

Annex 2 to the Rules of Procedure

## Signature Rules

### Article 1

#### Introductory provisions

- (1) These Signature Rules set out the binding rules for signing documents and papers arising from the activities of the Faculty.
- (2) This signing policy does not apply to situations involving signing in preliminary/informal communications that do not meet the requirements of a legal act on behalf of the faculty.

### Article 2

#### Definition of terms

- (1) For the purposes of these Signature Rules, the following shall mean:
  - a) **a document is** any written, visual, audio or other recorded information, whether in analogue or digital form,
  - b) **signed:**
    1. handwritten signature on paper,
    2. qualified electronic signature - if the electronic document is signed by which the faculty acts legally,
    3. Mechanical signature - confirmation of a document after logging in electronic tools used by the faculty (university and non-university); unless the legal regulation stipulates otherwise, a signature in the context of these Regulations means the expression of consent from an authenticated environment in systems such as IS, INET, EZAK, etc.,
    4. a simple electronic signature, usually in an email,
  - c) **an authorised person is an** employee of the faculty who acts on behalf of the faculty if, within the meaning of Section 20 of Act No. 89/2012 Coll., the Civil Code, he/she proves that he/she is authorised to act on its behalf; in such a case, the authorised person is not a representative, but his/her actions are considered to be directly the actions of the faculty,
  - d) **temporary delegation of authority**, according to the binding model available in the RMU Law Department's methodological sheets, registered in the IS MU Office, which is granted for a period of one year, from the first to the last day of the year; if employment is commenced during the year and the need to grant authority arises, it is issued only until the end of the year in which the employee started,
  - e) **a permanent delegation of** authority in accordance with the binding model available in the RMU Law Department's methodological sheets, registered in the IS MU Office, which may be considered exceptional and must be justified and approved by the immediate superior,
  - f) **power of attorney** power of attorney in accordance with the binding model available in the methodological sheets of the RMU Law Department, registered in the IS MU Office; the power of attorney is signed by the dean or secretary (the dean or secretary may request a recommendation from the immediate superior or vice-dean competent according to the organisational regulations).

### Article 3

#### **Signature authorisation**

- (1) Every faculty employee signing documents on behalf of the faculty is obliged to examine whether he/she has the right to sign in relation to the matter being processed. In case of doubt, he/she is obliged to ask the person in charge of interpreting the Organisational Regulations.
- (2) Faculty employees may sign documents on behalf of the Faculty only on the basis of:
  - a) Act,
  - b) Organisational Regulations,
  - c) temporary assignment,
  - d) permanent assignment,
  - e) power of attorney.
- (3) Authorisations under paragraph 1(c) and (d) may be granted only by the Dean or the Secretary. Authorisation may only be granted to a member of the faculty where the job description and job description so require.
- (4) The person who has granted the authorisation under paragraph 1(c) and (d) may revoke the authorisation at any time.
- (5) The signing of accounting documents is governed by the Financial Control Manual. It is not necessary to issue a qualified electronic signature for participants in electronic financial control and other electronic approval processes within internal systems (e.g. INET).
- (6) Any person who signs a deed or document thereby identifies himself or herself with its contents. He or she shall be deemed to know, examine and assent to its contents. He is thus fully responsible for their accuracy. The fact that the authorised person signs the instrument or document does not relieve the employee who drew up the instrument or document of his liability.
- (7) Any FI employee who presents a document for signature to an authorised person shall authenticate the document by his signature or initial. The signature may appear directly on the document or on the document's accompanying document.
- (8) Any FI employee who submits a document in electronic form to an authorised person for signature with a qualified electronic signature shall transmit the document via the electronic filing system in the IS MU Office.
- (9) In the case of documents signed pursuant to Article 6, paragraph 1, the document in electronic form is submitted for signature through the Dean's Secretariat by handing the file in the MU Office to the Dean's Secretariat or by sending the document -by email to [sekdek@fi.muni.cz](mailto:sekdek@fi.muni.cz). Selected types of documents in the study and personnel areas are sent directly for signature.

### Article 4

#### **Representation of signatories**

- (1) In the absence of authorised persons, documents may be signed by their representatives, if appointed. When signing documents in a representative capacity, it is necessary to include the text "in a representative capacity" or the abbreviation v.z. before the name of the signatory.
- (2) The signing right delegated to the representative of the authorised person cannot be further delegated.

#### Article 5

##### **Qualified electronic signature**

- (1) A qualified electronic signature is established by the dean, vice-deans, the secretary, the head of the personnel department and the payroll accountant.
- (2) The establishment of a qualified electronic signature for employees other than those referred to in paragraph 1 shall be approved by the Secretary upon the request of a faculty employee. Reasons must be given for granting consent to the establishment of a qualified electronic signature.
- (3) A list of persons with a valid qualified electronic signature is maintained in the MU Office (<https://is.muni.cz/auth/archiv/podpisy#podepisovatele>).

#### Article 6

##### **Signature authorisations for the listed posts and positions**

- (1) In general, all documents in which the faculty acts independently in accordance with the law or MU statutes are signed by the dean. In the absence of the Dean, representation is determined by the measure Statutory Representatives in the Absence of the Dean.
- (2) Vice-deans are permanent representatives of the dean in their assigned areas of activity, in which they act and therefore sign on his/her behalf.
- (3) The Secretary is authorised to sign:
  - a) documents relating to employment matters of employees of individual departments of the Dean's Office, the Computer Centre, the Library and the Building Management,
  - b) all documents relating to the management of funds allocated to the faculty (including documents related to public procurement), up to the amount set by the Public Procurement Act for small-scale contracts,
  - c) all documents related to the operation of the faculty.

In his absence, the Secretary is replaced by the Head of the Faculty's Economics Department.
- (4) The head of the department is authorised to sign:
  - a) descriptions of the work activities of individual faculty employees assigned to the relevant workplace,
  - b) travel orders, including the use of private motor vehicles,
  - c) statements of work,
  - d) agreements on acceptance and liability for loss of items entrusted to them,
  - e) attendance - sick leave, holidays, etc..