

## **Organisational Regulations of the Faculty of Sports Studies, Masaryk University**

*(in the version effective from 1<sup>st</sup> January 2023)*

*In accordance with Sect. 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplement to Other Acts (Higher Education Act), as amended, I issue these Organisational Regulations of the Faculty of Sports Studies, Masaryk University (hereinafter referred to as the "Organisational Regulations"):*

### Section 1

#### **Introductory Provisions**

- (1) These Organisational Regulations are based on Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplement to Other Acts (hereinafter referred to as the "Higher Education Act"), the Masaryk University Statutes, the Masaryk University Faculty of Sports Studies Statutes ("Statutes"), and the Masaryk University Organisational Regulations.
- (2) The Organisational Regulations specify some provisions of the above regulations in the area of organisation and management, define the competencies and powers of units and positions at the Masaryk University Faculty of Sports Studies, (hereinafter referred to as "the faculty" or "FSpS MU"), and define the division of activities and their provision by the faculty's organisational units.

### Section 2

#### **Organisational Structure of the FSpS MU**

- (1) The organisational structure of the faculty consists of organisational units which are autonomous bodies, other bodies, and units.
- (2) The legal status and competencies of the autonomous and other bodies of the faculty are laid down by the Higher Education Act, the Statutes, and other internal regulations of Masaryk University and the faculty.
- (3) Autonomous bodies of the faculty are the:
  - a) Faculty Senate
  - b) Dean
  - c) Scientific Board
  - d) Disciplinary Committee
- (4) Another faculty body is the Faculty Bursar.
- (5) Units of the faculty include:
  - a) Departments:
    - Department of Physical Activities and Health Sciences (abbreviation: HEALTH)
    - Department of Sport Performance and Exercise Testing (abbreviation: SPORT)
    - Department of Physical Education and Social Sciences (abbreviation: EDUC)
      - Subdepartment: University Sport Centre (abbreviation: CUS)
  - b) Other units:
    - Incubator of Kinanthropology Research
    - MUNI SPORT Lab

- c) Specialised units:
    - Shop
    - Lifelong Learning Centre
    - Technical and Operational Office
  - d) Dean's Office.
- (6) Units can be further divided into divisions, or into other units (hereinafter referred to as a “division”). The Dean decides on the creation of divisions based on the proposal of the head of the unit.
  - (7) A diagram of the faculty's organisational structure is attached as Annex 1 to these Organisational Regulations.

### Section 3

#### **Economic Structure of the FSpS MU**

- (1) The FSpS MU operates as an independent economic unit of Masaryk University (hereinafter referred to as an “Economic Unit”).
- (2) The faculty is divided into budgetary departments for the internal needs of accounting, and the monitoring and evaluation of costs and revenues. Budgetary departments are defined by the internal financial management rules of the faculty for the given accounting period.
- (3) The senior employee is the head of the unit under Art. 2 of these Organisational Regulations.
- (4) The comprehensive management of a unit, the financial management of the entrusted funds and assets, and the performance of financial control is the responsibility of the head of the unit under the Directive on Implementing Financial Control.
- (5) Within the meaning of the provisions of Act No. 262/2006 Coll., the Labour Code, the head of the unit is entrusted with the care of assets at their unit. This authorisation entails, above all, the obligation to keep the assets in question under review, to monitor its condition and the purpose of its use, to take measures to prevent losses, damage, or wasteful treatment, and to notify the employee in charge of registering property of any change, loss, or damage to the property.

### Section 4

#### **Management System of the FSpS MU**

- (1) The management structure of the faculty is divisional, with an arrangement of direct management relationships and two management levels:
  - a) Central, i.e., at the level of the faculty as a whole,
  - b) Divisional, i.e., at the level of the faculty's individual organisational units.
- (2) Direct management is applied through the rule of indivisible management and decision-making authority and the responsibilities of senior employees in the direct management line. The senior employees in line management are:
  - a) At the central management level (the faculty as a whole):
    - Dean
    - Vice-Dean
    - Faculty Bursar
  - b) At the divisional level (units):
    - Heads of the departments
    - Head of the Incubator of Kinanthropology Research
    - Heads of the specialised units
    - Head of the Dean's Office
- (3) Decision support at the central level of FSpS MU management is provided by the faculty management, consisting of the:
  - Dean

- Vice-Dean
- Faculty Bursar

- (4) The Dean's advisory body is the Dean's Board, consisting of members of the senior management of the faculty and the chair of the Academic Senate of the FSpS MU.
- (5) The management system of the FSpS MU is formalised by a set of organisational and management regulations: The rules for their approval, recording, and publication are based on the MU directives for the creation, recording, publication, and archiving of regulations.

Name of regulation	Approved by
Statutes of the FSpS MU	MU Academic Senate on the proposal of the Academic Senate of the FSpS MU
Election Regulations of the Academic Senate of the FSpS MU	MU Academic Senate on the proposal of the Academic Senate of the FSpS MU
Rules of Procedure of the Academic Senate of the FSpS MU	MU Academic Senate on the proposal of the Academic Senate of the FSpS MU
Rules of Procedure of the Scientific Board of the FSpS MU	MU Academic Senate on the proposal of the Academic Senate of the FSpS MU
Disciplinary Code	MU Academic Senate on the proposal of the Academic Senate of the FSpS MU
Organisational Regulations of the FSpS MU	Dean
Directives	Dean, Faculty Bursar in the areas of their competence
Measures or instructions applicable within the faculty	Dean, Faculty Bursar in the areas of their competence, or Vice-Dean authorised by the Dean

- (6) Financial management of the FSpS MU is governed by the following regulations:

Name of regulation	Approved by
Financial Management Rules of MU	Rector
Financial Management Rules of the FSpS MU	Dean
Budget of the FSpS MU	Academic Senate of the FSpS MU on the Dean's proposal

## Section 5

### Dean

- (1) The faculty is headed by the Dean. Their position and competences are determined by the Higher Education Act and the internal regulations of MU and the FSpS MU.
- (2) The Dean has the right to decide and act on behalf of MU in matters concerning the faculty, in matters provided for by the Higher Education Act, the Statutes, the MU Organisational Regulations, and other MU regulations, to the extent provided for in such regulations.
- (3) The authorised Vice-Dean is the Dean's Deputy. The appointment of the authorised Vice-Dean and other rules of deputisation in the event of absence are determined by the Dean.
- (4) The Vice-Deans, the Faculty Bursar and the senior employees report to the Dean, unless otherwise laid down in these Organisational Regulations.

