Annexe No 2 to the Rector's Ordinance R 510 – Position and competence of individual organisational units of the USB Rectorate

Organisational Structure of the USB Rectorate since 1 October 2022

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Activities of offices and other organisational units of USB

1.   Section of the Rector

Organisational units that are directly subordinate to the Rector:

1.2   Rector's Office
1.3   Internal Audit Office
1.4   Legal Office
1.5   Human Resources Office
1.6   Occupational Safety and Health (OSH) and Fire Protection Office
1.7   Management Reporting Office
1.8   Documentation Centre
4.1   Academic Library
4.2   Publishing House
5.1   Dormitories and Refectories
5.2   Preschool facilities – Kvítek Children's Group

1.1   Rector

The position of a Rector of a public higher education institution, his/her basic tasks, authority, and responsibilities are defined by Act No 111/1998, on Higher Education Institutions and on Amendments and Supplements to other Acts, as amended (hereinafter as the 'Higher Education Act' or 'Act') and the Statutes of the University of South Bohemia in České Budějovice (hereinafter as the 'Statutes').

a)   The Rector appoints and removes the vice-rectors and the Bursar,
b)   appoints and removes the Vice-Chair and the members of the USB Internal Evaluation Board and members of the USB Scientific Board,
c)   decides on labour-law matters for employees of the Rectorate and the constituent parts of USB that are not faculties,
d)   directly manages vice-rectors, the Bursar, the Head of the Rector's Office, the Internal Audit Office, the Occupational Safety and Health (OSH) and Fire Protection Office, the Management Reporting Office, the Head of the Legal Office, the Data Protection Officer, the Head of the Human Resources Office, the Head of the Documentation Centre, the Publishing House Director, the Academic Library Director, the Director of Dormitories and Refectories, and the Director of the Kvítek Preschool facility,
e)   pursuant to Article 17 of the Statutes, the Rector issues Rector's ordinances that stipulate the rules of property management, including its records, inventory, liabilities, and authority when handling USB property,
f)   establishes advisory and other USB bodies.

The competences, authority, and responsibilities directly defined by the Higher Education Act and the Statutes are not affected by this provision.

1.2 Rector's Office

The structure of the Rector's Office:

1.2.1.1 Motor Pool Office

a) The Rector's Office ensures conditions for the performance of the Rector's position and for the work of some other bodies of the University,
b) organises the Rector's work schedule,
c) organises events held under the Rector's auspices,
d) administers meetings of the USB management and the Rector's Advisory Board of USB, makes and distributes minutes from the meetings,
e) administers the Rector's Collection of Decisions and Ordinances, ensures their publication on the website,
f) administers the USB insignia,
g) cooperates with individual units of the Rectorate and the constituent parts of the University in terms of the execution of the Rector's decisions,
h) secures conditions for the work of the USB Academic Senate (providing documents for meetings, correspondence, administering elections to the Academic Senate and elections of the USB Rector, administering the Academic Senate's website).

Rector's Office Head:

a) The Head of the Rector's Office is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) manages the work of the Rector's Office and is accountable for its operation to the Rector,
c) approves requests for transport by the Rectorate's service vehicles, issues driving orders, approves records of vehicle operations.

1.2.1 Motor Pool Office

a) The Motor Pool Office is directly subordinate to the Head of the Rector's Office to whom it is accountable for its work,
b) provides transport services for the Rectorate,
c) keep records of the operation of Rectorate's service vehicles, incl. fuel consumption,
d) ensures the service of Rectorate's vehicles,
e) processes car insurance documents and helps dealing with claims related to the operation of the Rectorate's service vehicles,
f) proposes measures to the Head of the Rector's Office to reduce operating costs,
g) proposes the purchase of new vehicles and the decommissioning of unnecessary vehicles to the Head of the Rector's Office.

1.3 Internal Audit Office

a) The Internal Audit Office is directly subordinate to the Rector to whom it is accountable for its work,

b) ensures the execution of comprehensive audits of property and financial operations and the USB internal inspection system,

c) independently determines whether legal regulations and internal USB regulations and standards are complied with,

d) independently determines whether risks are recognised in a timely manner and appropriate measures are taken to eliminate or mitigate their impacts,

e) independently verifies whether data reported in financial and other statements faithfully reflect assets, sources of financing and asset management (a financial audit),

f) independently verifies whether USB internal regulations and standards comply with legal regulation (a conformity audit),

g) independently examines and evaluates USB income systems, including debt collection, financing of activities and the administration of public funds (a system audit),

h) independently examines the cost-effectiveness, efficiency and effectiveness of selected operations and the adequacy and effectiveness of the internal inspection system (performance audit) in a selective manner,

i) maintains an overview of all inspections conducted at the USB by other audit authorities,

j) performs inspections at the entire USB to the inspection plan,

k) conducts internal consulting and advisory activities in relation to the internal inspection system and risk management, provides consulting in the context of an internal audit,

l) recommends and based on its findings, submits to the Rector proposals to remedy identified deficiencies,

m) prepares the annual Report on the Results of Financial Controls for the MEYS,

n) prepares and submits a draft mid-term and annual internal audit and inspection plan.

1.4   Legal Office

a) The Legal Office checks draft contracts with regard to their compliance with generally binding legal regulations and internal USB regulations, USB's interest and compliance with legal requirements,

b) bears responsibility for assigning a registration number to each contract,

c) bears responsibility for registering original versions of contracts in the central Contract Register,

d) conducts expert legal assessment of intended legal acts during acquisition of property, execution of work, and purchase of services,

e) assesses compliance of internal regulations and standards with the relevant legal regulations and internal USB regulations,

f) prepares USB's submissions to public authorities,

g) provides legal consultations to staff members of the Rectorate and to the constituent parts of USB,

h) addresses all other legal matters.

Legal Office Head

a) The Head of the Legal Office is directly subordinate to the Rector to whom he/she is accountable for his/her work,

b) manages the work of the Legal Office,

c) coordinates cooperation with external legal offices,
d) communicates with individual constituent parts of USB when solving their legal issues,
e) bears responsibility for properly archiving all relevant documents.

Data Protection Officer

a) The Data Protection Officer is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) oversees the protection and processing of personal data,
c) monitors compliance with the EU General Data Protection Regulation (hereinafter the GDPR), other generally binding legal regulations and the USB internal regulations on personal data protection,
d) provides data subjects with information and advice on their rights and obligations under the GDPR,
e) provides advice and professional assistance upon request to assess the impact on the protection of personal data,
f) reports cases of personal data breach to the Office for the Protection of Personal Data and reports cases of personal data security breach with respect to data subjects,
g) performs other tasks arising for the position under the GDPR, generally binding legal regulations and/or the USB internal regulations.

1.5 Human Resources Office

a) The Human Resources Office comprehensively covers human resources services for USB employees,
b) provides comprehensive reporting in personnel administration,
c) ensures that the notification duty with respect to the Employment Office, insurance companies and social security administration regarding the employees of the Rectorate is met,
d) provides employee care – preventive in-house medical care, disabled employees, benefits, life and work jubilees of employees.

Human Resources Office Head

a) The Head of the Human Resources Office is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) completely ensures the work of the Human Resources Office,
c) provides methodological management of USB's human resources officers,
d) provides methodological support in the field of labour-law regulations for the Human Resources Office of the Rectorate and the constituent parts of USB,
e) bears responsibility for archiving personnel documentation of the Rectorate,
f) communicates and creates support for public officials at USB as a support body under the Conflict of Interest Act.

