

# ***Organizational Regulations of the Faculty of Social Studies, Masaryk University***

(in the version effective from September 7, 2023)

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

## **Art. 1**

### **Introductory provisions**

1. These Organizational Regulations are based on the provisions of the Act, the Statutes of Masaryk University, the Statute of the Faculty of Social Studies and the Organizational Regulations of Masaryk University.
2. These Organizational Regulations specify certain provisions of the above-mentioned legal regulations in the field of organization and management, and lay down the scope, powers and responsibilities at individual levels of management. The Organizational Regulations also lay down the scope of individual units and positions at the Faculty of Social Studies.

## **Art. 2**

### **Organizational and management structure of the Faculty**

1. The Faculty of Social Studies (hereinafter referred to as the "Faculty") is a part of Masaryk University (hereinafter referred to as the "University") established by Act No. 50/1919 Sb., establishing the second Czech University. The Faculty was established by a decision of the Academic Senate of Masaryk University on 14 April 1997 and its status is given by the Act, the Statutes of Masaryk University, and the Statute of the Faculty of Social Studies.
2. The Faculty has the following bodies, the legal status and competences of which are laid down by the Act, the Statute of the Faculty of Social Studies (hereinafter referred to as the "Statute"), and the internal regulations of the University and Faculty:

Autonomous university bodies:

- a) the Faculty Senate;
- b) the Dean;
- c) the Scientific Board;
- d) the Disciplinary Committee.

Another body of the Faculty is the Faculty Bursar.

3. From the organizational point of view, the Faculty is divided into these units:

a) Departments:

- |  |       |
|--|-------|
| - Department of Environmental Studies                        | DES   |
| - Department of Media Studies and Journalism                 | DMSJ  |
| - Department of International Relations and European Studies | DIRES |

- |   |       |
|---|-------|
| - Department of Political Science             | DPS   |
| - Department of Psychology                    | DP    |
| - Department of Sociology                     | DS    |
| - Department of Social Policy and Social Work | DSPSW |
- b) Research institutes:
- |   |       |
|---|-------|
| - The Psychology Research Institute                       | INPSY |
| - International Institute of Political Science            | IIPS  |
| - Interdisciplinary Research Team on Internet and Society | IRTIS |
- c) Specialized units:
- Centre for Information and Communication Technologies
  - Central Library
  - Facility Management
- d) Dean's Office
- The Dean's Office is divided into these organizational components:
- Secretariat of the Dean and the Faculty Bursar
  - Personnel Office
  - Office for Studies
  - Finance Office
  - Office for Research and Project Support
  - Office for International Relations
  - Communication Office
  - Office for Strategy.
4. The Dean is the head of Faculty.
  5. Units are headed by:
    - a) in the case of departments, the head of department,
    - b) in the case of research institutes, the head of the research institute,
    - c) in the case of specialized units, the head of unit,
    - d) in the case of the Dean's Office, the Faculty Bursar.
  6. A diagram of the Faculty's organizational structure is shown in Appendix No. 1 to these Regulations.

**Art. 3**  
**Economic structure of the Faculty**

1. The University ensures its financial management as one accounting unit and the Faculty is an independent economic centre of the University.
2. For the internal needs of accounting, monitoring and evaluation of revenues and costs, the Faculty is divided into budgetary units, which independently manage the entrusted funds.
3. Budgetary units are defined by the internal economic rules of the Faculty.
4. Projects are investigated at the Faculty by employees assigned to budgetary units according to Clause 2 of this article. The management of project funds is monitored

through contracts. The project investigator is responsible to their line superior for the comprehensive management of the project, management of the entrusted funds, and for compliance with applicable regulations.

5. The head of unit is responsible to their line superior for the comprehensive management of the unit, management of the entrusted property and financial resources, and for the economical use of rooms assigned to the relevant unit, including the prevention of possible damage to University property.

#### **Art. 4**

#### **The Faculty management system**

1. The management structure of the Faculty is a divisional structure with the organization of management relationships combining direct (line) and methodological (functional) management relationships at two levels of management:
  - central;
  - divisional.
2. Direct management is applied by the rule of the indivisible management and decision-making powers and responsibilities of managers in a direct management line. Line managers are:
  - a) at the central management level
    - Dean
    - Secretary
  - b) at the divisional level:
    - heads of departments
    - heads of research institutes
    - heads of specialized units
    - heads of the Personnel Office, Finance Office, Office for Studies, Office for Research and Project Support, Office for International Relations and the Communication Office of the Dean's Office.
3. Functional management is applied in the form of leading, directing and coordinating professional activities in the entrusted area of activity at the individual units of the Dean's Office. The functional managers are:
  - Vice-Dean for Research and Doctoral Studies in relation to the Personnel Office, the Central Library of the FSS, and the Office for Studies in the administration of doctoral studies;
  - Vice-Dean for Studies in relation to the Office for Studies;
  - Vice-Dean for Communication in relation to the Communication Office;
  - Vice-Dean for Internationalization and Student Affairs in relation to the Office for International Relations;
  - Vice-Dean for Strategy and Development in relation to the Office for Research and Project Support.

The Vice-Deans methodologically manage, supervise, and coordinate the activities of departments and research institutes in the areas of their competence.

4. Decision-making support at the central level of Faculty management is provided by the Faculty management, composed of: the Dean, Vice-Deans, and Faculty Bursar. The Chair of the Faculty Senate and the Vice-Chair of the Faculty Senate elected by the chamber of which the Chair is not a member have the right to attend the meeting of Faculty Management.
5. The Dean's consultative body is the Dean's Council, composed of members of the Faculty management, heads of departments and research institutes, the Chair of the Faculty Senate, the Vice-Chair of the Faculty Senate elected by the chamber of which the Chair is not a member, or other members appointed by the Dean.
6. The senior staff responsible for methodological management take care of the development and implementation of University and Faculty policies in their area of competence, provide individual consultations, binding opinions, and propose to the Dean internal standards governing the professional activities of departments and research institutes. The methodological senior staff members are the Vice-Deans and the Faculty Bursar.
7. The management system of the Faculty is formalized by a system of organizational and management standards:

	Name of standard	Approved by	Entry into force
1.	Faculty Statute	Academic Senate of the University based on a proposal of the Faculty Senate	by issue
2.	Internal regulations of the Faculty: <ul style="list-style-type: none"> <li>▪ Electoral Rules of the Faculty Senate</li> <li>▪ Faculty Senate Rules of Procedure</li> <li>▪ Scientific Board Rules of Procedure</li> <li>▪ Disciplinary Code for Students of the Faculty</li> </ul>	Academic Senate of the University based on a proposal of the Faculty Senate	by issue
3.	Organizational Regulations	Dean	by issue
4.	Faculty directives	Dean or the Faculty Bursar, if the content of the directive concerns the scope or, where applicable, the content of the Faculty Bursar's authorization	by issue
5.	Measures or instructions	Dean or the Faculty Bursar, if the content of the regulation concerns the scope or, where applicable, the content of the Faculty Bursar's authorization	by issue

8. The financial management of the Faculty is governed by the following standards:

	Name of standard	Approved by	Entry into force

1.	Faculty Budgeting Rules	Dean, after a statement of the Faculty Senate	by issue
2.	Faculty Budget	Faculty Senate based on the Dean's proposal	by issue
3.	Implementation of the Faculty Financial Management Rules	Dean	by issue

9. The standards referred to in Clauses 7 and 8 are effective on the date of their entry into force unless a later date of entry into effect is specified therein

## **Art. 5 Faculty bodies**

### **5.1. Faculty Senate**

1. The Faculty Senate is an autonomous university body. The position and activities of the Faculty Senate are defined in particular by the Act, the MU Statutes, the Faculty Statute, the Faculty Senate Election Regulations and the Faculty Senate Rules of Procedure.

