

MASARYK UNIVERSITY ORGANIZATIONAL REGULATIONS

(in the version effective from 19 September 2023)

In accordance with Section 10(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act"), I issue these Organizational Regulations of Masaryk University (hereinafter referred to as "Organizational Regulations"):

Part One Basic Provisions

Section 1

Introductory Provisions

- (1) These Organizational Regulations are based on the provision of Section 6(1)(a) of the Act and the Masaryk University Statutes (hereinafter referred to as the "Statutes").
- (2) The Organizational Regulations specify certain provisions of the above regulations in the area of organization and management, determine the competences and powers of units and positions at the university-wide level that affect the operation of Masaryk University as a whole.

Part Two Organizational Structure

Section 2

University Structure

- (1) The university is organized into organizational units, namely faculties, university institutes, other units, purpose-built facilities and the Rector's Office, listed in Sections 3 to 7 hereof.
- (2) The common name designated for university organizational units, with the exception of faculties, university institutes and the Rector's Office, is the university facility.
- (3) The university organizational units are not legal entities.

Section 3

University Faculties

- (1) The following faculties are university organizational units (Section 14(2) of the Statutes):
 - a) Faculty of Law (FLaw),
 - b) Faculty of Medicine (FMed),
 - c) Faculty of Science (FSci),
 - d) Faculty of Arts (FA),
 - e) Faculty of Education (FEdu),
 - f) Faculty of Pharmacy (FPharm),
 - g) Faculty of Economics and Administration (FEA),

- h) Faculty of Informatics (FI),
- i) Faculty of Social Studies (FSS),
- j) Faculty of Sports Studies (FSpS).

Section 4

University Institutes

- (1) The following university institutes are university organizational units (Section 14(3) of the Statutes):
- a) Institute of Computer Science (hereinafter referred to as "ICS"):

The ICS is responsible for the design and implementation of the conception, for the development, coordination and provision of services concerning deployment and operation of communication and information technology for the university; it is also responsible for the related research and development as an integral part of the institute's mission.

The ICS director upon a consent of the university Academic Senate appoints the ICS Scientific Board with at least seven members, which they chair. The ICS Scientific Board discusses the strategic plan of ICS research and development activities and expresses its opinion on issues submitted by the director.

The ICS includes CERIT-SC (Centre for Education and Research in Information Technology – Scientific Cloud), which is part of national e-infrastructure defined in the Czech Roadmap of Large Infrastructures for Research, Experimental Development and Innovation.
 - b) Central European Institute of Technology (hereinafter referred to as "CEITEC MU"):

CEITEC MU is a university-wide interdisciplinary research unit, which in particular coordinates research programmes in biotechnology and biomedical fields.

CEITEC MU initiates and coordinates the use of research and development infrastructure at the university or in a contractual relation with another entity that operates such infrastructure in the fields of research within the scope of CEITEC MU.

The CEITEC MU director upon a consent of the university Academic Senate appoints the CEITEC MU Scientific Board with at least five members, which they chair. The CEITEC MU Scientific Board discusses the strategic plan of CEITEC MU research and development activities and expresses its opinion on issues submitted by the director.

Section 5

Other University Units

- (1) The following units also have the status of university organizational units (Section 14(4) of the Statutes):
- a) Language Centre (hereinafter referred to as "LC"):

The LC is a university-wide unit focussed on teaching and research. The centre helps enhance the knowledge of professional language and academic skills of non-philological students in selected languages and organizes language courses depending on the requirements of students, faculties or the university. It also implements integrated courses of a foreign language and a specialized subject in cooperation with specialized units.
 - b) University Archives:

The University Archives are a university-wide research and specialized unit. Its mission is a comprehensive care for archival materials and their use and processing for research purposes.
 - c) Centre for International Cooperation (hereinafter referred to as "CIC"):

The CIC is a university-wide methodological and consultancy unit.

The CIC coordinates all university activities in international cooperation and is responsible for international contacts of the university as a whole. It advises on the preparation and implementation of study programmes at the university intended for students from abroad. It is responsible for the university's participation in international exchange programmes. The centre manages the affairs of international students and assists them in solving problems related to their studies at the university. It also performs the role of a management and marketing unit concerning study abroad of MU students and study of international students at MU.

- d) Support Centre for Students with Special Needs (hereinafter referred to as "SCSSN"):

The SCSSN is a university-wide purpose-built facility. Its mission is to ensure conditions for accessible university study of students and lifelong learning participants with various health disadvantages. For that purpose, it cooperates with specialized units at the university and provides methodological advice for university's actions in this area.

- e) Technology Transfer Office (hereinafter referred to as "TTO"):

The TTO mediates and concludes contracts for technology utilization and other operations of the university in research and development. It offers a comprehensive administration, protection and utilization of the university's intellectual property.

- f) Mendel Museum (hereinafter referred to as the "Museum"):

The Museum is a university-wide teaching, research and specialized unit. Its mission is to operate and develop a museum exhibition dedicated to the life and scientific work of J. G. Mendel, to organize other thematic exhibitions, to promote the results of university research, to provide facilities for teaching thematically related fields of study of the university, and to participate in university's external relations actions, aimed especially at secondary schools and young people.

- g) University Centre Telč:

The University Centre Telč is an educational and specialized unit of the university. It takes care of the various administrative tasks at the university premises in Telč, including all services and other organizational background for the support for faculties and other university facilities in the implementation of accredited degree programmes and lifelong learning programmes focused on career-oriented, civic and extracurricular education.

- h) Career Centre (hereinafter referred to as "CCMU"):

The CCMU is a university-wide specialized unit. Its activities are primarily focused on the target groups of students and their potential employers. It also provides activities for the target group of employees to a lesser degree. The centre's main mission is to put students in touch with employers, to facilitate the process of searching for the first job before the graduation and to develop a single advertising space with job offers for students across the university. The CCMU offers individual and group career consultancy services.

- i) Competence Development Centre (hereinafter referred to as "CERPEK"):

The CERPEK is a university-wide specialized unit. Its mission is a systematic improvement of quality and effectiveness of employee work in many areas of the university life, in particular support for specific target groups of academic as well as non-academic staff in their acquisition and further development of key competencies. The centre offers a comprehensive range of educational and development activities in the areas of pedagogical competencies, personal competencies, managerial competencies, organizational competencies, digital and other competencies.

Section 6

Purpose-built Facilities of the University

- (1) The following purpose-built facilities are university organizational units (Section 14(4) of the Statutes):
 - a) Accommodation and Catering Services (hereinafter referred to as "ACS"):

The ACS are a university-wide purpose-built facility. In particular, the ACS provide accommodation and catering services to university students. Upon the Rector's agreement with the rectors of other higher education institutions, the ACS are entitled to provide such services for their students as well. The ACS also provide catering services to university employees. If the capacity of the relevant facilities allows, after satisfying the needs of the university and upon fulfilment of obligations toward students of MU and other HE institutions, the ACS, upon the Rector's consent, are permitted to provide the above services to other legal entities and natural persons.

The ACS also ensure accommodation and catering services during important social events of the university.
 - b) Munipress publishing house (hereinafter referred to as "Munipress"):

Munipress is a university-wide purpose-built facility. The mission of Munipress is to publish periodicals and non-periodical publications for the university and to publish the results of the university's scientific work.
 - c) Management of the University Campus Bohunice (hereinafter referred to as "MUCB"):

The MUCB is a purpose-built facility of the university. It ensures comprehensive management of the University Campus Bohunice including provision and management of all services common to all the faculties and ensuring the operation of the campus.
- (2) The common name for the University Archives, the Museum, University Centre Telč, University Cinema Scala and Munipress is Masaryk University Centre for Culture, Art and Events.

Section 7

Rector's Office

- (1) The Rector's Office is an organizational unit of the university (Section 18 of the Statutes; hereinafter referred to as the "Rector's Office").
- (2) The mission of the Rector's Office and its units is to provide the university organizational units with central services, in particular:
 - a) planning, coordinating and providing activities that require the central level of management and responsibility,
 - b) performing conceptual work and formulating goals, proposing and ensuring the implementation of conceptions,
 - c) provision of internal legislative activities, proposal, introduction and maintenance of the system of university regulations,
 - d) provision of methodological support to the university organizational units,
 - e) performance of the analytical work of the university,
 - f) risk management concerning university activities,
 - g) central communication with public administration bodies and the media,
 - h) central inspection within the internal inspection system,
 - i) provision of methodological standpoints and consultations on external audits at the university.
- (3) The basic organizational unit of the Rector's Office is an office, which may include divisions. The Rector's Office is structured into the following organizational units:

- a) Rector's Secretariat,
 - b) Secretariat,
 - c) Bursar's Office,
 - d) Office for Studies, which includes
 - 1. Lifelong Learning Division,
 - e) Research Office, which includes
 - 1. Grants Division
 - 2. University Projects Division,
 - 3. Doctoral Studies and Science Qualification Division,
 - 4. Centre for Scientometric Support and Evaluation,
 - f) Communication Office,
 - g) External Relations and Marketing Office,
 - h) Personnel Management Office, which includes
 - 1. Personnel Division,
 - 2. Salaries and Accounting Division,
 - i) Accounting Office, which includes
 - 1. Financial Management Division,
 - 2. Operational Accounting Division,
 - 3. Property and Investment Division,
 - 4. Economic Systems Division,
 - 5. Tax and Duty Division,
 - j) Strategy Office,
 - k) Quality Office,
 - l) Infrastructure Development Office,
 - m) Office for Development,
 - n) Public Tender Office,
 - o) Technical Operations Office, which includes
 - 1. Building Management Division,
 - 2. Information and Communications Technologies Division,
 - 3. Technical Operations Division,
 - p) Legal Office, which includes
 - 1. Division of Records Service,
 - q) Office of the Rector's Inspectorate,
 - r) Office of the Internal Auditor,
 - s) Personal Data Protection Office,
 - t) Systemic Risk Institute Office (hereinafter referred to as the "SYRI Office"),
 - u) Rights Protection Office.
- (4) The organizational structure of the Rector's Office and competences of the individual organizational units are specified in detail in Appendix No. 4 to these Organizational Regulations.

