

ORGANIZATIONAL RULES OF FACULTY OF PHARMACY OF MASARYK UNIVERSITY

(As amended with effect from 23 January 2023)

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

Article 1

Introductory Provisions

- (1) These Organizational Regulations are based on the Statutes of Masaryk University (hereinafter referred to as "MU"), the Statutes of the Faculty of Pharmacy of Masaryk University (hereinafter referred to as "FaF MU" or "Faculty") and the Organizational Regulations of Masaryk University.
- (2) These Organisational Regulations set out the organisational structure, authority and responsibility at each level of management and the activities provided by the departments listed below.

Article 2

Internal Organisation of the Faculty

- (1) The Faculty is divided into:
 - a) Departments,
 - b) purpose-built facilities,
 - c) the Dean's office.
- (2) The Departments are workplaces for the implementation of educational, scientific, research and development activities of the Faculty. The following Departments are established at the Faculty of Pharmacy of MU:
 - a) Department of Applied Pharmacy,
 - b) Department of Natural Drugs,
 - c) Department of Pharmaceutical Technology,
 - d) Department of Pharmacology and Toxicology,
 - e) Department of Chemical Drugs,
 - f) Department of Molecular Pharmacy.
- (3) The Purpose-built facilities are workplaces supporting the educational, scientific, research and development activities of the Faculty. The following facilities are established at the MU Faculty of Pharmacy:
 - a) Institute of Lifelong Learning,
 - b) Dr. Protiva's library,
- (4) The Dean's Office is a workplace for the preparation of documents for the Dean's decision-making, for ensuring the administrative activities of the Faculty and for ensuring its operation. It includes:
 - a) Dean's Secretariat,
 - b) Human Resources,
 - c) Study Department,
 - d) Department of Research, Project Support and Doctoral Studies,
 - e) Department for International Relations and Internationalisation,
 - f) External Relations and Marketing Department
 - g) IT department
 - h) Quality department,
 - i) Economic Department,
 - j) Building Management,

- k) Central laboratory.
- (5) The Academic Senate shall decide on the establishment, merger and abolition of the departments referred to in paragraphs (2) and (3) on the proposal of the Dean. The establishment, merger and abolition of the departments referred to in paragraph (4) shall be decided by the Dean.
- (6) The organisational structure of the Faculty is published in the public section of the Faculty's website.

Article 3

Purpose-Built Facilities

- (1) The Purpose-built facilities are established for the performance, verification of results and implementation of educational and scientific activities.
- (2) The Purpose-built facilities may also develop specifically focused economic activities related to the fulfilment of the basic task of the Faculty.
- (3) The Institute of Lifelong Learning provides:
 - a) organisation of training programmes and courses to deepen knowledge in the field of pharmacy,
 - b) organization educational programmes a courses for familiarization to the public with the latest scientific and application systems,
 - c) organising educational programmes and courses for the education of the professional and general public,
 - d) organising training programmes and courses for potential applicants,
 - e) cooperation with clubs and associations,
 - f) cooperation in the programmes of the University of the Third Age,
 - g) cooperation with institutes and other departments of the Faculty in order to design the range of services and meet the demand for educational and expert services,
 - h) analysing current legislation and changes to the legislation to provide information for further education and course planning,
 - i) keeping records of participants in lifelong learning,
 - j) preparation of documents for annual reports in the field of lifelong learning,
 - k) preparation of documents for the evaluation of the quality of lifelong learning,
 - l) communication with cooperating partners and external bodies involved in the implementation and evaluation of lifelong learning,
 - m) administrative and organisational security of the Institute's operation, participation in the activities of the Vice Dean for the affairs of students, graduates and staff development and the preparation of documents for updating departmental data on the Faculty's website.
- (4) Dr. Protiva's Library provides:
 - a) coordinating the management of the Faculty's library collections,
 - b) coordinating the acquisition of electronic information resources,
 - c) communication and cooperation with the University Campus Library of the Bohunice Campus Administration and the Library and Information Centre of the MU Institute of Computer Science,
 - d) operation of the study room,
 - e) computer room operation,
 - f) archiving of university qualification theses,
 - g) taking care of documents related to the development of pharmacy and the Faculty of Pharmacy MU.