### **5.2. Functional positions at the Faculty**

1. Functional positions at the Faculty are the positions of senior employees of the Faculty who perform management activities.
2. Functional positions at the central level are as follows:

#### *5.2.1 Dean*

1. The Dean is the head of Faculty; they act and decide on behalf of the University in matters concerning the Faculty specified in the Act, the Masaryk University Statutes, the Organizational Regulations of Masaryk University, and other internal standards of the University, to the extent specified therein.
2. The Dean is appointed and removed from office by the Rector on the proposal of the Faculty Senate.
3. The Dean is responsible for their activities to the Faculty Senate, and, to the extent determined by University Statutes, to the Rector.
4. In addition to the activities specified by the Act, the University Statutes and the Statute of the Faculty of Social Sciences, the Dean has, in particular, the authority to:
  - a) appoint Vice-Deans and remove them from office after it has been discussed by the Faculty Senate;
  - b) appoint members of the Faculty Scientific Board and the Faculty Disciplinary Committee, and remove them from office after approval by the Faculty Senate;
  - c) announce selection procedures for the post of Faculty Bursar, to appoint them and remove them from office;
  - d) appoint senior employees of Faculty units and remove them from office;
  - e) announce selection procedures for the positions of senior employees in the direct management of the Dean and academic staff assigned to the Faculty;
  - f) conclude, amend and terminate employment relationships and agreements on work performed outside an employment relationship with senior employees in their direct management and academic staff assigned to the Faculty;
  - g) set and adjust wages, or award remuneration in the case of the Vice-Deans, Faculty Bursar, and senior employees in the direct management of the Dean;
  - h) approve a decision on the award of salaries of academic staff assigned to the Faculty;
  - i) exercise powers in relation to the habilitation procedure and the professor appointment procedure at the Faculty level;
  - j) conclude cooperation agreements in matters concerning the Faculty;
  - k) conclude agreements on Faculty membership in supranational or international

organizations;

- l) approve statistical reports on Faculty students;
  - m) award public contracts if they are paid for from the financial resources of the Faculty, with the exception of contracts that are in the competence of the Faculty Bursar;
  - n) admit students to study in degree programmes taught by the Faculty;
  - o) admit participants in lifelong learning to study in accredited degree programmes taught by the Faculty and issue certificates of completion of these programmes;
  - p) admit participants in further education to study in courses run by the Faculty and issue certificates of completion of these courses;
  - q) issue supplements to diplomas, and diplomas and certificates for the completion of studies taught by the Faculty;
  - r) award scholarships within the MU Scholarship and Bursary Regulations if they are paid for from the financial resources of the Faculty, with the exception of scholarships which are in the competence of the Vice-Deans;
  - s) be a member of the Faculty Scientific Board and, at the same time, its chair;
  - t) in accordance with the Disciplinary Code of Masaryk University and in connection with the recommendation of the Faculty Disciplinary Committee, decide on the imposition of sanctions on students;
  - u) establish advisory commissions, to manage them or entrust their management to the relevant Vice-Dean;
  - v) appoint guarantors of degree programmes after approval by the Faculty Scientific Board.
5. The Dean may, through these Organizational Regulations or their own measures, transfer their powers permanently or temporarily to the Vice-Deans, the Faculty Bursar, or other authorized persons.
6. By their decision, the Dean appoints their statutory deputy from among the Vice-Deans, who shall fully deputize for the Dean in the Dean's absence.

#### 5.2.2 *Vice-Deans*

1. The Vice-Deans are permanent deputies of the Dean in the entrusted areas of activity in which they act on the Dean's behalf, unless otherwise stated in the Faculty Statute, these Organizational Regulations, and other internal standards.
2. The Vice-Deans are appointed and removed by the Dean after discussion in the Faculty Senate.
3. The Vice-Deans manage the activities of the relevant departments of the Dean's office and methodologically manage, control and coordinate the activities of the Faculty units in the areas of their competence.
4. The entrusted areas of activity of the Vice-Deans are defined as follows:

#### 5.2.3 *Vice-Dean for Studies*

The entrusted areas of activity of the Vice-Dean are:

- a) management of study affairs in Bachelor's and Master's degree programmes, including final state examinations;
- b) management of the admission procedure for Bachelor's and follow-up Master's studies taught in Czech;

- c) coordination of the accreditation procedure of Bachelor's and Master's degree programmes;
- d) coordination of the Advanced Master's state examination.

The Vice-Dean for Studies, in particular:

- a) prepares proposals for the provision of studies in Bachelor's and Master's degree programmes in full-time and combined studies mode;
- b) prepares information and documents for the Dean's decision on the admission of applicants to Bachelor's and Master's degree programmes taught by the Faculty;
- c) manages internal evaluations of courses, teachers, fields and programmes, and represents the Faculty in external evaluations of subjects, fields and programmes;
- d) coordinates processes related to the quality of study;
- e) manages the schedule administration;
- f) implements decisions on the rights and obligations of students studying in Bachelor's and Master's programmes taught by the Faculty (e.g. interruption of studies, approval of early resumed studies, approval of transfers, changes in the form of study, and the recognition or non-recognition of a course);
- g) prepares proposals for fees for acts related to the admission procedure and studies;
- h) cooperates with the Vice-Dean for Communication in the promotion of studies at the faculty
- i) cooperates with the relevant Vice-Rector;
- j) cooperates in the creation of University and Faculty regulations in the given area;
- k) exercises management powers towards the head of the Office for Studies, except for those powers which fall within the exclusive competence of the Faculty Bursar;
- l) methodologically manages, supervises and coordinates the activities of the Faculty departments in the areas of their competence;
- m) cooperates with the Vice-Dean for Strategy and Development in the preparation of the concept of the admission procedure for Bachelor's and Master's studies;
- n) cooperates with the Vice-Dean for Strategy and Development in the preparation of development projects for undergraduate studies, and subsequently manages them.

#### 5.2.4 *Vice-Dean for Research and Doctoral Studies*

The entrusted areas of activity of the Vice-Dean are:

- a) creating conditions for the high-quality performance of research, development and innovation at the Faculty;
- b) coordination of research and development projects at the Faculty financed from public resources, especially in the area of institutional and targeted support for research and development;
- c) evaluation of the results of research, development and innovation at the Faculty;
- d) cooperation with the Vice-Dean for Strategy and Development on the preparation of long-term concepts of the Faculty in the field of research and development;
- e) supervision over the preparation of accreditations of doctoral degree programmes of the Faculty, proposed and implemented by the doctoral boards;
- f) coordination and supervision of study matters in doctoral degree programmes, including the admission procedure and final state examinations;
- g) management of scholarship policy for doctoral studies;



- h) supervision of accreditation, preparation and implementation of habilitation and professor appointment procedures;
- i) cooperation with the relevant Vice-Rector in the management of MU development projects and coordination of these projects at the Faculty.
- j) Faculty personnel policy matters (especially selection procedures, evaluation of employees and managers, etc.).