Part Three

Management and Economic Structure

Section 8

Management Structure of the University

- (1) The university is led by the Rector. The heads of organizational units are:
 - a) the dean in the case of faculties,
 - b) the director in the case of university institutes,
 - c) the director in the case of other units under Section 5 and purpose-built facilities under Section 6,
 - d) the bursar for the Rector's Office.
- (2) Autonomous and other bodies of the university (Section 7 of the Act) are:
 - a) Academic Senate of the university,
 - b) Rector,
 - c) Scientific Board of the university,
 - d) Internal Evaluation Board of the university,
 - e) Board of Trustees of the university,
 - f) bursar
- (3) The university Academic Senate is an autonomous representative university body. Its legal status, method of its establishment and its competence are determined by the Act (Sections 8 and 9), the Statutes (Section 5) and other internal regulations of the university.
- (4) The Rector is the statutory body of the university. Their legal status and competences are stipulated by the Act (Section 10), the Statutes (Section 6) and other internal regulations of the university.
- (5) The legal status of the university Scientific Board and its competence are determined by the Act (Sections 11 and 12), the Statutes (Section 8) and other internal regulations of the university.
- (6) The legal status of the university Internal Evaluation Board and its competence are determined by the Act (Section 12a), the Statutes (Section 9) and other internal regulations of the university.
- (7) The legal status of the university Board of Trustees and its competence are determined by the Act (Sections 14 and 15), the Statutes (Section 10) and the Masaryk University Board of Trustees Statutes, approved by the minister of Education, Youth and Sports of the Czech Republic.
- (8) The legal status of the Bursar and their competence are stipulated by the Act (Section 16), the Statutes (Section 11) and other regulations of the university.

Section 9

Economic Structure of the University

- (1) The university is treated as one accounting unit from the economic point of view. For the internal purposes of budgeting, monitoring and evaluating costs and revenues it is structured into economic units, which independently manage entrusted funds and property.
- (2) The economic units are structured into independent economic units, consisting of one organizational unit of the university, or associated economic units, consisting of more organizational units of the university. The economic units (hereinafter referred to as "ECUs") are:
 - a) 11 Faculty of Medicine

- b) 16 Faculty of Pharmacy
- c) 21 Faculty of Arts
- d) 22 Faculty of Law
- e) 23 Faculty of Social Studies
- f) 31 Faculty of Science
- g) 33 Faculty of Informatics
- h) 41 Faculty of Education
- i) 51 Faculty of Sports Studies
- j) 56 Faculty of Economics and Administration
- k) 71 Central European Institute of Technology (CEITEC MU):
- l) 81 Accommodation and Catering Services
- m) 82 Management of the University Campus Bohunice
- n) 83 University Centre Telč
- o) 84 Support Centre for Students with Special Needs
- p) 87 Technology Transfer Office
- q) 92 Institute of Computer Science
- r) 96 Language Centre
- s) 97 Centre for International Cooperation
- t) 99 RMU

The RMU ECU includes the Rector's Office, University Archives, Museum, Munipress, CCMU and PCDC.

- (3) The head of the ECU is always a senior employee of the organizational unit under Section 2(1) hereof, or for an associated ECU, a senior employee of one of its units.
- (4) The ECU head is responsible for comprehensive control of the ECU's management of the entrusted funds and property, including risk management.

Part Four

Management System and Methodological Management

Section 10

University Management System

- (1) The structure of university management is based on divisions and management relations combining direct (line) and methodological (coordination) management relations at two management levels:
 - a) central, i.e. the level of the university as a whole, and
 - b) divisional, i.e. the level of individual organizational units of the university.
- (2) Line managers at the central management level are:
 - a) Rector,
 - b) the bursar,
 - c) directors/heads of the Rector's Office units.
- (3) Decision-making support at the central level is provided by the university senior management, i.e.:
 - a) Rector,
 - b) vice-rectors,

- c) the bursar,
 - d) the executive assistant to the Rector,
 - e) director of strategy.
- (4) An advisory body to the Rector is the Rector's Council (Section 12 of the Statutes). Its main purpose is a coordinating role in the scope of principal tasks, financial management, university management, including cooperation between the individual organizational units of the university. Its permanent members are vice-rectors, deans, the bursar, the chair of the university Academic Senate, directors of university institutes and other members appointed by the Rector at their discretion.
- (5) An advisory body to the Rector is also the International Scientific Advisory Board. Its members are appointed by the Rector upon consultation with the university Scientific Board.
- (6) Other advisory bodies to the Rector (Section 13 of the Statutes) are:
- a) Publications Board (Scientific Editorial Board),
 - b) Finance Committee,
 - c) Ethics Board,
 - d) Research Ethics Committee,
 - e) Canteens Board,
 - f) Legal Board,
 - g) Equal Opportunity Panel,
 - h) Programme Board of the University Centre Telč,
 - i) Programme Board of the University of the Third Age,
 - j) Information Technology Board,
 - k) Arts and Culture Board,
 - l) Board for Strategic Research Projects,
 - m) Technology Transfer and Commercialization Board,
 - n) Development Board,
 - o) Editorial Board of the university magazine,
 - p) Scholarship Board,
 - q) Accommodation Board,
 - r) Board of the Centre for Culture, Art and Events,
 - s) Board for Teacher Education,
 - t) Board for Sustainable Development,
 - u) Crisis Board,
 - v) Emergency Board,
 - w) Security Emergency Board,
 - x) CERPEK Board.

The competence, rules of sessions and procedure of advisory bodies mentioned in this subsection are regulated by their rules of procedure and similar regulations issued by the Rector or by the chair of the advisory body upon authorization by the Rector, which are published on the university website in the section accessible to current students and employees of the university.

- (7) The university management system is formalized by a set of organizational and management regulations governed by the university directive "Principles of Creating, Recording, Publishing and Archiving Regulations and Guidelines".

Section 11

Methodological Management of the University

- (1) Senior employees who are in charge of methodological management take care of the development and implementation of university policies within the scope of their competence, provide individual consultations and binding statements and propose to the Rector and the bursar regulations governing specialized operations of the university organizational units. Methodological managers are:
 - a) employees mentioned in Sections 13 to 21 in designated areas,
 - b) and senior employees of units authorized with methodological management (Appendix No. 6).
- (2) Methodology management under subsection 1(b) is implemented by controlling units in relation to the corresponding controlled units of the university organizational units. Controlling units for specified areas are listed in Appendix No. 6 hereto.
- (3) Controlled units under subsection 2 are determined by deans of faculties or directors of university institutes or university facilities, as applicable.
- (4) The concrete content of methodological management in the individual areas is always determined by superiors of the relevant controlling units.

Part Five

Senior Management Posts

Section 12

Rector

- (1) The Rector is appointed and dismissed by the President of the Republic upon a proposal of the university Academic Senate. The Rector acts and makes decisions in all matters of the university, unless stipulated otherwise by law. The Rector in particular:
 - a) submits proposals to the Academic Senate of the university,
 - b) appoints and dismisses vice-rectors, bursar, faculty deans, directors of university institutes, members of the university Scientific Board, vice-chair and other members of the university Internal Evaluation Board,
 - c) appoints and dismisses members of university advisory bodies,
 - d) decides on the creation, change and termination of labour relations of the chancellor, director of strategy, spokesperson, directors of university facilities, head of the Rights Protection Office, head of the Personal Data Protection Office, heads of the Office of the Rector's Inspectorate and Office of the Internal Auditor at the Rector's Office, and head of the Secretariat.
 - e) submits proposals to the university Board of Trustees,
 - f) submits applications for registration of university internal regulations by the Ministry of Education, Youth and Sports of the Czech Republic,
 - g) exercises powers associated with the habilitation procedure and professor appointment procedure at the university level, including appointment of associate professors,
 - h) appoints and dismisses members of committees for the preparation of appeal procedures, chairs of final state examination boards, doctoral state examinations boards, and boards for final examinations in an internationally recognized course, members of review panels for invalidation of a final state examination and invalidation of an associate professor appointment,
 - i) submits applications for contributions and subsidies from the state budget,

- j) is responsible for legal acts whose validity is contingent on the prior approval by the Board of Trustees of the university,
 - k) concludes agreements on the membership of the university as a whole in supranational or international organizations,
 - l) concludes agreements on the university partnership with other entities,
 - m) determines and adjusts wages and decides on the payment of bonuses of vice-rectors, bursar, chancellor, director of strategy, spokesperson, deans, directors of university institutes or university facilities, head of the Rights Protection Office, head of the Personal Data Protection Office, heads of the Office of the Rector's Inspectorate and Office of the Internal Auditor at the Rector's Office, and head of the Secretariat.
- (2) The Rector exercises direct management powers toward:
- a) vice-rectors,
 - b) bursar,
 - c) chancellor,
 - d) director of strategy,
 - e) head of the Rights Protection Office,
 - f) head of the Personal Data Protection Office,
 - g) head of the Office of the Rector's Inspectorate,
 - h) head of the Office of the Internal Auditor,
 - i) head of the Secretariat,
 - j) spokesperson.