Article 4

Dean's Office

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- (1) The Dean's Secretariat:
 - a) ensures organisational and administrative work related to the performance of the functions of the Dean and the Secretary,
 - b) records the Dean's work programme and organises its implementation,
 - c) manages the official documents agenda via Faculty and university systems,
 - d) handles the correspondence of the Dean and the Secretary, maintains the correspondence archive and the Dean's address book,
 - e) keeps track of meetings and visits of the Dean and the Secretary,
 - f) carries out final editing, numbering and registration of organisational norms and acts of management of the Faculty,
 - g) takes minutes of the meetings of the College of the Dean and of the meetings designated by the Dean,
 - h) maintains an archive of minutes from the Dean's Board, meetings of heads of departments, invitations and other documents defined by the Dean or the Secretary,
 - i) provides organizational and administrative activities related to the meetings of the Faculty's Scientific Board,
 - j) Directs secretaries in activities not under the authority of the Head of the Department,
 - k) ensures the agenda of the records service, including the filing office
 - l) ensures the agenda of the fleet operation,
 - m) administratively handles the preparation of expert opinions by the Faculty (checks compliance with the deadlines set by the court for their preparation by the Faculty, corresponds with the courts and police authorities in this matter),
 - n) manages the domestic treasury.

- (2) Human Resources:
 - a) provides comprehensive HR and payroll services,
 - b) leads comprehensive personnel and administration agenda in accordance with labour law, including the employment of foreigners,
 - c) ensures a comprehensive selection process in accordance with the MU internal regulations,
 - d) ensures the staff evaluation process, of both academic and non-academic staff,
 - e) provides and organises staff development and training,
 - f) implements the remuneration and benefits policy,
 - g) provides employer branding and internal communications support,
 - h) prepares the payroll plan for budgeting (institutional and other sources) and monitors its implementation,
 - i) prepares analyses, statistics and reports in the field of personnel and payroll,
 - j) cooperates with the trade union,
 - k) maintains the payroll agenda and payroll accounting, including reporting to the competent authorities,
 - l) handles payroll,
 - m) provides administrative and professional assistance to the researchers in the processing of the personnel and payroll part of projects,
 - n) cooperates in the ensuring the agenda for the HR Award,
 - o) prepares documents for updating departmental data on the Faculty's website.

- (3) The Study Department:
 - a) ensures the organisational and administrative agenda related to undergraduate study programmes and cooperates in ensuring the agenda related to doctoral study programmes and lifelong learning,
 - b) manages the agenda of the admission procedure, communicates with applicants for study, prepares documents for the decision on admission to study and for the appeal procedure,

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- c) prepares documents for annual reports in the field of studies and students,
 - d) Provides advice to students and academic staff relating to obligations under the Study and Examination Regulations, the Act and other internal regulations and methodologies,
 - e) organizes the course of disciplinary proceedings against students and supervises the implementation of sanctions imposed,
 - f) prepares documents for the preparation of proposals for the development of study programmes and curricula,
 - g) prepares the final versions of the curricula and their descriptions,
 - h) maintains the agenda of student files of study programmes,
 - i) maintains relevant study records in the IS MU,
 - j) carries out the administrative agenda related to the completion of individual courses,
 - k) carries out the administrative agenda related to enrolment and termination of studies,
 - l) checks that all conditions for advancement to the next semester and the next year of study are met,
 - m) maintains a list of members and chairpersons of state final examination committees,
 - n) monitors compliance with regulations governing the administrative agenda of the educational process,
 - o) prepares drafts and final versions of the academic year and semester schedules,
 - p) prepares the teaching schedule and coordinates the schedule for interfaculty studies,
 - q) maintains the agenda of fees assessed to students of undergraduate study programmes,
 - r) manages the agenda of scholarships paid to students of undergraduate study programmes,
 - s) manages the agenda of students with specific requirements,
 - t) keep records of diplomas and certificates issued,
 - u) organizes matriculation and graduation ceremonies,
 - v) issues and registers student ID cards (ISIC),
 - w) handles and enters students' notes of excuse into the IS MU,
 - x) manages the agenda of applications for recognition of foreign higher education and qualifications at the level of undergraduate study programmes,
 - y) cooperates in the promotion of undergraduate studies,
 - z) prepares documents for the preparation of the Faculty budget for the entrusted section of activity,
 - aa) performs statistical and reporting duties for the entrusted section of activities,
 - bb) administratively ensures the activities of the Vice-Dean for Studies,
 - bb) administratively provides for the activities of the Vice-Dean for Studies and participates in providing for the activities of the Vice-Dean for student affairs, graduates and staff development,
 - cc) prepares documents for updating departmental data on the Faculty's website.
- (4) The Department of Research, Project Support and Doctoral Studies:
- a) Provides organizing and administrating the agenda related to doctoral study programmes (admissions, enrolment, termination of studies, scholarships, foreign study offers, scholarship programmes, etc.),
 - b) organizes and administratively secures the agenda related to the habilitation procedure and the procedure for the appointment of a professor,
 - c) manages and administratively secures the agenda of specific research projects and projects financed from other sources (GAČR, IGA, TAČR, departmental grant agencies, foreign projects, operational programmes, etc.),