The Vice-Dean for Research and Doctoral Studies, in particular:

- a) proposes a system for evaluating the results of research, development and innovation at the Faculty;
- b) develops the concept of admission to doctoral studies and manages the admission process;
- c) ensures the processing of documents for the Dean's decision on the admission of applicants to doctoral degree programmes offered by the Faculty;
- d) decides on the award, change and withdrawal of scholarships for scholarship programmes which have been allotted to them by a measure of the Dean or the relevant Faculty regulation;
- e) implements decisions on the rights and obligations of students studying in doctoral programmes run by the Faculty (e.g. interruption of studies, approval of earlier resumed studies, changes in the form of study, and recognition or non-recognition of a course);
- f) participates in the organization of the habilitation procedure and the procedure for appointment as professor;
- g) cooperates with the relevant Vice-Rector;
- h) cooperates in the development of University and Faculty regulations in the given area;
- i) exercises managerial powers over the head of Personnel Office, except for those powers which fall within the exclusive competence of the Faculty Bursar;
- j) methodologically manages, supervises and coordinates the activities of the departments of the Faculty, research and other units in the areas of its competence;
- k) cooperates in drafting the research funding system;
- l) cooperates with the Vice-Dean for Strategy and Development in the preparation of development projects in the areas of doctoral studies and research and development, and subsequently manages them.

#### 5.2.5 *Vice-Dean for Internationalization and Student Affairs*

The entrusted areas of activity of the Vice-Dean are:

- a) preparation and implementation of the concept of internationalization of the Faculty;
- b) elaboration of proposals for shaping and developing the Faculty in the field of foreign cooperation;
- c) professional, organizational and administrative activities related to ensuring the mobility of students and academic staff;
- d) coordination of the cooperation with foreign universities and institutions;
- e) coordination of the presentation of the Faculty abroad;
- f) management of scholarship policy to support student mobility;

- g) management of the study fee administration;
- h) preparation of the concept and management of the admission procedure to foreign language degree programmes;
- i) management of the Faculty scholarship policy, apart from the scholarship policy for doctoral students;
- j) preparation of the proposal for the scholarship programmes of the Faculty and managing the activities of the Scholarship Board;
- k) decides on the award, change and withdrawal of scholarships in the case of scholarship programmes allotted to them by a measure of the Dean or relevant Faculty regulation;
- l) support for student's welfare;
- m) management of study matters in lifelong learning programmes;
- n) managing the administration of the amount of fees related to lifelong learning.

The Vice-Dean for Internationalization and Student Affairs, in particular:

- a) elaborates the concept of foreign cooperation of the Faculty with foreign universities and institutions;
- b) decides on the award, change and withdrawal of scholarships in the case of scholarship programmes allotted to them by a measure of the Dean or relevant Faculty regulation;
- c) recognizes the previous study of foreign applicants;
- d) manages the administration of business trips abroad of employees and students of the Faculty;
- e) exercises management authority over the Head of the Office for International Relations, except for such powers that fall within the exclusive competence of the Faculty Bursar;
- f) methodologically manages, supervises and coordinates the activities of the departments of the Faculty, research and other units in the areas of their competence;
- g) cooperates with the relevant Vice-Rector and the Director of the Centre for International Cooperation of Masaryk University;
- h) coordinates the provision of studies in lifelong learning programmes (LLL).

#### 5.2.6 *Vice-Dean for Communications*

The entrusted areas of activity of the Vice-Dean are:

- a) development of external relations, working with the public and strengthening relations within the Faculty;
- b) preparation and implementation of communication strategies with regard to selected target groups (applicants, accepted applicants, students, graduates, employees, potential donors and others);
- c) presentation of study offers, work results, and achievements of the Faculty;
- d) coordinating the development and maintenance of the website [www.fss.muni.cz](http://www.fss.muni.cz);
- e) creation and implementation of a strategy for working with social media;
- f) management of fundraising.

The Vice-Dean for Communication, in particular:

- a) elaborates the concept of building external relations and proposes the means of presenting the Faculty to the public;
- b) ensures the involvement of the Faculty in the University external relations strategy;
- c) participates in determining the form of the Faculty website and coordinates the Faculty's promotional materials;
- d) ensures the presentation of the Faculty via the Internet and ensures the application of the unified visual style of the University;
- e) exercises all management powers over the head of the Communication Office, except for those powers which fall within the exclusive competence of the Faculty Bursar;
- f) methodologically manages, supervises and coordinates the activities of the departments of the Faculty, research institutes, and other institutes in the areas of their competence;
- g) coordinates the organization of public and ceremonial events of the Faculty, is responsible for open days;
- h) cooperates in the field of communication and coordinating cooperation with service suppliers at the Faculty;
- i) ensures contact with associations operating at the Faculty;
- j) coordinates the popularization of science.

#### 5.2.7 *Vice-Dean for Strategy and Development*

The entrusted areas of activity of the Vice-Dean are:

- a) Preparing the concept of the rules for compiling the Faculty budget;
- b) preparing long-term concepts of the Faculty in the field of research and development;
- c) coordinating preparation of the strategic plan for the educational and creative activities of the Faculty, its annual implementation plan, and the evaluation of its fulfilment;
- d) monitoring possible conflicts between Faculty standards and national legislation or University regulations and proposing updates;
- e) cooperation with the Vice-Rector for Development in the preparation and implementation of development projects.

The Vice-Dean for Strategy and Development, in particular:

- a) in cooperation with the Vice-Dean for Studies, proposes the concept of the admission procedure for Bachelor's and follow-up Master's studies;
- b) proposes a strategy for obtaining funds from grant calls in cooperation with the Vice-Dean for Research and Doctoral Studies;
- c) in cooperation with the Vice-Dean for Research and Doctoral Studies, proposes the concept for funding research and development;
- d) in cooperation with the Vice-Dean for Research and Doctoral Studies, proposes a strategy for obtaining funds from grant calls;
- e) represents the Faculty in professional University bodies related to the development

of information technologies;

- f) exercises managerial powers over the staff of the Office for Strategy, except those which fall within the exclusive competence of the Faculty Bursar;
- g) manages and updates the internal standards and measures adopted;
- h) in cooperation with the Vice-Dean for Studies and the Vice-Dean for Science and Doctoral Studies, coordinates preparation of development projects in the field of studies, doctoral studies and science and research at the Faculty.

### **5.3. Scientific Board**

1. The position of the Scientific Board, its organization and activities are regulated mainly by the Act, University Statutes, the Faculty Statute and the Faculty Scientific Board's Rules of Procedure.

### **5.4. Disciplinary Committee**

1. The Disciplinary Committee discusses offences of students enrolled at the Faculty and submits a draft decision to the Dean. Its position is regulated in more detail by the Act, University Statutes, the Faculty Statute, and the Disciplinary Code for students of the Faculty.