Section 13
Vice-rectors

- (1) The Rector authorizes vice-rectors to ensure a comprehensive and coordinated action in specific areas of operation. The vice-rectors are appointed and dismissed by the Rector upon a discussion in the university Academic Senate. The vice-rectors are permanent representatives of the Rector in designated areas, in which they act on their behalf, unless stated otherwise in the MU Statutes, these Organizational Regulations and other university regulations.
- (2) The vice-rectors provide methodological management, inspect and coordinate operations of the university organizational units within the scope of their competence. The powers that are within the exclusive authority of the Rector or the bursar are thereby not affected.
- (3) **Vice-rector for Internationalization**
- a) Areas designated to the Vice-rector for Internationalization include:
 1. management of internationalization and international cooperation at the level of the university,
 2. management of relations with foreign universities and operation in university networks,
 3. coordination of study abroad and exchanges of students and teachers,
 4. cooperation with the Vice-rector for Student Affairs and External Relations in the university policy concerning the communication of science and research to the general public and partners involved in science and research at the international level,
 5. management of university sports.
 - b) The Vice-rector for Internationalization in particular:

1. concludes, amends and terminates cooperation agreements as part of international relations conception,
 2. awards student scholarships within the framework of international activities,
 3. represents the university in the South Moravian Centre for International Mobility.
- c) The Vice-rector for Internationalization exercises management powers within the scope of their competence toward:
1. CIC director.
- (4) Vice-rector for Development, Legislation and Information Technologies**
- a) Areas designated to the Vice-rector for Development, Legislation and Information Technologies include:
1. management of the university policy concerning the utilization of EU structural funds, coordination of project support in this area, and coordination of strategy for the sustainability period of projects,
 2. coordination of development projects and projects of the Ministry of Education, Youth and Sports (MEYS),
 3. managing the preparation of internal legislation,
 4. intellectual property protection and management,
 5. preparation of the university strategy and coordination of development of information and communication technologies,
 6. information support for internal policy and effective internal administration of the university within information systems,
 7. managing the development of the MU Information System (is.muni.cz) as a tool to support study administration,
 8. coordination of the institutional repository,
- b) The Vice-rector for Development, Legislation and Information Technologies in particular:
1. concludes, amends and terminates agreements in their competence,
 2. coordinates the communication of the university with managing authorities of operational programmes,
- c) The Vice-rector for Development, Legislation and Information Technologies exercises management powers within the scope of their competence toward:
1. head of the Office for Development,
 2. ICS director,
 3. head of the Computer Systems Unit of the Faculty of Informatics,
 4. head of the SYRI Office.
- d) The Vice-rector for Development, Legislation and Information Technologies chairs the Legal Board and Information Technology Board.
- (5) Vice-rector for Education and Quality**
- a) Areas designated to the Vice-rector for Education and Quality include:
1. management of study affairs in Bachelor's and Master's degree programmes,
 2. management of the quality assurance policy in education,
 3. management of issues related to conferring academic degrees under Section 46(5) of the Act (advanced Master's procedure),
 4. coordination of admissions to Bachelor's and Master's degree programmes including the review of decisions on admission to study,

5. coordination of e-learning promotion at the university,
 6. coordination of the university policy in the development of career-oriented educational programmes (accredited degree programmes),
 7. coordination of the university action concerning the recognition of further education results.
- b) The Vice-rector for Education and Quality in particular:
1. reviews decisions on admission to study and on rights and obligations of students in Bachelor's and Master's degree programmes,
 2. makes decisions in issues of recognition of foreign higher education and qualification on the level of Bachelor's or Master's degree programmes,
 3. reviews decisions concerning advanced Master's procedure,
 4. issues certificates on the academic degree of "Master" and on the replacement of the academic degree under Section 99(6) of the Act,
 5. issues certificates on awarding the academic degree under Section 99(9) of the Act.
- c) The Vice-rector for Education and Quality exercises management powers within the scope of their competence toward:
1. director of the Office for Studies,
 2. director of the Quality Office,
 3. CJV director,
 4. CERPEK director.
- d) The Vice-rector for Education and Quality chairs the Board for Teacher Education and the CERPEK Board.

(6) Vice-rector for Research and Doctoral Studies

- a) Areas designated to the Vice-rector for Research and Doctoral Studies include:
1. coordination of the university policy in institutional support for research,
 2. coordination of international cooperation in research and development,
 3. monitoring of research and development performance and participation in the design of research and development evaluation systems,
 4. coordination of the university policy in project support, except for projects falling under the authority of other vice-rectors,
 5. coordination of the university policy of development and use of research infrastructure,
 6. methodological management of university projects funded from international public sources except for projects falling under the authority of other vice-rectors or the bursar,
 7. coordination of the planning, administration and evaluation of specific research projects,
 8. reporting research and artistic activities,
 9. coordination of the university policy in issues of doctoral studies quality and management of study affairs in doctoral degree programmes,
 10. issues concerning the International Scientific Advisory Board,
 11. cooperation with university hospitals,
 12. coordination of strategic infrastructure projects, in particular the Central European Institute of Technology (CEITEC MU), and coordination and promotion of relationships with the International Clinical Research Centre (ICRC),

13. coordination of promoting creative activities of students (GAMU student projects, specific research).
- b) The Vice-rector for Research and Doctoral Studies in particular:
 1. reviews decisions on admission to study and decisions on rights and obligations of students in doctoral degree programmes,
 2. makes decisions in issues of recognition of foreign higher education and qualification at the level of doctoral degree programmes,
 3. issues certificates on the replacement of the degree abbreviation under Section 99(10) of the Act,
 4. concludes, amends and terminates agreements on cooperation in research and development, unless they fall under the exclusive competence of university organizational units.
 - c) The Vice-rector for Research and Doctoral Studies exercises management powers within the scope of their competence toward:
 1. director of the Research Office,
 2. CEITEC MU director.
 - d) The Vice-rector for Research and Doctoral Studies chairs the Board for Strategic Research Projects and represents the Rector in sessions of the Research Ethics Committee.
- (7) Vice-rector for Academic and Cultural Affairs**
- a) Areas designated to the Vice-rector for Academic and Cultural Affairs include:
 1. coordination of habilitation procedures and professor appointment procedures,
 2. coordination of awarding honours and prizes of the university and awards conferred by other institutions,
 3. coordination and management of library services including electronic information sources,
 4. coordination of publishing,
 5. coordination of cultural activities, University Cinema Scala and Centre for Culture, Art and Events,
 6. coordination of relations with the trade union coordination council (TUCC).
 - b) The Vice-rector for Academic and Cultural Affairs represents the Rector in sessions of the Ethics Board.
 - c) The Vice-rector for Academic and Cultural Affairs exercises management powers within the scope of their competence toward:
 1. director of the Research Office,
 2. director of the University Archives,
 3. Munipress director,
 4. Museum director,
 5. director of the University Centre Telč.
 - d) The Vice-rector for Academic and Cultural Affairs chairs the Publications Board, Arts and Culture Board, and UCT Programme Board.
- (8) Vice-rector for Personnel Policy, Lifelong Learning and Sustainability**
- a) Areas designated to the Vice-rector for Personnel Policy, Lifelong Learning and Sustainability include:
 1. coordination of the university HR policy,
 2. coordination and promotion of personal development of all categories of employees,

3. management of the university policy for applied research and coordination of collaboration with the applied sector,
 4. support for establishing spin-off companies and associated consultancy,
 5. coordination of the university policy concerning the development of lifelong learning programmes,
 6. management of study affairs in lifelong learning,
 7. management of conception and development of lifelong learning,
 8. operation of the University of the Third Age,
 9. coordination and management of the sustainability conception in education, science and social responsibility,
 10. guaranteeing the Gender Equality Plan.
- b) The Vice-rector for Personnel Policy, Lifelong Learning and Sustainability in particular:
1. concludes, amends and terminates agreements on cooperation in lifelong learning,
 2. represents the university in the South Moravian Innovation Centre.
- c) The Vice-rector for Personnel Policy, Lifelong Learning and Sustainability exercises management powers within the scope of their competence toward:
1. director of the Personnel Management Office,
 2. director of the Office for Studies,
 3. TTO director.
- d) The Vice-rector for Personnel Policy, Lifelong Learning and Sustainability chairs the Programme Board of the University of the Third Age.

(9) Vice-rector for Student Affairs and External Relations

- a) Areas designated to the Vice-rector for Student Affairs and External Relations include:
1. management of relations and communication with applicants for study and alumni,
 2. support for students with special needs,
 3. career counselling and advisory service for students,
 4. support for student organizations, university-wide student activities, volunteering and sports,
 5. managing the administration of study-related fees,
 6. management of scholarship policy,
 7. management of accommodation and catering policy,
 8. management of inter-university cooperation at the national level as part of strategic partnerships and consortia,
 9. management and coordination of the university external relations,
 10. management and coordination of marketing,
 11. coordination of the university policy concerning the communication of science and research to the general public and partners involved in science and research at the regional or national level, and in cooperation with the Vice-rector for Internationalization, also at the international level.
- b) The Vice-rector for Student Affairs and External Relations in particular:

1. sets the manner of communication with applicants, students and alumni in accordance with the university strategy,
 2. exercises powers associated with awarding scholarships, except for scholarships within the competence of faculties or university facilities,
 3. reviews decisions concerning assessment of study-related fees and exercises powers associated with the reduction, waiver or postponement of maturity dates for the payment of study-related fees,
 4. concludes, amends and terminates cooperation agreements as part of external relations conception.
- c) The Vice-rector for Student Affairs and External Relations exercises management powers within the scope of their competence toward:
1. director of the Office for Studies,
 2. director of the Support Centre for Students with Special Needs,
 3. director of the MU Career Centre,
 4. head of the Communication Office,
 5. head of the External Relations and Marketing Office.
- d) The Vice-rector for Student Affairs and External Relations chairs the Scholarship Board, Accommodation Board and Canteens Board.