- (5) The Dean in particular:
- a) Submits proposals to the Faculty Senate
  - b) Appoints to and removes from office:
    - Vice-Deans
    - Members of the Scientific Board of the faculty
    - Faculty Bursar
    - Members of the Disciplinary Committee
    - Guarantors of degree programmes
    - Members of programme and doctoral boards
    - Other senior employees
  - c) Appoints and removes from office the heads of the departments and the Incubator of Kinanthropology Research
  - d) Appoints members of boards for final state examinations and Advanced Master's state examinations
  - e) Submits proposals to the Scientific Board of the faculty
  - f) Announces competitive selection procedures for the positions of senior employees under the Dean's direct management and for the positions of academic staff assigned to the faculty
  - g) Enters into, amends, and terminates employment relationships, and contracts for work performed outside an employment relationship, with university employees working at the faculty, and decides on the sabbatical leave of academic staff members
  - h) Determines and adjusts the wages of the Faculty Bursar and senior employees under the Dean's direct management, and of academic staff members
  - i) Decides on paying bonuses
  - j) Exercises authority in relation to the habilitation procedure and professor appointment procedure at the faculty level
  - k) Enters into agreements on membership in national and international organisations
  - l) Is responsible for all legal actions by which MU disposes of assets and cares for property that the faculty is entitled to manage, and which are not reserved for the Rector, Bursar, or entrusted to the Faculty Bursar
  - m) Sends employees under the Dean's direct management on domestic business trips and business trips abroad
  - n) Decides on admission to degree programmes at the faculty
  - o) Admits applicants to lifelong learning to study in accredited degree programmes and to study in other courses at the faculty
  - p) Issues certificates of the completion studies as part of lifelong learning and further education at the faculty
  - q) Issues supplements to diplomas, certificates, and documents of the completion of studies at the faculty
  - r) Awards scholarships within the faculty's valid scholarship programmes, if paid for from the faculty's financial resources
  - s) Enters into agreements on cooperation in faculty matters
  - t) Awards public contracts, if paid for from the faculty's financial resources
  - u) Defines relations with other faculties within MU
  - v) Communicates on behalf of the faculty with the public and the media
- (6) The Dean may transfer their powers permanently or temporarily to the Vice-Deans, the Faculty Bursar, or other authorised persons through the Organisational Regulations or by their own measure.

## Section 6

### **Vice-Deans**

- (1) Vice-Deans are the Dean's permanent deputies in the entrusted areas in which they act on behalf of the faculty, and are responsible to the Dean for their activities, unless otherwise stated in the Statutes, Organisational Regulations, and other regulations of the faculty.
- (2) The Vice-Deans' competences are defined by the Dean.

- (3) The Vice-Deans in particular:
- a) Methodologically manage, control, and coordinate the activities of the units of the faculty in the areas of their competence
  - b) Ensure the concept of development and its implementation in the areas of their competence
  - c) Prepare information and documents for the annual report, strategic plan, evaluation, quality evaluation, and information and documents for the budget in the areas of their competence
  - d) Cooperate on internal evaluation of the quality of education, creative activities, and related faculty activities
  - e) Are responsible for compliance with the legal regulations and for compliance with, and updating of, the internal legislation in the area of their competence

(4) The competence of Vice-Deans is defined as follows:

**a) Vice-Dean for Studies**

The entrusted areas of activity of the Vice-Dean for Studies are as follows:

- Management of study affairs in the Bachelor's and Master's degree programmes of the faculty, including the admissions procedure
- Organisational and conceptual activities in the field of studies
- Ensuring Advanced Master's state examinations
- Ensuring the quality of Bachelor's and Master's study programs under the Higher education Act internal MU regulations Support for students with special needs
- Coordinating the implementation of e-learning at the FSpS MU
- Administering study-related fees
- Management of scholarship and accommodation policy
- Coordination of advisory activities for students
- Coordination of interfaculty studies
- Disciplinary proceedings
- Timetable activities

The Vice-Dean for Studies in particular:

- Manages admissions and appeal procedures of applicants to Bachelor's and Master's degree programmes
- Manages and organises final state examinations
- Is responsible for preparing information and documents and analyses related to admissions procedures and studies
- Communicates with the Vice-Deans of other MU faculties regarding interfaculty study affairs
- Coordinates and cooperates in the promotion of studies at the faculty
- Prepares and coordinates the publication of study-related materials
- Proposes new scholarship programmes and ensures modifications to existing scholarship programmes
- In cooperation with the Vice-Dean for Strategy and Development, is responsible for the evaluation of educational activities in the Bachelor's and Master's degree programmes
- Manages the system of ensuring the quality of bachelor's and master's study programs
- Decides on matters of recognition of foreign higher education and qualifications at the level of a Bachelor's or Master's study program
- manages the preparation and assurance of accreditation of new and existing study programs
- Exercises managerial authority over the head of the Office for Studies, except for those competences which are in the exclusive competence of the Dean or Faculty Bursar

**b) Vice-Dean for Science and Research**

The entrusted areas of activity of Vice-Dean for Science and Research are as follows:

- Organisational and conceptual work in the area of the faculty's creative activities
- Management of study affairs in doctoral degree programmes
- Managing the agenda and quality assurance of doctoral degree programmes
- Coordination of projects at the FSpS MU
- Habilitation procedures

- Professor appointment procedures
- Control and evaluation of publishing activities
- Managing the library services agenda
- Managing the agenda of publishing activities and publications
- Administration and protection of intellectual property

The Vice-Dean for Science and Research in particular:

- Is responsible for admissions and appeal procedures, and decides on the rights and obligations of applicants for, and students of, doctoral degree programmes
- Manages the processes of the quality evaluation system within the meaning of the Higher Education Act and MU internal regulations in relation to the quality of doctoral degree programmes and creative activities
- Decides on matters concerning the recognition of foreign higher education and qualifications at the level of the doctoral degree programmes
- Ensures and controls the management of the agenda concerning information on the faculty's scientific results
- Is responsible for the preparation and course of habilitation procedures and professor appointment procedures
- Proposes the use of scientific and research findings for practical application
- Is responsible for the preparation, distribution, and registration of materials of the meeting of the faculty's Scientific Board
- Submits proposals for budgets for collections of books, journals, and electronic information resources, and is responsible for the efficient use of the funds
- Guarantees the publishing policy of the faculty
- Chairs the editorial board
- Is responsible for organising the faculty's scientific conferences
- Exercises managerial authority over the head of the Office for Research, Development and Project Support, except for those competences which are in the exclusive competence of the Dean or Faculty Bursar

#### **c) Vice-Dean for Strategy and Development**

The entrusted areas of activity of the Vice-Dean for Strategy and Development are as follows:

- Strategic planning and development of the faculty, especially the creation and update of the faculty's strategic plan, control over its fulfilment and its evaluation
- personnel matters of academic staff and implementation of the HR Award strategy
- 
- management of the activities of the MUNI SPORT Lab

The Vice-Dean for Strategy and Development in particular:

- Continuously evaluates the fulfilment of the faculty's strategic plan
- Prepares strategic concepts, analyses and materials for faculty evaluation
- Manages the system of evaluation of pedagogical, creative and other activities of academic staff
- coordinates the processes of organization and management of the MUNI SPORT Lab, is responsible for the operation and efficiency of the MUNI SPORT Lab Exercises management powers vis-à-vis the staff of the MUNI SPORT Lab, except for those powers that are the exclusive competence of the Dean or Faculty Bursar

#### **d) Vice-Dean for Lifelong Learning**

The entrusted areas of activity of the Vice-Dean for Lifelong Learning are as follows:

- Management of study affairs and organisational matters in all forms of lifelong learning
- Coordination of university sports activities – to the extent delegated by the Dean Updating the concept of university sports and its implementation
- Coordination of cooperation with partners from the sports environment to the extent delegated by the Dean

The Vice-Dean for Lifelong Learning in particular:

- Is responsible for the professional quality and economic prosperity of lifelong learning
- Coordinates and is responsible for the content and organisation of all forms of education in lifelong learning programmes, and for their development
- Coordinates the preparation and implementation of selected degree programmes as part of lifelong learning
- Guarantees the content and organisational content of coaching education as part of lifelong learning
- Coordinates and methodologically manages the Lifelong Learning Centre
- Ensures and presents concepts and analyses of the results of the lifelong learning activities
- coordinates activities related to university sports activities at MU Exercises managerial authority over the head of lifelong learning, except for those competences which are in the exclusive competence of the Dean or Faculty Bursar

**e) Vice-Dean for External Relations and Internationalisation**

The entrusted areas of activity of the Vice-Dean for External Relations and Internationalisation are as follows:

- Management of the external relations of the FSpS MU
- External and internal communications and information policy
- Marketing management
- Coordination of international cooperation, management of relations with universities, activities in university networks
- International mobility of students and academic and non-academic staff members (arrivals, departures)
- Coordination of relations with employees, students, applicants, and graduates
- Support for the internationalisation of the faculty and MU
- Promotion of accredited degree programmes
- Coordinating cooperation with the external partners of the FSpS MU
- Coordinating cooperation with student clubs

The Vice-Dean for External Relations and Internationalisation in particular:

- Awards scholarships to students in the context of foreign activities and within the faculty's domestic promotional activities
- Prepares information and documents for entering into contracts with foreign institutions
- Prepares reports on the faculty's international relations
- Proposes new possibilities for cooperation with foreign partners
- Is responsible for ensuring the external relations agenda, including CEEPUS, Erasmus-Socrates, Erasmus+, and other programmes
- Is responsible for publishing the faculty's promotional materials
- Exercises managerial authority over the head of the Office for External Relations, except for those competences which are in the exclusive competence of the Dean or Faculty Bursar

## Section 7

### Faculty Bursar

- (1) The Faculty Bursar is the Dean's deputy in those entrusted areas of activity in which they act on behalf of the faculty, unless otherwise stated in the Statutes, Organisational Regulations, and other faculty regulations.
- (2) The Faculty Bursar reports directly to the Dean. They act on behalf of the faculty in commercial, administrative, and civil matters.
- (3) The Faculty Bursar is responsible for the use of funds according to their approved annual distribution, and for ensuring the economic and administrative operation of the faculty.
- (4) The Faculty Bursar is appointed to and removed from office by the Dean.

- (5) The Faculty Bursar manages, controls, and coordinates activities in the areas of their competence:
- Economics, accounting, budgetary management and control
  - Financial control
  - Labour matters of non-academic staff members
  - Investments and development
  - Economic and administrative activities
  - Operation of the faculty, buildings, and equipment
  - Asset management and inventory
  - Construction, maintenance, and repairs
  - Operational and technical development of the faculty
  - Operational logistics
  - Human resources and wages
  - Occupational health and safety
  - Fire safety
  - Setting out economic criteria for the faculty's economic activities
- (6) In the area of the faculty's financial management and internal administration, the Faculty Bursar:
- Proposes the faculty budget
  - Enters into contractual relations within the scope of their competences
  - After discussion with the Dean:
    - Announces competitive selection procedures for the positions of non-academic staff members assigned to the faculty, except for senior employees under the Dean's direct management
    - Enters into, amends, and terminates employment relationships, and contracts for work performed outside an employment relationship, with non-academic staff members at the faculty, except for senior employees under the Dean's direct management
    - Sets and adjusts wages, or the payment of remuneration, for non-academic staff members assigned to the faculty, except for senior employees under the Dean's direct management
  - Legally acts in matters by which MU disposes of long-term assets that the faculty is authorised to manage, and which are not matters reserved for the Rector or the Bursar, with the exception of the transfer of property within the faculty
  - Enters into agreements on the lease of faculty premises or real estate which the faculty is authorised to manage, provided the term of the lease does not exceed the period specified in the internal rules of the university and the signature is not reserved for the Bursar
  - Exercises direct managerial authority over the head of the Dean's Office and purpose-built facilities of the faculty, except for those competences which are in the exclusive competence of the Dean
  - Approves participants in financial control of contracts of the faculty, departments, purpose-built facilities
  - Approves agreements on material liability and confirmations regarding the financial management of entrusted work equipment
  - Ensures the agenda for document storage and archiving
  - Manages secretaries in those activities that do not fall within the competence of the head of a department
  - Issues, approves, and updates the faculty regulations in the area entrusted to the Faculty Bursar
- (7) On behalf of the faculty, the Faculty Bursar is authorised to take legal acts by which the faculty disposes of assets it is authorised to manage, legal acts related to ensuring the operation of the faculty, and legal acts related to ensuring occupational health and safety, unless such acts are within the competence of the Rector, the Bursar or the Dean.
- (8) In their absence, the Faculty Bursar is deputised by the head of the Finance Office; if they are not present, then by the head of the Personnel Office.