### **5.5. Faculty Bursar**

1. The Faculty Bursar is the Dean's deputy in the entrusted areas of activity in which they act on the Dean's behalf, unless expressly laid down otherwise in the University Statutes or the Faculty Statute, these Organizational Regulations or other regulations.
2. The Faculty Bursar is subordinate to the Dean, to whom they are responsible for their activities and for legality in ensuring the economic and administrative operation of the Faculty.
3. The Faculty Bursar is appointed by the Dean, usually based on a selection procedure. The Dean may also remove the Faculty Bursar from office at any time.
4. The Faculty Bursar controls the financial management and internal administration of the Faculty. To ensure the comprehensive coordinated approach of the Faculty, the Faculty Bursar cooperates with the heads of other units and sections of the Faculty, and manages and supervises their work in the entrusted areas of activity.
5. The Faculty Bursar is the head of staff of the Dean's Office and the specialized units of the Faculty.
6. The assigned areas of activity of the Faculty Bursar are:
  - a) labour law matters of non-academic Faculty employees, with the exception of those who are in the direct management of the Dean;
  - b) business relations, with the exception of those which are in the competence of the Dean, Rector or Bursar;
  - c) Faculty economy and accounting, budget management and inspection;
  - d) financial control;
  - e) management of Faculty property;
  - f) operation of the Faculty;
  - g) construction, maintenance, and repair of buildings and equipment used by the Faculty;

- h) operational and technical development of the Faculty;
- i) health and safety at work;
- j) fire protection.

7. The following activities are the sole responsibility of the Faculty Bursar:

- a) public procurement for the purchase of machinery, materials, equipment and the supply of services, with the exception of services for research, education and admission procedure;
- b) concluding contractual relations for the collection of materials, equipment and delivery of services for the needs of the Faculty, with the exception of the services referred to in the previous Clause;
- c) announcing selection procedures for the positions of employees of the Dean's office and specialized units of the Faculty;
- d) concluding, amending and terminating employment relationships and agreements on work performed outside an employment relationship with non-academic Faculty employees, with the exception of those who are in the direct management of the Dean;
- e) setting and adjusting of wages, or deciding on the payment of remuneration in the case of senior staff in their direct management, and in the case of staff of the Dean's office and specialized units;
- f) concluding agreements on the short-term lease of Faculty premises or real estate which the Faculty is authorized to manage if the duration of the lease does not exceed one month per individual case;
- g) concluding agreements on material responsibility and agreements on entrusting property to Faculty employees in accordance with the Labour Code;
- h) the Faculty Bursar also performs legal acts by which MU handles long-term property which the Faculty is authorized to manage, provided these legal acts are not reserved to the Rector or Bursar.

Activities which fall within the exclusive competence of the Faculty Bursar may not be delegated to other staff.

8. Within the scope of their duties, the Faculty Bursar also:

- a) prepares the budget of the Faculty, a financial analysis, and the Annual Financial Report of the Faculty;
- b) supervises the drawdown from the budgets of departments, units and the Faculty, and informs the management of the Faculty about it;
- c) controls the management and internal administration of the Faculty;
- d) sends non-academic staff of the Dean's office and the heads of the Faculty's specialized units on business trips;
- e) approves the use of private motor vehicles on the business trips of Faculty staff;
- f) draws up a plan for internal inspections and evaluates them;
- g) ensures compliance with the guidelines of the Ministry of Education, Rector and Dean in administrative and economic matters;
- h) is responsible for the proper keeping of records on economic operations in accordance with the applicable regulations;
- i) ensures the proper performance of the administration and protection of Faculty property.

## **5.6. Functional positions at the divisional management level:**

1. Heads of departments:
  - a) exercise management powers over the staff of the relevant department, with the exception of powers which fall within the exclusive competence of the Dean or the Faculty Bursar;
  - b) are responsible for the educational and research activities of the entrusted department;
  - c) are responsible for the economical, efficient and effective use of allocated funds;
  - d) are authorized to order the business trips of employees of the department;
  - e) are responsible for compliance with the directives and other regulations of Masaryk University and the Faculty in all areas of the department's activities;
  - f) are responsible for the economical and safe use of the allocated rooms, the prevention of damage to the property of Masaryk University, and the observance of occupational safety and fire safety;
  - g) ensure the performance of preliminary, ongoing and follow-up financial control of the department.
2. Heads of research institutes:
  - a) exercise management powers over the staff of the relevant department, with the exception of powers which fall within the exclusive competence of the Dean or the Faculty Bursar;
  - b) are responsible for the research activities of the entrusted unit;
  - c) are responsible for the economical, efficient and effective use of allocated funds;
  - d) are authorized to order the business trips of employees of the unit;
  - e) are responsible for compliance with the directives and other regulations of Masaryk University and the Faculty in all areas of the research institute's activity;
  - f) are responsible for the economical and safe use of the allocated rooms, prevention of damage to the property of Masaryk University, and the observance of occupational safety and fire safety;
  - g) ensure the performance of preliminary, ongoing and follow-up financial control of the institute.
3. Heads of specialized units:
  - a) exercise managerial powers over the staff of the relevant department, except for powers which are the sole responsibility of the Faculty Bursar;
  - b) are responsible for the activities of the entrusted unit;
  - c) are responsible for the economical, efficient and effective use of allocated funds;
  - d) are authorized to order the business trips of employees of the unit;
  - e) are responsible for compliance with the directives and other regulations of Masaryk University and the Faculty in all areas of the unit's activity;
  - f) are responsible for the economical and safe use of the allocated rooms, prevention of damage to the property of Masaryk University, and the observance of occupational safety and fire safety;
  - g) ensure the performance of preliminary, ongoing and follow-up financial control of the unit.
4. Heads of the Personnel Office, Finance Office, Office for Studies, Office for Research and Project Support, Office for International Relations and the Communication Office of the Dean's Office:

- a) exercise managerial powers over the staff of the department, except for powers which fall within the exclusive competence of the Faculty Bursar;
  - b) are responsible for the activities of the department and for complying with the instructions of the Faculty Bursar and the Vice-Dean for Studies in the case of the Office for Studies, the Vice-Dean for Communications in the case of the Communication Office, and the Vice-Dean for Research and Doctoral Studies in the case of the Office for Research and Project Support and Vice-Dean for Internationalization and Student Affairs;
  - c) are authorized to order business trips, with the trip's financing having received prior approval from the Faculty Bursar;
  - d) are responsible for compliance with directives and other regulations of Masaryk University and the Faculty in all areas of the department's activity;
  - e) are responsible for the economical and safe use of allocated rooms, the prevention of damage to the property of Masaryk University, and the observance of occupational safety and fire safety.
5. Project leader (principal investigator):
- a) the project leader (principal investigator) is a temporary role that is established for the duration of a project and does not establish a functional position in the organizational structure;
  - b) is responsible for the material solution of the project according to their assignment;
  - c) is responsible for the economical, efficient and effective use of resources allocated to the project budget in accordance with the regulations in force;
  - d) ensures the performance of financial inspection of the project – principal of operations;
  - e) in the line structure, they are subordinate to the head of the unit where the project is registered.