Section 14
Chancellor

- (1) The chancellor is a senior employee of the Rector's Office who permanently represents the Rector in designated areas, in which they act on the Rector's behalf, unless stated otherwise in the Statutes, these Organizational Regulations and other university regulations.
- (2) The chancellor provides methodological management, inspects and coordinates operations of the university organizational units within the scope of their competence. Areas designated to the chancellor include:
 - a) coordination of activities of the Rector's advisory bodies,
 - b) coordination of protocol and events of the Rector and the university,
 - c) coordination of interaction of the Rector and the university with public administration and representations of interests,
 - d) coordination of preparation of university-wide events or events under the auspices of the Rector.
- (3) The chancellor reports directly to the Rector and is accountable to the Rector for their work.
- (4) The chancellor is the head of the Rector's Secretariat.
- (5) The chancellor is a secretary of the Board of Trustees of the university.
- (6) The chancellor cooperates with the spokesperson and the manager of protocol and coordinates their activities in accordance with the Rector's instructions.

Section 15
Bursar

- (1) The bursar manages financial affairs and internal administration of the university and represents the university in the extent determined by the Rector. The bursar is appointed and dismissed by the Rector.
- (2) The bursar provides methodological management, inspects and coordinates the activities of the university organizational units within their authority, in particular:
 - a) funding, budgeting, and costing at the university,
 - b) management of financial affairs and accounting,

- c) managerial financial control and internal audit,
 - d) management of human resources and wages,
 - e) investment management,
 - f) management of legal services and coordination of internal regulations,
 - g) public procurement,
 - h) directing records management, document storage and archiving,
 - i) coordination, management and development of enterprise resource planning systems and systems of computer support for economic and administrative activities,
 - j) property management and maintenance,
 - k) building and equipment operation,
 - l) operational logistics,
 - m) analysis and evaluation of economic feasibility and sustainability of strategic projects.
- (3) The bursar is the head of the associated economic unit of RMU, whose structure is determined by the Rector.
- (4) The bursar in particular:
- a) manages the preparation and submission of investment plans of the university at the MEYS,
 - b) is responsible for all legal acts related to the disposal or care of the university property that are not reserved for the Rector, faculties or organizational units that are economic units,
 - c) is responsible for the management of relations with banks concerning opening and closing bank accounts,
 - d) is fully responsible for the management of occupational health and safety and fire protection, and for crisis management,
 - e) awards public contracts in cases that are not reserved for the university organizational units,
 - f) enters into contractual relations within the scope of their authority,
 - g) submits proposals for decisions on the conclusion, modification or termination of employment contracts or of agreements on work performed outside employment with the head of the Office of the Rector's Inspectorate and Office of the Internal Auditor at the Rector's Office,
 - h) after discussing with the relevant senior employees, concludes, modifies and terminates employment contracts and agreements on work performed outside employment with employees not affiliated with faculties, except for the chancellor, director of strategy, spokesperson, directors of university institutes or university facilities, head of the Rights Protection Office, head of the Personal Data Protection Office, heads of the Office of the Rector's Inspectorate and Office of the Internal Auditor at the Rector's Office, and head of the Secretariat, and employees affiliated with the ACS, ICS, MUCB, CEITEC, LC and SCSSN,
 - i) after discussing with the relevant senior employees, determines and modifies wages of employees not affiliated with faculties, except for the chancellor, director of strategy, spokesperson, directors of university institutes or university facilities, head of the Rights Protection Office, head of the Personal Data Protection Office, heads of the Office of the Rector's Inspectorate and Office of the Internal Auditor at the Rector's Office, head of the Secretariat, and employees affiliated with the ACS, ICS, MUCB, CEITEC, LC and SCSSN,
 - j) after discussing with the relevant senior employees, decides on the payment of bonuses to employees not affiliated with faculties, except for the chancellor,

director of strategy, spokesperson, directors of university institutes or university facilities, head of the Rights Protection Office, head of the Personal Data Protection Office, heads of the Office of the Rector's Inspectorate and Office of the Internal Auditor at the Rector's Office, head of the Secretariat, and employees affiliated with the university organizational units that are economic units,

- k) after discussing with the Rector, determines a binding form of the chart of the Rector's Office employees' jobs as part of the organizational structure of units at the Rector's Office, as stated in Section 7(3), and at selected university facilities,
 - l) exercises management powers within their authority toward:
 - 1. head of the Bursar's Office,
 - 2. Accounting Office director,
 - 3. director of the Legal Office,
 - 4. director of the Infrastructure Development Office,
 - 5. director of the Personnel Management Office,
 - 6. head of the Public Tender Office,
 - 7. director of the Technical Operations Office,
 - 8. director of the Accommodation and Catering Services,
 - 9. director of the Management of the University Campus Bohunice,except for those powers that are within the exclusive authority of the Rector.
- (5) The bursar chairs the Finance Committee, Development Board and Board for Sustainable Development.

Section 16

Spokesperson

- (1) The Spokesperson is an employee of the Rector's Office and is a permanent representative of the university in communication with the media, unless stated otherwise in the Statutes, these Organizational Regulations and other university regulations.
- (2) Areas designated to the spokesperson include:
 - a) communication with national and foreign media,
 - b) building a positive image of the university in the media,
 - c) efficient provision of information outside the university,
 - d) coordination of relations of the university with the media and conclusion of media partnerships,
 - e) organizational and methodological support to faculties and other organizational units of the university in communication with the media,
 - f) preparation, updating and implementation of communication and media strategy of the university,
 - g) media monitoring, organizing press conferences,
 - h) address book of media representatives.
- (3) The Spokesperson reports directly to the Rector and is accountable to the Rector for their work.

Section 17

Director of Strategy

- (1) The director of strategy provides methodological management, inspects and coordinates operations of the university organizational units within the scope of their competence. Areas designated to the director include:

- a) preparation and coordination of university strategies, in particular the Strategic Plan of the university and its updates, and institutional plans,
 - b) monitoring the implementation of university strategies and plans and assessment of their fulfilment,
 - c) defining tools for monitoring measurable performance of the university and achievement of the set strategic goals,
 - d) analysing the operations of the university and its organizational units within national and international comparison in the higher education sector.
- (2) The director of strategy in particular:
- a) provides methodological support and information to faculties and other organizational units for the preparation of their strategic documents,
 - b) ensures the necessary inputs for analytical work,
 - c) prepares and coordinates university-wide surveys addressing various target groups and ensures the usability of data obtained.
- (3) The director of strategy reports directly to the Rector and is accountable to the Rector for their work.
- (4) The director of strategy is the head of the Strategy Office.
- (5) The powers that are within the exclusive authority of the Rector or the bursar are thereby not affected.

Section 18

Ombuds

- (1) The ombuds is appointed and dismissed by the Rector upon an opinion given by the university Academic Senate.
- (2) The ombuds provides methodological management, inspects and coordinates the activities within the scope of their competence as provided by the relevant university regulation. Areas designated to the ombuds include but are not limited to:
- a) receiving, registering and processing submissions regarding the protection of rights at the university,
 - b) formulation of opinions and recommendations during the processing of concrete submissions,
 - c) mediation, provision of assistance and advice to the parties to the conflict,
 - d) coordination and methodological guidance concerning rights protection, in particular analysing motions, preparing recommendations and proposing preventive measures and systemic solutions, including cooperation on risk management,
 - e) providing access to knowledge in the field of rights protection and cooperating with persons in charge across the university,
 - f) external communication and cooperation with persons in charge of rights protection at other institutions.
- (3) The ombuds presides over the Equal Opportunity Panel.

Section 19

Data protection officer

- (1) The data protection officer is appointed and dismissed by the Rector.
- (2) Their position, tasks and competence are stipulated by another regulation of the university.

Section 20

Directors and Heads of the Rector's Office Units.

- (1) Directors/heads of the Rector's Office units are responsible for the operations of the designated unit. They follow the instructions of the relevant senior employee who exercises management powers toward them under these Organizational Regulations. A director/head of the Rector's Office unit in particular:
 - a) organizes, manages, coordinates and inspects the activities of subordinate employees within the designated unit,
 - b) prepares proposals of conception within their competence and proposes measures for the implementation of the approved conception,
 - c) submits requirements for the unit's budget and requirements for the centralized funds to the bursar and is responsible for compliance with the approved budget and effective management of allocated funds,
 - d) informs subordinate employees of supporting facts and documents that are necessary for their work,
 - e) provides methodological management of other senior employees within the scope of the unit's specialization,
 - f) represents the university in negotiations with third parties within the scope of the unit's competence, or pursuant to a power of attorney,
 - g) is responsible for the risk management within the scope of the unit's competence,
 - h) manages and inspects the safety and hygiene of work,
 - i) within the scope of their competence is responsible for monitoring and incorporating the legislation into the university regulations, their subsequent implementation and inspection of compliance with internal as well as external regulations and rules.

Section 21

Deputies of Senior Employees

- (1) If the Rector is absent, individual vice-rectors act as their deputies in the full extent, as defined by a measure of the Rector.
- (2) If vice-rectors are absent, they act as deputies for one another on the basis of the Rector's decision.
- (3) If the chancellor is absent, other employees act as their deputies in the extent defined by the Rector's measure.
- (4) If the bursar is absent, other employees act as their deputies in the extent defined by the bursar.
- (5) If the director of strategy and other directors/heads of the Rector's Office units are absent, the deputies designated by the bursar act on their behalf in full.
- (6) The Rector and the bursar may delegate their powers permanently or temporarily to other authorized persons (Appendix No. 7); this shall not apply to powers where this option is excluded by the Act or by the Statutes.

