary and other activities in the field of law.
- (2) The Division of Applied Mathematics and Computer Science carries out pedagogical, consulting, complementary and other activities in the field of applied mathematics and informatics.
- (3) The division consists of academic staff primarily in the position of lecturer and other staff. The Division may also employ practitioners and trainees or other experts from the field of education, research and development (visiting professors, foreign lecturers and others).
- (4) The division is mainly financed by a contribution to educational activities.

Part Eight Purpose-built facilities

Section 18 Purpose-built facilities

- (1) All purpose-built facilities are subordinated to the Dean or the Faculty Bursar and serve both to ensure study and scientific and research activities at the Faculty and to ensure lifelong learning and other activities of the Faculty.
- (2) Purpose-built facilities are divided into:
 - a) purpose-built facilities financed primarily by an education grant:
 1. Scientific Information Centre,
 2. Centre for Information and Communication Technologies,
 - b) purpose-built facilities financed primarily from ancillary and other activities:
 1. Centre for complementary activities,
 2. Institute of Public Administration,
 3. Financial Market Institute,
 4. Centre for Nonprofit Sector Research.
 5. Health Economics, Policy and Innovation Institute.
- (3) The heads of the purpose-built facilities referred to in paragraph 2(a) of this Article shall report directly to the Faculty Bursar.
- (4) The purpose-built facilities referred to in paragraph 2(b) of this Article are governed by separate statutes approved by the Dean of the Faculty (the statutes may include specification of further details of funding in the form of a contract concluded between the Dean and the head of the facility).
- (5) The heads of the purpose-built facilities referred to in paragraph 2(b) are directly subordinate to the dean.
- (6) The organisational structure and scope of the purpose-built facilities referred to in paragraph 2(a) of this Article are detailed in Annex 4 to these Organisational Regulations.

Part Nine Final provisions

Section 19 Final provisions

- (1) These Organisational Regulations repeal the Organisational Regulations dated 1 October 2022.
- (2) I entrust the interpretation of the individual provisions of the Organisational Regulations to the Faculty Bursar.
- (3) Compliance with these Organisational Regulations shall be monitored by the staff referred to in Section 6.
- (4) These Organisational Regulations comes into force on the date of signing.

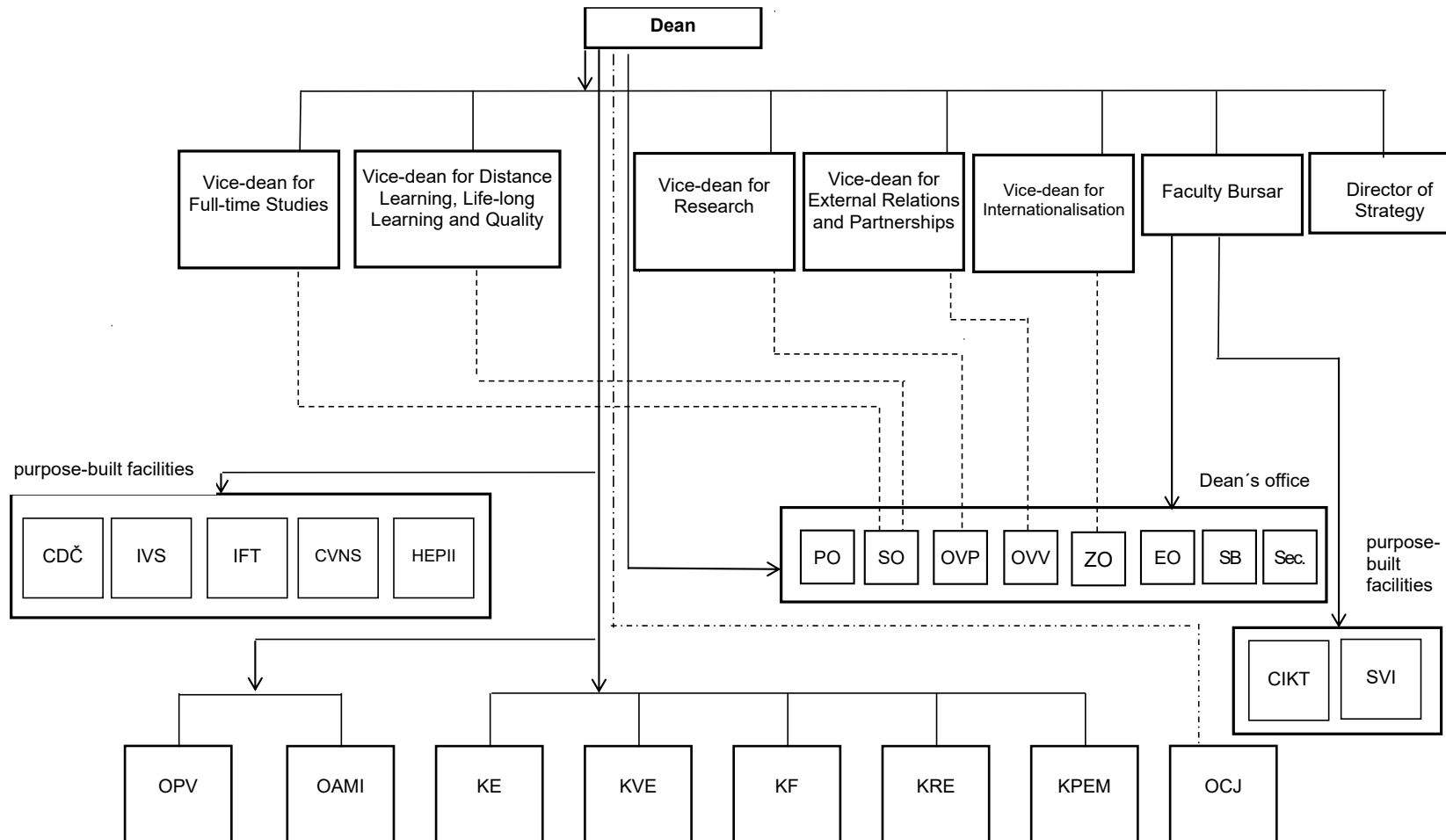
(5) These Organisational Regulations comes into effect on 1 August 2023.