## **Art. 6 Departments**

1. The department is the basic pedagogical and scientific unit of the Faculty.
2. The Faculty also has a department of centres with University-wide competence.
3. A department is managed by its head, who is appointed by the Dean based on the results of a selection procedure. The term of office of a head of department is three years.
4. The head of department is directly managed by the Dean of the Faculty, methodologically they are managed by the relevant Vice-Deans.
5. The head of department is responsible for the operation of the department, which includes, in particular, the activities listed below:
  - a) the organizational provision and implementation of all educational activities assigned to the department according to the instructions of the relevant Vice-Deans. The quality of the content of the degree programme is the responsibility of its guarantor, who in their activities closely cooperates with the head of department, who is their line superior;
  - b) the quality and number of scientific, research and development results;
  - c) the assignment and supervision of Bachelor's and Master's theses;
  - d) the regular evaluation and inspection of educational and creative activities carried out by the staff of the department;
  - e) the determination of plans for improving the qualifications and professional growth of members of the department, their annual inspection and evaluation, proposals for adjusting the amount of personal bonus based on the results of evaluation;
  - f) proposals of external collaborators of the department.

6. Administrative support for the activities of the department is provided by the department's secretary/assistant, who mainly performs tasks in accordance with the description of the job of secretary and according to the instructions of the heads of departments. In this context, they are mainly responsible for:
  - a) carrying out all administrative work related to the operation of the department and ensuring the educational process;
  - b) keeping records of the attendance of employees of the department (including business trips and leave taking) in accordance with the methodological management of the personnel office;
  - c) keeping records of tangible assets, carrying out their inventory, processing documents for central records;
  - d) receiving and sending mail, as well as processing and storing documents in accordance with the University's Document Management Rules and shredding rules;
  - e) submitting requests for purchases, small departmental purchases within the financial limit of the department, including taking over cash and handing over documents verified by the head of the department for payment.

#### **Art. 7 Research institutes**

1. The research institute performs scientific, research, development and other creative activities in a defined professional area.
2. The research institute is headed by the head, who is appointed by the Dean based on the results of a selection procedure. The term of office of the head of a research institute is usually three years.
3. The head of the research institute is responsible for the operation of the institute, which includes, in particular, the activities listed below:
  - a) the organization and implementation of all scientific, research, development and creative activities in the defined field of expertise;
  - b) ensuring the quality and number of scientific, research and development results;
  - c) regular evaluation and inspection of the research and creative activities carried out by employees of the institute;
  - d) determining plans for improving the qualifications and the professional growth of research institute employees, their annual inspection and evaluation, proposals for adjusting the amount of personal bonuses based on evaluation results;
  - e) proposing external collaborators of the unit.
4. Administrative support for the research institute's activities is provided by the secretary/assistant, who mainly performs tasks in accordance with the description of the job function of secretary and according to the instructions of the head of the research institute. In this context, they are mainly responsible for:
  - a) carrying out all administrative work related to the operation of the institute and ensuring the educational process;
  - b) keeping records of the attendance of employees of the unit (including business trips and leave taking) in accordance with the methodological management of the personnel office;
  - c) keeping records of tangible assets, carrying out their inventory, processing of documents for central records;
  - d) receiving and sending mail and processing and storing documents in accordance with the University's Document Management Rules and shredding rules;



- e) submitting requests for purchases, small departmental purchases within the financial limit of the institute, including taking over cash and handing over documents verified by the head of the institute for payment.

## **Art. 8 Specialized units**

### **8.1. Centre for Information and Communication Technologies**

1. The Centre for Information and Communication Technologies (CICT) is a specialized unit of the Faculty which serves to support and develop the educational, research, development, operational and social activities of the Faculty by providing the necessary technical capacities in the field of information and communication technologies.
2. The activities of the Computer Centre are managed by a head who reports to the Faculty Bursar.
3. The Centre for Information and Communication Technologies provides, in particular, the following activities:
  - a) in accordance with the long-term plan, it creates and, according to current needs, specifies and performs a needs analysis, prepares and implements a concept for the development of information and communication technologies and audio-visual techniques, with the aim of building and operating hardware and software facilities for the educational, research and administrative activities of the FSS and its units;
  - b) ensuring the operation, administration and security of computer technology, including the computer network and structured cabling, and administration of the domain fss.muni.cz;
  - c) administration of the Faculty's computer classrooms and study rooms, including their use for teaching, electronic testing and scientific activities;
  - d) ensuring the purchase, installation and service of hardware and software for the Faculty;
  - e) providing consultancy in the field of information and communication technologies and information systems;
  - f) monitoring modern trends in information and communication technologies, and acquiring and applying the relevant knowledge;
  - g) keeping records of hardware and software, preparing ICT assessments for the liquidation commission, participating in the physical records and inventory of assets within the Faculty, participating in asset management, and cooperating with units in all phases of the computer and audio-visual technology life cycle, from acquisition to environmental disposal;
  - h) providing user support for the use of information and communication technologies, guidelines, methodological materials, and guidelines concerning ICT;
  - i) administration of the Faculty's audio-visual equipment in classrooms and lecture halls, lending equipment for teaching in classrooms in which it is not permanently functional, and providing the Faculty and individual staff with the technical capacity when organizing conferences and other events approved by the Faculty management;
  - j) sharing in the preparation and implementation of leasing rooms. Keeping records of reservations for events, including agreements on the use of computer equipment during events;
  - k) being responsible for the data of the Centre for Information and Communication Technologies on the website;

- l) in cooperation with the ICS ensuring the operation of the telephone network at the Faculty;
- m) administering the plasma screen and, based on information and documents supplied by the Faculty staff, publishing on it information concerning the activities of the Faculty;
- n) coordinating the operation and use of the MU IS information system (in particular, acting as the administrator of access rights for each IS administration);
- o) compiling the Faculty schedule;
- p) preparation of documents for annual reports, statistical reports etc.

## **8.2. Central Library**

1. The Central Library (hereinafter referred to as the "CL") is a specialized unit of the Faculty which provides professional library, bibliographic and information activities in fields in which the Faculty performs educational and scientific activities.
2. The CL is registered with the Ministry of Culture according to Act No. 257/2001 Sb. (Library Act) as a public, specialized library, and in accordance with this Act it provides public library and information services.
3. The activities of the library are further regulated by the MU Library Regulations and the Operating Rules of the Central Library of the Faculty of Social Studies.
4. The CL is a part of the University library system, the activities of which are coordinated by the Library Information Centre of the MU Institute of Computer Science.
5. The CL is managed by the head, who reports to the Faculty Bursar. Methodologically, they are also managed by the Vice-Dean for Research and Doctoral Studies.
6. The permanent consultative body of the head of the CL is the Library Board, members of which are appointed by the heads of individual Faculty departments.
7. As part of its activities, the CL mainly performs these professional activities:
  - a) systematically supplementing and updating the library collection in accordance with the degree programmes and research goals of the Faculty;
  - b) performing nominal and factual cataloguing of the library collection in accordance with the applicable standards and methodologies;
  - c) participating in building the MU union catalogue;
  - d) ensuring the management, protection and revision of the library collection;
  - e) making documents from its collection available to its users;
  - f) ensuring the operation of the loan protocol;
  - g) providing interlibrary loan services;
  - h) providing reprographic services for the personal use of users in accordance with applicable regulations (copyright law);
  - i) managing technical equipment under the responsibility of the CL;
  - j) ensuring the purchase and management of electronic information sources, preparing documents for their analysis and statistics;
  - k) informing about the collection, services and activities of the library; monitoring the operational identifiers of library services, analyses them and adjusts their effective functioning based on the output data
  - l) promoting the services and information resources provided in order to achieve their effective use;
  - m) providing consulting and service activities for academic staff in the field of scientific

- publishing, selecting predatory publishers, administering scientist identifiers, and processing documents for habilitation and professor appointment procedures;
- n) providing comprehensive consulting and services in the field of Open Science, cooperating in this area with the Office for Research and Project Support and the Finance Office;
  - o) managing the administration of documents in the MU Repository on behalf of the FSS;
  - p) cooperating in the creation of University and Faculty regulations in the area of its competence;
  - q) keeping records of drawdown from the budget for the purchase of scholarly literature;
  - r) preparing concepts, plans of activities, and development of the library;
  - s) registering publications for the FSS in the IS and RIV, checking them and recording the number of publication results;
  - t) providing administrative support in the nomination of publication results for Module I M17 +;
  - u) providing consulting and service activities in the field of citation detection and elaboration of citation analyses within the framework of accreditations and re-accreditations, and the preparation of project proposals;
  - v) monitoring and applying new trends in the field of librarianship, supporting and ensuring the further professional education of CL staff;
  - w) being responsible for central library information on the faculty website;
  - x) preparation of documents for annual reports, statistical reports etc.