1.6 Occupational Safety and Health and Fire Protection Office

a) The Occupational Safety and Health and Fire Protection Office is directly subordinate to the Rector to whom it is accountable for its work,

b) bears responsibility for planning and completing tasks in the area of occupational safety and health, fire protection and crisis management at USB,

c) bears responsibility for submitting proposals for concept modifications of the occupational safety and health and fire protection organisation at USB and prepares data for their further improvement,

d) bears responsibility for methodological management, the coordination and inspection of activities performed by employees of all constituent parts of USB who are responsible for occupational safety and health and fire protection,

e) bears responsibility for the planning and organisation of managing employee and new employee training in occupational safety and health and fire protection, conducts initial and repeated occupational safety and health and fire protection training for employees of the Rectorate and of the constituent parts of USB,

f) bears responsibility for processing and updating documents related to fire protection at USB, cooperates with the Fire Department of the South Bohemian Region, analyses causes of fires,

g) bears responsibility for the preparation of an annual work plan and checks in relation to occupational safety and health and fire protection at USB,

h) bears responsibility for conducting both planned and random occupational safety and health and fire protection checks and prepares proposals to remove any deficiencies identified,

i) bears responsibility for keeping records of occupational and school accidents, occupational diseases and high-risk workplaces, assists in identifying the causes of occupational accidents at faculties and the constituent parts of USB that are not faculties,

j) participates in occupational safety and health and fire protection inspections, arming security and providing radiation protection by the competent authorities,

k) participates in the processing of instructions for the security service providing fire protection of buildings,

l) cooperates with the Investment Division on inspections of construction and redevelopment of USB buildings and applies occupational safety and health and fire protection requirements during such inspections,

m) cooperates with the Human Resources Office and the Regional Health Station during the classification of positions at USB,

n) cooperates with the Department of Building Management and Maintenance Office in materially providing for occupational safety and health and fire protection tasks and submits requirements to faculties' technical departments when securing tasks in this field,

o) cooperates with the Police of the Czech Republic in securing weapons at USB, methodologically manages faculty armourers,

p) cooperates with the State Office for Nuclear Safety in the field of radiation protection at USB faculties.

1.7 Management Reporting Office

a) The Management Reporting Office is directly subordinate to the Rector to whom it is accountable for its work,

b) bears responsibility for the creation and development of a systematic management reporting using BI analytical tools,

c) bears responsibility for making data analyses,

d) bears responsibility for making and developing systematic analyses (e.g. interfaculty settlement),
e) bears responsibility for making the data model of the USB budget,
f) provides cooperation when processing data for the creation of the Annual Activity Report, Annual Report on Financial Management, and other official documents necessary for USB reporting,
g) provides cooperation during public checks and audits.

1.8 Information Security Office

a) The Information Security Office bears responsibility for the creation and operation of the information security management system (hereinafter as 'ISMS'),
b) continuously analyses the development of ISMS and evaluates identified cyber security risks, detected security events and uncovered cybernetic incidents,
c) proposes measures to mitigate unacceptable security risks and changes in priorities of security projects of the Information Security Committee (hereinafter as 'ISC'),
d) implements measures imposed by the cyber security law,
e) proposes changes in the strategy of ISC USB and the security policy of ISMS,
f) bears responsibility for planning and managing the execution of cybernetic security projects approved by the Information Security Committee,
g) participates in the approval of binding norms for the selection, unification, and systematisation of technical and software means of information technologies of USB.

Information Security Manager

a) The Information Security Manager is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) is a member of the Information Security Committee and regularly convenes its session in conjunction with its chair,
c) manages the process of addressing cyber security events or cyber incidents and makes decisions concerning the manner of their resolution,
d) communicates with the National Cyber and Information Security Agency (hereinafter as 'NCISA') and addresses cyber security events and incidents in conjunction with the agency,
e) bears responsibility for the establishment of rules for suppliers that take into account the needs of ISMS,
f) reviews the public procurement requirements (including small scale public procurement) for the development and modernisation of information and communication systems of USB and the acquisition of supplies or services, the components of which may have an influence on ISC USB, and provides cooperation to the procuring entity when addressing issues related to cyber security,
g) participates in the preparation and organisation of the acceptance procedure including the security testing concerning projects related to information systems,
h) prepares a plan of development of security awareness and introduces the plan to the Information Security Committee,

i) coordinates the measures aiming at improving the security awareness in the organisation including the cyber security training,

j) regularly presents a report to the Information Security Committee, the content of which also includes proposals for the mitigation of unacceptable risks and proposals for changes in priorities of security projects.

1.9 Documentation Centre

a) The Documentation Centre bears responsibility for systematic collection, registration and processing documents related to the history of the University, its faculties, and the development of higher education,

b) conducts its own research,

c) assists in using the document collections to promote the University.

Documentation Centre Head

a) The Head of the Documentation Centre is directly subordinate to the Rector to whom he/she is accountable for his/her work,

b) bears responsibility for the cooperation with the Institute of Archival Studies and Auxiliary Sciences of History at the Faculty of Arts.

2. Bursar's Section

Organisational units directly subordinate to the Bursar:

2.2   Bursar's Office
2.3   Economic Division
2.4   Investment Office
2.5   Public Procurement Office
2.6   Property Management Office
2.7   Financial Control Office
2.8   Building Management and Maintenance Office

2.1   Bursar

The Bursar is directly subordinate to the Rector to whom he/she is accountable for his/her work.

The legal status of the Bursar is addressed by Section 16 of the Higher Education Act.

a)   Pursuant to Article 13(4)(d) of the Statutes, the Bursar methodologically manages the faculty secretaries and heads of economic departments of other USB constituent parts. Within the framework of his/her competences, he/she is entitled to impose tasks and verify their performance. The Bursar manages financial management, internal management and the management of USB assets as a whole and acts on behalf of USB to the extent determined by the Rector in his/her ordinances. Pursuant to a Rector's ordinance, the USB Bursar is authorized to act on behalf of USB in the following matters and to the following extent:

   i.   any and all obligations between USB and other entities with the exception of contracts entered into with foreign entities, cooperation agreements, contracts related to real property disposal that are the subject of an entry into the Land Register;
   ii.   any operations related to projects and grants implemented at USB;
   iii.   acts related to the work of financial authorities of the state administration;
   iv.   acts related to tender procedures under public procurement legislation, as amended;
   v.   acts associated with administrative proceedings conducted by state administration authorities in relation to USB's investment construction and development;
   vi.   acts related to the insurance of USB property;
   vii.   other acts resulting from USB's financial management and banking transactions made with banking entities.