- Attachments:
- No. 1 – Organisational chart of the Faculty
 - No. 2 – Organisational chart of the Dean's Office
 - No. 3 – Organisational structure of the Scientific Information Centre
 - No. 4 – Organisational structure of the Purpose-built facilities referred to in Article 18, paragraph 2, point a) of these Organisational Regulations
 - No. 5 – Organisational chart of the Scientific Information Centre
 - No. 6 – Organisational chart of the Centre for Information and Communication Technologies
 - No. 7 – Faculty Methodological Management Unit

Prof. Mgr. Jiří Špalek, Ph.D.
Dean

signed electronically

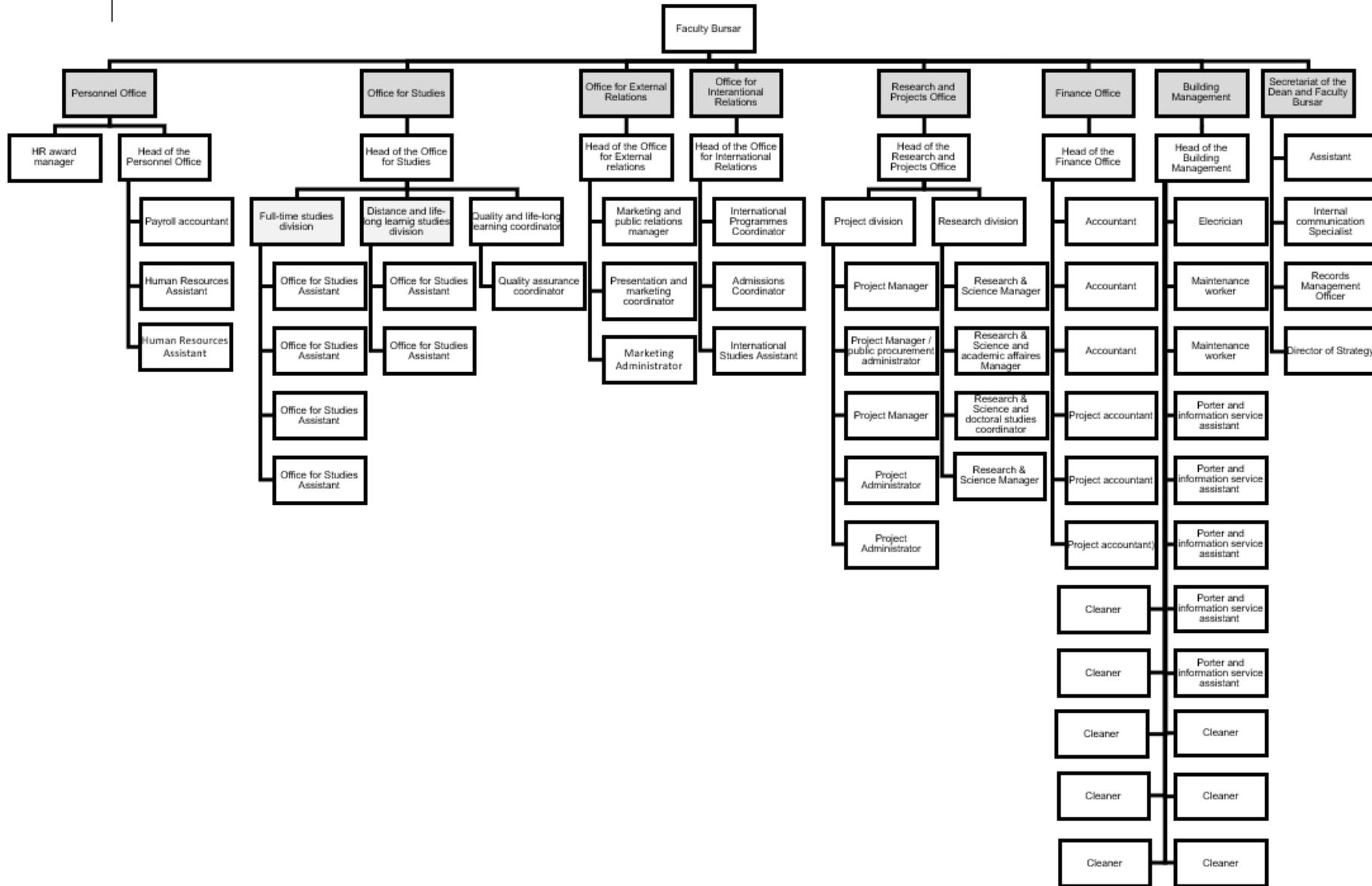
Appendix No. 1 of the Organisational Regulations - Organisational chart of the Faculty



Legend:

CDĀ	Centre for complementary activities
IVS	Public Administration Institute
IFT	Financial Market Institute
CVNS	Centre for Non-Profit Sector Research
HEPII	Health Economics, Policy and Innovation Institute
PO	Personnel Office
OVP	Research and Projects Office
SO	Office for Studies
OVV	Office for External Relations
ZO	Office for International Relations
EO	Finance Office
SB	Building management
Sec.	Secretariat of the Dean and Faculty Bursar
KE	Department of Economics
OPV	Division of Legal Education
OAMI	Division of Applied Mathematics and Computer Science
KVE	Department of Public Economics
KF	Department of Finance
RE	Department of Regional Economics
KPEM	Department of Business Management
OCJ	Faculty Language Centre Department
→	Relationship of superiority and subordination
-----	Relationship between the academic officer and the Dean's Office Within this relationship, the academic officer assigns tasks and monitors their performance
-----	Relationship between the dean and the university-wide department Within this relationship, the main concern is the organisational and content coordination of teaching provided by this department at the faculty

Appendix No. 2 of the Organisational Regulations - Organisational chart of the Dean's Office



Appendix No. 3 of the Organisational Regulations - Organisational Structure of the Dean's Office

The competence of individual departments of the Faculty of Economics and Administration of MU is defined as follows:

a) Personnel Office

PROCESS AREA	AREA	ACTIVITY
Support for human resources development and management	Personnel and payroll	<ul style="list-style-type: none"> • Maintains and updates personnel and payroll records for all employees regardless of the type of employment relationship, including keeping records of personnel and payroll data in MU information systems and personal files • Responsible for ensuring compliance with employment legislation relating to all types of employment relationships • Gathers input and develops proposals for longer-term staff needs • It organises the recruitment, changes and termination of all types of employment relationships • Keeps records of employees with altered working ability (according to the requirements of the Labour Office), proposes measures in this area • Organizes selection procedures according to the instructions of the heads of departments and divisions, cooperates in the formation of selection committees, ensures the administrative activities of selection committees
	Developing the efficiency and quality of faculty staff	<ul style="list-style-type: none"> • Coordinates the annual evaluation of academic and non-academic staff • Creates organisational prerequisites for increasing the qualification and professional level of administrative staff
	Academic Staff Personnel Policy	<ul style="list-style-type: none"> • Gathers input and develops proposals for longer-term staff needs • Coordinates and ensures activities related to HR AWARD certification
Support for strategy development and survey implementation	Implementation of sociological surveys among target groups within the faculty	<ul style="list-style-type: none"> • Conducts and evaluates employee surveys, proposes measures to improve the working conditions of target groups
Control activities	Complaints agenda	<ul style="list-style-type: none"> • Informs staff of grievance resolution options, follows university regulations if resolved
	MANAGED RECORDS	<ul style="list-style-type: none"> • Magion - PAMS • INET - Personnel and payroll