Section 8  
**Departments**

- (1) The position and competence of departments are based on the Statutes of the faculty.
- (2) According to the Statutes, a department is the basic organisational unit for the management and development of pedagogical and scientific activities. In terms of the Organisational Regulations, a department is a separate unit that manages a separate budget.
- (3) Departments can be divided into divisions or other purpose-built organisational units.
- (4) Departments are managed by their heads, appointed by the Dean on the basis of a selection procedure. Heads of departments are directly managed by the Dean of the faculty. They are methodologically managed by the relevant Vice-Deans. In economic, operational, and administrative areas they are managed by the Faculty Bursar.
- (5) The workload of the department's staff is determined by the head of the department in accordance with the work catalogue and qualification requirements for academic and non-academic staff members.
- (6) The main responsibilities of the head of the department are:
  - To ensure the proper operation of the department and its development in accordance with the faculty's strategic plan
  - To manage, control, and evaluate the work of department staff
  - To financially manage entrusted funds and to protect the employer's assets
  - To ensure compliance with the legal regulations, and with faculty and MU regulations
- (7) Heads of departments in particular:
  - Are responsible for the pedagogical and scientific activities of the unit, as well as for performance in the area of the university's third role
  - Organise, manage, control, evaluate, and are responsible for the work of their subordinates
  - Prepare draft concepts for improvement within their competences, and propose measures for their implementation
  - Ensure and manage the processes of the quality evaluation system within the meaning of the Higher Education Act and MU internal regulations
  - Inform their subordinates about important facts necessary for their activities
  - Submit proposals to the Dean in the area of labour law and payroll in relation to the subordinate employees
  - Create suitable conditions for improving the professional level and for the career growth of subordinate employees, and are responsible for their implementation
  - Prepare evaluations of the activities of subordinate employees
  - Are authorised to send employees of the unit on business trips
  - Are responsible for the fulfilment of tasks and proper training of subordinate employees in the area of occupational health and safety and fire safety
  - Ensure the adoption of timely and effective measures to protect the employer's assets
  - Ensure risk management at the unit level
  - Implement approval procedures for the principal of operations for liabilities, claims, and one-off advances related to those activities of the department which are not reserved for the Dean, Faculty Bursar, or project leaders
  - Are responsible for ensuring the proper handling of the department's documents and their archiving under the legal regulations, and the faculty and MU regulations
  - Are responsible for the data of their unit on the faculty website
  - Are responsible for the implementation of all the unit's activities with regard to saving resources and protecting the environment and the working environment
  - Exercise managerial authority over department staff members, except for those who are in the exclusive competence of the Dean or Faculty Bursar
- (8) The Head of the department is represented in their absence by a deputy, who the Dean approves upon the Head of the department's proposal. The Head of the department may further designate in writing the areas entrusted to the methodological control of the deputy, except for the powers and responsibilities vested exclusively in the Head of the department..

## Section 9

### Incubator of Kinanthropology Research

- (1) The position and competence of the Incubator of Kinanthropology Research (hereinafter referred to as the "Incubator") is based on the Statutes (Art. 20(1) Other and Specialised Units of the faculty).
- (2) In terms of the Organisational Regulations, the Incubator is a separate unit that manages a separate budget.
- (3) The Incubator can be further subdivided. Subdivisions are approved by the Dean on the proposal of the Vice-Dean for Science and Research. The Incubator is managed by its head, appointed by the Dean on the basis of a selection procedure. The head is directly managed by the Dean of the faculty. It is methodologically managed by the Vice-Dean for Science and Research and the relevant Vice-Deans in the area of their competences. In economic, operational, and administrative areas, it is managed by the Faculty Bursar.
- (4) The workload of the Incubator's staff is determined by the head of the Incubator in accordance with the work catalogue and qualification requirements for academic and non-academic staff members.
- (5) The Incubator in particular:
  - Implements basic and applied research, most often within the framework of acquired grant projects
  - Theoretically and practically elaborates research directions that reflect the faculty's current strategic plan
  - Participates in research projects and consortia
  - Supports research activities at the faculty by forming research groups, conducting conferences, seminars, and trainings, etc.
  - Participates in providing doctoral degree programmes
  - If necessary, it participates in teaching in Bachelor's, Master's and especially doctoral degree programmes
  - Is involved in cooperation with faculties and universities in the Czech Republic and abroad
- (6) The responsibilities and competences of the head of the Incubator correspond to the responsibilities and competences of a head of a department under Section 8(6) and (7).

## Section 10

### MUNI SPORT Lab

- (1) The position and competence of the MUNI SPORT Lab is based on the Statutes (Section 20(1) Other and Specialised Units of the faculty).
- (2) In terms of the Organisational Regulations, the MUNI SPORT Lab is a separate unit that manages a separate budget.
- (3) MUNI SPORT Lab is headed by the Vice-Dean for Strategy and Development. In its economic, operational and administrative areas the unit is managed by the Faculty Bursar. MUNI SPORT Lab can be further subdivided. Divisions are approved by the Dean on the proposal of the Vice-Dean for Strategy and Development.
- (4) The main task of the MUNI SPORT Lab is to ensure the effective use of the research instrument infrastructure of the FSpS MU and to create suitable conditions for research, educational activities, and – to a reasonable extent – economic activities for a fee; all in order to fulfil the faculty's strategic plan and mission.
- (5) MUNI SPORT Lab in particular:
  - Carries out its activities in accordance with the internal rules, legal regulations, and regulations of the faculty and MU, and ensures supervision over their compliance
  - Disposes of instrumentation and other equipment, and coordinates their use in accordance with the established rules, including economic ones
  - Through specialists (technicians), ensures the appropriate technical condition of instruments and equipment