Within the authority delegated through Rector's ordinances, the Bursar is entitled to speak on behalf of USB at all meetings, make binding declarations and perform legal acts, including signing any relevant documents.

b)   Following a Rector's ordinance, the Bursar is the head of the Rector's Board for the Assessment of Damage to the Rectorate's property.
c)   The Bursar:

   i.   prepares the USB budget methodology,
   ii.   based on the approved USB budget methodology, he/she submits a USB budget proposal to the USB Academic Senate,
   iii.   ensures the preparation of a budget for the Rectorate's units and University-wide services, submits it to the USB Academic Senate as a part of USB draft budget,

iv.   evaluates the use of the budget by the constituent parts of USB and timely informs the Rector of any significant deviations and facts, including the proposal for related measures,

v.   evaluates the progress in using the budget of the Rectorate's units and University-wide services by the USB management and provides information on the use of the budget according to the requirements of the USB Academic Senate,

vi.   methodologically manages and checks the financial management of all constituent parts of USB and is accountable for them to the Rector,

vii.   prepares the USB medium-term financial plan,

viii. prepares the concept and methodological management of economic issues of USB,

ix.   ensures processing and updating the USB investment development concept, the general plan of construction development, significant redevelopment projects and the modernisation of USB buildings,

x.   oversees the preparation and implementation of investment projects funded by the Investment Division of the Rectorate,

xi.   under the Rector's authorisation, he/she ensures the preparation and implementation of major infrastructure projects as a representative of the USB's statutory body,

xii.   bears responsibility for the preparation of applications for grants and subsidies under MEYS Rules for Granting Subsidies to Public Higher Education Institutions and oversees their compliance with legal regulations and the Bursary also bears responsibility for the preparation of applications for special-purpose subsidies from the state budget designated for the implementation of investment construction projects,

xiii. provides and coordinates communication with legal service providers in the field of public procurement, commercial and property law contracts, and communication with the USB's tax advisor,

xiv.   coordinates the preparation of materials for the discussion of property operations by the USB Board of Trustees,

xv.   bears responsibility for the preparation of annual financial management reports of USB,

xvi.   issues internal standards and internal implementation regulations concerning economic activities, the internal management and administration of USB's property within the scope of his/her competences,

xvii. cooperates during inspections executed by public authorities and coordinates their progress.

d) Within the remits that are entrusted to him/her, the Bursar directly manages employees of the Bursar's Office, the Financial Control Office and the Property Management Office, and the work of the Economic Division, the Investment Division, the Building Management and Maintenance Office and the Public Procurement Office through their managing employees (where a managing employee is appointed).

2.2   Bursar's Office

a) The Bursar's office is directly subordinate to the Bursar to whom it is accountable for its work,

b) comprehensively provides administrative support for the performance of the Bursar's post, including Bursar's filing services,

c) attends to records management via electronic records management service for selected departments managed by the Bursar, namely the Property Management Office, the

Investment Division, the Building Management and Maintenance Office, the Public Procurement Office and the Financial Control Office,

d) organises the Bursar's work schedule,
e) provides an organisational and administrative support for events organised by the Bursar,
f) organises meetings of secretaries and senior finance managers, including minutes from the meetings,
g) secures the purchase of office paper and other selected office supplies for the Rectorate; manages the office paper warehouse of the Rectorate.

2.3 Economic Division

The organisational structure of the Economic Division:

2.3.1 Methodology Office
2.3.2 Budget Office
2.3.3 Payroll Accounting Office
2.3.4 Operational Accounting Office
2.3.5 Asset Records Office

a) The Economic Division manages the economic, financial, planning, budgetary, cash and accounting, aspect and related administrative services,
b) prepares documents for the Bursar both for regular analyses of the Rectorate's financial management and for analyses of financial management of all constituent parts of USB,
c) prepares materials for Bursar's methodological guidelines related to the division's work, and makes sure that they are updated,
d) keeps records of bank account contracts, prepares materials for the conclusion of and changes to contracts on bank accounts,
e) participates in the processing of USB's summary statistical reports on work and services it provides,
f) performs internal consulting and advisory activities regarding economic requirements of contracts,
g) bears responsibility for processing of all USB's tax returns except for immovable property taxes,
h) cooperates with an external tax advisor in verifying accounting and tax practices and USB's tax processing,
i) provides cooperation during inspections,
j) secures the administration of trade licences,
k) grants the permission for purchasing alcohol and its consumption at USB's constituent parts,
l) ensures the performance of contracts related to the use of audio and audio-visual receivers, the performance of contracts related to the reproduction of printed matters subject to payment,
m) secures the audit of the financial statement under the Accounting Act.

Economic Division Head

a) The Head of the Economic Division is directly subordinate to the Bursar to whom he/she is accountable for his/her work,
b) directly manages the employees the Methodology Office and the Budget Office,
c) directly manages managing employees of the Payroll Accounting Office, the Operational Accounting Office, and the Asset Records Office,
d) manages and coordinates the work of the Economic Division in relation to its services and work,
e) coordinates and ensures the processing of the USB financial management report,
f) coordinates and ensures the preparation of an annual report under the Accounting Act, as amended,
g) coordinates the preparation of methodological guidelines and internal standards within the competence of the Economic Division,
h) issues methodological guidelines and procedures for employees of all constituent parts of USB in relation to accounting and property records, budget, taxation, and economic requirements of contracts.

2.3.1 Methodology Office

a) The Methodology Office is directly subordinate to the Head of the Economic Division to whom it is accountable for its work,
b) methodologically guides users who work in the IS iFIS application (listed modules for operating accounting, asset records, budget),
c) methodologically guides users who work in the IS VERSO applications integrated for orders (generation of request forms and e-approval) and the e-approval of invoices,
d) secures and coordinates the development of applications referred to under (b) and (c),
e) secures the VAT methodology for USB,
f) participates in the preparation of methodological procedures and guidelines of the Economic Division and the Bursar and ensures their integration into the iFIS and VERSO information systems,
g) keeps and updates a budget schedule,
h) records information for VAT refunds under Section 81 of the VAT Act,
i) participates in the preparation of materials for inventorying,
j) cooperates on financial statements,
k) cooperates with units responsible for the administration of strategic projects during the submission of applications for subsidies, reporting, monitoring reports, inspections in relation to accounting records and settlement of subsidies,
l) provides methodological support to procedures that apply to the recording of strategic projects in accounting,
m) cooperates on the development of methodological guidelines to address strategic projects in economic management.

2.3.2 Budget Office

a) The Budget Office is directly subordinate to the Head of the Economic Division to whom it is accountable for its work,

b) prepares a budget breakdown for individual constituent parts and special-purpose facilities,

c) participates in the methodological management of employees from all constituent parts of USB and special-purpose facilities in terms of the budget,

d) contributes to the preparation of budgetary guidelines and its monitoring,

e) implements measures in budgetary changes,

f) performs the settlement of awarded grants and contributions allocated from the state budget,

g) returns funds to the state budget on behalf of USB,

h) performs the role of a budget administrator for the Rectorate, the Academic Library, the Centre of Information Technologies, the British Centre, the Goethe Centre, and the preschool facilities,

i) prepares materials for budget administration for the Rectorate, the Academic Library, the Information Technology Centre, the British Centre, the Goethe Centre, and the preschool facilities,

j) sets the budget of the Rectorate, the Academic Library, the Centre of Information Technologies, the British Centre, the Goethe Centre, and the preschool facilities according to orders in the IS iFIS module,

k) monitors the progress of using the budget and overall management of the Rectorate, the Academic Library, the Centre of Information Technologies, the British Centre, the Goethe Centre, and the preschool facilities, and timely informs the Bursar, the Director of the Academic Library, the Centre of Information Technologies, the British Centre, the Goethe Centre, and the preschool facilities or the operation payer of any significant deviation and facts, including the proposal for related measures,

l) prepares data for the evaluation of the progress of the Rectorate budget use for the Head of the Economic Division,

m) keep records of and administers all signature specimen of the Rectorate, the Academic Library, the Centre of Information Technologies, the British Centre, the Goethe Centre, and the preschool facilities,

n) processes selected statistical reports for USB.

