



## THE COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

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### **Rector's Ordinance issuing the Rectorate Regulations of the University of South Bohemia in České Budějovice**

Pursuant to Article 14 (2) of the Statute of the University of South Bohemia in České Budějovice (hereinafter referred to as the "USB"), I am hereby issuing the USB Rectorate (hereinafter referred to as the "Rectorate") Regulations.

#### **Title I**

#### **General Integration of the Rectorate into the USB Structure**

- (1) Pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts, as amended, (hereinafter referred to as the Higher Education Act or the Act), the USB is a university-type public higher education institution.
- (2) The USB is a legal successor to the University of South Bohemia founded on 28 April 1991 under Act of the Czech National Council No. 314/1991 Coll., establishing the Silesian University, the University of South Bohemia, the University of West Bohemia, Jan Evangelista Purkyně University, and the University of Ostrava.
- (3) Pursuant to Section 22 (1) of the Act, the USB is divided into constituent parts such as faculties, other departments for educational and scientific, research, development, artistic and other creative activities and for the provision of information services, and special-purpose facilities for cultural and sports activities, for accommodation and catering and to ensure USB operations.

Pursuant to Section 22 (1) a) of the Act, the faculties are as follows:

- a) The Faculty of Economics,
- b) The Faculty of Fisheries and the Protection of Waters,
- c) The Faculty of Arts,
- d) The Faculty of Education,
- e) The Faculty of Science,
- f) The Faculty of Theology,
- g) The Faculty of Health and Social Sciences,
- h) The Faculty of Agriculture.

The constituent parts of the USB that are not faculties include:

- a) Other units,
- b) Special-purpose facilities.

Under Section 22 (1) c) of the Act, other workplaces include:

- a) The Academic Library,
- b) The USB publishing house (EPISTEME),
- c) The Information Technology Centre,





- d) The British Centre,
- e) The Goethe Centre.

Under Section 22 (1) d) of the Act, other special-purpose facilities include:

- a) Residential halls and cafeterias,
- b) The preschool facility (the Kvítek Children's Group).

Pursuant to Section 7 (1) of the Act, independent academic bodies are:

- a) The Academic Senate,
- b) The Rector,
- c) The Scientific Board,
- d) The Internal Evaluation Board.

Pursuant to Section 7 (2) of the Act, other bodies include:

- a) The Board of Trustees,
- b) The Bursar.

## **Title II**

### **The USB Rectorate Regulations**

#### **Part One**

##### **Introductory Provisions**

- (1) Following Article 14.2 a) of the USB Statute, the Rector of the USB (hereinafter referred to as the "Rector") has issued these USB Rectorate Regulations.
- (2) In accordance with the Statute, the Rectorate Regulations define the organizational structure of the Rectorate, internal relationships and competences of individual organizational departments, competence relationships, and the work of USB's executive employees.
- (3) Annex No. 1 to the USB Rectorate Regulations is the Organizational Structure of the USB and the USB Rectorate, including the definition of organizational connections and management relationships towards the constituent parts of the USB that are not faculties – effective from 1 April 2019, and the Organizational Structure of the constituent parts of the USB that are not faculties – effective from 1 April 2019.
- (4) Annex No. 2 to the USB Rectorate Regulations includes information on the position and competence of individual organizational departments of the USB Rectorate – effective from 1 April 2019.

#### **Part Two**

##### **Organization and Management of the Rectorate and the USB Constituent Parts That Are Not Faculties**

#### **Article 1**

##### **Mission and Activities of the Rectorate and the USB Constituent Parts That Are Not Faculties**

- (1) The Rectorate provides for the needs of the USB as a whole and performs organizational, coordination, consulting, methodological, registration and inspection activities in relation to





- study, scientific, economic, personnel, legal and investment fields, external relations, marketing, foreign relations, and internal administration.
- (2) The Rectorate ensures material and administrative activities of the Rector, Vice-Rectors and the Bursar, the USB Academic Senate, the USB Scientific Board, the Internal Evaluation Boards, and the USB Board of Trustees.
  - (3) The Rectorate also performs other activities entrusted to it subject to mutual agreement with the faculties and the constituent parts of the USB as a whole and presents the USB on the outside.