b) Office for Studies

PROCESS AREA	AREA	ACTIVITY
Support for educational activities	Admission to Bachelor's and Master's degree programmes taught in the Czech language	<ul style="list-style-type: none"> • In cooperation with the Office for Studies of the MU Rector's Office, it organises the admission procedure for Bachelor's and Master's degree programmes • It manages all agenda related to the admission procedure, which does not belong to the Office for Studies of the MU Rectorate • Prepares documents for decisions on the admission of students to study • Prepares and consolidates documents for the review procedure • Prepares documents for admission reports • Prepares a proposal for the composition of the supervision for the tests held as part of the admissions procedure • Prepares documents for the determination of proposals for the number of admitted students • Organisational and administrative support for enrolment in studies
	Academic matters and fees related to study in Bachelor's and Master's degree programmes taught in the Czech language	<ul style="list-style-type: none"> • Administratively secures matriculation • Organises, according to the methodological guidance of the vice-deans, all work related to the agenda of educational activities in all forms of study • Ensures the agenda of commissions whose activities are related to educational activities • Develops and implements the academic year schedule • Processes and fulfils the study catalogue for the relevant academic year for Bachelor and Master's study programmes • Consolidates documents and prepares timetables for Bachelor's and Master's degree programmes • Maintains the agenda of student files • Maintains relevant student records in the MU Information System • Checks that all conditions for the advancement and enrolment of students in semesters are met • Checks that all conditions for admission of students to the state final examinations are met • Collects and processes applications for interruption, termination of studies, etc. • Issues transcripts of completed courses and certificates • Organisational and administrative support for graduation ceremonies • Produces diplomas and diploma supplements of graduates and keeps their records • Processes and submits all prescribed file materials regarding student matters for filing in the Registrar's Office • Ensures the publication of matters relating to studies in the Czech language in the

		<p>Newsletter and on the website</p> <ul style="list-style-type: none"> • Issues and registers student ID cards • Manages the agenda of study-related fees • Prepares documents for the Dean's Awards • Processes the appointment of thesis opponents • Consolidates and prepares the nomination documents for the Scientific Council • Issues appointment decrees of SZZ members and others related to student affairs • Manages the social networks of the Office for Studies and cooperates with the OVV • Prepares and archives related documents
	<p>Study matters and fees associated with studying in lifelong learning programmes and courses</p>	<ul style="list-style-type: none"> • Organises, according to the methodological guidance of the Vice-Dean, work related to lifelong learning, including the microcredentials system • Develops and implements a schedule of training courses • Consolidates documents and prepares the timetable • Maintains the agenda of the parties' files • Maintains relevant student records in the MU Information System • Checks that all conditions for advancement and enrolment of participants in semesters are met • Issues certificates of completion and keeps records of courses • Processes and submits for deposit in the filing cabinet the prescribed file materials • Ensures the publication of matters relating to lifelong learning • Issues and registers participant cards • Manages the agenda of fees related to lifelong learning • Manages the social networks of lifelong learning and cooperates with the VET • Cooperates with partners in lifelong learning • Maintains a database of contacts of people interested in lifelong learning • Creates and sends out a newsletter with current offers of lifelong learning • Collaborates with the RMU Lifelong Learning Department • Prepares, coordinates and supervises the CŽV admission procedure • Concludes contracts with participants in lifelong learning and monitors their performance • Cooperates with the Finance Office in the implementation of contracts and agreements arising from lifelong learning • Communicates continuously with those interested in participating in lifelong learning courses, answers their questions • It participates in the process of preparing contracts with participants of lifelong learning, mediates communication with the controlling instances within MU that are involved in their creation and control • Records contracts in INET

	Care for students in the social field	<ul style="list-style-type: none"> • Manages the scholarship agenda for undergraduate and graduate students • Manages the agenda of disciplinary proceedings of students of Bachelor and Master study programmes, prepares information and documents for the meetings of the Disciplinary Committee of the Faculty • Provides counselling for students in cooperation with the MU Counselling Centre • Cooperates with the guarantor of academic failure • In cooperation with the Teiresiás Centre
Academic Quality Management and Assessment	Quality management and evaluation in education	<ul style="list-style-type: none"> • Participates in the development of a comprehensive quality management system • Coordinates the accreditation processes of study programmes in Czech and English, including activities aimed at ensuring institutional accreditation and a university-wide basis • Administers accreditation files in the IS MU applications and ensures that they are sent to the relevant instances within the accreditation procedure • Provides conceptual and methodological support for the creation, development and evaluation of study programmes in Czech and English • It ensures the collection of data and documents in the framework of the approval, management and evaluation of the quality of bachelor's and master's degree programmes in Czech and English implemented at the faculty • Coordinates the internal evaluation of bachelor's and master's degree programmes in accordance with the rules for the provision of educational and creative activities and related activities in Czech and English • Develops timetables for the quality assurance processes of study programmes • Collaborates with evaluators, supervisors, faculty and university management • Implements outputs into relevant applications in the MU IS • Prepares documents for the annual meetings of the programme boards of Bachelor's and Master's degree programmes, collects minutes from these meetings and records them in the IS • Secures contracts with study programme evaluators • Administers the appointment of members of programme boards • Works closely with the RMU Quality Department • Cooperates with the Economics Department in the implementation of contracts and agreements arising from the management and evaluation of the quality of study programmes
	MANAGED RECORDS	<ul style="list-style-type: none"> • MU IS sub-applications according to the focus of the agenda • Inet by agenda focus • contractual education