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- d) continuously monitors the terms and conditions of the projects and informs the researchers and interested staff of changes,
 - e) provides professional assistance to researchers in the preparation of applications for specific research projects and projects funded from other sources (GAČR, IGA, TAČR, departmental grant agencies, foreign projects, operational programmes),
 - f) organizationally and administratively ensures the continuous and final evaluation of specific research projects and projects funded from other sources (GAČR, IGA, TAČR, departmental grant agencies, foreign projects, operational programmes),
 - g) organizing and administrating the technology transfer agenda,
 - h) administratively ensures the registration of the Faculty's publishing activities,
 - i) administratively ensures the editorial activities of the Faculty,
 - j) prepares documents for the preparation of the Faculty budget for the entrusted section of activity,
 - k) performs statistical and reporting duties for the section of activity entrusted to it,
 - l) organises conferences in the field of science and research,
 - m) administratively ensures the activities of the Vice-Dean for research, doctoral studies and technology transfer and participates in the activities of the Vice Dean for student affairs, graduates and staff development,
 - n) prepares documents for updating departmental data on the Faculty's website.
- (5) The Department for International Relations and Internationalisation:
- a) comprehensively handles all agenda related to studying in foreign language undergraduate study programmes (admission procedure, enrolment, control of the course of study, termination of study, management of study files, etc.),
 - b) administratively manages and coordinates the agenda related to the recognition or assessment of previous foreign education according to the law,
 - c) cooperates with agencies to recruit students to study,
 - d) prepares documents for contracts concluded with agencies and keeps records of them, cooperates with the economic department in fulfilling financial obligations arising from concluded contracts,
 - e) cooperates in the implementation of foreign programmes,
 - f) cooperates in the implementation of foreign projects and international grant tasks,
 - g) keep records of reports on the stay of foreign guests,
 - h) prepares proposals for the secondment of teachers and students of the Faculty according to continuous offers from foreign higher education, research and other professional departments,
 - i) technically arranges and organises events focused on international relations and internationalisation,
 - j) arranges the secondment and recruitment of academic staff in the framework of approved international projects,
 - k) ensures the agenda of contracts with foreign partners,
 - l) manages the agenda of the Faculty and staff membership in international societies and organisations,
 - m) cooperates with international associations and other foreign partners
 - n) performs statistical and reporting duties for the section of activity entrusted to it,
 - o) prepares documents and proposes cost budgets for the development of international relations,
 - p) keeps track of expenses and monitors compliance with the international relations budget,