- Sets transparent and uniform rules for the effective use of instruments and monitors their compliance
- Ensures conceptual activities for the sustainability of the MUNI SPORT Lab and its long-term development
- Ensures the proper keeping of records on the use of laboratories, the keeping of instrumentation and laboratory log books, records of loans, etc.
- Ensures the protection of assets, especially of instruments and other laboratory equipment, including the efficient financial management of materials and other resources
- Ensures the efficiency of its economic activities
- Ensures the marketing and promotion of its activities and updates data on the faculty website regarding its area of activities

## Section 11 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 the following offices:
  - a) Secretariat
  - b) Finance Office
  - c) Personnel Office
  - d) Office for Studies
  - e) Office for Research, Development and Project Support
  - f) Office for External Relations
- (3) The head of the Dean's Office:
  - Is responsible for the activities and performance of the unit in the entrusted area
  - Organises, manages, controls, evaluates, and is responsible for the work of subordinates
  - Prepares draft concepts for improvement within their competences, and proposes measures for their implementation
  - Provides analytical activities, data sources (statistics, analyses), and the control of budget information and documents (if relevant)
  - Ensures the efficiency of processes in the entrusted area and their improvement for the benefit of the faculty's development
  - Informs their subordinates about important facts necessary for their subordinates' activities
  - Submits proposals to the Faculty Bursar in the area of labour law and payroll in relation to subordinate employees
  - Creates suitable conditions for raising the professional level of subordinate employees and is responsible for their implementation
  - Prepares evaluations of the activities of subordinate employees
  - Is responsible for the observance and use of working hours by subordinate employees
  - Ensures compliance with the legal regulations, and with faculty and MU regulations
  - Is responsible for the fulfilment of tasks and proper training of subordinate employees in the area of occupational health and safety and fire safety
  - Ensures the adoption of timely and effective measures to protect the employer's assets
  - Ensures risk management at the level of the entrusted unit
  - Is responsible for carrying out financial controls in accordance with the Financial Control Directive
  - Is authorised to send employees of the unit on business trips
  - Is responsible for updating regulations at the faculty level and cooperating in updating and creating university regulations in the area of entrusted agendas
  - Is responsible for ensuring the proper handling of department's documents and their archiving under the legal regulations, and the faculty and MU regulations
  - Is responsible for their unit's data on the faculty website
  - Is responsible for the effective cooperation of their office with other units and faculty staff
  - Is responsible for the implementation of all activities with regard to saving resources and protecting the environment and the working environment

- Exercises managerial authority over office staff members, except for those who fall under the exclusive competence of the Dean or Faculty Bursar

**a) Dean's Secretariat**

The Dean's Secretariat in particular:

- Ensures organisational and administrative work related to the performance of the position of the Dean and the Faculty Bursar
- Ensures the planning, compilation, and coordination of the Dean's daily programme
- Arranges the Dean's contacts with faculty staff and other parts of the university
- Organises visits and meetings of the Dean and the Faculty Bursar
- Records tasks, monitors their performance, and informs the Dean or Faculty Bursar and designated employees of their progress
- Prepares and convenes meetings and councils, prepares minutes of them, and ensures their distribution
- Ensures correspondence and the process of signing documents by the Dean and Faculty Bursar
- Manages records management
- Manages the official notice board, including its electronic form
- Ensures the process of the formal, final adjustment of faculty regulations, their registration and publication
- Records and coordinates requests to use the Dean's Office meeting room
- Organisationally participates in university-wide events (meetings of the Scientific Board, etc.)
- Handles other tasks related to the operation of the unit according to the instructions of the Dean or Faculty Bursar
- Is responsible for ensuring the proper handling of documents and their archiving under the legal regulations, and the faculty and MU regulations
- Is responsible for their unit's data on the faculty website

**b) Finance Office**

The Finance Office in particular:

- Methodologically manages all processes related to the provision of economic and administrative activities at the faculty
- Prepares information and documents for, and cooperates in the creation of, the faculty budget
- Continuously monitors the drawdown of the budgets of units, projects, and the faculty, and prepares reports on the faculty's financial management
- Records and checks the faculty's financial resources, and performs the annual accounting of such resources
- Continuously monitors compliance with the regulations governing the financial management of the faculty in all areas of its activities, proposes updates and cooperates in their creation
- Is responsible for and ensures the settlement of subsidies and contributions with the state budget and other providers, and continuously monitors the status of the drawdown of these resources
- Methodologically manages all work related to the provision of the economic and administrative acts performed at the faculty in all spheres of its activities
- Provides methodological assistance in drawdown of project funds in accordance with the legal regulations, the faculty and MU regulations, and rules of the funding body
- Comprehensively processes the faculty's accounting using EIS, the INET system, and the shopping centre, ensures financial control of all operations
- Continuously checks the movement of funds on bank accounts, checks the formal correctness of accounting documents
- Updates the numbering schemes and access rights used by the faculty in the EIS and INET system
- Continuously checks the status of receivable payments and provides reminders, and processes documents on outstanding receivables after maturity for the MU Legal Office

- Ensures operations connected with the financial statements and transition to the next accounting period
- Ensures the records management of the orders, invoices, and supplier-customer contracts of the Economic Unit for all deliveries
- Manages the records of all contracts in electronic and written form, and ensures their insertion and publication in designated registers under Act No. 340/2015 Coll., on the register of contracts, as amended, and under the directive in force at MU
- Issues tax documents for all faculty activities
- In the area of taxes for the faculty, it performs continuous control of VAT processing, provides INTRASTAT CZ reports, and processes information and documents for road taxes
- Identifies the joint operating costs of an Economic Unit, determining the share of administrative overheads and the application of overheads to projects and other contracts
- Ensures the administration of travel authorisation forms
- Organises and manages the cash desk service
- Operates the mailroom
- Arranges employee meal vouchers, registers valuables and strictly billable forms
- Methodologically and organisationally ensures the inventory of assets and accounts, including ongoing control of the carrying out these inventories
- Prepares information and documents for the Liquidation and Claims Committee
- Ensures the registration of the Economic Unit's investment and non-investment assets
- Keeps stock records of office supplies, its own and other publications
- Handles e-shop orders, ensures the distribution of shipments
- registers and updates agreements on material responsibility in cooperation with the Personnel Office, and agreements on financial management with entrusted items
- Ensures cooperation alongside the Accountancy Office at the MU Rector's Office with internal and external audits
- Is responsible for the integration of implemented EIS solutions at the faculty
- Coordinates internal and external education about accounting, taxes, EIS, and INET
- Records and archives accounting and tax documents in accordance with the Accounting Act and tax laws, observes the MU Document Management Rules and retention code
- Ensures the approval procedures of the chief accountant