2.3.3 Payroll Accounting Office

a) The Payroll Accounting Office provides monthly processing and records of salary payments, remuneration under agreements and royalties, salary reimbursement for sickness, statutory levies and deductions, and other salary components for USB employees, prepares materials for the accounting and payment of employee salaries, including statutory levies and deductions for USB,

b) performs the annual settlement of USB employees tax advances according to their tax returns, processes the annual settlement of tax on dependent activities for employers, and prepares and reports on the payment of royalties for the Tax Authority on behalf of USB, issues taxable income confirmations at the request of USB employees,

c) secures the payment of social and health insurance contributions on behalf of the employer and employees, provides materials for the payment of sickness benefits for the Czech Social Security Administration on behalf of USB employees,

d) prepares materials and certificates for state authorities and organisations and other institutions, for monitoring reports and for employees, reports advances of retirement pension savings,

e) executes pension insurance tasks, including processing and sending pension insurance records on behalf of USB employees,

f) coordinates processing salary payments on behalf of USB and schedules the payment of salaries on behalf of USB,

g) bears responsibility for archiving salary documentation of the Rectorate.

Payroll Accounting Office Head

a) The Head of the Payroll Accounting Office is directly subordinate to the Head of the Economic Division to whom he/she is accountable for his/her work,

b) directly manages the employees of the Payroll Accounting Office,

c) methodologically manages and checks payroll processing, including insurance payments,

d) processes mandatory statistical reports in the area of wages,

e) processes the annual settlement of income tax from dependent activities per employer (advance and withholding),

f) provides consulting to employees and managerial employees on payroll issues,

g) participates in the preparation of methodological procedures and guidelines of the Payroll Accounting Office and enters them into the EGJE information system,

h) prepares materials required by the Head of the Economic Division, the Bursar, the USB management.

2.3.4 Operational Accounting Office

a) The Operational Accounting Office comprehensively keeps USB accounting records,

b) disposes of USB employees' travel documents except for D&R, FSC and FED,

c) performs credit and debit banking operations on behalf of USB,

d) secures the processing of both received and issued invoices at USB,

e) processes the USB financial statements,

f) performs documentary inventorying according to the Bursar's ordinances,

g) transfers scholarships to student accounts based on input data from the constituent parts of USB,

h) makes payments for radio and television broadcasting according to supplied documents, secures supporting data for payments on behalf of the Academic Library, the Centre of Information Technologies, the British Centre, the Goethe Centre, and the preschool facilities,

i) secures the processing of monthly VAT returns, road tax returns, and excise duty returns,

j) provides cash register services for the Rectorate, the Academic Library, the Centre of Information Technologies, the British Centre, the Goethe Centre, the preschool facilities, and the constituent parts of the FAT, FAR and FEC,

k) prepares materials from the Payroll Accounting Office in the accounting records and transfers salaries to employee bank accounts, and insurance payments according to the instructions of the Payroll Accounting Office.

Operational Accounting Office Head

a) The Head of the Operational Accounting Office is directly subordinate to the Head of the Economic Division to whom he/she is accountable for his/her work,

b) directly manages the employees of the Operational Accounting Office,
c) prepares methodological guidelines for accounting,
d) participates in the methodological management of all USB constituent parts in terms of accounting,
e) bears responsibility for compliance of all accounting operations with the Accounting Act, other generally binding legal regulations, and the USB methodology,
f) processes selected statistical reports,
g) bears responsibility for processing USB's tax returns, except for immovable property taxes.

2.3.5 Asset Records Office

a) The Asset Records Office keeps USB's property records,
b) keeps records of property based on information from departments that acquire fixed assets,
c) plans and organises property inventorying, checks that inventory differences are addressed by claims boards and provides cooperation with the accounting for inventory differences,
d) prepares a final report from the physical inventory of assets for the entire USB,
e) secures the calculation of accounting depreciations.

Asset Records Office Head

a) The Head of the Asset Records Office is directly subordinate to the Head of the Economic Division to whom he/she is accountable for his/her work,
b) directly manages the employees of the Asset Records Office,
c) methodologically manages employees of all constituent parts of USB in terms of property inventorying,
d) prepares and participates in the preparation of USB methodological guidelines and internal measures,
e) prepares a property inventory plan,
f) processes USB property status analyses for the Head of the Economic Division and the Bursar as needed.

2.4 Investment Division

The organisational structure of the Investment Division:

2.4.1 Capital Construction Office
2.4.2 Power Engineering Office

a) The Investment Division attends to USB investment projects in terms of expertise, both during the preparation period and during the actual implementation of construction, acts as an investor's specialised supervision, coordinates other entities involved in the construction – especially the investor's technical supervisor) and occupational safety and health coordinator,
b) organises the preparation of a plan, project preparation and subsequent implementation of large-scale repairs that involve, capital investment and investment project based on documents provided by the USB management and the constituent parts of USB,

c) participates in the preparation of USB investment development concept in the form of long-term USB investment plans,

d) participates in the preparation of USB energy concept,

e) provides materials for the financing of construction projects from USB's funds,

f) ensures compliance of USB's construction development with regional and municipal and other development plans, closely cooperates the Territorial Planning Office at the Municipal Authority of České Budějovice and other departments of the Municipal Authority in line with USB's interests,

g) in cooperation with the Budget Office monitors the progress of investment limit use and timely informs the Bursar of any significant deviations and facts, including proposed related measures,

h) monitors the continuous consumption of utilities and the use utility budget; timely informs the Bursar of any significant deviations and facts, including a proposal for related measures, monitors market developments and propose measures to reduce utility costs to the Bursar,

i) administers a University-wide database of USB buildings in AMI software, provides existing databases to other constituent parts of USB for the creation of analytical tasks or USB's development projects and once new investment projects have been prepared by the Investment Division, it secures the preparation and entering of new data into a database, also acting via authorised persons at USB faculties and constituent parts.

Investment Division Head

a) The Head of the Investment Division is directly subordinate to the Bursar to whom he/she is accountable for his/her work,

b) directly manages the employees of the Capital Construction Office and the Power Engineering Office,

c) methodologically manages employees of all USB's constituent parts in terms of investment construction and development and provides cooperation in projects that are being resolved by the employees,

d) participates in the preparation of USB's investment development concept, especially in the form of long-term investment plans, and in the preparation of USB's energy concept,

e) organises the preparation of a plan, project preparation and subsequent implementation of large-scale repairs that involve, capital investment and investment projects based on documents provided by the USB management and the constituent parts of USB,

f) based on requirements from the MEYS, prepares materials for USB's statements on investment construction, participates in the preparation of overviews, reports and similar documents.

2.4.1 Capital Construction Office

a) The Capital Construction Office is directly subordinate to the Head of the Investment Division to whom he/she is accountable for his/her work,

b) participates in the preparation of a plan, project preparation and subsequent implementation of large-scale repairs that involve, capital investment and investment projects based on documents provided by the USB management and the constituent parts of USB,

c) coordinates investment projects at USB and oversees their technical aspects both during the project preparation and during the actual implementation of a construction project – acts as

the expert supervisor for the investor, coordinates other entities involved in the construction, especially investor's technical supervision, KBOZ and other,

d) bears responsibility for construction for investment projects to be implemented in accordance with the approved building permit, time schedule and project documentation, for compliance with the approved budget of the construction project in accordance with the Contract for Work that has been entered into with the contractor,

e) oversees compliance of the USB construction development with the development plans of the region and the city and with plans prepared under NUTS II, closely cooperates with the Office of Territorial Planning of the Municipal Authority of České Budějovice and with other departments on the development and updating of planning documentation in the interest of USB,

f) provides materials for the financing of construction projects from USB's funds,

g) ensures the preparation of interim and final technical and financial reports,

h) monitors, in cooperation with the Budget Office, the progress of investment limit use and timely informs the Bursar of any significant deviations and facts, including proposed measures,

