



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 Statutes of the University of South Bohemia in České Budějovice (hereinafter as 'USB'), I am hereby issuing the USB Rectorate (hereinafter as the 'Rectorate') Regulations.

Title I

General integration of the Rectorate and other organisational units into the USB structure

- (1) Pursuant to Act No. 111/1998, on Higher Education Institutions and on Amendments to Other Acts, as amended, (hereinafter as the 'Higher Education Act' or 'Act'), USB is a university-type public higher education institution.
- (2) USB is the legal successor to the University of South Bohemia founded on 28 April 1991 under Act of the Czech National Council No. 314/1991, 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 units for educational and scientific, research, development, artistic and other creative activities and for providing information services, and special-purpose facilities for cultural and sports activities, for accommodation and catering and ensuring operations of USB.

Pursuant to Section 22(1)(a) of the Act, the following units are faculties:

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

Constituent parts of USB that are not faculties include:

- a) other units,
- b) special-purpose facilities.

Under Section 22(1)(c) of the Act, other units are:

- a) Academic Library,
- b) Publishing House,
- c) Centre of Information Technologies,





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

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

- a) Dormitories and Refectories,
- b) Preschool facilities - the Kvítek Children's Group.

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

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

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

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

Title II

USB Rectorate Regulations

Division One

Introductory provisions

- (1) Pursuant to article 14(2)(a) of the Statutes of USB, the USB Rector (hereinafter as the 'Rector') is issuing the USB Rectorate Regulations.
- (2) In accordance with the Statutes, the USB Rectorate Regulations define the organisational structure of the Rectorate and other organisational units of USB (constituent parts of USB, which are not faculties), internal relationships and scopes of power of individual organisational departments, competence relations and the work of USB's managing employees.
- (3) Annexe no. 1 to the USB Rectorate Regulations (the organisational structure of USB, the USB Rectorate and constituent parts of USB that are not faculties) consists of:
 - a. the Organisational structure of USB, the USB Rectorate, including the definition of organisational connections and management relationships towards the constituent parts of USB that are not faculties,
 - b. the Organisational structure of the constituent parts of USB that are not faculties.
- (4) Annexe no. 2 to the USB Rectorate Regulations includes information on the position and competences of individual organisational units of the USB Rectorate.

Division Two

Organisation and management of the Rectorate and the constituent parts of USB that are not faculties

Article 1

Mission and Activities of the USB Rectorate





- (1) The USB Rectorate provides for the needs of USB as a whole and performs organisational, coordination, consulting, methodological, registration and inspectorial activities in relation to study, scientific, economic, personnel, legal and investment fields, external relations, marketing, foreign relations, internal administration and in other necessary areas.
- (2) The USB Rectorate materially and administratively secures activities of the Rector, Vice-Rectors and the Bursar, the USB Academic Senate, the USB Scientific Board, the Internal Evaluation Board, and the USB Board of Trustees.

Article 2

Organisational structure of the Rectorate and the constituent parts of USB that are not faculties

- (1) The internal organization of the Rectorate and constituent parts of USB that are not faculties is displayed in annex no. 1 of the USB Rectorate Regulations – Organisational structure of USB, the USB Rectorate and constituent parts of USB that are not faculties:
- (2) The organisational structure of the Rectorate includes sections, offices, divisions and departments:
 - a) A section is an organisational 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 offices, divisions and departments. The Bursar and vice-rectors as heads of individual sections are accountable to the Rector for their work.
 - b) An office, just as a division is an organisational unit that is in charge of a greater range of related professional activities. Offices and divisions may be into departments. The head of an office or a division 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 an office, a division or to the head of a section. The head of a department is accountable for his/her work to the head of an office or a division or the head of the section to whom he/she is directly subordinate.
- (3) The internal organisation of the constituent parts of USB that are not faculties is given by the regulations, statutes (or by documents of equivalent nature) of these constituent parts of USB, that are not faculties. The provisions of article 2(2) will apply accordingly to the regulations, statutes (or other documents of equivalent nature).

Article 3

Management of the structure of USB, the Rectorate and the constituent parts of USB that are not faculties

- (1) The Rector, vice-rectors, the Bursar, and deans of faculties are the managing employees of USB.
- (2) A vice-rector is directly subordinate to the Rector to whom he/she is accountable for his/her work. The vice-rectors methodologically manage vice-deans of the faculties and other managing employees of the faculties if they perform work for which the relevant vice-rector is responsible at USB level. The scope of power and activities of vice-rectors are defined in annexe no. 2 to the USB Rectorate Regulations.
- (3) The Bursar is directly subordinate to the Rector to whom he/she is accountable for his/her work. The Bursar methodologically manages faculty secretaries and heads of economic departments of other constituent parts of USB. The scope of power and activities of the Bursar are defined in annexe No. 2 to the USB Rectorate Regulations.
- (4) The constituent parts of USB that are not faculties are headed by directors who are directly subordinate to the Rector to whom they are accountable for their work. The employment relationship with a director is entered into by the Rector on behalf of USB. In the field of methodological management, assignment of tasks, receiving selected documents under the HR





agenda (working hours records, annual holiday, travel order forms) performed by the directors of the constituent parts of USB that are not faculties, the Rector may delegate his/her authority to a specific vice-rector in the form of written mandate. The scope of power and activities of directors of constituent parts of USB are defined in annexe no. 2 to the USB Rectorate Regulations.