### **8.3. Facility Management**

1. This is a specialized unit of the Faculty which ensures the operation and maintenance of the building and its equipment.
2. Building Management is managed by the head, who reports to the Faculty Bursar.
3. As part of its activities, Building Management in particular:
  - a) ensures the operability and provides routine maintenance of the building, machinery and equipment, incl. the provision of cleaning, maintenance of green areas, and winter maintenance around the building;
  - b) prepares concepts, plans and schedules for technical administration, maintenance, and renovation of the building and the information and documents for their financing;
  - c) participates in the design preparation of construction maintenance, reconstruction and modernization of the building;
  - d) keeps the necessary project documentation of the building;
  - e) ensures the smooth operation of the reception service, including the security of the building;
  - f) ensures all regular inspections related to the operation of the building;
  - g) ensures the sorting and removal of waste;
  - h) ensures and coordinates energy consumption at the Faculty;
  - i) ensures the function of the beadle;

- j) ensures occupational health and safety and fire safety in cooperation with an external company;
- k) is responsible for the operation of fire alarms, security alarms, CCTV and other technological units within the building, incl. providing for inspections;
- l) keeps records of materials, personal protective equipment, tools and instruments on employees' personal cards;
- m) prepares documents for the liquidation and claims commission;
- n) participates in the physical registration and inventory of property within the Faculty;
- o) cooperates in the creation of Faculty regulations in the given area;
- p) ensures the operation of the mail room, including the daily delivery of consignments to the post office;
- q) ensures the operation of the copying centre and the operation of copying machines within the building;
- r) collects documents and prepares proposals for the plan of repairs and maintenance of the building, carried out either using its own capacities or by suppliers;
- s) prepares documents and draws up draft budgets for costs and revenues in the field of building management, monitors the implementation of the approved building management budget;
- t) ensures that defects found during daily inspections are rectified;
- u) ensures the preparation of the auditorium, atrium and other spaces for all activities organized there, such as graduations, matriculations, concerts, conferences, etc.;
- v) negotiates short-term lease agreements for entities outside MU, including calculation of the rental price.
- w) is responsible for building management information on the faculty website
- x) preparation of documents for annual reports, statistical reports etc.

## **Art. 9 Dean's Office**

### **9.1. Dean's Office Secretariat**

1. The Secretariat is an administrative department providing organizational and administrative work related to the performance of the function of the Dean and Faculty Bursar.
2. It provides, in particular, the following activities:
  - a) planning, compiling and coordinating the Dean's daily programme;
  - b) arranging regular meetings of the Faculty management, the Dean's Council and other meetings, providing materials and taking minutes;
  - c) providing information and organizational activities, an information and organizational service for the Faculty management and the Dean's Council;
  - d) preparing negotiations with domestic and foreign partners;
  - e) handling special tasks according to individual authorization;
  - f) handling correspondence according to instructions and independently, according to the nature of the problem;
  - g) providing an administrative, information and organizational service of disciplinary proceedings in cooperation with the Disciplinary Committee, the Office for Studies and

the Office for International Relations of the Faculty;

- h) arranging meetings of the Faculty Scientific Board, providing an organizational service, background materials, and taking minutes;
- i) providing an information and organizational service, administration of habilitation and professor appointment procedures;
- j) providing organizational and administrative work related to the recognition of foreign education in the context of habilitation and professor appointment procedures in cooperation with the MU Rector's Office (recognition);
- k) preparation of relevant employment contracts and contracts for work for external members of evaluation boards and reviewers in the context of habilitation and professor appointment procedures;
- l) managing the official notice board, including its electronic form, as of 1 July 2016, ensuring acts connected with the registration of contracts in the national register pursuant to Act No. 340/2015 Sb.; ensuring the registration of selected contracts in EIS Magion;
- m) Administering subscriptions vis-à-vis a framework agreement, correspondence and communication with the MU telecommunications service provider on behalf of the Faculty;
- n) coordinating participation agreements vis-à-vis framework agreements for printing services within the Faculty;
- o) arranging small purchases and orders for office and other supplies;
- p) cooperating in the administration of the Faculty's control plans;
- q) ensuring administrative and correspondence activities in the compilation of expert opinions, billing documents, and keeping an expert diary of the Faculty in the role of an expert institute;
- r) securing processes related to the HR Award;
- s) taking minutes at meetings of the Academic Senate and the Disciplinary Committee of the Faculty.

## **9.2. Personnel Office**

1. The Head of Personnel Office shall report directly to the Bursary. Methodologically, he/she is supervised by the Vice-Dean for Research and Doctoral Studies. The Head and the Vice-Dean for Research and Doctoral Studies must agree on the proposal of remuneration for the staff of the Personnel Office.
2. In cooperation with the Dean and Faculty Bursar and the Vice-Dean for Research and Doctoral Studies, it comprehensively provides the personnel and payroll administration, and ensures compliance with the laws in the field of work and the employment of workers.
3. The Personnel Office provides, in particular, the following activities:
  - a) administration of the establishment, amendment and termination of all labour-law relationships;
  - b) administration of the staff payroll in accordance with internal payroll regulations;
  - c) keeping personal and payroll records of all employees, including keeping records in the University information systems;
  - d) administration of the personal files of employees, including job descriptions as part of employees' personal files, and continuous monitoring to ensure job descriptions are up-to-date;

- e) keeping records of working hours, incapacity for work, maternity and parental leave, leave taking and the unpaid leave of all Faculty employees;
- f) administration of agreements on work performed outside an employment relationship;
- g) keeping records of partially disabled workers;
- h) keeping records of time-limited, elected or appointed positions (especially the Dean, Vice-Deans, heads of departments and research institutes) and the submission of proposals to the Dean of the Faculty in good time;
- i) announcing and organizing selection procedures according to the instructions of heads of units, cooperation in the creation of selection committees, administrative support for the activities of these committees;
- j) communication with labour offices, the Czech Social Security Administration, health insurance companies, the provision of statistical information for the CZSO, the Ministry of Education, Youth and Sports, etc.;
- k) complete administration of the employment of foreigners, incl. reporting to the labour office, etc.;
- l) the administration of meals, supplementary pension insurance, and other benefits provided by the employer;
- m) preparing documents from the area of payroll for analysis activities and monitoring the Faculty budget;
- n) doing the annual payroll accounts and documents for tax returns, processing documents for granting pensions and social benefits;
- o) keeping records of preventive medical examinations of Faculty staff;
- p) keeping records of professional trainings of Faculty staff, especially driver training, fire prevention and OSH training;
- q) administering the identification cards of employees and external collaborators;
- r) cooperating in the preparation of draft project applications;
- s) providing methodological assistance in the preparation of project applications in setting the drawdown of project wages in accordance with the generally applicable regulations, rules of funding bodies and other internal standards;
- t) being responsible for personnel information on the faculty website;
- u) preparation of documents for annual reports, statistical reports etc.