Part Six **Final Provisions**

Section 22

Final Provisions

- (1) These Organizational Regulations repeal Organizational Regulations of Masaryk University of 27 April 2023, effective from 1 May 2023.
- (2) I authorize the manager for internal administration and organization to interpret the individual provisions hereof.

- (3) These Organizational Regulations are part of the methodology procedure "Internal Administration and Organization".
- (4) The compliance with these Organizational Regulations shall be inspected by employees mentioned in Part Five.
- (5) These Organizational Regulations shall enter into force on the day of their execution.
- (6) These Organizational Regulations shall enter into effect as of 19 September 2023.

Appendices: No. 1 – Organizational Structure of the University
No. 2 – Organizational Chart of the University
No. 3 – Management Structure of the University
No. 4 – Organizational Structure of the Rector's Office
No. 5 – Management Structure of the Rector's Office
No. 6 – Controlling Units of the University Methodological Management
No. 7 – Signing Rules

electronic signature

Martin Bareš
Rector

ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY

Faculties	Faculty of Law
	Faculty of Medicine
	Faculty of Science
	Faculty of Arts
	Faculty of Education
	Faculty of Pharmacy
	Faculty of Economics and Administration
	Faculty of Informatics
	Faculty of Social Studies
	Faculty of Sports Studies
University institutes	Institute of Computer Science
	Central European Institute of Technology
University facilities	Language Centre
	University Archives
	Centre for International Cooperation
	Support Centre for Students with Special Needs
	Technology Transfer Office
	Mendel Museum
	University Centre Telč
	Career Centre
	Competence Development Centre
	Accommodation and Catering Services
Munipress	
	Management of the University Campus Bohunice
Rector's Office	

Appendix No. 2 to the Organizational Regulations

ORGANIZATIONAL CHART OF THE UNIVERSITY

FACULTIES



UNIVERSITY INSTITUTES



OTHER UNITS

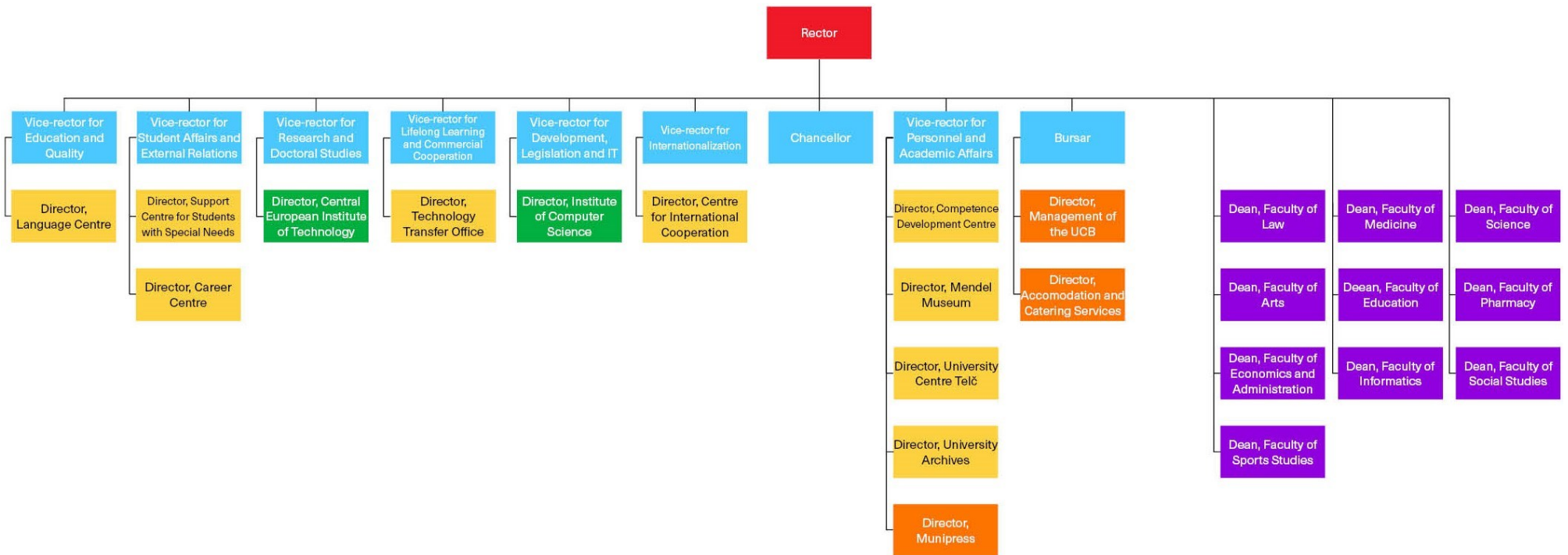


PURPOSE-BUILT FACILITIES



Appendix No. 3 to the Organizational Regulations

MANAGEMENT STRUCTURE OF MASARYK UNIVERSITY



ORGANIZATIONAL STRUCTURE OF THE RECTOR'S OFFICE

The competences of the individual organizational units of the Rector's Office are specified as follows:

a) Rector's Secretariat,

Areas	Representing the Rector in designated areas
	Coordination within the defined scope of competence.
Specific activities	Coordination of activities of the Rectors advisory bodies
	Coordination and performance of the events protocol of the Rector and the university
	Coordination of interaction of the Rector and the university with public administration and representations of interests
	Coordination of preparation of university-wide events or events under the auspices of the Rector
	Organizing the programme and taking care of foreign delegations and official visits to the senior management of the university in cooperation with faculties, External Relations and Marketing Division and the CIC
	preparation and organization of official and social events and university
Managed records	Membership of the advisory bodies to the Rector
External communication	Public administration, flexible communication with the advisory bodies to the Rector
Support for the office of	Rector
	Vice-rectors
	Chancellor
	Spokesperson

b) Secretariat

Areas	Support for the Rector and vice-rectors
	Coordination within the defined scope of competence
Specific activities	Full administrative support for the Rector and vice-rectors
	Coordination, organization and administration of working meetings of the university senior management, Rector's Councils and defined crisis bodies advising to the Rector
	Coordination of preparation and administration of supporting documents submitted by the Rector to the MU Academic Senate
	Organization of meetings of the MU Board of Trustees and administration of supporting materials
	Preparation and organization of retreats and defined social events of the Rector

	Coordination of supporting materials and communication with the Czech Rectors Conference Secretariat
	Administration of calendars of the Rector, vice-rectors, and transport
	Correspondence and signing by the Rector and vice-rectors
	Coordination and organization of transport and utilization of the RMU fleet
Managed records	Calendars of the Rector, vice-rectors, and transport
External communication	In particular the MEYS, flexible communication in the full scope of the Rector's and vice-rectors' competence
Support for the office of	Rector
	Vice-rectors

c) Bursar's Office

Areas	Bursar's tasks
	Bursar's correspondence
	Internal administration and organization of the university
Specific activities	Full administrative support for the bursar
	Signing by the bursar
	Analytical work in financial management and internal administration
	Coordination of information systems development and computerization
	Coordination and methodology of the system of management control and risk management
	Sustainable development coordination and methodology
	Verification of integrity of strategic data sources for university management purposes
	Organization and administration of the Information Technology Board and Board for Sustainable Development
	Methodological activities in the field of public aid and audit
	Advising and consultancy within the scope of the bursar's jobs
	Coordination of the bursar's jobs and their integration into the Strategic Plan of the university.
	Coordination of the processing of institutional information actively and passively transferred outside the university
	Managed records
University code lists	
External communication	In particular the MEYS and other relevant ministries, state institutions, regional and local partners, flexible communication in the full extent of the bursar's competence
	Transfer of data to the CSO and MEYS
	Bursar

Support for the office of	Vice-rector for Development, Legislation and Information Technologies
----------------------------------	---

d) Office for Studies

Areas	Study affairs in Bachelor's and Master's degree programmes <ul style="list-style-type: none"> • admissions procedure • course of studies • study information management • preparation of university-wide calendars • appointment decrees for chairpersons of boards for final state examinations (Bachelor's and Master's) and advanced Master's state examinations • awarding academic degrees
	Study-related fees
	University-wide study counselling
	Social support for students
Specific activities	Administration related to the recognition of foreign education and qualification at the level of Bachelor's and Master's degree programmes <ul style="list-style-type: none"> • methodological management • first-instance proceedings
	Scholarship policy and administration
	Appeal procedure: <ul style="list-style-type: none"> • decision-making on students' rights and duties • study-related fees • scholarships
	Coordination of the Accommodation Board
Managed records	Register of procedures on recognition of foreign higher education and qualification
	Specific IS MU applications according to the specialization
External communication	State administration bodies, public administration bodies (in particular MEYS, Ministry of the Interior, General Health Insurance Company, courts, Police of the Czech Republic), foreign institutions
Support for the office of	Vice-rector for Education and Quality
	Vice-rector for Student Affairs and External Relations

1. Lifelong Learning Division

Areas	Conception and development of lifelong learning
	Study affairs in lifelong learning
Specific activities	Appeal procedure: <ul style="list-style-type: none"> • decision-making on rights and duties of lifelong learning participants
	Administration of the University of the Third Age
Managed records	Specific IS MU applications according to the specialization
External communication	State administration bodies, public administration bodies, foreign institutions
Support for the office of	Vice-rector for Personnel Policy, Lifelong Learning and Sustainability

e) Research Office

Areas	Project support (except for the scope of structural funds and development projects)
	Study affairs in doctoral degree programmes (including admissions procedure, course of studies and management of information concerning studies)
	Coordination and management of research (including methodological support for research teams and staff, management of information concerning science and research, research infrastructures and ethical issues in research)
	Communication of science and research to professional public and stakeholders involved in science and research on the regional, national and international levels
	Habilitation procedures and professor appointment procedures
	Preparation and organization of academic ceremonies
Specific activities	Administration related to the recognition of foreign education and qualification at the level of doctoral degree programmes
	Coordination of systems of evaluation of research and development quality
	Administration of institutional support for research and development
	Methodological support for and administration of the Research Support Programme
	Funds for specific research support
	Administration of the Rector's programme to support students' creative activities
	Grant Agency of Masaryk University (GAMU)
	Preparation and management of university-wide projects to support science and research
	Methodological support for reporting research activities
	Monitoring of research and development performance
	Support for the International Scientific Advisory Board (ISAB)
	Administration of the Scientific Board of the university
Managed records	Project Management Information System (PMIS)
	InCites
	System for record-keeping of instrumentation for research and development
	Institutional repository (IS MU)
	Application for habilitation and professor appointment procedures (INET)
External communication	MEYS
	Research, Development and Innovation Council
	Grant scheme providers, e.g. grant agencies
	European Union institutions
	Professional public Stakeholders involved in science and research
Support for the office of	Vice-rector for Research and Doctoral Studies
	Vice-rector for Academic and Cultural Affairs