c) Research and Projects Office

PROCESS AREA	AREA	ACTIVITY
Support for educational activities	Admission to Doctoral Programmes	<ul style="list-style-type: none"> • Manages all the agenda related to the announcement and conduct of the admission procedure • It prepares and consolidates documents for admissions review procedures • Prepares documents for admission reports • Agenda related to the verification of applicants' education
	Study matters and fees related to doctoral programmes	<p>SUBDIVISION: doctoral studies in Czech and foreign language programmes:</p> <ul style="list-style-type: none"> • Maintain records and documentation relating to sectoral councils/commissions and trainers • Organisational and administrative arrangements for joint meetings of the chairpersons of disciplinary councils and commissions • Controls compliance with the regulations governing the doctoral study agenda • Develops and implements the academic year schedule • Maintains the files of all doctoral students • Maintains relevant student records in the MU Information System • Checks that all conditions for advancement to the next semester of study have been met • Checks that all conditions for admission to the state doctoral examination are met as well as dissertation defence • Collects documents for applications for interruption, termination of studies, etc. and handles them • In cooperation with the Personnel office and the Office for International Relations, it ensures the coordination, preparation and implementation of stays of foreign lecturers teaching subjects and the development of the timetable of courses taught in a foreign language, • Provides support for students of doctoral study programmes going abroad for short-term study stays (outgoing mobility) and those coming for a short-term study stay (incoming mobility) • Provides support for decision-making about the rights and obligations of students in doctoral programmes • Produces diplomas and diploma supplements of graduates, keeps their records, issues certificates of passed examinations • Manages the agenda of scholarships for doctoral students • Ensures cooperation with foreign universities and faculty activities in university networks in the field of doctoral studies • Processes applications for recognition of foreign education and qualifications at the

		<p>level of doctoral study programmes</p> <p>SUBDIVISION: management and quality assurance of educational activities (in cooperation with the Office for Studies):</p> <ul style="list-style-type: none"> • Ensures the collection of data and documents in the framework of the approval, management and evaluation of the quality of doctoral study programmes implemented at the faculty • Coordinates the internal evaluation of doctoral study programmes in accordance with the rules for the provision of educational and creative activities and related activities
Support for research activities and creative (publishing) activities	Cooperation with the application sector	<ul style="list-style-type: none"> • In cooperation with the Centre for Technology Transfer, it provides support for applied and contract research and coordination of cooperation with the application sphere
	Scientific Council of the Faculty	<ul style="list-style-type: none"> • Organisational and administrative responsibility for the meetings of the Faculty's Scientific Council
	Coordination and planning of research and creative activities	<ul style="list-style-type: none"> • Prepares documents for planning and creation of conception and strategic documents of research and development activities • Produces reports on research and publication activities for budgeting and funding purposes • Participates in the organisation of the opposition proceedings of research tasks coordinated by the faculty • Ensures the collection of documents and the processing of proposals for payment of remuneration to opponents of scientific research tasks • Supports the development of international cooperation
	Internal R&D communication	<ul style="list-style-type: none"> • Provides internal communication related to research and publication activities (R&D Newsletter, employee portal, etc.) • Provides internal training and seminars in the field of R&D
	Popularisation of science and research	<ul style="list-style-type: none"> • Provides communication and popularization of R&D to the wider and professional public (participates in and co-organizes popularization events, publishes popularization texts, etc.) • Cooperates with the Office for External Relations to pass on information and suggestions to journalists • Manages the social network Twitter
	Support for research and creative activities at the faculty	<ul style="list-style-type: none"> • Managing the system of individual research budgets • Publication Support Programme • In cooperation with the Personnel office and the Office for International Relations, it ensures the presence of foreign scientific, research and development workers
Support for human resources	Habilitation proceedings and proceedings for appointment	<ul style="list-style-type: none"> • Coordinates the accreditation processes of habilitation and professorship procedures

development and management	to professor	<ul style="list-style-type: none"> • Organisationally and administratively ensures the agenda of habilitation procedures and procedures for the appointment of professor • Provides support for the career development of academic staff • It ensures the collection of documents and the preparation of proposals for the payment of remuneration to opponents in habilitation procedures and procedures for the appointment of professor
	MU and Faculty Honours and Awards	<ul style="list-style-type: none"> • Manages the agenda of awarding MU and faculty honours and prizes and prizes awarded by other institutions for science and research
Project management and administration	Coordination and planning of project activities at the faculty	<ul style="list-style-type: none"> • In cooperation with the faculty management, coordinates and plans faculty-wide projects and projects of major importance • Prepares statistics and analyses on project activities at the faculty • Seeks information on potentially interesting financial sources for the implementation of faculty development and scientific research projects • Proactively communicates and collaborates with potential partners to prepare joint project plans (including partner search, conducting partner negotiations, concluding cooperation agreements, etc.)
	Support for non-investment projects funded from national and international sources	<ul style="list-style-type: none"> • Collaborates with faculty staff in the preparation of proposals for development, educational and scientific research projects from structural funds, community programmes, domestic and foreign foundations, Horizon Europe, GAČR, TAČR, Erasmus+, EEA/Norway funds and other programme schemes • During the implementation of projects, it provides comprehensive project support to researchers and research teams (including setting up all project components, preparing monitoring reports, communicating with audit bodies and preparing documents for audits, ensuring project sustainability, etc.)
	Support and internal communication of project opportunities	<ul style="list-style-type: none"> • Informs faculty staff about current project opportunities, including the organisation of relevant seminars and training sessions (newsletter with project opportunities, updates on the staff portal, etc.) • Transfer of know-how and examples of good practice, interviews with successful project developers, seminars with opponents, discussion seminars • Programme to support the submission of projects to international programme schemes
	Support for investment projects	<ul style="list-style-type: none"> • Preparation of project applications, including the coordination of the preparation of construction project documentation and communication with architectural firms • Communication with the RMU Investment Department • Comprehensive project support in case the project is approved (coordination of project implementation, preparation of monitoring reports, ensuring sustainability of projects, communication with audit authorities, preparation of documents for audits, etc.)