## Article 2

### Organizational Structure of the Rectorate and the USB Constituent Parts That Are Not Faculties

- (1) The internal organization of the Rectorate includes:
  - a) a permanent organizational structure specified in Annex No. 1 The USB and Rectorate Organizational Structure, including the definition of organizational connections and management relationships to the constituent parts of the USB that are not faculties – effective from 1 April 2019; it includes individual organizational units of the Rectorate with vertical links of subordination and superiority and horizontal links of mutual cooperation, and individual university facilities that are directly controlled by the Rectorate,
  - b) project organizational structures created according to current needs to solve complex issues where it is useful to concentrate researchers into work teams and adapt relationships between the members to that purpose. Project organizational structures do not replace a permanent organizational structure, they only temporarily complement it.
- (2) The organizational structure of the Rectorate includes sections, divisions and departments:
  - a) The section is an organizational unit at a higher level of management. It is established to comprehensively manage a set of activities of the same nature. A section can be further divided into divisions and departments. The Bursar and the Vice-Rectors as heads of individual sections answers for their work to the Rector.
  - b) A division is an organizational unit that is in charge of a greater range of related professional activities. A division is divided into departments. The head of a division is answers for his/her work to the head of the section.
  - c) A department provides a comprehensive agenda. A department may be subordinate to the head of a division department or to the head of a section. The head of a department answers for his/her work to the head of a division or the head of a section to whom he/she is directly subordinate.
- (3) The internal organization of the constituent parts of the USB that are not faculties is given by the regulations of these constituent parts of the USB. The provisions of Article 2.2 will apply accordingly to the regulations.

## Article 3

### Management of USB Structure, the Rectorate and the USB Constituent Parts That Are Not Faculties

- (1) The executive employees of the USB within the meaning of Section 9 (1) a) of the Act are the Rector, Vice-Rectors, the Bursar and the Deans of Faculties.
- (2) A Vice-Rector is directly subordinate to the Rector to whom he/she answers for his/her work. The Vice-Rectors methodically manage the Vice-Deans of the faculties and other executive employees of the faculties whether they perform work for which the relevant Vice-Rector is responsible at the USB level. The competences and work of the Vice-Rectors are defined in Annex No. 2 to USB Rectorate Regulations.





- (3) The Bursar is directly subordinate to the Rector to whom he/she answers for his/her work. The Bursar methodically manages faculty secretaries and heads of Economic Departments of other USB constituent parts. The competences and work of the Bursar are defined in Annex No. 2 to the USB Rectorate Regulations.
- (4) The constituent parts of the USB that are not faculties are headed by directors who are directly subordinate to the Rector to whom they are responsible for their work. The employment relationship with a director is entered into by the Rector on behalf of the USB. In the field of methodological management, assignment of tasks, receipt of selected documents under the HR agenda (working hours records, annual holiday, travel order forms) performed by the directors of the constituent parts of the USB that are not faculties, the Rector may delegate competences to a specific Vice-Rector in the form of written mandate. The competences and work of the directors of the constituent parts of the USB are defined in Annex No. 2 to USB Rectorate Regulations.

#### **Article 4**

##### **Executive Employees at the Rectorate**

- (1) Executive employees are employees who are entrusted with the management of a section/division/department at any organizational level, are entitled to determine and delegate tasks to their subordinate employees, organize, manage and check their work, and provide them with binding Instructions.
- (2) Each head of a section/division/department manager decides separately on all matters related to the scope of the work of his/her division/department/unit unless he/she has delegated the competence to (a) subordinate employee(s) or if his/her superior reserves the right to decide on a given issue.
- (3) Each head of a section/division/department is responsible for due operations of the organizational unit that has been entrusted to him/her and for the performance of duties define for a given section/division/department.

#### **Article 5**

##### **Appointment and Dismissal of Executive Employees of the Rectorate**

- (1) Within the Rectorate, the following executive employees are appointed and dismissed pursuant to the Higher Education Act and the Financial Control Act:
  - a) The Rector,
  - b) the Vice-Rectors,
  - c) the Bursar,
- (2) The Vice-Rectors, the Bursar and the Head of the Internal Audit and Control Department are appointed and dismissed by the Rector.
- (3) When an executive employee is replaced, an official record is made of the change in the posit. The record of office handover is approved by the nearest supervisor. The record of the handover of a post must include in particular the following:
  - a) information about the post that is being handed over (the reason for the handover, as of which date, the exact title of the post),
  - b) the name and position of the transferring and receiving persons,
  - c) an overview of the organizational unit that is being handed over (its organizational structure, spatial distribution, current inventory, including a list of operational records of low-value assets),
  - d) work records, a current overview of the performance of tasks, work underway, an outlook for the next period, etc.,
  - e) summary characteristics of agendas that are being handed over,





- f) a list of filed documents of the organizational unit,
  - g) a record of the state of financial management of the section that is being handed over,
  - h) important notifications (matters that are or may be problematic, urgent matters, etc.),
  - i) a list of documents that was handed over,
  - j) the date of the official record, signatures of the transferring and the receiving executives and of their superior.
- (5) The report on the handover of a post must be prepared, signed and provided by the transferring employee no later than 14 days from the date when the reason for handover occurred, unless the superior employee provides otherwise.
- (6) If a situation occurs that an employee who takes over a post does not receive a handover report from his/her predecessor due to serious reasons, he/she is obliged to prepare one himself/herself. The report will include important requirements describing the state of the post as of the handover date.
- (7) The record will be made in 3 counterparts of which the transferring and the receiving persons and the HR Department will each receive one.