i) administers a University-wide database of USB buildings in AMI software, provides existing databases to other constituent parts of the USB for the creation of analytical tasks or USB's development projects; once new investment projects have been prepared by the Investment Division, it secures the preparation and entering new data into a database, also acting through authorized persons at USB faculties and constituent parts,

j) negotiates with suppliers, ensures construction preparations, and checks the outputs, including the completeness and the correctness of the project documentation,

k) obtains documents and statements from public authorities, organisations and persons that are required for the issuance of building permits (notification of construction) in cooperation with contractors providing the preparation of construction projects,

l) submits applications for zoning decisions and participates in zoning proceedings,

m) submits applications for building permits (a declaration of construction) and participates in construction procedures,

n) organises the preparation of pre-project documentation and administrative procedures needed for the implementation of construction and the implementation of large-scale redevelopment (hereinafter referred to as the 'implementation of construction projects'),

o) organises meetings and inspection days to discuss project documentation,

p) organises the execution of construction projects, participates in meetings and operations related to the execution of construction, organises, and manages inspection days at construction sites,

q) checks whether contractor perform prescribed material and design tests, checks their results, and requires materials demonstrating the quality of the work and supplies that were provided,

r) checks for the removal of defects and backlogs identified during the handover procedure,

s) supervises compliance with building permit conditions,

t) officially accepts finished work from contractors and prepares a list of defects and backlogs, ensure that claimed defects are removed within the warranty period,

u) prepares materials and submits applications for a final procedure in which it participates,

v) prepares final reports for completed investment projects,

w) submits completed investment projects to the user including an official report, together with technical staff members ensures the commissioning of buildings, submits materials needed for entering buildings into accounting and property records,

x) keeps, maintains, and archives documentation related to USB construction projects and immovable assets that the office follows,

y) ensures the building condition survey of USB buildings.

2.4.2 Power Engineering Office

a) The Power Engineering Office is directly subordinate to the Head of the Investment Department to whom he/she is accountable for his/her work,
b) plans and provides water and energy management for all constituent parts of USB,
c) keeps records of utility consumption and average utility costs for all constituent parts of USB,
d) maintains detailed records of all connection points and monitors their changes at USB,
e) acts as a USB representative in technical matters under contracts with utility suppliers,
f) regularly evaluates energy consumption and costs and proposes measures to reduce energy costs to the Head of the Investment Division,
g) monitors subsidies supporting measures in the field of improving energy economy, evaluate their usability for USB and ensures the processing of project applications,
h) prepares data (technical specifications) for procurement documentation in tender procedures in the energy sector.

2.5   Public Procurement Office

a) The Public Procurement Office plans and administratively secures public procurement for all constituent parts of USB unless provided otherwise,
b) prepares a draft of business terms and payment conditions, or a draft contract on which it cooperates with the legal services of USB in the context of procurement documents preparation,
c) administratively secures and manages all USB acts in the position of a contracting authority when handling objections and dealing with a supervisory authority,
d) checks legal requirements of procurement contracts announced the Public Procurement Office with the help of the legal services of USB,
e) prepares complete procurement documentation for announced tender procedures,
f) keeps records of tender procedures announced the Public Procurement Office and files any documents related to them,
g) evaluates public contracts that have been implemented and for financially significant commodities, proposes associated purchase and long-term contracts, or the introduction of new procurement tools,
h) provides internal consulting and advisory on public procurement,
i) methodologically manages all USB employees in terms of public procurement.

Public Procurement Office Head

a) The Head of the Public Procurement Office is directly subordinate to the Bursar to whom he/she is accountable for his/her work,
b) directly manages the employees of the Public Procurement Office and coordinates their work,
c) methodologically manages employees of all constituent parts of USB who perform tasks concerning public contracts, cooperates on public contracts dealt with by the employees,
d) secures the processing of internal standards and methodologies for public procurement,

e) proposes conceptual adjustments to the USB public procurement system in the interest of their simplification and streamlining.

2.6   Property Management Office

a) The Property Management Office is directly subordinate to the Bursar to whom it is accountable for its work,
b) secures tasks associated with USB's real estate property records in relation to registration status in the Land Register and the USB Property Register and the submission of motions to amend the entries,
c) secures tasks related to the immovable property tax, including tax returns on behalf of USB,
d) secures tasks related to the immovable property acquisition tax, including tax returns,
e) secures tasks related to property restitution – entitlements of authorized persons under Act No 195/93, regarding the regulation of ownership of land and other agricultural property, towards the USB,
f) secures entering lease contracts to the extent of former ŠZP's financial management,
g) prepares contracts for USB real property management (purchase, sale, easements, rent, borrowing), materials for the USB Board of Trustees based on which a prior written consent is granted,
h) communicates with authorities dealing with immovable property management.

2.7   Financial Control Office

a) The Financial Control Office is directly subordinate to the Bursar to whom it is accountable for its work,
b) provides a comprehensive, independent, and objective review of financial and property operations and a separate inspection activity within the meaning of Act No 320/2001, on Financial Control,
c) independently verifies that data reported in financial, accounting, and other statements faithfully reflect the property, sources of its funding and management,
d) verifies compliance with legal and internal conditions and procedures for financing and accounting in approved operations as a part of an ongoing review,
e) examines that the constituent parts of USB make timely and accurate records of operations in the information systems used for USB's economic transactions as a part of an ongoing review,
f) checks that the operations under review are in line with approved budgets, programmes, projects, concluded contracts and/or other decisions and conditions of public funds providers and that they meet the criteria of economy, effectiveness and efficiency as a part of a follow-up inspection in a selected sample of operations,
g) ascertains the execution of the protection of public funds against risks, irregularities and/or other deficiencies caused mainly by a violation of legal regulations, wasteful, inefficient and non-effective management of public funds or crime,
h) proposes measures to eliminate any identified deficiencies and makes sure that they are being fulfilled,
i) provides methodological assistance to the constituent parts of USB and submits proposals for amendments to, modifications and the preparation of the USB internal regulations.

2.8 Building Management and Maintenance Office

a) The Building Management and Maintenance Office provides technical and operational services during the maintenance and administration of Rectorate and Academic Library buildings and maintains the USB campus,
b) secures regime measures and the security of Rectorate and Academic Library buildings,
c) provides EPC operation – measurement and regulation of USB buildings,
d) organises inspections of any equipment that is in use,
e) secures contractual supplier-customer relationships in administered areas,
f) ensures the resolution of insurance claims in relation to Rectorate and Academic Library buildings,
g) secures the operation and maintenance of its own vehicle fleet.

Building Management and Maintenance Office Head

a) The Building Management and Maintenance Office Head is directly subordinate to the Bursar to whom he/she is accountable for his/her work,
b) directly manages the employees of the Building Management and Maintenance Office,
c) provides facility management of Rectorate and Academic Library buildings, is in charge of all prescribed inspections concerning buildings,
d) provides a 24/7 emergency service via mobile phone for any safety violations, central security desk incidents, and accidents.

3.   Sections of vice-rectors

The number of vice-rectors and the scope of competence, authority and responsibilities of individual vice-rectors are defined by Rector's ordinances.

In the area of methodological management, assignment of tasks and receipt of selected documents under the human resources remit (working hours records, annual holidays, travel order forms) performed by the directors of the constituent parts of USB that are not faculties, the Rector delegates authority to a specific vice-rector in the form of written mandate. The Rector delegates authority to the following vice-rectors:

Vice-Rector for Student Affairs:
a) methodological management, assignment of tasks and receiving selected documents from the British Centre Director;
b) methodological management, assignment of tasks and receiving selected documents from the Goethe Centre Director.