### **9.3. Office for Studies**

1. The head of the Office for Studies reports directly to the Faculty Bursar. They are methodologically managed by the Vice-Dean for Studies. When proposing remuneration to employees of the Office for Studies outside the doctoral study administration, agreement between the head and the Vice-Dean for Studies is required. When proposing remuneration to employees of the Office for Studies dealing with the administration of doctoral studies, agreement between the head and Vice-Dean for Research and Doctoral Studies is required.
2. The Office for Studies provides the entire study agenda in the field of accredited Czech and English Bachelor's, Master's and doctoral degree programmes, and provides the administration of Advanced Master's state examinations and lifelong learning (LLL);
3. In the field of admission procedure in Czech accredited degree programmes, the Office for Studies, in particular:
  - a) prepares the schedule of all admission procedures during the academic year, is

responsible for the content of the e-application and other information on admission procedures in the MU Information System (MU IS);

- b) cooperates with the company Scio on the contractual provision of tests for Bachelor's study admissions;
  - c) cooperates in the preparation of information materials for publication on the Faculty website, for Gaudeamus fairs, Open Day (OD), Special OD, etc.;
  - d) actively participates in promotional events for applicants (OD, etc.);
  - e) ensures telephone and e-mail communication with applicants;
  - f) ensures all the administration related to the course of the admission procedure;
  - g) prepares documents for the decision on admission/non-admission to study;
  - h) prepares and collects documents for the appeals procedure;
  - i) prepares documents for reports on the admission procedure;
  - j) administratively ensures admission to study based on transfer from other universities;
  - k) enrolls newly admitted students.
4. In the field of educational process, the Office for Studies, in particular:
- a) prepares the schedule of the academic year, including graduations and matriculations;
  - b) coordinates the accreditation and re-accreditation of programmes;
  - c) maintains a list of chairs and members of boards for final state examinations;
  - d) ensures the matriculation of students, including the printing of matriculation sheets;
  - e) orders, issues and registers student ID cards and revalidation stamps for ISIC cards;
  - f) keeps study records of students in the MU IS and their study files;
  - g) handles student applications – interruptions and dropped or abandoned studies, transfers between fields and programmes, recognition of subjects, granting an exemption from unfulfilled study obligations, and administratively ensures other student needs regarding studies (information, confirmations, statements of completed courses);
  - h) checks the fulfilment of the conditions for progression to the next semester and enrolls students;
  - i) manages the complex agenda of tuition fees in study programmes conducted in the Czech language
  - j) manages part of the scholarship agenda, including the scholarship agenda from specific research;
  - k) checks the fulfilment of conditions for admission to the final state examinations
  - l) prepares diplomas and supplements to graduates' diplomas, including applications for duplicates;
  - m) organizationally and administratively ensures the graduation of graduates of Bachelor's and follow-up Master's studies;
  - n) handles applications for the recognition of foreign education sent from the MU Rector's Office;
  - o) manages the agenda of lifelong learning participants (accredited programmes) – registration, conclusion of contracts, checking payments, registration of education until their transfer to full-time study;
  - p) in cooperation with the departments, ensures the advanced Master's state

- examination;
  - q) processes and submits for storage in the record office and for archiving all prescribed file materials related to studies;
  - r) publishes all information concerning admission procedures and studies at the Faculty on the Faculty website.
5. In the field of doctoral studies, the Office for Studies also provides, in particular:
- a) gathering information and documents for the appeals procedure;
  - b) preparation of information and documents related to doctoral studies for the Scientific Board;
  - c) appointment/removal of supervisors, chairs, and members of doctoral boards/commissions;
  - d) admissions to foreign language programmes.
6. Within the scope of the entire department, it is responsible in particular for:
- a) the accuracy of their department's data on the faculty website;
  - b) preparation of documents for annual reports, statistical reports etc.

#### **9.4. Finance Office**

1. The head of the Finance Office reports directly to the Faculty Bursar.
2. The Finance Office, in particular:
  - a) processes information and documents and cooperates in the creation of the Faculty budget;
  - b) registers and checks the sources of funding of the Faculty and performs annual settlement of these sources;
  - c) follows the internal regulations of MU in the field of accounting and economy;
  - d) continuously monitors compliance with regulations governing the Faculty's management of public funds and funds from other sources;
  - e) ensures co-operation with the Department of Economics and Financing of the MU Rector's Office, with internal and external audits, and with the control bodies of funding bodies;
  - f) provides methodological assistance in the preparation of project applications, and subsequently in the drawdown of project funds in accordance with the generally applicable regulations, rules of funding bodies, and other internal standards;
  - g) methodologically manages the activities of operating economy, accounting, taxes;
  - h) comprehensively processes the accounting agenda of the Faculty in the EIS system;
  - i) updates code lists and access rights in the EIS and INET;
  - j) prepares documents for the Legal Office of the Masaryk University Rector's Office on outstanding receivables overdue;
  - k) cooperates with the Public Tender Office of the Masaryk University Rector's Office in the field of public procurement, and is its contact point;
  - l) cooperates with the Masaryk University Technology Transfer Office in the field of intellectual property, and is its contact point;
  - m) continuously checks VAT processing at the Faculty;
  - n) compiles documents for the payment of road tax for the use of private road vehicles;



- o) ensures INTRASTAT CZ reporting on behalf of the Faculty;
- p) methodologically manages the order processing agenda;
- q) ensures operations related to financial statements and transition to the next period;
- r) ensures the administration of travel authorization forms, including the collection of deposits in the relevant currency at the MU foreign currency cash desk;
- s) ensures the administration of cash, its accuracy and transparency, associated with material responsibility, ensures the collection of money at Komerční banka;
- t) continuously checks the movement of funds in the bank accounts of projects;
- u) cooperates in the creation of contracts concluded at the FSS;
- v) methodologically and organizationally ensures the acquisition, registration and disposal of movable property;
- w) methodologically and organizationally ensures the inventory of assets and accounts, including ongoing inspection of the implementation of these inventories;
- x) prepares documents for the liquidation commission of the Faculty and for the claims commission of MU;
- y) cooperates in the creation of University and Faculty regulations in the given area;
- z) records and archives accounting and tax documents, including accounting documentation, in accordance with the Accounting Act and tax laws;
- (aa) is responsible for the data of their department on the website;
- (bb) is responsible for preparation of documents for annual reports, statistical reports etc.