### c) Personnel Office

The Personnel Office in particular:

- Methodologically manages all processes related to the provision of staffing and payroll activities at the faculty
- Provides the comprehensive staffing and payroll administration for the faculty,
- Handles matters concerning the creation, amendment, and termination of all employment relationships
- Ensures selection procedures for hiring new employees
- Ensures cooperation with the trade union, negotiates collective agreements
- Keeps records of persons with disabilities and employees' incapacity for work
- Maintains employee personnel files
- Ensures the administration of agreements on work performed outside an employment relationship
- Prepares information and documents for the award of pensions and social benefits
- Prepares personal records for pension insurance and ensures they are sent to the social security administration
- Calculates income tax and ensures the annual clearing of tax advances
- Ensures the administration of public health, social insurance, and supplementary pension insurance
- Defines the requirements for employees' regular leave and continuously monitors how it is taken
- Handles requests for the adjustment of working hours, unpaid or sabbatical leave
- Continuously monitors employees' remuneration in accordance with the internal wage regulations

- Keeps records of employment anniversaries
- Keeps records of remuneration
- Ensures personnel administration concerning the employment of foreigners
- Provides and issues employee ID cards, ITIC stickers
- Ensures and keeps records of employees' medical examinations
- Records job descriptions
- Cooperates with the relevant institutions of state administration and local government
- Prepares plans of wage funds as the basis for creating the faculty budget
- Processes information and documents for statistical and other reports on employees
- In co-operation with the Finance Office and the Office for Research, Development and Project Support, continuously monitors the drawdown of wage funds according to activities and according to orders, performs payroll transfer benefits
- Records the attendance of employees of the Dean's Office and closes the monthly attendance records for the Economic Unit in the INET system
- Enters and updates data on employees in the human resources and payroll system
- Prepares personnel and payroll reports for projects
- Issues certificates of employment, income, etc.
- In cooperation with the MU Rector's Office, it participates in the development and education of faculty staff
- Coordinates the HR Award strategy processes
- Records and archives documents in accordance with the legal regulations, and observes the MU Document Management Rules and retention code

**d) Office for Studies**

The Office for Studies in particular:

- Keeps records of students of Bachelor's and Master's degree programmes in the Masaryk University Information System (hereinafter referred to as the "IS MU"), keeps written personal files of students, checks and corrects data in the register of students in the IS MU
- Participates in the preparation of the calendar of the academic year
- Processes student requests, issues decisions, and processes them in the file administration
- Enters students' excuse letters into the IS MU, issues confirmations of studies
- Archives the documents of students and applicants for a specified period of time
- Keeps records of revalidation stickers and ID cards of Bachelor's and Master's students, checks the payment of fees for ID cards and stickers, submits applications for printing ID cards, invites students to come and collect ID cards
- Prepares information and documents for determining proposals for the number of students to be admitted, cooperates with guarantors of sports and degree programmes in the preparation of the admissions procedure, checks the rubrics of the admissions procedure, and fills in information about the faculty, its programmes, and entrance exams to the admissions procedures in the IS MU before the applications start
- Promotes undergraduate study fields (at Gaudeamus Fair, Open Days), updates information on the FSpS MU website on the admissions procedure, it also prepares a brochure for applicants in cooperation with the Office for External Relations
- Processes information and documents from applicants in the admissions procedure, checks for duplicate applications, prepares the schedule of entrance examinations, prepares attendance lists for sports grounds, processes the results of entrance examinations, prepares information and documents for decisions of the admissions and appeals committee, prepares minutes of the admissions and appeal committees, prepares decisions on admission or denial of admission to studies, in cooperation with the Office for Studies of the MU Rector's Office, it deals with appeals against denials of admission
- Organises the enrolment of students into studies, prints access data to the IS MU, and provides training on occupational health and safety and fire safety to the extent laid down by MU regulations
- Checks the fulfilment of requirements for the qualification of students for subsequent semesters of study, enters enrolments in the IS MU, and issues decisions on the termination of studies to unsuccessful students
- Cooperates with other MU faculties to ensure interfaculty studies

- Manages scholarships, checks the correctness of scholarship proposals, issues decisions and processes them in the document management agenda, compiles information and documents for merit scholarship proposals, creates statistics and analyses, informs students, and ensures the personal handover of decisions to students
- Prepares proposals for the amount of tuition fees, manages the assessment of tuition fees, keeps written and electronic documents, registers requests for appeals, checks whether fees have come into legal force and their maturity, handles students' requests for repayment plans, issues reminders, submits proposals to the Dean to start disciplinary proceedings for students in arrears, prepares information and documents for the enforcement of bad debts and forwards them to the Legal Office of the MU Rector's Office,
- Organises the course of disciplinary proceedings, takes minutes and creates decisions, controls and reports to the Dean on the implementation of penalties imposed on students
- Informs students about changes in the legal regulations and study requirements (MU Study and Examination Regulations), provides consultation related to the study requirements, counsels students regarding study difficulties
- Updates the websites of the FSpS MU study agendas
- Prepares documents for the work of boards of examiners, checks the fulfilment of requirements for admission to final state examinations (hereinafter referred to as "FSE"), establishes and checks the archives of theses, prepares reports on the FSE, records the FSE evaluations in the IS MU
- Prepares proposals for the appointment of chairs to FSE boards
- In cooperation with the Office for Studies of the MU Rector's Office, orders forms for the FSpS MU (matriculation sheets, diplomas, Diploma Supplements and stickers, and diploma folders)
- Organises official ceremonies – matriculation and graduation ceremonies, prepares matriculation sheets, diplomas and supplements, at the request of graduates issues a translation of diplomas into English, issues duplicate diplomas, keeps records of issued diplomas, and coordinates the work of the faculty bedel
- Informs academic staff about the obligations arising from the Higher Education Act, the MU Study and Examination Regulations, and related regulations
- Prepares information and documents for the annual report on the development of the number of students and applicants' interest in the fields of study, participates in the quantification of the indicators for the faculty's strategic plan
- Cooperates with the Lifelong Learning Centre division on the transition of lifelong learning participants to full-time study
- Prepares the course catalogue
- Organises the Advanced Master's state examinations
- Supervises students' internships in accordance with the MU Study and Examination Regulations and the relevant directive, records outputs on internships in students' documents, cooperates with internship guarantors
- Creates schedules for FSpS MU degree programmes, coordinates schedules for interfaculty studies, communicates with the departmental timetable officers and programme guarantors, and submits information and documents for ordering and reserving external sports fields
- Ensures the quality evaluation system of Bachelor's and Master's degree programmes in accordance with the Higher Education Act and MU internal regulations Ensures the agenda of recognition of foreign higher education and qualifications at the level of a Bachelor's or Master's study program
- prepares and ensures accreditation of new and existing study programs