Vice-Rector for Research:
a) methodological management, assignment of tasks and receipt of selected documents from the Centre of Information Technologies Director.

Detailed description of sections of individual vice-rectors:

3.1   Vice-Rector for Student Affairs
3.2   Vice-Rector for International Relations
3.3   Vice-Rector for Research
3.4   Vice-Rector for Internal Evaluation
3.5   Vice-Rector for Development
3.6   Vice-Rector for Management and Public Affairs

3.1   Section of the Vice-Rector for Student Affairs

The organisational structure of the Vice-Rector for Student Affairs Section:

3.1.2 Office of Study Activities
3.1.3 Support Centre for Students with Special Needs
3.1.4 Lifelong Learning Office

3.1.1 Vice-Rector for Student Affairs

a) The Vice-Rector for Student Affairs is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) manages the Office of Study Activities, the Lifelong Learning Office, the Head of the Support Centre for Students with Special Needs,
c) methodologically manages the British Centre and the Goethe Centre,
d) bears responsibility for the development of internal regulations, measures and methodological guidelines related to studies and lifelong learning programmes,
e) prepares materials for appeal proceedings regarding decision-making on students' rights and obligations,

f) methodologically manages the constituent parts of USB in terms of study and pedagogical activities and related projects,

g) methodologically manages the constituent parts of USB in relation to the development of lifelong learning activities and related projects, chairs the Lifelong Learning Board.

3.1.2 Office of Study Activities

a) The Office of Study Activities is directly subordinate to the Vice-Rector for Student Affairs to whom he/she is accountable for his/her work,

b) provides administrative support to the Vice-Rector for Student Affairs, maintains, and implements all of the agenda of the Vice-Rector in the area of studies,

c) manages and administers distraint proceedings against students,

d) manages and administers the recognition of foreign higher education and qualifications,

e) provides faculties with cooperation in the context of admission procedures when evaluating the fulfilment of conditions of achieved education in the cases of applicants who achieved their education abroad,

f) executes administrative tasks concerning matters of studies, including all correspondence with MEYS related to study activities,

g) participates in the development of and updates to internal rules, measures and methodological guidelines related to the study,

h) provides consulting and information activities in the field of study,

i) cooperates on the preparation of materials for the USB Annual Activity Report concerning studies,

j) prepares reports and other materials for reporting in the field of study at the USB level,

k) prepares materials for the purpose of promoting study at USB, among other things, secures the organisation of sending information about study to *Učitelské noviny* on behalf of the entire USB,

l) participates in the organisation of University-wide events.

3.1.3 Support Centre for Students with Special Needs

The centre performs activities related to assistance to students with special needs.

Support Centre for Students with Special Needs Head

a) The Head of the Support Centre for Students with Special Needs is directly subordinate to the Vice-Rector for Student Affairs to whom he/she is accountable for his/her work,

b) manages the employees of the Support Centre for Students with Special Needs,

c) communicates with similar centres at universities in the Czech Republic and represents USB in the Association of Service Providers to Students with Specific Needs at Universities,

d) prepares applications for a contribution to support the financing of increased costs related to the study of students with specific needs,

e) prepares materials for the Centre's budget and is responsible for the proper use of the Centre's budget,

f) participates in the preparation and researching projects related to the support of students with specific needs, or initiates the creation of such projects,

g) conducts consulting, educational and publishing activities,

h) prepares materials for the USB Annual Activity Report in terms of activities related to the support of students with specific needs, and materials for the purpose of ensuring and evaluating the quality of such activities at the USB,

i) provides special pedagogical diagnostics, counselling, and intervention,

j) initiates and participates in resolving the issue of accessibility for persons with specific needs at USB, in this context it is entitled to issue binding statements on ensuring a barrier-free use of buildings for the needs of USB units and their parts that provide management, maintenance and renovations of USB immovable assets.

3.1.4 Lifelong Learning Office

a) The Lifelong Learning Office is directly subordinate to the Vice-Rector for Student Affairs to whom it is accountable for its work,

b) provides administrative support to the Vice-Rector for Studies, manages, and executes all tasks of the Vice-Rector in developing activities of lifelong learning,

c) methodologically manages and coordinates the implementation of lifelong learning activities at USB, including activities of the University of Third Age, the Children's University, and USB staff training, administers the LLL IS Verso module,

d) cooperates with USB faculties and other USB constituent parts on the development of lifelong learning activities at USB and provides them with methodological, organisational, and administrative support,

e) organises and implements lifelong learning courses on the Rectorate level,

f) provides information on lifelong learning activities, manages the LLL web portal,

g) collects and provides information on the opportunities in developing lifelong learning activities, participates in the preparation of new projects and coordinates ongoing projects, proposes innovation and development changes in the field of lifelong learning,

h) administratively and materially secures the activity of the Lifelong Learning Board,

i) represents USB in the context of cooperation with partner organisations in the field of lifelong learning,

j) prepares reports and other materials for the purpose of reporting on lifelong learning activities on the USB level,

k) provides data for the USB Annual Activity Report on Lifelong Learning and data for the purpose of quality evaluation of lifelong learning at USB,

l) prepares materials for the promotion of lifelong learning at USB.

3.2 Section of the Vice-Rector for International Relations

The organisational structure of the Section of the Vice-Rector for International Relations:

3.2.2 International Relations Office

3.2.1 Vice-Rector for International Relations

a) The Vice-Rector for International Relations is directly subordinate to the Rector to whom he/she is accountable for his/her work,

b) manages the International Relations Office, manages tasks concerning the presentation of USB in the field of international cooperation and provides information on this field,

c) coordinates international cooperation, coordinates services related to foreign and diplomatic visits,

d) coordinates the mobilities of USB students and employees,

e) analyses and mediates information related to foreign students studying at USB, coordinates programmes related to the stay of foreign students and the members of academic staff.

3.2.2 International Relations Office

a) The International Relations Office is directly subordinate and accountable for its activities to the Vice-Rector for International Relations,

b) executes tasks related to the work of the Vice-Rector in the field of international relations and supports all USB constituent parts in implementing the international relations strategy,

c) provides advisory and information activities on possibilities of international cooperation for students, educators, and non-teaching staff members,

d) guarantees the international Erasmus + cooperation programme,

e) organises exchanges for students, educators, and non-teaching staff members under the international Erasmus+ education cooperation programme and other programmes for foreign mobilities,

f) prepares, files, and removes from the register agreements on international cooperation on the USB level,

g) files copies of international partnership agreements entered by USB faculties,

h) prepares the promotion and presentation of USB abroad, which the office then executes, in collaboration with the Marketing Office,

i) secures communication and cooperation with foreign institutions, students, and applicants,

j) evaluates situational and final reports from exchange stays,

k) cooperates on the organisation of summer schools, ensures the preparation and organisation of foreign students' stays at USB,

l) acts as a regional cooperating point for USB in the EURAXESS network,

m) provides information to and works with the Foreign Police bodies and the Department of Asylum and Migration Policy of the Ministry of the Interior in the Czech Republic within applicable legal regulations,

n) communicates with the members of the USB International Board and participates in the preparation and organisation of meetings of the USB International Board.