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- q) administratively ensures the activities of the Vice-Dean for International Relations and internationalisation,
 - r) prepares documents for updating departmental data on the Faculty's website.
- (6) The External Relations and Marketing Department:
- a) ensures the agenda of external relations with the ministry, universities, companies and other partners
 - b) ensures marketing and promotion of the Faculty in the media,
 - c) presents the Faculty on social networks,
 - d) leads the faculty and staff membership agenda in national professional societies and organizations,
 - e) participates in the organization and provision of administrative agenda related to the implementation of symposia, seminars and conferences organized by the Faculty,
 - f) ensures the cooperation and implementation of educational programmes and courses together with the Institute for Lifelong Learning,
 - g) ensures cooperation and care for graduates together with the Institute for Lifelong Learning,
 - h) participates in the administrative support of the activities of the Vice-Dean for External Relations, Strategy and Development,
 - i) prepares documents for updating departmental data on the Faculty's website.
- (7) The IT department:
- a) provides IT technical support to all staff, students and all components of the Faculty,
 - b) ensures IT activities for all departments with regard to educational, scientific, research, development, innovation and other creative activities of the Faculty,
 - c) updates data on the Faculty's website based on the requests of individual Faculty departments and departments of the Dean's Office.
- (8) The Quality Department:
- a) supports the activities of programme and subject councils in the field of quality assurance of studies,
 - b) ensures the agenda of programme and institutional accreditation,
 - c) handles the contracts with professional companies and corporate partners,
 - d) ensures the agenda of authorisations for the implementation of study programmes at the Faculty,
 - e) manages the agenda and organizes the rigorous proceedings,
 - f) ensures the process of evaluation of study programmes at the Faculty,
 - g) prepares documents for applications for accreditation of habilitation procedures and procedures for appointment as professor,
 - h) ensures activities related to the awarding of honorary scientific degrees, titles, medals and prizes,
 - i) Ensures the HR Award agenda, cooperates with other parts of the Faculty in the preparation of documents and processes and their subsequent implementation,
 - j) administratively provides for the activities of the Vice-Dean for student affairs, graduates and staff development,
 - k) prepares documents for updating departmental data on the Faculty's website.
- (9) The Economic Department:
- a) prepares budget documents,
 - b) controls the implementation of the budget,

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- c) prepares management reports,
 - d) records, controls and carries out an annual accounting of all financial resources of the Faculty,
 - e) manages the activities of operational economics, accounting, taxes,
 - f) provides methodological support to the Research, Development and Project Support Unit,
 - g) provides expert assistance to researchers in the preparation of the economic part of selected projects,
 - h) handles the agenda related to domestic business trips,
 - i) keeps records of the Faculty's assets and manages the inventory of assets and liabilities and carries out their continuous control,
 - j) prepares materials for the settlement of claims and damages and for the disposal of property,
 - k) records and updates material liability agreements,
 - l) secures the investment agenda (manages and administratively secures the purchase of investments in cooperation with the professional departments of the Dean's Office according to the requirements of the departments),
 - m) prepares documents on outstanding overdue receivables for the MU Rector's Office Legal Department,
 - n) updates order dials and access rights in EIS and INET,
 - o) methodically manages the processing of orders and prepares non-investment orders of the Dean's Office and investment orders for machinery and equipment financed from FRIM and earmarked funds,
 - p) processes issued and received tax documents, including inter-organisational accounting,
 - q) ensures cooperation with the MU Rector's Office economic department, internal and external auditor,
 - r) provides INTRASTAT CZ and withholding tax reporting for the Faculty,
 - s) compiles the documents for the road tax,
 - t) fulfils the obligations arising from the Dean's measures to ensure internal financial control,
 - u) carries out an ongoing audit of the Faculty's VAT processing,
 - v) organises training sessions in connection with the implementation of the EIS and INET updates,
 - w) performs statistical and reporting duties for the section of activity entrusted to it,
 - x) records and archives accounting and tax documents and accounting documentation,
 - y) prepares documents for updating departmental data on the Faculty's website.
- (10) Building Management:
- a) prepares proposals for Faculty regulations in the area of activity entrusted to it,
 - b) ensures compliance with regulations in the area of occupational safety and health and fire protection,
 - c) provides training in occupational health and safety, fire protection, etc.,
 - d) performs record-keeping and statistical duties in the area of activity entrusted to it (records of accidents, training, inspections, etc.),
 - e) cooperates with the Rector's Office in the assigned area of activity and follows its methodological instructions,
 - f) prepares documents for the preparation of the waste management plan,
 - g) ensures the agenda related to the administration, operation and maintenance of immovable property managed by the Faculty,

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- h) ensures all revisions related to the operation of buildings managed by the Faculty,
 - i) prepares concepts, plans and schedules for technical administration, prepares maintenance plan for budget purposes,
 - j) prepares the documents for the Faculty's development plan and budget for the section of activity entrusted to it,
 - k) controls the performance of cleaning services,
 - l) ensures the operation and maintenance of the Faculty's motor vehicles,
 - m) verifies the accuracy of invoices (e.g. for energy consumption, repairs, maintenance, etc.),
 - n) provides professional training (welders, drivers of reference vehicles, etc.),
 - o) provides waste removal and disposal,
 - p) registers and manages telephone extensions in cooperation with IT and MU departments,
 - q) maintains stock management (cleaning products, protective equipment, maintenance material),
 - r) is the contact point for the administration of the alcohol management (checks by higher authorities; communication with the RMU if not provided by another department),
 - s) keep records of TV and radio receivers for charging purposes,
 - t) performs statistical and reporting duties for the section of activity entrusted to it,
 - u) manages the administration of the central laboratory, including maintenance, repairs, revisions, inventory of assets, etc.
- (11) Central Laboratory
- a) provides centralised services and servicing that cannot be processed under a specific site,
 - b) manages central facilities for multiple Faculty departments,
 - c) the operation of the central laboratory is governed by the operating rules.