### **Part Three**

#### **The Competence the Rectorate's Organizational Units**

##### **Article 6**

###### **Principles to Determine the Competence of the Rectorate's Organizational Units**

The competence of a professional organizational unit is the function for which it was established. In the USB Rectorate's Regulations, the competence of a professional organizational unit is determined by:

- a) general competence shared by all organizational units,
- b) professional competence that is listed separately for each organizational unit in the form of assigned professional activities,
- c) activities related to the internal operations of the organizational unit that are jointly provided for all business units,
- d) activities resulting from USB internal regulations and standards.

##### **Article 7**

###### **General Competence**

The general competence of an organizational unit are activities common to all organizational units. Each organizational unit:

- a) defines the concept of its activities carried out within its professional competence,
- b) within its professional competence, it proposes internal regulations to ensure a uniform performance of USB's professional activities, including their interpretation, amendments and checks of compliance with them;
- c) provides its statements on internal regulations, standards and documents affecting the competence of the organizational unit,
- d) cooperates with other organizational units,
- e) provides internal consulting and advisory work in the field of its competence,
- f) provides other organizational units with information and supporting documents that they need to carry out their activities and is responsible for their accuracy and completeness;
- g) records and files documents that are being prepared and processed,





- h) within its scope of competence, it prepares situation reports, analyses and statistics for the needs of the USB and public and self-governing authorities,
- i) within its scope of competence, it prepares supporting documents for internal and external inspection bodies and provides cooperation during inspections;
- j) cooperates with public authority and self-government bodies in the field of its competence.

## Article 8

### Professional Competence

- (1) The professional competence of an organizational unit is a set of professional activities that the organizational unit is obligated to perform according to the USB Rectorate's Regulations. The organizational unit is also obligated to perform work and activities that are not specifically stated in the Rectorate's Regulations but are required for the proper performance of prescribed professional activities.
- (2) Professional activities are assigned to individual organizational units to cover a comprehensive scope of work.
- (3) Professional activities of the Rectorate's organizational units are defined in Annex No. 2 to the USB Rectorate Regulations.

## Article 9

### Activities Related to the Internal Operations of Organizational Units

- (1) Each organizational unit performs activities that are not part of its professional or general competence and are carried out to ensure the internal operations of the organizational unit.
- (2) The head of the relevant organizational unit is responsible for ensuring the performance of these activities.
- (3) Activities related to internal operations of the organizational unit will include mainly the following:
  - a) the implementation of administrative services to the extent determined by the head and the Code of Archiving Rules,
  - b) the preparation of a work plan and the monitoring of its fulfilment,
  - c) dealing with personnel matters,
  - d) the remuneration and sanctioning of its employees,
  - e) the issuing of requests and orders to obtain property, repairs, work and services for its own needs,
  - f) inventorying and maintenance of all entrusted assets,
  - g) dealing with business trips,
  - h) the implementation of measures to ensure occupational safety and health and fire protection within the organizational unit, including relevant compliance checks.

## Part Four

### Final Provisions

## Article 10

### The Binding Nature of the USB Rectorate Regulations

- (1) The Rectorate Regulations are binding in their entirety on all employees of the Rectorate.
- (2) Executive employees of the Rectorate must inform their subordinates of the content of the Rectorate Regulations to the required extent and ensure compliance with the Rectorate Regulations.





## Article 11

### Processing and Changes to the USB Rectorate Regulations

Proposals for amendments and additions to the Rectorate Regulations can be made in writing and submitted to the author of this ordinance via executive employees of individual organizational units of the Rectorate. Any changes and amendment to the Rectorate Regulations are approved by the Rector.

## Article 12

### Effectiveness

The Rectorate Regulations become effective on 1 April 2019.

## Title III

This ordinance repeals Rector's Ordinance No. R 375 of 21 February 2018.

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Rector

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Distribution list: the members of USB management, the Deans of the USB faculties, directors of non-faculty constituent parts, executive employees of Rectorate departments

Annexes:

1. The Organizational Structure of the USB and the USB Rectorate, including the definition of organizational connections and management relationships to the constituent parts of the USB that are not faculties – effective from 1 April 2019, and the Organizational Structure of the constituent parts of the USB that are not faculties – effective from 1 April 2019.
2. Position and competence of departments within the USB Rectorate – effective from 1 April 2019