**e) Office for Research, Development and Project Support**

In the area of research and development and doctoral studies, in particular it:

- Ensures and organises the doctoral studies agenda
- Prepares information and documents and processes applications for the accreditation of doctoral degree programmes
- Ensures the scholarship agenda for doctoral students
- Communicates with students and ensures the preparation and transmission of decisions to students

- Manages the administration of documents for all doctoral students, ensures the handling of documents and archiving under the legal regulations, the MU Document Management Rules and retention code
- Keeps records of revalidation stickers and the ID cards of doctoral students, checks the payment of fees for ID cards and stickers, submits applications for printing ID cards, invites students to come and collect ID cards
- Prepares information and documents and the processing of a self-evaluation report for the MU Rector's Office, and information and documents for the evaluation of doctoral degree programmes
- Ensures the agenda of the habilitation procedure and appointment procedure
- Prepares information, documents, and materials for meetings of the Scientific Board and doctoral board, prepares minutes of meetings, ensures the processing of results and transmission of information
- Prepares information and documents for sending results to the national Information Register of R&D results (RIV) and checks the results for all FSpS MU employees
- Prepares information and documents for updating the database in the IS MU
- Prepares appointment documents, information and documents for the Personnel Office and Finance Office
- Keeps records and updates data about boards in the IS MU
- Submits proposals for budgets for collections of books, journals, and other information sources, and is responsible for the efficient use of the funds
- Annually updates the list of ordered periodicals and other information sources
- Ensures the publishing plan of the faculty and manages the agenda of the faculty's editorial board
- Fully prepares and organises the FSpS MU international conferences
- Manages valuation and the intellectual property agenda (especially inventions, patents, licenses), and provides administrative support for contract research
- Ensures the processes of the quality evaluation system within the meaning of the Higher Education Act and MU internal regulations with regards to the quality of doctoral degree programmes and creative activities

In the area of project support, in particular it:

- Provides comprehensive administrative and methodological support for FSpS MU projects in the phase of their preparation, implementation, and sustainability
- Ensures the administration of projects under the terms and conditions of funding bodies, monitors the progress of project implementation in all phases
- Monitors the rules for the use of funds and, in cooperation with the Finance Office and investigators, ensures projects are implemented in compliance with these rules
- Ensures and controls the mandatory publicity of projects in cooperation with administrators and investigators
- Cooperates with the managing authorities and grant providers, and acts as a contact person for these bodies at the faculty level
- Coordinates the activities of project coordinators and administrators at the faculty, and provides methodological support to project investigators
- Cooperates in audits and inspections of projects
- Registers and updates data in the Project Management Information System (PMIS) and on the FSpS MU website
- Seeks grant opportunities for research support, informs the faculty's academic staff about national and international grant schemes, and about currently announced calls and rules of participation
- Organises seminars for teams preparing projects for specific calls
- Studies the rules of individual grant providers, monitors their changes and informs faculty staff
- Participates in information days and seminars related to national and international grant schemes
- Informs academic staff about the possibilities of participating in international cooperation projects aimed at exchanging experience and cooperation of a non-research nature, e.g. in the area of education



- Ensures the implementation of public procurement at the FSpS MU, including the archiving of documents, provides methodological support in the field of public procurement, with the exception of centrally managed purchases

**f) Office for External Relations**

In the area of internationalisation, in particular it:

- Maintains and updates databases of study and research opportunities abroad
- Monitors the current calls of individual mobility programmes
- Actively promotes study and research opportunities abroad (organisation of information lectures, distribution of promotional materials, publication of current calls, etc.)
- Comprehensively ensures the agenda of student and teacher study periods abroad (announcing and organising selection procedures, administering applications and selection procedures, etc.)
- Provides organisational and administrative support to outgoing and incoming students, academic and non-academic staff
- Provides organisational and administrative support to foreign visitors
- Expands international cooperation within mobility programmes, interfaculty agreements, etc.
- Registers contracts with foreign partners and evaluates cooperation with them
- Manages the offer of courses taught in a foreign language and cooperates in their implementation
- Promotes the faculty abroad, communicates with foreign partners
- Cooperates in the implementation and administration of development projects of the Ministry of Education, Youth and Sports
- Represents the FSpS MU at meetings of the MU Centre for International Cooperation
- Cooperates in the creation of promotional materials for the target group (foreign partners, foreign students and applicants)
- Manages and updates the international cooperation agenda on the FSpS MU website
- Cooperates in ensuring the agenda for scholarships to support mobility
- Cooperates in elaborating the agenda for the recognition of foreign stays

In the area of external relations, in particular it:

- Coordinates the external relations of the faculty
- Ensures the presentation of the faculty (websites, social networks, promotional materials, visual style, etc.) and the promotion of the faculty's activities
- Ensures and processes the concept and annual Action Plan for the provision of promotional and information materials, ensures their implementation
- Prepares the concept and annual Action Plan for scientific, cultural and sports events, ensures or participates in their implementation
- Manages and updates the FSpS MU website in Czech and English, as well as other online media used by the FSpS MU
- Communicates with the Press Office and the External Relations Office of the MU Rector's Office, passes information to the relevant faculty staff, and participates in securing activities organised by the MU Rector's Office
- Coordinates communication with the media, with faculty partners, and with individual target groups – with applicants, students, graduates, employees, and the public
- Keeps a standardised form of documentation and photo documentation of implemented events (conferences, gala evenings, sports fairs and other events in the organisation of which the FSpS MU participates)
- Coordinates relations with strategic partners of the faculty (provides administrative support, maintains a database of partners, etc.)
- Coordinates cooperation between student clubs and the faculty

Section 12  
**Specialised Units**

- (1) Specialised units serve to ensure studies and scientific research activities, to ensure lifelong learning, and to ensure other activities of the faculty.
- (2) The responsibilities and competences of the head of a specialised unit correspond to the responsibilities and competences of the head of a division at the Dean's Office.