1. Grants Division

Areas	Project support for research projects
Specific activities	Methodological and administrative support for project support staff at the university organizational units
	Organization of informative and educational events for researchers and project support staff
	Individual support and consultations in the process of preparation and implementation of prestigious research projects
Support for the office of	Vice-rector for Research and Doctoral Studies

2. University Projects Division

Areas	Preparation and management of university-wide projects to support science and research
Specific activities	Preparation and coordination of university-wide research projects (in particular in operational programmes)
	Administration of approved university-wide projects
Support for the office of	Vice-rector for Research and Doctoral Studies

3. Doctoral Studies and Science Qualification Division

Areas	Study affairs in doctoral degree programmes (including admissions procedure, course of studies and management of information concerning studies)
	Habilitation procedures and professor appointment procedures
Specific activities	Administration related to the recognition of foreign education and qualification at the level of doctoral degree programmes
	Administration of the Scientific Board of the university
	Administration of awarding honours and prizes of the university and awards conferred by other institutions
	Administration of the Auditorium Maximum of Karel Engliš (university auditorium)
Managed records	Database of awards (INET)
Support for the office of	Vice-rector for Research and Doctoral Studies
	Vice-rector for Academic and Cultural Affairs

4. Centre for Scientometric Support

Areas	Coordination and management of research (including methodological support for research teams and staff, management of information concerning science and research, research infrastructures and ethical issues in research)
Specific activities	Provides research evaluation and performance analyses (bibliometric service)
	Support for the university and faculties in the fields of scholarly communication, publishing ethics and publishing strategies
Support for the office of	Vice-rector for Research and Doctoral Studies

f) Communication Office

Areas	Cooperation with the spokesperson in the area of media relations and press conferences
	Internal communication <ul style="list-style-type: none"> • internal communication strategy • administration and coordination of internal communication channels
	Administration and coordination of social media communication
Specific activities	Preparation and administration of the university periodical and news portal
	Administration of the internal employee and student newsletter
	Preparation of the content of the magazine for applicants and alumni
	Database of experts
	Photographic documentation and archive
External communication	In cooperation with the spokesperson, communication with national and foreign media, media presentation of the university, preparation of press releases and materials for journalists.
Support for the office of	Vice-rector for Student Affairs and External Relations
	Spokesperson

g) External Relations and Marketing Office

Areas	Marketing and communication strategy of the university
	Popularization of science
	Management of the unified visual style of the university and its application
	External and internal marketing <ul style="list-style-type: none"> • management and administration of the university MUNISHOP; promoting the university esprit de corps • preparation and implementation of university marketing events and keeping the calendar • preparation and organization of university official and social events and keeping the calendar • preparation, implementation and application of promotional printed materials, university presentations, promotional items of the university and merchandise of the Rector's Office • management and administration of the MUNI HELPS volunteer centre
	Management of the University Cinema Scala
	Communication with university partners, fundraising and sponsorship
	Issues of applicants, students, alumni, associations, university sports, working with motivated and talented students
Managed records	University address book
	Database of volunteers
	Calendar of events

	University photobank
	Institutional online presentation
External communication	External entities (no distinction)
Support for the office of	Vice-rector for Student Affairs and External Relations

h) Personnel Management Office

Areas	HR strategy
	HR policy of academic staff
	Recruitment and selection of staff
	Remuneration and benefits
	Evaluation, development and education, career planning (of non-academic staff)
	HR controlling and reporting, HR information system
	HR administration and payroll accounting
	Methodological support for introduction and use of HR tools at the university
Specific activities	Consultations and professional counselling in HR
	Creation and monitoring of the staff plan, wage plan and personnel costs of the Rector's Office
	Statistics and reporting concerning employees and wages
	Methodological support for HR generalists in using the HR information system
	HR information system and related databases
	Application for evaluation of academic staff EVAK (IS MU)
	Issues related to the conflict of interest of public officials, including ensuring the role of the university as a supporting body under Act No. 159/2006 Coll.
	External partners and contractors in the field of HR work and counselling
Managed records	CENTRAL REGISTER OF NOTIFICATIONS
External communication	Offices and institutions (e.g. Labour Office, Czech Social Security Administration, health insurance companies in the CR, SR and other countries, Czech Statistical Office, MEYS...), Ministry of Justice
Support for the office of	Bursar
	Vice-rector for Personnel Policy, Lifelong Learning and Sustainability

1. Personnel Division

Specific activities	HR administration for the Rector's Office and other relevant units of the university
	Recruitment, selection and onboarding of staff for the Rector's Office and other relevant units of the university
	Staff evaluation, development and education for the Rector's Office and other relevant units of the university

	Staff remuneration, systematization of jobs for the Rector's Office and other relevant units of the university
	Methodological management of the university HR generalists in labour law and HR administration, including inspection

2. Salaries and Accounting Division

Specific activities	Processing and calculation of wages, statutory levies and payroll administration of the Rector's Office and other relevant university units
	Processing and management of insurance levies to the EU/EEC/CH countries
	Representing the university towards Czech Social Security Administration, health insurance companies and tax offices including reporting and inspections
	Methodological management of the university payroll accountants

i) Accounting Office

Areas	Finance, accounting and taxes
	University budget and funding
Specific activities	Claims committee
	Cooperation in external audits
	Methodology of financial control for the entire university
	Pricing methodology
	Coordination of external audits of projects
	Formulation of budgeting rules
	Coordination and preparation of the annual financial report
	Methodology of accounting for overheads in projects
	Magion – enterprise resource planning system
Managed records	SUPO (system of settlement of claims in persons)
	Shopping Centre
External communication	Tax office
	Customs administration
	Auditor
	Tax adviser
	Statistical reports
	Supplier of accounting systems
	Bank institutions
	Providers of grants and contributions
Support for the office of	Bursar

1. Financial Management Division

Areas	Grants and contributions
	University funds
Specific activities	RMU budget – preparation and management
	Analytical work in financial management
	Setting up and managing the RMU financial control

	Schedules of grants and contributions and their final accounts
	Methodology of monitoring of and accounting for overheads in projects
	Transfers of funds within the university

2. Operational Accounting Division

Areas	Operational accounting including periodical financial statements of the RMU
Specific activities	University cash desk for handling Czech crowns and foreign currency

3. Property and Investment Division

Areas	Property and investment economics
Specific activities	Planning, inspection and record keeping of funding of university investment projects
	Coordination of inventory taking

4. Economic Systems Division

Areas	Administration and methodology of ERPS
	Bank transactions
Specific activities	SUPO support centre
	Shopping Centre
	Support for the university e-shop
	Warehouse management

5. Tax and Duty Division

Areas	Taxes and customs duties
Specific activities	Preparation of tax returns
	Intrastat reporting
	Creation of provisions to receivables and depreciation of irrecoverable receivables

j) Strategy Office

Areas	Strategic planning within the scope of university policies
	Data reporting and analysis, analytical and evaluation work within the scope of the university strategic goals
	University institutional research
Specific activities	Preparation of university strategic documents, in particular the Strategic Plan of the university and its annual implementation schemes, monitoring the achievement of strategic goals; cooperation on the development of national and regional strategies
	Preparation of annual evaluation interviews with the faculties and university institutes; preparation of analyses in accordance with the requirements of the

	university senior management and its organizational units
	Preparation of annual reports on the university activities and evaluation of the university's operations
	Data preparation and reporting for the purposes of international rankings of universities
	Provision of data for specific purposes within and outside the university (e.g. projects, media etc.)
	Implementation of university-wide surveys for the target groups of students and staff;
	Definition of internal projects content
Managed records	Surveys and course opinion poll within the university Information System
External communication	Institutions in the region; the MEYS (in particular regarding the preparation of strategic documents and provision of data for specific purposes)
Support for the office of	Director of Strategy

k) Quality Office

Areas	Management and evaluation of quality in education
Specific activities	Support for accreditation processes in education
	Conceptual and methodological support for the design, development and evaluation of degree programmes
Support for the office of	Vice-rector for Education and Quality

l) Infrastructure Development Office

Areas	Development and maintenance of infrastructure <ul style="list-style-type: none"> • planning and management of investment and non-investment projects, including collection of requirements for purchase and implementation • preparation of investment plans • management of purchases of equipment, services and works • procurement of design works • procurement and management of contractor works • implementation administration • archiving and inspection
Managed records	Purchase and implementation in the field of construction investments and major repairs
External communication	Relevant state administration bodies, contractors and the MEYS
Support for the office of	Bursar

m) Office for Development

Areas	Project support in the scope of structural funds and development projects
Specific activities	Institutional plan and internal development projects – coordination of preparation and administration of implementation
	Centralized development projects – coordination of preparation and administration of implementation