International Relations Office Head

a) The Head of the International Relations Office is directly subordinate to the Vice-Rector for International Relations to whom he/she is accountable for his/her work,

b) manages the activity of the International Relations Office and is accountable for its operation to the Vice-Rector for International Relations,

c) manages the financial budget of the DIR and financial resources of relevant programmes,

d) manages the remit of international cooperation, coordinates the remit of departures (mobilities) of students of USB and employees of USB,

e) bears responsibility for the methodological direction of foreign coordinators at USB faculties,

f) manages communication and cooperation with foreign universities and institutions,

g) secures communication with the Marketing Office and the Centre of Information Technologies.

3.3 Section of the Vice-Rector for Research

The organisational structure of the Vice-Rector for Research Section:

3.3.2 Science and Research Office
3.3.3 Technology Transfer Office

3.3.1 Vice-Rector for Research

a) The Vice-Rector for Research is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) manages the Science and Research Office and the Head of the Technology Transfer Office,
c) manages academic qualifications, habilitation, and professor appointment proceedings,
d) is the chair of the USB Library Board,
e) manages tasks related to honorary degrees and the Rector's Award for a prestigious scientific publication,
f) manages special-purpose funding of research and creative activities from national and international grant programmes,
g) manages work related to the results of intellectual creative activity,
h) manages work related to the activity of the USB Scientific Board,
i) methodologically manages the processing of results of research and creative activities that are entered into RIV via OBD while taking into account the rules for providing institutional support for the development of a research organisation,
j) manages by the USB Grant Agency.

3.3.2 Science and Research Office

a) The Science and Research Office is directly subordinate and accountable for its activities to the Vice-Rector for Research,
b) performs tasks related to the work of the Vice-Rector in the field of science and research and supports all USB constituent parts in the implementation of science- and research-related activities,
c) prepares supporting data for situation reports and analyses in the field of creative activities and grants as needed by USB, or external bodies,
d) once it has been discussed by the Scientific Board, the office prepares a definitive version of the proposals for the appointment of full Professors to be submitted to MEYS for further discussion and informs candidates and the USB Scientific Board on subsequent appointments,
e) coordinates the submission of grant applications, interim and final reports on grant projects,
f) administers the USB Grant Agency,
g) prepares and organises the Rector's Award for a prestigious scientific publication and the award of the 'honoris causa' doctor's decree,
h) prepares the agenda and materials for meetings of the USB Scientific Board and secures meeting minutes,
i) keeps records of fields in which USB is entitled to conduct habilitation procedures and procedures for the appointment of full professorship and, in cooperation with the Vice-Rector for Student Affairs, it ensures their coherence with doctoral degree programmes,
j) organises the ceremonial award of certificates to associate professors, organises the ceremonial award of honorary doctor's decrees,

k) ensures that the re-accreditation or accreditation of newly proposed fields in which USB is entitled to conduct habilitation procedures and procedures for the appointment of full professorship are discussed by the USB Scientific Board and subsequently submitted to MEYS,
l) checks the formal requirements of documents for the habilitation procedures and proposes deliberation by the USB Scientific Board, if applicable,
m) records contracts on scientific collaboration,
n) methodologically manages all USB employees who are active in the field of science and research.

3.3.3 Technology Transfer Office

The Technology Transfer Office is directly subordinate to the Vice-Rector for Research to whom it is accountable for its activity.

a) The Technology Transfer Office manages the intellectual property of the University,
b) assists in identifying and protecting intellectual property, training, and consulting in the field of technology transfer,
c) facilitates cooperation with the commercial sphere (offering research and development that is being conducted, the sale of technologies, arranging consultations, support during the negotiation of conditions of joint research etc.),
d) promotes research activities conducted by individual workplaces,
e) comprehensively supports the establishment of spin-off companies,
f) conducting negotiations on licences with prospective customers,
g) provides consultations on the development of commercialisation plans and marketing and promotion services during the application of research and market results, provides legal support and advice,
h) manages the license fund.

Technology Transfer Office Head

a) The Head of the Technology Transfer Office is directly subordinate to the Vice-Rector for Research to whom he/she is accountable for his/her work,
b) bears responsibility for comprehensive administration and management of the University's intellectual property,
c) bears responsibility for legal, methodological, and procedural advice,
d) communicates with originators and company representatives,
e) communicates with the Industrial Property Office, EPO, and technology transfer platforms,
f) leads technology scouts,
g) participates in the submission of grant applications at USB,
h) participates in further training and education in the field.

3.4 Section of the Vice-Rector for Internal Evaluation

The organisational structure of the Vice-Rector for Internal Evaluation Section:

3.4.2 Internal Evaluation Office

3.4.1 Vice-Rector for Internal Evaluation

a) The Vice-Rector for International Evaluation is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) manages the Internal Evaluation Office,
c) manages the quality assessment of academic and related activities,
d) manages the accreditation of study programmes,
e) addresses legislative issues, the implementation of legal measures, the review and creation of internal regulations,
f) expresses his/her opinion on the planned structure and methodology of the USB budget on the basis of an internal evaluation of the quality of activities at USB.

3.4.2 Internal Evaluation Office

a) The Internal Evaluation Office is directly subordinate to the Vice-Rector for Internal Evaluation to whom it is responsible for its activities,
b) comprehensively secures the execution of the administrative work of the Vice-Rector for Internal Evaluation,
c) provides administrative and technical support for the preparation of the Internal Evaluation Report and its annual amendments,
d) in cooperation with the Strategy and Development Office, the office provides administrative and technical support for the preparation of the USB Annual Activity Report and other USB documents of strategic importance, including the collection of data/indicators,
e) archives documents from the evaluation of educational, creative and related activities,
f) comprehensively secures the administrative work of the USB Internal Evaluation Board, including the distribution of invitations to meetings, distributing and archiving materials for meetings, processing and archiving of minutes and reports for the public, and administers the website of the USB Internal Evaluation Board (public and non-public section),
g) administers both the physical and electronic USB Official Notice Board and ensures updates of its content,
h) discloses information under the Act on Free Access to Information,
i) bears responsibility for checking formal requirements of applications for accreditation sent to the National Accreditation Bureau for Higher Education,
j) keeps records of degree programmes accredited at USB, informs the Office of Study Activities about changes,
k) provides methodological management of faculties in relation to applications for degree programme accreditation, including applications for accreditation in a foreign language,
l) checks, administers, and physically deals with applications for degree programme accreditation,
m) archives materials and minutes related to communication with the National Accreditation Bureau for Higher Education,
n) observes the issue of international charts and supplies information to the charts in question according to instructions of the Vice-Rector for Internal Evaluation.

3.5 Section of the Vice-Rector for Development

The organisational structure of the section of the Vice-Rector for Development:

3.5.2 Strategy and Development Office
3.5.3 Project Office

3.5.1 Vice-Rector for Development

a) The Vice-Rector for Development is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) manages the Strategy and Development Office and Project Office
c) bears responsibility for coordinating activities of Rectorate units and USB constituent parts during the implementation of university-wide projects,
d) coordinates the cooperation of Rectorate workplaces projects implemented by USB constituent parts,
e) provides counsel to the Bursar and the Vice–Rector for Research in the area of management of matters concerning technology transfer and project activities, in particular, operational programs of the EU,
f) manages the preparation of the USB Strategic Plan, its updates and the annual evaluation of its implementation, including the agenda of the Institutional Plan (Program for Support of Strategic Management), issues relating to the Fund of Strategic Priorities and centralised development programmes,
g) coordinates the preparation of the USB Annual Activity Report.