**a) Shop**

- Is managed and operated by the FSpS MU's Technical and Operational Office
- Ensures the planning, purchase, and sale of publications, sportswear, etc.
- Manages the stock
- Is responsible for their unit's data on the FSpS MU website

**b) Lifelong Learning Centre**

The Lifelong Learning Centre (hereinafter referred to as the "LLC") is a purpose-built facility that organises accredited and non-accredited educational programmes, commercial courses, seminars, lectures and trainings.

The LLC in particular:

- Ensures conceptual and analytical activities concerning the development of lifelong learning and other forms of education
- Prepares analyses of the results of activities (annual evaluation, analyses of course effectiveness) and proposes measures for improvement
- Prepares marketing strategies and conducts market research (monitoring and comparing the competition, market demand)
- Performs marketing and promotional activities to support the effective implementation of its activities
- Prepares information and documents for admissions procedures to lifelong learning degree programmes
- Ensures the admissions procedure and all its agenda (contracts, occupational health and safety and fire safety, collection of documents necessary for the commencement of studies, enrolment for studies, study service)
- Checks the fulfilment of qualification requirements to progress onto subsequent periods of study
- In cooperation with the guarantors, prepares the accreditations of educational programmes implemented in the form of lifelong learning within in-service training for educational staff, retraining, and the authorisation of professional qualifications within the National Qualifications Framework

Based on the Dean's directive on the management and organisation of FSpS MU lifelong learning programmes, the LLC ensures the implementation of courses, in particular:

- Prepares programme plans for lifelong learning courses in cooperation with professional guarantors
- Compiles cost calculations and requirements for the effective implementation of courses
- Compiles schedules of events and arranges lecturers
- Arranges reservations, rentals of space for events, and technical equipment
- Effectively promotes the activities of lifelong learning
- Communicates with applicants and participants, keeps their records
- Controls payments in the MU Shopping Centre, or controls invoices
- Issues certificates or cards, keeps their records
- Creates feedback forms, analyses the resulting findings, and suggests possible measures
- Introduces and updates data in the relevant MU information systems
- Regularly prepares proposals for the remuneration of teaching lifelong learning courses

### c) Technical and Operational Office

The Technical Operational Office is a purpose-built facility whose task is to provide technical and operational conditions for the main and supplementary activities of the faculty. The Technical and Operational Office in particular:

- Elaborates concepts for the efficient operation of buildings and equipment, crisis management, and asset management of the FSpS MU
- Comprehensively ensures the administration and the maintenance and repair of buildings and assets used by the FSpS MU
- Ensures the creation and updating of operating rules concerning the operation of buildings and premises used by the FSpS MU
- Prepares information and documents for financing the maintenance and renovation of buildings used by the FSpS MU and arranges their implementation, including the provision of documentation, public statements, and their acceptance into use
- Arranges for the technical condition of the inventory of the premises used by the FSpS MU to be updated
- Manages and organises work and services ensuring the operability of buildings and equipment
- Organises security, maintenance, cleaning and servicing of porters' buildings of the FSpS MU, including landscaping and grounds maintenance
- Arranges the operation of lecture halls, gyms and facilities
- Arranges the sorting and removal of waste and the disposal of hazardous waste
- Plans and ensures the maintenance of electrical and other equipment according to the legal regulations
- Ensures operational logistics and supervises the operability of company cars
- Prepares information and documents for entering into and updating contracts on the lease of non-residential premises
- Ensures inventory in the entrusted section, organises the implementation of the physical inventory and prepares final reports
- Collects and reports defects and shortcomings in the operation of buildings used by the FSpS MU, and participates in negotiations on defects subject to complaint
- Monitors the economical use of FSpS MU premises and proposes measures for improvement
- Keeps records of the energy management of buildings, monitors the consumption of water, energy, gas, and proposes measures to rationalise consumption
- Ensures the use of gyms for commercial purposes, proposes a pricing policy in cooperation with the Finance Office
- Operates the reservation system, submits information and documents for invoicing, prepares lease agreements, communicates with tenants and supervises compliance with contractual obligations
- Provides a storeroom for the faculty's sports equipment and coordinates the handling of sports equipment for teaching
- Operates the shop
- In the area of occupational health and safety and fire safety (outside the scope of the University Campus Bohunice Administration), it ensures in particular:
  - The position of a fire safety technician
  - According to the methodological instructions of the MU Rector's Office, it compiles and implements a fire protection plan, establishes a fire patrol, and prepares fire evacuation plans
  - Performs preventive fire inspections, ensures the elimination of detected defects, either through suppliers or with its own capacities
  - Performs the function of the faculty's safety technician, keeps records of work accidents, processes statistical reports
  - Carries out regular occupational health and safety inspections with the participation of a trade union
  - Ensures the elimination of defects found during inspections
  - Provides protective equipment for selected professions of workers in accordance with the legal regulations

- According to the methodological management of the MU Rector's Office, it provides tasks arising from the legal regulations on crisis management
- Ensures the agenda of occupational health and safety, fire safety protection, and driver training

### Section 13

#### **Final Provisions**

- (1) These Organisational Regulations repeal the Organisational Rules of the FSpS of Masaryk University effective from 1 January 2023.
- (2) I entrust the Faculty Bursar with the interpretation of the individual provisions and the continuous updating of these Organisational Regulations.
- (3) These Organisational Regulations come into force upon publication.
- (4) These Organisational Regulations come into effect on 1 February 2024.

electronically signed

*PhDr. Jan Cacek, Ph.D.  
Dean of the FSpS MU*

Annexes:

1. Organisational Structure of the FSpS MU