### **9.5. Office for Research and Project Support**

1. The head of the Office for Research and Project Support reports to the Faculty Bursar. They are methodologically managed by the Vice-Dean for Strategy and Development. Agreement between the head and the Vice-Dean for Research and Doctoral Studies is required when proposing remuneration to employees of the Office for Research and Project Support.
2. In the field of research, development and project support, the Office for Research and Project Support provides, in particular:
  - a) transmission of information on national and international grant schemes, currently announced calls, and the rules for participation in grant competitions in the field of research and development activities, including MU programmes under the responsibility of Research and Development Office of the MU Rector's Office, development programmes under the responsibility of Development Office of the MU Rector's Office and Erasmus+ programme K2 under the responsibility of Centre for International Cooperation;
  - b) administrative provision of methodological support for projects under the responsibility of the Office for Development and the Research, Development Office of the MU Rector's Office and Erasmus+ programme K2, from the phase of their preparation and submission through to completion and the sustainability of projects;
  - c) coordination of project preparation activities with partner organizations;
  - d) administrative and methodological support for possible change procedures in projects, cooperation with other departments of the Faculty in audits and the inspection of projects;
  - e) administrative and methodological support for the preparation of partial and final

- project reports;
- f) registration and updating of project data, including their documentation in the Project Management Information System (ISEP);
- g) preparation of documents for annual reports, statistical reports, etc.;
- h) cooperation in the development of University and Faculty regulations in the area of their competence;
- i) providing training in project administration, major grant schemes, and partial consultations;
- j) administrative support in communication with the MU Ethics Board;
- k) organization of external examination process for specific research;
- l) management of strategic projects based on the authorization of the Dean and the management of the Faculty;
- m) documentation (data collection, analyses, research reports) for long-term concepts in the field of strategic development in individual content activities of the faculty;
- n) data and analyses related to faculty budget rules and preparation;
- o) administration of the preparation of long-term strategic materials, especially the strategic plan in the areas of educational and creative activities of the faculty and their updating;
- p) annual collection and processing of data assessing scientific performance (except for activities under Article 8.2.7.r);
- q) providing support to departments in the area of analysis related to their strategic development;
- r) preparation of documents for annual reports, statistical reports, etc.;
- s) updating department data on the faculty website;
- t) administration of the project support website.

## **9.6. Office for International Relations**

1. The head of the Office for International Relations is subordinate to the Faculty Bursar. The head of the Office for International Relations is managed by the Vice-Dean for Internationalization and Student Affairs. When proposing remuneration to employees of the Office for International Relations, agreement between the the head of the Office for International Relations and the Vice-Dean for Internationalization and Student Affairs is required.
2. The Office for International Relations ensures, in particular:
  - a) admission of students and admission procedure to Bachelor's and Master's programmes in foreign languages;
  - b) preparation of materials during the recognition process for applicants;
  - c) participation in the preparation of international joint and double degree programmes and communication with partner universities. Development and revision of the methodology of international joint programmes in cooperation with the MU Rector's Office;
  - d) administration of students in international joint and double degree programmes during their studies at MU;
  - e) preparation of manuals and information materials for foreign students at MU FSS, participation in University-wide materials and services (orientation weeks, welcome services);

- f) preparation of information and documents for promotional materials of the Faculty in English and the content of the English version of the Faculty website. Faculty advertising and promotion abroad;
- g) student administration in the US Federal Student Aid system (FSA);
- h) administration of incoming exchange students at the FSS based on bilateral agreements and government scholarships, or under the CEEPUS programme;
- i) participation in the implementation of foreign mobility programmes for students and academic staff, especially in cooperation with the Centre for International Cooperation of Masaryk University and departmental coordinators. Provision of Faculty selection procedures, information and promotion of stays abroad among students and staff, evaluation, and databases;
- j) administration of scholarships focused on stays abroad from the Scholarship Fund of the Faculty and MU scholarships for talented students (MEYS), information and documents, overviews of these scholarships, and other Scholarship administration: government scholarships, CEEPUS, AKTION, and scholarships based on Faculty bilateral agreements;
- k) insurance and business travel administration;
- l) assistance in concluding international agreements on cooperation, mobility and agreements on international joint degree programmes and cotutelle. Records of contracts in the University-wide database;
- m) project support for projects under the responsibility of the MU Centre for International Cooperation except Erasmus+ programme K2;
- n) arranging international visits and events;
- o) the accuracy of their department's data on the faculty website;
- p) preparation of documents for annual reports, statistical reports, etc.

### **9.7. Office for Communication**

1. The head of the Office for Communication reports to the Faculty Bursar. The head of the Office for Communication is methodologically managed by the Vice-Dean for Communication. When proposing remuneration to employees of the Office for Communication, agreement between the head of the Office for Communication and the Vice-Dean for Communication is required.
2. The Office for Internal and External Relations, in particular:
  - a) creates proposals for external and internal marketing solutions of the Faculty;
  - b) cooperates with the relevant department of the MU Rector's Office on University-wide events;
  - c) cooperates with other MU units in the preparation and implementation of promotional and advertising activities;
  - d) ensures the implementation at the Faculty of the uniform visual style of MU;
  - e) develops cooperation with secondary schools;
  - f) ensures the presentation of the Faculty (website, promotional materials, and visual style);
  - g) ensures the promotion of activities of the Faculty, especially professional educational events, commercial activities, and managing social networks;
  - h) provides support to the organizers of Faculty seminars, conferences and similar activities;
  - i) organizes events of Faculty-wide importance (OD, open windows, exhibitions, fairs of higher education institutions, etc.);

- j) prepares an annual report on the activities of the faculty;
- k) ensures the accuracy of their department's data on the faculty website;
- l) is responsible for preparation of documents for annual reports, statistical reports, etc.

**Art. 10**  
**Deputization of senior employees**

1. In their absence, the Dean is fully deputized by individual Vice-Deans as specified by the Dean in their measure.
2. The Vice-Deans shall deputize for each other during any absence based on a decision of the Dean.
3. The Faculty Bursar is deputized in their absence by the head of the Finance Office, or another senior employee authorized by the Faculty Bursar. However, the powers of the Faculty Bursar referred to in Clause 5.5.7 shall not be transferred to the deputizing senior employee; these powers belong to the Dean in the absence of the Faculty Bursar.
4. The heads of departments and heads of research institutes shall appoint a deputy for the period of their absence and determine the scope of delegated powers. They shall inform the Dean about this authorization and the scope of the transferred competencies. There may be more than one deputy head, in which case the heads of departments and heads of research institutes must determine the order in which the deputy heads deputize for them.
5. The heads of the Personnel Office and Finance Office, and the heads of specialized units, appoint a deputy for the period of their absence in agreement with the Faculty Bursar.
6. The head of the Office for Studies appoints a deputy for the period of their absence in agreement with the Vice-Dean for Studies and the Faculty Bursar.
7. The head of the Office for Research and Project Support shall appoint a deputy for the period of their absence in agreement with the Vice-Dean for Research and Doctoral Studies and the Faculty Bursar.
8. The head of the Communication Office appoints a deputy for the period of their absence in agreement with the Vice-Dean for Communications and the Faculty Bursar.

**Art. 11**  
**Final Provisions**

1. I entrust the interpretation of individual provisions of this Directive to the Faculty Bursar.
2. I entrust the Faculty Bursar with the continuous updating of this Directive.
3. These Organizational Regulations shall enter into effect on September 7, 2023. At the same time, Directive 3/2022 the Organizational Regulations of the Faculty of Social Studies, Masaryk University shall expire.

In Brno, September 7, 2023

Stanislav Balík  
Dean FSS

*Czech version of the contract is legally binding.*