	Masaryk University Development Fund – coordination of preparation and administration of implementation
	F indicator – administration, support for ECUs except for the annual contribution to the SCSSN
	National Sustainability Programme – project support
	OP RDE and other operational programmes – administration and implementation
External communication	Funding bodies
Support for the office of	Vice-rector for Development, Legislation and Information Technologies

n) Public Tender Office

Areas	Public procurement
Specific activities	Public procurement for the Rector’s Office
	Providing support for the university in case it participates in a call for tenders announced by another contracting authority
	Organization of calls for tenders for centrally managed infrastructure projects
	Central purchases through dynamic purchasing systems and framework agreements
Managed records	E_ZAK – electronic public procurement tool
External communication	Administrative bodies, contractors, partner organizations
Support for the office of	Bursar

o) Technical Operations Office

Areas	Contractual relations in areas of technical operation
	Energy systems operation
	Occupational health and safety, fire protection and preparation of crisis management
Specific activities	Administration of transport for the university
	Storage of assets for RMU
	Property and liability insurance for the university
	Leases at external entities
	Administration of university lands
	Energy management of the university
	Disposal of real property of the university
	Provision of central services of technical operation for the university
Managed records	Land records
	Telephony users
	Pasportization of real property
	Claims records
	Records of industrial and school injuries
External communication	Land register
	Service suppliers

Support for the office of	Bursar
----------------------------------	--------

1. Building Management Division

Specific activities	Operation of buildings and equipment for RMU
Managed records	Use of areas

2. Information and Communications Technologies Division (ICT)

Specific activities	Provision of ICT infrastructure for RMU
Managed records	Records of installed hardware and software

3. Technical Operations Division

Specific activities	Registration and inventory taking of RMU assets
	Purchase and logistics of office supplies, cleaning products, IT and communication technologies for RMU
	Telephony solutions for RMU
Managed records	Records of assets for RMU

p) Legal Office

Areas	Legislation and legal activities
Specific activities	Providing legal consultations, drawing up contractual documents
	Management, preparation, interpretation and administration of internal legislation
	Legal support for science and research, project agreements
	Legal representation of the university
	Publication of RMU contracts
	Administration of petitions under Act No. 106/1999 Coll.
	Recovery of claims, insolvency proceedings
Managed records	Register of contracts
External communication	Administrative bodies and courts, external contractual partners
Support for the office of	Bursar
	Vice-rector for Development, Legislation and Information Technologies

1. Division of Records Service

Areas	Records management <ul style="list-style-type: none"> • provision of professional administration of documents originated from the university's operations • due receipt of documents • registration and digitization of documents • processing of documents • signing of documents • administration of electronic certificates • dispatch of documents
--------------	---

	<ul style="list-style-type: none"> • storage of documents • disposal of documents within the retention and disposal procedure
Specific activities	Mailroom services for the Rector's Office
	Records management for the Rector's Office
	Storage of documents for RMU
	Provision of authorized conversion of documents
Managed records	IS MU Document Office
	RemSig
	Records of stamps for RMU
External communication	Czech Post
	Postsignum
	Ministry of Interior of the Czech Republic
	Moravian Land Archive
	CzechPoint

q) Office of the Rector's Inspectorate

Areas	Specialized inspection of internal activities
	Security director's tasks
Specific activities	Inspection of compliance with generally binding legal regulations and university regulations
	Investigations and reports required by prosecuting authorities
	Representation of the university in criminal proceedings, lodging criminal complaints and remedies
Managed records	Central records of external audits
External communication	Police of the Czech Republic, public prosecutor's office, courts
	Inspection bodies – coordination of mutual assistance, participation in commencement and discussion of results of external audits, legal support for opposition proceedings
Support for the office of	Rector

r) Office of the Internal Auditor

Areas	Internal audit
	Internal inspection system
	Risk management
Specific activities	Evaluation of effectiveness of the university internal inspection system
	Review of scope, consistency and methodological correctness of university regulations, their harmonization with the law and inspection of compliance
	Reporting on external financial inspections and ensuing risks
	Consultancy on the creation and application of internal financial control methodology
	Audit methodology
Managed records	Central database of documents from external financial inspections and audits

	Module of serious findings of financial audits
	Inspection system
External communication	Coordination of external inspections and audits focused on funding (except for tax investigations made by the tax office, and external audits of projects)
	Provision of assistance to external inspection bodies and external auditors
Support for the office of	Rector
	Bursar

s) Personal Data Protection Office

Areas	Personal Data Processing and Protection
Specific activities	Supervision of personal data processing and protection
	Advising and consultancy for university employees
	Educational activities focussed on university employees
	Administration of petitions and exercise of data subject's rights in accordance with applicable legislation
	Provision of assistance to external inspection bodies, in particular the Office for Personal Data Protection
Managed records	Register of Personal Data Processing Activities
External communication	Office for Personal Data Protection
Support for the office of	Data protection officer

t) SYRI Office

Areas	Project support: scientific and administrative management of the SYRI project
	Coordination and activities leading to the establishment of the "National Institute for Research on Socioeconomic Impacts of Diseases and Systemic Risks"
	Communication of outcomes of projects to professional public and stakeholders involved in the humanities and research on the regional, national and international levels
Specific activities	Coordination, monitoring and reporting of research activities (including methodological support for research teams and staff)
	Methodological guidance and support within the university in the administration of the Syri project
	Preparation and management of synergic projects
	Support for the International Scientific Advisory Board (ISAB) of the SYRI project
	Support for the Steering Committee and Scientific Committee

External communication	MEYS, Research, Development and Innovation Council, grant scheme providers, professional public, media, stakeholders involved in science and research
Support for the office of	Vice-rector for Development, Legislation and Information Technologies

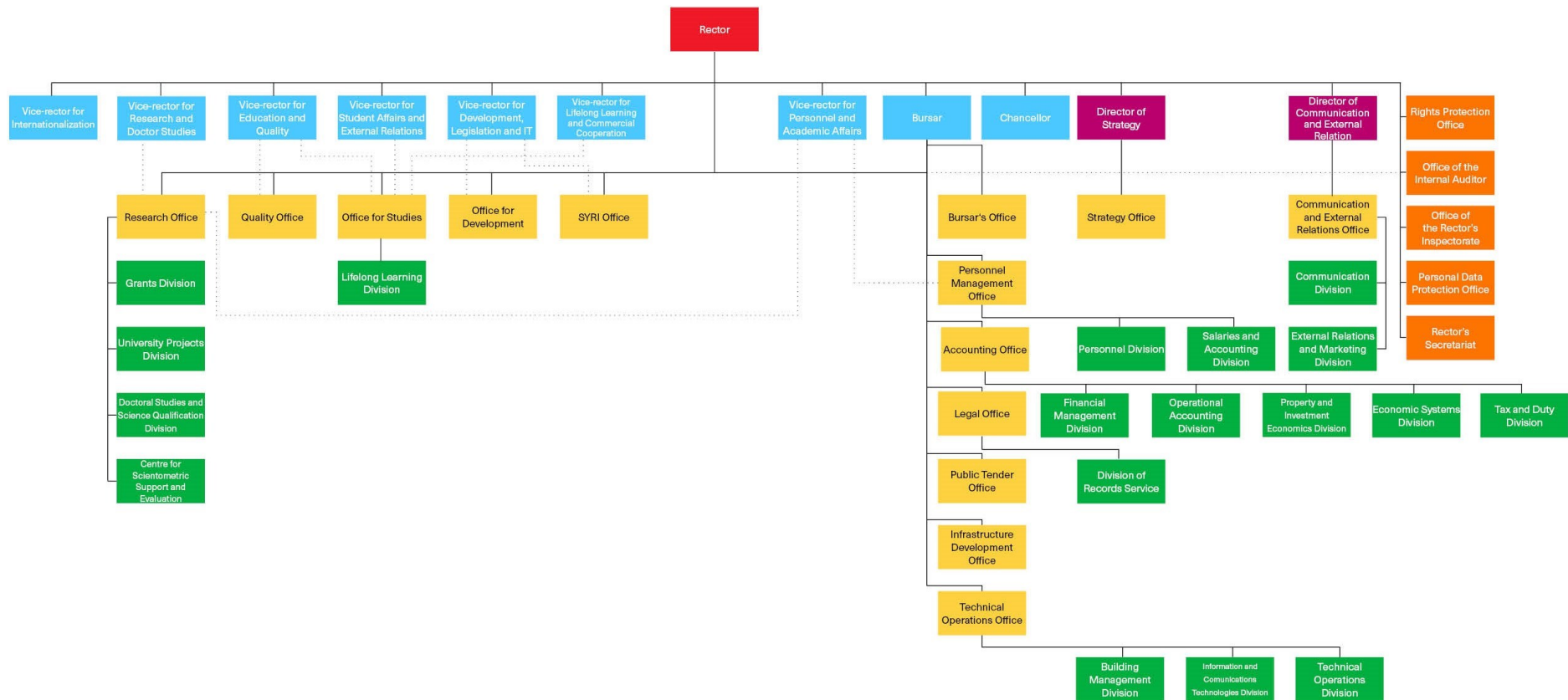
u) Rights Protection Office

Areas	University-wide protection of rights
Specific activities	Receiving, registering and processing submissions regarding the protection of rights at the university in the scope stipulated by the relevant university regulation.
	Formulation of opinions and recommendations during the processing of concrete submissions
	Mediation, provision of assistance and advice to the parties to the conflict
	Coordination and methodological guidance concerning rights protection, in particular analysing motions, preparing recommendations and proposing preventive measures and systemic solutions, including cooperation on risk management
	Implementation of the Gender Equality Plan
	Providing access to knowledge in the field of rights protection and cooperating with persons in charge across the university
	Organizational and administrative support for the sessions of the Equal Opportunity Panel and the university Ethics Board
Managed records	Records of submissions aimed at the protection of rights and internal reporting system
External communication	Persons in charge of rights protection at other institutions
Support for the office of	Ombuds

The concrete overview of activities of the individual units and competence of their employees is always determined by their superiors.