		<ul style="list-style-type: none"> • Preparation of investment plans for the following projects • Coordination of investment projects with other investment actions at the faculty
	Project support for internal grant schemes	<ul style="list-style-type: none"> • Ensures and coordinates the preparation of project proposals funded by GAMU and other MU internal schemes • Provides administration and management of specific university research projects and the faculty student grant system • Provides comprehensive project support to researchers and research teams for projects funded by GAMU and other MU internal schemes
Public procurement	Public procurement	<ul style="list-style-type: none"> • Coordinates public procurement at the Faculty, including the preparation of methodological guidelines in cooperation with the Public Procurement Department of the MU Rectorate
Investment activity	Coordination and planning of the Faculty's investment activities	<ul style="list-style-type: none"> • Creation of the plan of investment activities of the faculty according to the instructions of the Dean and the Faculty Bursar of the faculty
	MANAGED RECORDS	<ul style="list-style-type: none"> • ISEP • Records of doctoral students and their studies in IS • Employee Portal - relevant sections

d) Office for External Relations

PROCESS AREA	AREA	ACTIVITY
External relations	Media relations	<ul style="list-style-type: none"> • Ensures the preparation and implementation of marketing events promoting the Faculty towards the media • Ensures the publication of information about the events of faculty importance and other news according to the established rules • Maintains a database of journalists relevant to the faculty and a database of in-house experts for media commentary • Ensures cooperation with the Press Department of the MU Rectorate
	Managing and coordinating communication on social networks in the Czech language	<ul style="list-style-type: none"> • Sets the strategy for faculty communication on social media • Designs and implements the content of individual faculty social media channels • It cooperates with the faculty departments to promote their activities as effectively as possible on soc. networks
	Communication strategies	<ul style="list-style-type: none"> • Ensures the preparation, implementation and updating of the Faculty's communication strategy
	External and internal marketing	<ul style="list-style-type: none"> • Preparation and distribution of promotional printed materials and promotional items • Ensures the preparation and implementation of marketing events promoting the faculty • Ensures archiving of documentation related to marketing events (photo bank management) • Ensures the implementation of events of faculty-wide importance and cooperation in the organisation of events of individual faculty departments • Participates in the promotion of faculty research and popularization of economics
	Cooperation with graduates	<ul style="list-style-type: none"> • Provides coordination of faculty relations with alumni
	Coordination of relations with faculty partners	<ul style="list-style-type: none"> • Ensures continuous and systematic maintenance of relations with cooperating institutions (partners), management of the contact database and implementation of activities for partners
	MANAGED RECORDS	<ul style="list-style-type: none"> • Faculty partners, secondary schools (principals and teachers), database of internal experts

e) Office for International Relations

PROCESS AREA	AREA	ACTIVITY
Support for educational activities	Admission to Bachelor's and Master's degree programmes taught in a foreign language	<p>It takes care of the complete agenda of the admission procedure and its evaluation to study programmes in a foreign language at the Bachelor's and Master's level:</p> <ul style="list-style-type: none"> • Prepares documents for the admission procedure, communicates with programme guarantors and heads of departments • Prepares and consolidates documents for the review procedure • Prepares documents for admission reports • Prepares documents for the determination of proposals for the number of students to be admitted, • Prepares admissions timetables • Processes the results of the admissions procedure and informs applicants • Prepares analyses of the admission procedure, adapts the form of the admission procedure according to trends and current requirements • Processes and prepares documents required for visa processes or other purposes, communicates with embassies or OAMP • Managed by the student-faculty scheme • Prepares the access data of admitted applicants to the IS • Prepares and controls the payment of tuition fees • Informs applicants about accommodation options, makes dormitory reservations • Prepares student contracts and enrolment forms for enrolment purposes • Plans registration day and assists in the preparation of Orientation week • It cooperates with the Research and Projects Office in the field of doctoral studies, especially in relation to international students.
	Study matters and fees related to study in Bachelor's and Master's degree programmes taught in a foreign language	<p>It provides a complete agenda related to the administration of foreign language studies at the Bachelor's and Master's level, including double and joint degree programmes:</p> <ul style="list-style-type: none"> • Administratively secures matriculation • Organises, according to the methodological guidance of the vice-deans, all work related to the agenda of educational activities in all forms of study • Ensures the agenda of the commissions whose activities are related to educational activities • Develops and implements the academic year schedule for international students • Communicates with the authorities in relation to requests for information on studies • Processes and fulfils the study catalogue for the relevant academic year for bachelor and postgraduate study programmes

		<ul style="list-style-type: none"> • Consolidates documents and prepares timetables for Bachelor's and Master's degree programmes • Maintains the agenda of student files • Maintains relevant student records in the MU Information System • Checks that all conditions for the advancement and enrolment of students in semesters are met • Checks that all conditions for admission of students to the state final examinations are met • Collects and processes applications for interruption, termination of studies, etc. • Issues transcripts of completed courses and certificates • Provides consultation to students regarding their studies • Organisational and administrative support for graduation ceremonies • Produces diplomas and diploma supplements of graduates and keeps their records • Processes and submits for filing in the Registrar's Office all prescribed file materials regarding student matters • Ensures the publication of matters relating to studies in English on the website • Issues and registers student ID cards • Manages the agenda of study-related fees • Prepares and archives related documents • It is responsible for collecting data and documents in the framework of approval, management and quality assessment of Bachelor's and Master's programmes in English.
	<p>Agenda related to verification of previous education and nostrification at MU</p>	<p>Verifies the educational background of applicants to the Faculty who have completed their previous studies abroad:</p> <ul style="list-style-type: none"> • Records payments • Checks the formalities of documents - language of documents, notarial clauses, verification of documents (apostille, superlegalization) • Verifies accreditation of foreign institutions • Verifies the academic rights of applicants • Issues Notification of Recognition of Foreign Education • Checks the documents sent by the applicants and consults with them on their content <p>She is the faculty contact person for recognition of foreign education processed at RMU:</p> <ul style="list-style-type: none"> • Responsible for forwarding files to the appropriate guarantors for review and ensuring proper processing of the file at the faculty