Article 5

Economic Structure

- (1) The Faculty operates as an independent MU economic centre.
- (2) Within the Faculty, the individual institutes, special-purpose facilities and the Dean's Office manage the funds and property entrusted to them.
- (3) The head of the unit is responsible for the management of the unit and for its management of the funds and property entrusted to it, including the performance of financial control tasks.

Article 6

Faculty Management System

- (1) The management and management system of the Faculty is formalised by a set of management and organisational regulations.
- (2) The self-governing academic bodies of the Faculty are:
 - a) Academic Senate,
 - b) Dean,
 - c) Scientific Board of the Faculty,
 - d) Disciplinary Committee.
- (3) Another body of the Faculty is the Secretary.
- (4) The head of the Faculty is the Dean. The management of the Faculty consists of the Dean, Vice-Deans, Secretary and the President of the Academic Senate.
- (5) The Dean is represented by Vice-Deans in the assigned area of activity and by the secretary in administrative and economic matters.

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- (6) The management structure of the Faculty is a divisional structure with an arrangement of management relationships combining direct (line) and methodical (functional) management relationships and two levels of management:
- a) central level, i.e. the level of the Faculty as a whole,
 - b) divisional level, i.e. the level of individual faculty departments.
- (7) Direct management is applied by the rule of indivisible managerial (decision-making) authority and responsibility of the managers in the direct management line. Line managers are:
- a) at the central management level:
 1. Dean,
 2. Vice Deans,
 3. Secretary,
 - b) at the divisional level:
 1. heads of the departments,
 2. heads of special-purpose facilities,
 3. Head of the Dean's Office.
- Line managers evaluate staff within their management remit in line with the MU strategy.
- (8) Under the direct management authority of the Dean are the Vice-Deans, the Secretary, the heads of the departments, the heads of the special-purpose facilities and departments of the Dean's office, unless provided in this OM otherwise.
- (9) Under the direct management responsibility of the Vice-Deans are the designated departments of the Dean's Office as set out in these Regulations in Article 8.
- (10) The departments of the Dean's office set out in these Regulations in Article 9 are under the direct management responsibility of the Secretary.
- (11) Methodological management is applied in the form of directing and coordinating professional activities in the entrusted area of activity. The Vice-Deans are the methodological leaders in the assigned areas of activity in relation to the senior staff of the institutes and relevant departments of the Dean's Office.
- (12) The Dean's advisory body is the Dean's Collegium consisting of Vice-Deans, the Secretary, Heads of Departments, Heads of Special Purpose facilities, the Chair of the Academic Senate and representatives of undergraduate and postgraduate students and, where appropriate, other experts appointed by the Dean at his/her discretion.

Article 7

The Dean

- (1) The position of the Dean, their rights and duties are set out in Section 28 of the Act and Article 6 of the Faculty Statutes.
- (2) The following activities are the exclusive responsibility of the Dean:
- a) submit proposals to the Academic Senate of the Faculty in accordance with the provisions of Section 27 of the Act (proposal for the establishment, merger and division of departments; proposal of internal regulations, proposal of the annual activity report, proposal of the annual management report, proposal of the budget, proposal of conditions for admission to study in study programmes, proposal for the appointment and dismissal of members of the Scientific Board, members of the Disciplinary Committee, long-term plan of educational, scientific, research, development activities and study programmes carried out by the Faculty),
 - b) appoint and dismiss Vice-Deans (with the consent of the Academic Senate of the Faculty) and members of the Scientific Board (with the consent of the Academic Senate of the Faculty),
 - c) announce selection procedures for the positions of senior employees under their direct management responsibility and academic staff (employees) assigned to the Faculty in accordance with the valid MU Selection Procedure Regulations,