Appendix No. 5 to the Organizational Regulations

MANAGEMENT STRUCTURE OF THE RECTOR'S OFFICE



Appendix No. 6 to the Organizational Regulations

CONTROLLING UNITS OF THE UNIVERSITY METHODOLOGICAL MANAGEMENT

Controlling units for specified areas under Section 11(2) are:

Process area	Area	Controlling unit
Supporting educational activities	Study affairs in Bachelor's and Master's degree programmes and advanced Master's state examination	Office for Studies at the Rector's Office
	Study affairs in doctoral degree programmes	Research Office at the Rector's Office (Doctoral Studies and Science Qualification Division)
	Professional language teaching for non-philology students	Language Centre
	Conception and development of lifelong learning	Lifelong Learning Division at the Rector's Office
	Study affairs in lifelong learning	Lifelong Learning Division at the Rector's Office
	Study-related fees	Office for Studies at the Rector's Office
	University-wide study counselling	Office for Studies at the Rector's Office
	Social support for students	Office for Studies at the Rector's Office
	Support for students with special needs	Support Centre for Students with Special Needs
	Accommodation and catering	Accommodation and Catering Services
Supporting creative activities	Coordination and planning of research / creative activities	Research Office at the Rector's Office
Internationalization	International cooperation, management of relations with universities and operation in university networks	Centre for International Cooperation
	Study abroad and exchanges of students and teachers	Centre for International Cooperation
	Internationalization and international cooperation	Centre for International Cooperation
External relations	Media relations	Communication Office at the Rector's Office
	Administration and coordination of social media communication	Communication Office at the Rector's Office
	Communication strategy	Communication Office at the Rector's Office

	Popularization of science	External Relations and Marketing Office at the Rector's Office
	Management of the unified visual style of the university and its application across the university	External Relations and Marketing Office at the Rector's Office
	External and internal marketing	External Relations and Marketing Office at the Rector's Office
	Sponsorship and fundraising	External Relations and Marketing Office at the Rector's Office
	Management of the University Cinema Scala	External Relations and Marketing Office at the Rector's Office
Management of intellectual property	Cooperation with the applied sector, establishment of spin-off companies	Technology Transfer Office
	Transfer of knowledge and technology	Technology Transfer Office
	Intellectual property protection and management	Technology Transfer Office
	Reporting research activities	Research Office at the Rector's Office (Centre for Scientometric Support)
	Management of museum collections	Mendel Museum
	Publishing	Munipress
Human resources development and management support	HR and wages	Personnel Management Office at the Rector's Office
	Habilitation procedures and professor appointment procedures	Research Office at the Rector's Office (Doctoral Studies and Science Qualification Division)
	Enhancement of quality and effectiveness of employee work	PCDC
	HR policy of academic staff	Personnel Management Office at the Rector's Office
Accountancy and finance	Accountancy	Accounting Office at the Rector's Office
	University budget and funding	Accounting Office at the Rector's Office
	Grants and contributions	Accounting Office at the Rector's Office
Support for the development of strategy and conducting of surveys	Strategic planning	Strategy Office at the Rector's Office
	Conducting of sociological surveys for target groups within and outside the university	Strategy Office at the Rector's Office
Management and evaluation of academic quality	Management and evaluation of quality in education	Quality Office at the Rector's Office

Infrastructure development	Development and maintenance of infrastructure	Infrastructure Development Office at the Rector's Office
Project management and administration	Project support (except for structural funds and development projects)	Research Office at the Rector's Office (Grants Division)
	Project support in the scope of structural funds and development projects	Office for Development at the Rector's Office
	Scientific and administrative management of the SYRI project and other synergic projects	SYRI Office
	Coordination and activities leading to the establishment of the "National Institute for Research on Socioeconomic Impacts of Diseases and Systemic Risks"	SYRI Office
Public procurement management and administration	Public procurement	Public Tender Office at the Rector's Office
Internal administration	Internal administration and organization	Bursar's Office
Preparation and administration of university regulations, legal service	Legislation and legal activities	Legal Office at the Rector's Office
Inspection activities	Specialized inspection of internal activities	Office of the Rector's Inspectorate
	Security director's tasks	Office of the Rector's Inspectorate
Audit	Internal audit	Office of the Internal Auditor at the Rector's Office
	Internal inspection system	Office of the Internal Auditor at the Rector's Office
	Risk management	Office of the Internal Auditor at the Rector's Office
Operation of infrastructure	Occupational health and safety, fire protection and preparation of crisis management	Technical Operations Office at the Rector's Office
	Operation of buildings and equipment	Technical Operations Office at the Rector's Office
	Energy systems operation	Technical Operations Office at the Rector's Office
	Coordination of infrastructure management	Management of the University Campus Bohunice
Information services	Library services	Institute of Computer Science (Library Information Centre)
	Information systems and information and communication technologies	Institute of Computer Science

	Verification of integrity of strategic data sources for university management purposes	Bursar's Office
	Coordination of the processing of institutional information actively and passively transferred outside the university	Bursar's Office
	Internal communication	Communication Office at the Rector's Office
	Personal Data Processing and Protection	Personal Data Protection Office
	Records management	Division of Records Service
	Document storage and archiving	University Archives
Protection of rights	University-wide protection of rights	Rights Protection Office

Appendix No. 7 to the Organizational Regulations

SIGNING RULES

Section 1

Introductory Provisions

- (1) These Signing Rules as part of the RMU Organizational Regulations stipulate the authorization of employees to sign documents on behalf of the university.
- (2) These Signing Rules regulate the authority to sign documents originated as part of university's operations:
 - a) directed to addressees outside the university,
 - b) binding the university toward entities outside the university.
- (3) These Signing Rules shall not affect the situations where signatures are attached to preliminary/informal communication that does not fulfil the requisites of a legal act on behalf of the university.
- (4) The authority to sign shall apply to analogous as well as digital documents.

Section 2

Definitions

For the purposes hereof:

- a) **document** means any and all information recorded in writing, visual or audio form, analogous or digital,
- b) **signature** means:
 1. own signature written on paper (the list of signature specimens is kept by the Secretariat),
 2. qualified electronic signature – used to sign an electronic document that constitutes a legal act of the university,
 3. qualified electronic seal – unless another legal regulation stipulates a signature as a requisite of the legal act represented by the document, or unless such requisite follows from the nature of the legal act, the university executing its authority shall seal the electronic document with the qualified electronic seal,
 4. qualified electronic time stamp – in case the university signs or seals an electronic document representing its legal act, the signed or sealed electronic document shall be stamped with the qualified electronic time stamp,
 5. mechanical signature – a confirmation of a document after logging in to electronic tools used by the university (operated by the university or by other entities). Unless stipulated otherwise by a legal regulation, the signature under these Rules means an expression of consent from an authenticated environment in systems such as INET, IS, EZAK etc.,
 6. simple electronic signature in an e-mail,
- c) **employee** means a person acting on behalf of the university under Section 20 of Act No. 89/2012 Coll., Civil Code, if the person proves they are authorized to act for the university. In such case, the employee is not in the role of a deputy; their legal acts are considered acts of the university. For the purpose of acting on behalf of the university, the employee is granted a power of attorney,
- d) **third party** means a person other than the employee, acting on behalf of the university pursuant to a power of attorney granted by the Rector or the bursar,

- e) **temporary authorization** means an authorization in accordance with the binding template available in the guidelines of the RMU Legal Office, registered in the IS MU Document Office, which is granted for 1 year with validity from the first to the last day of the year. If employment commenced during the year, the authorization is granted until the end of the year in which the employee started the employment,
- f) **permanent authorization** means an authorization in accordance with the binding template available in the guidelines of the RMU Legal Office, registered in the IS MU Document Office, which may be considered exceptional and whose granting is contingent on a consent of the immediate superior and relevant reasons,
- g) **power of attorney** means a power of attorney in accordance with the binding template available in the guidelines of the RMU Legal Office, registered in the IS MU Document Office. The power of attorney is signed by the Rector or the bursar (who may request recommendation from a vice-rector authorized under the MU Organizational Regulations).

Section 3

Authority to Sign

- (1) Each employee of the university signing documents on its behalf is obliged to check whether they have the authority to sign in the matter concerned. In case of doubt, they shall ask the person authorized to interpret the Organizational Regulations.
- (2) All signatures of documents on behalf of the university may only be affixed by an employee whose authority to sign ensues from the Organizational Regulations, or by an employee who is authorized or empowered to sign in accordance with these Signing Rules.
- (3) University employees may sign documents on behalf of the university only pursuant to:
 - a) the law,
 - b) Organizational Regulations,
 - c) temporary authorization,
 - d) permanent authorization,
 - e) power of attorney.
- (4) Third parties may sign documents on behalf of the university only pursuant to a power of attorney.
- (5) Authorization under subsection 3(c) and (d) may only be granted by the Rector or the bursar to the head/director of an RMU organizational unit with competence in the matter concerned (under Appendix No. 6 to the Organizational Regulations), or exceptionally to another employee where this follows from their job description.
- (6) The person who granted authorization under subsection 3(c) and (d) may revoke it any any time.

Section 4

Deputies of Signatories

- (1) If employees authorized under Section 3(3)(c) and (d) are absent, documents may be signed by their deputies specified in INET.
- (2) Employees authorized under Section 3(3)(c) and (d) shall propose their deputy through the INET application immediately after being authorized. The bursar shall then approve the proposed deputy or shall ask the authorized employee to propose another person.