<p>Internationalisation</p>	<p>International cooperation in the field of education, management of relations with universities, participation in university networks, mobility programmes, exchanges of students, teachers and non-academic staff</p>	<p>In cooperation with the Centre for International Cooperation of MU, it ensures the implementation of programmes supporting mobility of students, academic and non-academic staff, both from and to foreign countries:</p> <ul style="list-style-type: none"> • Manages information, actively provides advice, administrative and organisational support: <ul style="list-style-type: none"> - study stays of foreign exchange students at the faculty and students of the Faculty of Economics and Administration of MU abroad - working stays (internships) of students of the Faculty of Economics and Administration of MU abroad - foreign stays of domestic academic and non-academic staff and staff from abroad coming for a short stay • Organises, processes and evaluates selection procedures for mobility programmes for students and staff • Arranges nominations of selected students and staff for study stays and work placements • Organizes and conducts information sessions for students and staff regarding trips abroad • Checks and signs mobility documents for students and staff (mainly Learning agreement, Training agreement, Mobility agreement) • Records study stays of students of the Faculty of Economics and Administration of MU in IS MU • Ensures the recognition of courses taken during study stays abroad and the proper completion of these stays in the IS • Ensures recognition of foreign work placements of students of the Faculty of Economics and Administration of MU • Keeping records of concluded cooperation agreements with foreign cooperating institutions, their evaluation and control of their fulfilment • Actively manages and administratively secures the conclusion of new mobility agreements with foreign universities • In cooperation with the Centre for International Cooperation and the Department of External Relations and Marketing, it ensures the promotion of foreign stays at the faculty aimed at students and employees • Promotes opportunities for trips abroad at the Faculty Open Day and Open Day • Organises the Erasmus Days event • It registers offers for students and employees for trips abroad and publishes them on the IS noticeboard, the Employee Portal, the faculty website, etc. • Actively communicates with partner organisations providing internships for students of the faculty and coordinates their promotion, selection procedures and other
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		<p>administrative matters</p> <ul style="list-style-type: none"> • He/she is involved in the administrative running of the double degree programmes, including nominations, communication with students, partner universities, etc. • Evaluates the applications submitted to the scholarship programme for the financing of foreign stays of students of the Faculty of Economics and Administration of MU and provides the Vice-Dean with documents for issuing a decision • Responsible for continuous updating of information and administration of relevant sections of the faculty website
	External and internal marketing of foreign language study programmes	<p>In cooperation with the Department of External Relations, it creates concepts, prepares and implements marketing items and events promoting the Faculty abroad (recruitment campaigns for disciplines with teaching in a foreign language, foreign language presentation of the Faculty):</p> <ul style="list-style-type: none"> • Manages and coordinates social media communications in English, selection and management of ambassadors • Cooperates with students/graduates of foreign language study programmes • Ensures the presentation of foreign language programmes on study portals • Manages the website on admissions processes • Checks the general pages of the universities where the AJ programmes are also presented • Cooperates with CZS in further promotion of the programmes
	Implementation of international cooperation within projects	<p>In cooperation with the Finance Office and the Director of Strategy, it organizes, administratively and legally secures the working stays of foreign academic and non-academic staff implemented through development programmes:</p> <ul style="list-style-type: none"> • For these projects, it provides active project support to researchers and research teams, including the preparation of monitoring and final reports
	Development of double and joint degree programmes	<ul style="list-style-type: none"> • Supports cooperation with foreign universities • Provides information and administrative support in the development of new double and joint degree programmes
	MANAGED RECORDS	<ul style="list-style-type: none"> • Information system (sub-applications) • Inet (sub-application) • ISOIS • Business centre

f) Finance Office

PROCESS AREA	AREA	ACTIVITY
Economics and financing	Economics	<ul style="list-style-type: none"> • Ensures control of compliance with all regulations governing the management of the Faculty in all spheres of activity (main, supplementary and other activities) • Methodically leads all work related to the economic and administrative tasks carried out at the faculty in all spheres of activity • Comprehensively processes the accounting agenda of the faculty using the MU economic information system • Ensures the issuance of tax/accounting documents for all faculty activities • Prepares documents for the Legal Department of the MU Rector's Office on unpaid overdue receivables • Carrying out checks on the accuracy of the accounting documents entered in the accounts • It handles the operations related to the financial statements and the transition to the next period • Keeps a central record of orders for all supplies to the faculty • Maintains the agenda related to the acquisition, transfer, loan and disposal of assets • Keeps records of entrusted items • Methodically and organisationally ensures inventory at the faculty • Prepares documents for the claims and claims committee • Ensures the accounting of assets • Manages the cash register, ensuring its accuracy and transparency, coupled with material liability • Ensures the agenda of concluding agreements on material responsibility, their registration and updating in cooperation with the Personnel office • It provides both withdrawals at the bank and deposits money into the bank • Makes all disbursements and receives cash from faculty staff and students • Maintains the travel orders agenda • Ensures the SUPO agenda • Provides warehouse management • Provides support for the implementation of complementary activities • Coordinates the agenda of innominate contracts and carries out their financial settlement • Ensures the agenda of entering documents into the State Register of Contracts • Provides supporting documents for the RMU in the field of taxation • Processes documents for the RMU for the INTRASTAT system • Cooperates in the preparation of documents for internal or external audits in the

		<p>economic area</p> <ul style="list-style-type: none"> • Maintains records of contracts in the economic information system • Provides all accounting operations related to the MUNI Business Centre • Arranges locker key loans for students • Manages the withdrawal of money from the bank account located in the faculty building • Provides for the purchase of goods through Central Purchasing in the Inet system for the Dean's Office of the Faculty • Arranges purchases of promotional items • accounts for scholarships awarded and paid • Provides economic support for lifelong learning in cooperation with the Office for Studies
	Faculty budget and funding	<ul style="list-style-type: none"> • Prepares documents and cooperates in the development of the faculty budget • Continuously monitors budget spending and prepares an overview of the financial management of the Faculty and individual departments • Keeping records and tracking of all funding sources and their correct accounting • Ensures the update of dials and access rights for a given section
	Subsidies and contributions	<ul style="list-style-type: none"> • Administrative support for the financial implementation of projects
	MANAGED RECORDS	<ul style="list-style-type: none"> • order dial

g) Building management

PROCESS AREA	AREA	ACTIVITY
Operation of infrastructure	Health and safety at work, fire protection and crisis management preparation	<ul style="list-style-type: none"> • Organises and provides training for senior employees in the field of occupational health and safety • Controls the fulfilment of the contractual obligation of the service provider in the framework of FS and OHS • Provides fire patrol activities • Keep records of school accidents • Maintains the fire book at the faculty reception
	Operation of buildings and equipment	<ul style="list-style-type: none"> • Organises work and directs persons ensuring the operability of the building, machinery and equipment (including subcontracts) • Ensures regular cleaning of the building • Ensures the smooth running of the information service, including building security • Provides floral and other decorations of the building and maintenance of green areas around the building • Provides winter maintenance of areas around the building • Ensures all revisions related to the operation of the building, and the elimination of identified defects • It provides waste sorting and removal and disposal of hazardous waste, • Ensures the operation of the faculty vehicle • Carrying out regular monitoring activities and drafting proposals for action • Monitor and control water management • Provides delivery and dispatch of mail • It ensures the operation of the faculty roundhouse • Ensures the operation of the diesel unit • Registers and issues keys in central key mode • Ensures continuous updating of the building technology passport • Provision of minor craft repairs • Prepares concepts, plans and schedules for technical management, maintenance, building renovation and financing • Provides documents and opinions of professional institutions for building maintenance, reconstruction and modernization actions • Provides the necessary project documentation funded by the faculty
	Energy operation	<ul style="list-style-type: none"> • Ensures efficient use of energy, • Provides heating and cooling control via the mar system • Ensures and coordinates the energy consumption of the faculty,
	MANAGED RECORDS	•