Article 4

Managing employees at the USB Rectorate

- (1) Managing employees at the USB Rectorate are employees who are entrusted with the management of a section/office/division/department at any organisational level. They are entitled to determine and delegate tasks to their subordinate employees, organise, manage and check their work, and provide them with binding instructions.
- (2) Each head of a section/office/division/department decides separately on all matters related to the scope of power of his/her division/office/department/unit unless he/she has delegated the authority 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/office/division/department is responsible for the proper operation of the organisational unit entrusted to him/her and for the performance of duties determined for the section/division/department.

Article 5

Appointment and removal of managing employees of the USB Rectorate

- (1) Within the Rectorate, the following managing employees are appointed and removed pursuant to the Act on Higher Education Institutions:
 - a) Rector,
 - b) vice-rectors,
 - c) Bursar.
- (2) Vice-rectors and the Bursar are appointed and removed by the Rector.
- (3) When a managing employee is replaced, a transfer of the post established by protocol is made. The official record of the transfer of the post is approved by the immediate superior. The official record of the transfer of the post must include, in particular, the following:
 - a) information about the post that is being transferred (the reason for the transfer, as of which date, the exact title of the position),
 - b) the name and post of the person handing over and the receiving person,
 - c) an overview of the organisational unit that is being transferred (its organisational 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 transferred,
 - f) a list of filed documents of the organisational 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 of a problematic nature, urgent matters, etc.),
 - i) a list of documents that are being transferred,
 - j) the date of the official record, signatures of the person transferring the position and the person receiving the position and of the superior manager.





- (4) The report on the transfer of the post must be prepared, signed, and provided by the employee transferring the position no later than 14 days from the date when the reason for the transfer occurred, unless the superior employee sets the deadline otherwise.
- (5) If a situation occurs that an employee who takes over a post does not receive a transfer 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 transfer date.
- (6) The record will be made in 3 copies of which the person transferring the position and the person receiving the position and the HR Department will each receive one.

Division Three

Scope of power of organisational units of the USB Rectorate

Article 6

Principles for determining the scope of power of organisational units of the USB Rectorate

The foundation of the scope of power of a specialised organisational unit is the function for which it was established. In the USB Rectorate Regulations, the scope of power of a specialised organisational unit is determined by:

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

Article 7

General scope of power

The general scope of power of an organisational unit comprises activities common to all organisational units. Each organisational unit:

- a) defines the concept of its activities executed within its specialised scope of power,
- b) within its specialised scope of power, it proposes internal regulations to ensure a uniform performance of USB's specialised 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 organisational unit,
- d) cooperates with other organisational units,
- e) provides internal consulting and advisory work in the field of its scope of power,
- f) provides other organisational units with information and materials 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 USB and public and self-governing authorities,
- i) within its scope of power, it prepares materials 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 scope of power.





Article 8

Specialised scope of power

- (1) The specialised scope of power of an organisational unit is a set of specialised activities that the organisational unit is obligated to perform according to the USB Rectorate Regulations. The organisational unit is also obligated to perform work and activities that are not specifically stated in the USB Rectorate Regulations but are required for the proper performance of prescribed specialised activities.
- (2) Specialised activities are assigned to individual organisational units to cover a comprehensive scope of work.
- (3) Specialised activities of the Rectorate's organisational units are defined in annexe no. 2 to the USB Rectorate Regulations.

Article 9

Activities related to internal operations of organisational units

- (1) Each organisational unit performs activities that are not part of its specialised or general competence and are carried out to ensure the internal operations of the organisational unit.
- (2) The head of the relevant organisational unit (or another employee entrusted with its management) is responsible for ensuring the performance of these activities.
- (3) Activities related to internal operations of the organisational unit will include mainly the following:
 - a) the implementation of administrative services to the extent determined by the head of the organisational unit 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 organisational unit, including relevant compliance checks.

Division Four

Final Provisions

Article 10

Effectuality of the USB Rectorate Regulations

- (1) The USB Rectorate Regulations are effectual in their entirety for all employees of the Rectorate.
- (2) Managing employees of the Rectorate must inform their subordinates of the content of the USB Rectorate Regulations and ensure compliance with the USB Rectorate Regulations.





Article 11

Processing and changes to the USB Rectorate Regulations

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

Article 12

Effect

The Rectorate Regulations shall take effect on 1 April 2021.

Title III

This ordinance repeals Rector's Ordinance No. R 445 from 12 June 2020.

prof. PhDr. Bohumil Jiroušek, Dr.
Rector

Prepared by: Ing. Michal Hojdekr, MBA, Ing. Vlasta Doležalová

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

Annexes:

1. Organisational Structure of USB, the USB Rectorate and the constituent parts of USB that are not faculties
2. Position and scope of power of individual organisational units of the USB Rectorate