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- d) appoint and dismiss the heads of the departments and the Secretary,
 - e) conclude, amend and terminate employment relationships and agreements on work performed outside the employment relationship with academic staff on the basis of proposals from senior staff,
 - f) conclude, amend and terminate employment relationships and agreements on work performed outside the employment relationship with non-academic employees of the Faculty on the basis of proposals from the Secretary and senior staff,
 - g) determine and adjust the salaries of academic staff and the Secretary on the basis of proposals from senior staff,
 - h) set and adjust the salaries of non-academic employees of the Faculty on the basis of proposals from senior staff,
 - i) exercise powers in relation to the habilitation procedure and the procedure for the appointment of professor,
 - j) conclude membership agreements with national and international organisations,
 - k) conclude contracts for the lease of real estate which the Faculty is authorised to manage for the period specified in MU internal regulations,
 - l) send Vice-Deans, the secretary and heads of departments under their direct management responsibility on business trips,
 - m) decide on admission to study in accredited study programmes implemented by the Faculty and to decide on the rights and obligations of students,
 - n) admit participants to accredited lifelong learning programmes and to decide on the rights and obligations of study participants,
 - o) issue certificates of completion of lifelong learning studies,
 - p) issue supplements to diplomas, certificates of completion of studies carried out by the Faculty,
 - q) award scholarships from the financial resources of the Faculty,
 - r) dispose of the funds received under the contracts concluded,
 - s) conclude contracts with grant agencies (GAČR, GAAV, departmental grant agencies), including the management of funds obtained under the concluded contracts,
 - t) enter into agreements on cooperation in matters concerning the Faculty,
 - u) enter into agreements with foreign universities regarding studies and recognition of studies,
 - v) decide on the awarding of prizes to students,
 - w) award honorary scientific ranks, titles, medals and prizes after approval by the Faculty's Scientific Board.
- (3) The Dean also appoints persons responsible for professional issues of the Faculty's activities, especially in the following areas:
- a) protection against ionising radiation,
 - b) handling of addictive substances,
 - c) concerning the handling, storage and registration of hazardous chemicals and mixtures classified as highly toxic according to Section 5 (1) (f) of the new Act No. 61/2014 Coll. on chemicals and chemical mixtures (Chemical Act),
 - d) management of hazardous biological waste,
 - e) management of hazardous chemical waste,
 - f) handling of genetically modified organisms,
 - g) handling of biological agents of group 2 and higher,
 - h) treatment of experimental animals.
- (4) The Dean directly manages the following departments of the Dean's Office:
- a) Dean's Secretariat.
- (5) The Dean may delegate their powers permanently or temporarily to other delegated persons; this does not apply to powers for which this possibility is excluded by law or by the Statutes.

Article 8 Vice-Deans

- (1) Vice-Deans represent the Dean to the extent determined by the Dean. They are responsible for their activities to the Dean.
- (2) Vice-Deans in particular:
 - a) manage and methodically lead, control and coordinate the activities of the Faculty departments in their areas of competence,
 - b) ensure the development concept and its implementation in their areas of competence,
 - c) provide input for the annual report, strategic plan, evaluation, quality assessment and budget in their areas of responsibility,
 - d) cooperate in the internal evaluation of the quality of the Faculty's educational, creative and related activities,
 - e) are responsible for compliance with legal regulations and for ensuring that internal legislation in their area of responsibility is complied with and updated.
- (3) Vice-Deans are the representatives of the Dean in their assigned areas of activity:
 - a) Vice-Dean for Studies:
 1. manages student affairs in undergraduate study programmes, including admission and appeal procedures and state final examinations,
 2. manages the Study Department,
 3. coordinates academic ceremonies within undergraduate study programmes (matriculation, graduation),
 4. coordinates quality assurance, evaluation of educational activities and accreditation of undergraduate study programmes,
 5. coordinates inter-faculty study opportunities,
 6. coordinates the development of the timetable,
 7. coordinates and cooperates in the promotion of undergraduate studies,
 8. coordinates the agenda of study-related fees,
 9. coordinates the assessment of applications for recognition of foreign higher education and qualifications at the level of undergraduate study programmes,
 10. manages the activities of committees designated by the Dean, the list of which is specified by the Dean's measure.
 - b) Vice-Dean for Research, Doctoral Studies and Technology Transfer:
 1. ensures conditions for the development of scientific, research, development and editorial activities of the Faculty,
 2. manages the Department of Research, Project Support and Doctoral Studies,
 3. prepares documents for the conception and focus of the Faculty's scientific, research and development activities,
 4. prepares documents for the evaluation of Faculty activities and coordinates quality assurance in the field of science, research and editorial activities,
 5. coordinates the preparation and implementation of research and development projects and grants, specific research, internal MU projects and national and international scientific projects,
 6. manages the control and evaluation of creative activities,
 7. submits proposals to the Dean for decisions on admission to study in doctoral study programmes and on the study matters of students in these study programmes,
 8. submits proposals to the Dean on the organisation and provision of studies in doctoral study programmes,