h) Secretariat of the Dean and Faculty Bursar

PROCESS AREA	AREA	ACTIVITY
Internal administration	Supporting agendas of the Dean and the Faculty Bursar	<ul style="list-style-type: none"> • Arranges contact between the Dean and the Faculty Bursar and the faculty staff and various organisations, organises visits • Provides legal advice • Manages the complete agenda of contracts • Records tasks, monitors their performance and informs the Dean or Faculty Bursar and designated staff • Prepares and convenes meetings, takes minutes and writes up tasks • Transmits, receives and registers assigned faculty stamps • Transmits, receives, stores, lends and records organisational standards and other regulations assigned to or issued by the Dean or the Faculty Bursar • Records and coordinates requests for the use of common facilities of the Dean's Office • Receives, records and forwards correspondence assigned to the Dean or Faculty Bursar • Operates franking machines • Records and updates the internal standards of the faculty • Manages the Familiarisation with Regulations application • Provides translation of documents in cooperation with the supplier company • Manages the document server
Information services	Internal communication	<ul style="list-style-type: none"> • Ensures the publication of the faculty newsletter • Prepares and publishes other internal communication texts • Serves as coordinator of the Faculty Employee Portal • Organizes staff meetings of various nature
	File service	<ul style="list-style-type: none"> • Organises and monitors the filing service at the faculty • Ensures the filing service in accordance with the Rector's and Bursar's directives as amended • Ensures the transmission of documents within MU via the MU Rector's Office mailroom, • Handles the clearance and payment of all outgoing mail, which it forwards to the post office • Maintains a central filing protocol, assigns incoming documents and e-mail messages delivered to info@econ.muni.cz according to their content to individual departments
	MANAGED RECORDS	<ul style="list-style-type: none"> •

Appendix No. 4 to the Rules of Organisation - Organisational structure of the Purpose-built vehicles referred to in Article 18(2)(a) of these Rules of Organisation

The scope of the individual special-purpose facilities of the Faculty of Economics and Administration of MU is defined as follows:

a) Centre for Information and Communication Technologies

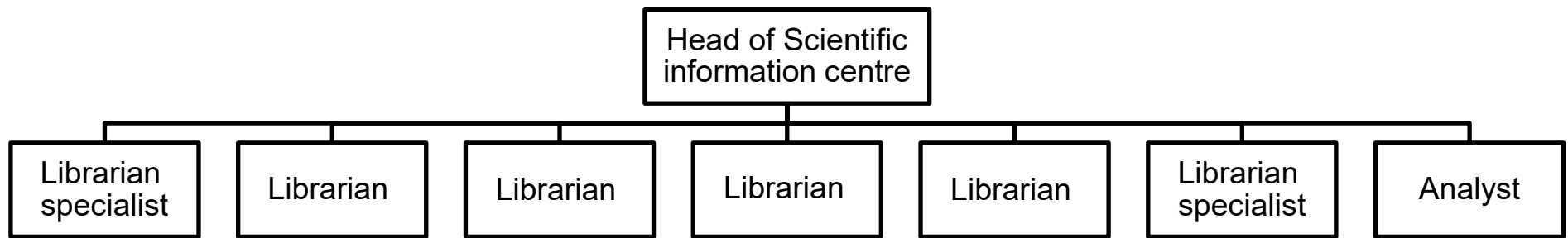
PROCESS AREA	AREA	ACTIVITY
Information services	Information systems and information and communication technologies	<ul style="list-style-type: none"> • Provides installation and administration of the faculty computer network • Provides installation and administration of server room computer technology • Provides maintenance of computer equipment owned by the faculty • Provides administration of computer rooms and study rooms • Installation and management of audiovisual equipment in lecture halls, seminar rooms and computer rooms • Manages the e-learning system Studium OnLine • Provides installation and management of the security camera system • Purchases computer and audiovisual equipment • Provides administration of faculty mobile telephony • Provides consulting and advisory services in the field of computer networks, information systems, hardware and software • Cooperates with the Institute of Computer Science in the management of the Wi-Fi wireless network
	MANAGED RECORDS	<ul style="list-style-type: none"> • evidence software, • user rights in IS, • user accounts created in the Perun system, • records of editors of the faculty website, • registry of websites, • registration of mobile numbers

b) Scientific Information Centre

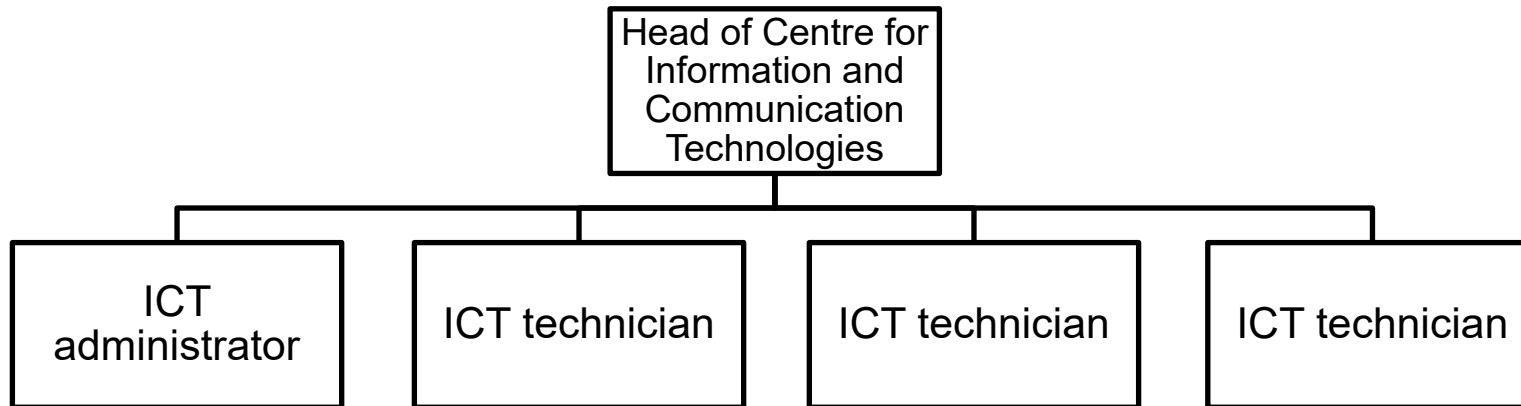
PROCESS AREA	AREA	ACTIVITY
Support for strategy development and survey implementation	Implementation of sociological surveys among target groups within the faculty	<ul style="list-style-type: none"> • Processing of data from sociological surveys
	Implementation of sociological surveys among target groups outside the faculty	<ul style="list-style-type: none"> • Processing of data from sociological surveys
Information services	Library services	<ul style="list-style-type: none"> • Acquisition of information resources in accordance with the teaching and research objectives of the faculty • Name and subject cataloguing of library collections • Management, protection and revision of library collections • Running the loan protocol • Interlibrary loan services • Operation of the library, cloakroom, computer study room, study room for specialist journals, reading room, study boxes and creative workshop • Management of technical equipment under the responsibility of the library
	Electronic information resources	<ul style="list-style-type: none"> • Licensing of commercial electronic information resources • Integration, management, development, and promotion of electronic information resources • Operation of internal information systems Journal Contents and Notified Books • Expanding the university archive of digitised publications
	Analyses of internal faculty data	<ul style="list-style-type: none"> • Preparation of the subject survey • Processing of data from admissions runs • Processing of data from ongoing studies • Processing of other internal data according to the requirements of the faculty management
External relations	Media monitoring	<ul style="list-style-type: none"> • Monitoring of daily press and internet news in relation to the activities of the Faculty
Support for educational activities	Methodological support and consultation in the field of academic writing and plagiarism	<ul style="list-style-type: none"> • Provision of Academic Writing and Academic and Professional Writing courses • Consultancy and training in the areas of academic writing and plagiarism
Support for research activities and creative (publishing) activities	Reporting of research activities	<ul style="list-style-type: none"> • Support and control of reporting of research activities (RIV) • Monitoring, collection of data and processing of outputs on scientific research publications • MUNI ECON Working Papers Report