9. submits proposals to the Dean for decisions on the recognition of foreign education in doctoral study programmes,
 10. coordinates habilitation and professorship procedures,
 11. coordinates knowledge and technology transfer and manages contract research organisationally,
 12. manages the activities of committees designated by the Dean, the list of which is specified by the Dean's measure.
- c) Vice-Dean for International Relations and Internationalisation:
1. ensures cooperation with foreign institutions,
 2. manages the Department for International Relations and Internationalisation,
 3. ensures the conditions for sending students and employees on study and research stays abroad,
 4. ensures the conditions for studying in foreign language undergraduate study programmes,
 5. prepares documents for Faculty evaluation and coordinates quality assurance in the field of international relations,
 6. ensures the presentation of the Faculty at international level, including related external communication,
 7. coordinates the Faculty's membership in international associations and organisations,
 8. coordinates the international relations of the Faculty and the organization of international Faculty competitions and conferences,
 9. initiates the Faculty involvement in international projects and identifies opportunities for funding them with international grants,
 10. manages the activities of committees designated by the Dean, the list of which is specified by the Dean's measure.
- d) Vice-Dean for External Relations, Strategy and Development:
1. prepares documents on strategic planning matters,
 2. manages the External Relations and Marketing Department,
 3. prepares the basis for the Faculty evaluation and coordinates quality assurance in the areas of development and strategic planning,
 4. prepares documents for proposals for the award of honorary scientific degrees, titles, medals and prizes of the Faculty or other bodies and institutions,
 5. coordinates the preparation of the long-term strategic plan of the Faculty and its updating,
 6. coordinates the preparation of the annual report on the activities and management of the Faculty,
 7. coordinates cooperation and care for graduates,
 8. is in charge of coordinating the Faculty relations with other faculties of MU and other pharmaceutical faculties at the national level, organizing Faculty competitions,
 9. initiates Faculty involvement in national development projects,
 10. manages the activities of committees designated by the Dean, the list of which is specified by the Dean's measure.
- e) Vice-Dean for Student Affairs, Graduates and Staff Development:
1. manages student affairs in the field of lifelong learning (outside accredited study programmes),
 2. manages the Head of the Institute of Lifelong Learning,
 3. manages the Quality Department,
 4. coordinates the Faculty's scholarship policy and student welfare,

5. coordinates and supervises the provision of support for students with specific requirements,
6. coordinates counselling activities for students,
7. coordinates and manages relations and cooperation with graduates of the Faculty,
8. coordinates the rigorous examination process,
9. coordinates cooperation with secondary schools in the field of educational and creative activities,
10. coordinates the implementation of the HR Award strategy and the evaluation of academic and non-academic staff of the Faculty in accordance with the MU strategy,
11. in the areas assigned to it, prepares documents for the evaluation of faculty activities and coordinates quality assurance,
12. cooperates with and methodically directs the relevant departments of the Dean's Office of the Faculty in the allocated areas,
13. directs the activities of committees designated by the Dean, the list of which is specified by a measure of the Dean.