	Open Science, Open Access and support for research data management	<ul style="list-style-type: none"> • Support and consultation in the areas of Open Science and research data management (FAIR data) • Support and control of uploading employee works to the MU Repository • Management of persistent identifiers for faculty (DOI, ORCID, etc.)
	Editorial activity	<ul style="list-style-type: none"> • Ensuring the editorial agenda for the Faculty of Economics and Administration of MU in cooperation with the Munipress publishing house
	MANAGED RECORDS	<ul style="list-style-type: none"> • Library Fund • Electronic information resources • Employee works (publications)

Appendix No. 5 of the Organisational Regulations – Organisational chart of the Scientific Information Centre



Appendix No. 6 of the Organisational Regulations – Organisational chart of the Centre for Information and Communication Technologies



Appendix No. 7 of the Organisational Regulations - Controlling units of the faculty methodological management

The controlling units according to Section 5 for the defined areas are:

Process area	Area	Controlling unit
Support for educational activities	Admission to Bachelor's and Master's degree programmes taught in the Czech language	Office for Studies
	Academic matters and fees related to study in Bachelor's and Master's degree programmes taught in the Czech language	Office for Studies
	Admission to Bachelor's and Master's degree programmes taught in a foreign language	Office for International Relations
	Study matters and fees related to study in Bachelor's and Master's degree programmes taught in a foreign language	Office for International Relations
	Agenda related to verification of prior learning	Office for International Relations
	Admissions to Doctoral Study Programmes	Research and Projects Office
	Study matters and fees related to doctoral programmes	Research and Projects Office
	Study matters and fees associated with studying in lifelong learning programmes and courses	Office for Studies
	Care for students in the social field	Office for Studies
	Methodological support and consultation in the field of academic writing and plagiarism	Scientific Information Centre
Support for research activities and creative (publishing) activities	Cooperation with the application sector	Research and Projects Office
	Scientific Board of the Faculty	Research and Projects Office
	Coordination and planning of research and creative activities	Research and Projects Office
	Editorial activity	Scientific Information Centre
	Internal R&D communication	Research and Projects Office
	Popularisation of science and research	Research and Projects Office
	Support for research and creative activities at the faculty	Research and Projects Office
	Reporting of research activities	Scientific Information Centre
Internationalisation	Open Science, Open Access and support for research data management	Scientific Information Centre
	International cooperation in the field of education, management of relations with universities, participation in university networks, mobility programmes, exchanges of students, teachers and non-academic staff	Office for International Relations
	External and internal marketing of foreign language study programmes.	Office for International Relations
	Development of double and joint degree programmes	Office for International Relations

	Implementation of international cooperation within projects	Office for International Relations
External relations	Media relations	Office for External Relations
	Management and coordination of communication on social networks in Czech language.	Office for External Relations
	Communication strategies	Office for External Relations
	External and internal marketing	Office for External Relations
	Cooperation with graduates	Office for External Relations
	Coordination of relations with faculty partners	Office for External Relations
	Media monitoring	Scientific Information Centre
Support for human resources development and management	Personnel and payroll	Personnel office
	Habilitation proceedings and proceedings for appointment to professor	Research and Projects Office
	Developing the efficiency and quality of faculty staff	Personnel office
	Academic Staff Personnel Policy	Personnel office
	MU and Faculty Honours and Awards	Research and Projects Office
Economics and financing	Economics	Finance Office
	Faculty budget and funding	Finance Office
	Subsidies and contributions	Finance Office
Support for strategy development and survey implementation	Strategic planning	Director of Strategy
	Implementation of sociological surveys among target groups within the faculty	Personnel office, Scientific Information Centre
	Implementation of sociological surveys among target groups outside the faculty	Scientific Information Centre
Academic Quality Management and Assessment	Quality management and evaluation in education	Office for Studies
Project management and administration	Coordination and planning of project activities at the faculty	Research and Projects Office
	Support for non-investment projects funded from national and international sources	Research and Projects Office
	Support and internal communication of project opportunities	Research and Projects Office
	Support for investment projects	Research and Projects Office
	Project support for internal grant schemes	Research and Projects Office
Public procurement	Public procurement	Research and Projects Office
Investment activity	Coordination and planning of the faculty's investment activities	Research and Projects Office
Internal administration	Internal administration and organisation	Faculty Bursar
	Supporting agendas of the Dean and the Faculty Bursar	Secretariat
Control activities	Internal control	Faculty Bursar
	Complaints agenda	Personnel office
Operation of infrastructure	Health and safety at work, fire protection and crisis management preparation	Building management
	Operation of buildings and equipment	Building management
	Energy operation	Building management
Information services	Library services	Scientific Information Centre
	Electronic information resources	Scientific Information Centre

	Analysis of internal faculty data	Scientific Information Centre
	Information systems and information and communication technologies	Centre for Information and Communication Technologies
	Internal communication	Secretariat
	File service	Secretariat
	Document retention	Faculty Bursar