Article 9

Secretary

- (1) The Secretary manages the management and internal administration of the Faculty. They are responsible for their activities to the Dean.
- (2) The post of the Secretary is filled on the basis of a competitive selection procedure.
- (3) The Secretary cooperates with the heads of other departments and divisions of the Faculty, directs and controls their work in the field of management and internal administration.
- (4) The following areas of activity shall be the exclusive responsibility of the Secretary:
 - a) prepare the Faculty's budget, management analysis and annual management report,
 - b) perform all legal acts by which the Faculty disposes of or manages the property entrusted to it, including awarding of public contracts not reserved to the Rector or the Bursar,
 - c) conclude short-term lease agreements for real estate that the Faculty is authorised to manage, provided that the duration of the lease for an individual case does not exceed the period set by the MU internal regulations,
 - d) submit proposals to the Dean for the establishment, amendment and termination of employment relationships and agreements on work performed outside the employment relationship with non-academic employees of the Dean's Office,
 - e) submit proposals to the Dean for adjusting the salaries of non-academic employees of the Dean's Office,
 - f) permit the use of private motor vehicles for business travel by the Faculty staff (academic and non-academic),
 - g) prepare an internal control plan,
 - h) conclude agreements on material responsibility and on the entrustment of objects on written confirmation,
 - i) prepare documents for the evaluation of the Faculty in the field of management and internal administration,
 - j) fulfil the obligations arising from the Dean's measure on ensuring internal financial control,
 - k) prepare a medium-term plan for the development of the Faculty in the area of material, technical and financial security,
 - l) analyse the needs and to monitor the fulfilment of the Faculty's development objectives in the area of material, technical and financial security,
 - m) analyse budget execution, to propose solutions to deviations,

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- n) manage and to take inventory assets,
 - o) manage the economic and administrative activities at the Faculty, to ensure control activities including financial control,
 - p) carry out periodic and one-off inspection activities.
- (5) The Secretary is responsible for the performance of tasks in the field of occupational safety and health and fire protection.
- (6) The Secretary directly manages the following departments of the Dean's Office:
- a) Economic Department,
 - b) Human Resources,
 - c) IT department,
 - d) Building management
 - e) Central Laboratory.
- (7) The Secretary shall act as the Head of the Dean's Office pursuant to Article 9 (6) in the event that the Dean's Office is not staffed by a senior member of the staff.
- (8) The Secretary may delegate their powers permanently or temporarily to other delegated persons; this shall not apply to powers which are excluded by law or the Statutes.

Article 10

Heads of Departments

- (1) The Head of the Department is the head (leader) of the department, the head of the special-purpose facility, and the head of the Dean's Office.
- (2) The Head is the director of the Department.
- (3) The Head of the Department is appointed and dismissed by the Dean on the basis of the results of the selection procedure. The term of office of the Head of the Institute is set at five years.
- (4) The Heads of special-purpose facilities and Heads of sections of the Dean's Office are appointed and dismissed by the Dean where the Labour Code allows.
- (5) The Head of the Department:
- a) exercises all managerial authority over the employees of the Institute except those under the exclusive authority of the Dean,
 - b) is responsible for the pedagogical and scientific activities of the Department,
 - c) manages and is responsible for the activities and management of the Department,
 - d) sends staff on business trips,
 - e) submits to the Dean proposals for the establishment, modification and termination of the employment relationships of employees under their authority,
 - f) fulfils the obligations arising from the Dean's measure on ensuring internal financial control.
- (6) The Head of the special-purpose facility:
- a) exercises all managerial authority over the employees of the departments under their direction, except those under the exclusive authority of the Dean,
 - b) is responsible for the activities and management of the departments it manages,
 - c) sends staff on business trips,
 - d) submits to the Dean proposals for the establishment, modification and termination of the employment relationships of employees under their supervision,
 - e) fulfils the obligations arising from the Dean's measures to ensure internal financial control.
- (7) The Head of the Dean's Office:
- a) exercises managerial authority over the employees of the departments under their control, except those under the exclusive authority of the Dean and Vice-Deans,
 - b) is responsible for the activities and management of the departments it manages,
 - c) sends staff on business trips,
 - d) submits to the Secretary proposals for the establishment, amendment and termination of the employment relationships of the staff under them,

- e) fulfils the obligations arising from the Dean's measures to ensure internal financial control.

Article 11

Representation of Senior Staff

- (1) In their absence, the Dean is represented by Vice-Deans in the order determined by the Dean's measure.
- (2) Vice-Deans represent each other in the order determined by the Dean's measure.
- (3) In their absence, the Secretary shall be replaced by staff members designated by them in the order determined by the Secretary.
- (4) In the absence of the Head of Staff, the Deputy Head of Staff shall act for the Head of Staff as designated by the Head of Staff.

Article 12

Final Provisions

- (1) These Organisational Regulations repeal the Organisational Regulations effective from 1 December 2022.
- (2) These Organisational Regulations shall enter into force and effect on 23 January 2023.

In Brno, 23 January 2023

prof. PharmDr. Mgr. David Vetchý, Ph.D.
Dean
signed electronically