3.5.2 Strategy and Development Office

a) The Strategy and Development Office administratively, organisationally, and methodologically secures activities arising from the performance of work on the post of the corresponding vice-rector, i.e. the Vice-Rector for Development,
b) coordinates the preparation of the USB Strategic Plan, its annual implementation plans, annual reports and other USB documents of strategic importance under the management of the Vice-Rector. Technically and administratively supports USB management members in formulating and achieving USB's strategic objectives,
c) supports all USB constituent parts in executing the USB Strategic Plan,
d) administratively, organisationally, and methodologically secures tasks associated with the USB Institutional Plan (Program for Strategic Management Support), coordinates its preparation, and ensures its link to implementation plans of the USB Strategic Plan,
e) provides methodological and organisational support USB-wide centralised development projects,
f) ensures methodological and organisational support of the remit of the Fund of Strategic Activities on behalf of the whole USB,
g) mutually communicates with the Project Office to ensure consistency of the Strategic Plan with projects of strategic importance,
h) performs analytical, methodological, and conceptual tasks related to the USB development at the request of USB management members,

i) secures the development of process schemes according to the personnel capacities of the department and their central records and publication,

j) comprehensively secures the administrative work of the USB Board of Trustees, including the distribution of invitations to meetings, the distribution and archiving materials for meetings, processing and archiving of minutes and reports for the public, and the administration of the website of the USB Board of Trustees (public and non-public sections).

Strategy and Development Office Head

a) The Head of the Strategy and Development Office is directly subordinate to the Vice-Rector for Student Affairs to whom he/she is accountable for his/her work,

b) manages the employees of the Strategy and Development Office,

c) coordinates the cooperation of the Strategy and Development Office and USB constituent parts in the implementation and formulation of the Strategic Project, including its implementation plans, the USB Institutional Plan (Program for Support of Strategic Management), the annual reports and centralised development projects,

d) coordinates delegated staff members of all USB constituent parts and units in the areas of the remit of the strategic development of USB,

e) bears responsibility for preparing the agenda of the USB Board of Trustees.

3.5.3 Project Office

a) The Project Office secures the preparation, implementation and sustainability of university-wide projects supported mainly from EU subsidy funds, or other USB priority development areas according to rules laid down by the grant provider,

b) secures formal checks before a project is accepted, provides pre-project consulting, assistance during the stage of project application processing, incl. the preparation of a project budget with respect to deductibility and non-deductibility of costs,

c) prepares mandatory annexes to project applications,

d) provides supervision over implementation – compliance with the conditions of the subsidy provider, the definition of risk points, analyses, evaluation, continuous consultation,

e) facilitates the exchange of information between different research teams and communication between research teams and the Rectorate's organisational units during the implementation of projects,

f) provides methodological assistance to the investigator and co-investigator in terms of project administration,

g) participates in the preparation of materials for public procurement procedures implemented under projects,

h) participates in the preparation of a cost-benefit analysis (financial analysis, economic analysis for selected projects),

i) monitors projects, checks compliance with formalities of the monitoring and final project reports that submitted by constituent parts of USB,

j) checks the use of funds according to the project budget,

k) manages project records and project documentation within its competence,

l) searches for, publishes and points out opportunities for project acquisition; actively informs of calls for projects that correspond to the focus of the constituent parts of USB.

Project Office Head

a) The Head of the Project Office is directly subordinate to the Bursar to whom he/she is accountable for his/her work,

b) directly manages the employees of the Project Office and coordinates their work,
c) coordinates cooperation between the Project Office and the constituent parts of USB during the implementation of project activities,
d) coordinates the preparation, implementation, and sustainability of projects of strategic importance,
provides regular reporting to the USB management on projects of strategic importance, actively searches for subsidies.

3.6 Section of the Vice-Rector for Management and Public Affairs

The organisational structure of the section of the Vice-Rector for Management and Public Affairs:

3.6.2 Marketing Office

3.6.1 Vice-Rector for Management and Public Affairs

a) The Vice-Rector for Management and Public Affairs is directly subordinate to the Rector to whom he/she is accountable for his/her activities,
b) manages the Marketing Office and sets marketing strategies in consultation with the Rector,
c) coordinates contacts with external parties (employers of alumni and alumni themselves),
d) methodologically manages the Centre of Information Technologies and is responsible for the digitalization of remits at USB,
e) manages organisational matters related to the USB Alumni Club, sets strategies of cooperation with the Alumni Club.

3.6.2 Marketing Office

a) The Marketing Office administratively, organisationally, and methodologically ensures the activities arising from the performance of the duties of the Vice-Rector for Management and Public Affairs,
b) bears responsibility for implementing the USB uniform visual style, provides consultations on the visual style issues to all USB constituent parts and cooperates with them on these matters,
c) creates, modifies, and graphically processes promotional materials of USB and occasional printed materials according to the USB graphic manual, provides graphics for new information and promotional materials about USB and coordinates the creation of promotional items of USB,
d) keeps a calendar of USB events implemented at the level of USB and its constituent parts,
e) participates in the content management of USB websites and cooperates with the USB IT department,
f) secures the presentation of USB at selected events in the Czech Republic and abroad,
g) prepares and implements the content concept of the printed University magazine, as an editor-in-chief ensures its publication and organises its distribution,
h) proposes and implements marketing and advertising campaigns,
i) conducts marketing surveys and analyses according to the current needs of USB,

j) administers and updates the electronic database of photographs,
k) manages the access of USB to media archives and provides advisory and consulting services to USB constituent parts while working in the archives,
l) secures the administration of the official profile of USB on social networks,
m) processes media monitoring,
n) cooperates with student associations and activities, searches for new student projects and addresses their support, participates in the organisation of the USB Open Day,
o) organises official social, cultural, and sporting events of the University,
p) tends to tasks related to the USB Alumni Club and methodologically manages alumni clubs of faculties.

Marketing Office Head

a) The Head of the Marketing Office is directly subordinate to the Vice-Rector for Management and Public Affairs to whom he/she is accountable for his/her work,
b) acts as a spokesperson (in coordination with the Rector and the Vice-Rector for Management and Public Affairs),
c) bears responsibility for coordinating the external presentation of USB and the presentation of USB constituent parts,
d) regularly submits a marketing plan and activity reports,
e) maintains communication with constituent parts of USB regarding external presentation,
f) organises press conferences and coordinates cooperation with mass media and news agencies, prepares press releases,
g) coordinates and plans USB's external communication and programmes focused on USB's media presentation with media representatives.

3.6.3   Records Management Office and Filing Room

a) The Records Management Office and Filing Room secures the administration of the electronic system of records management at USB (administration filing nodes of USB including the assignment of persons to filing nodes) and cooperates with the provider of the electronic records management system on the conception and development according to the requirements of current legislation,
b) fulfils the function of a filing room and dispatching office of all types of documents for the Rectorate and designated constituent parts of USB,
c) provides the administration of the USB data mailbox (receipt, registration, distribution, and dispatch of electronic documents), including the role of its administrator,
d) administers the official email address of USB (receipt, registration, and distribution of documents received at USB),
e) ensures the administration of the USB Rector's Office records room, coordinates and executes shredding procedures on behalf of USB, cooperates with the State Regional Archive in České Budějovice,
f) cooperates on the connection between the electronic system of records management and the student information system including methodological support and training for users at USB,

g) cooperates on the connection between the electronic system of records management and the economic information system including methodological support and training for users at USB,

h) cooperates on the connection between other electronic systems and the records management system according to the requirements of current legislation,

i) cooperates with the provider of postal services for USB including the preparation of contractual documents, with the supplier of the economic information system when developing new modifications in the area of records management and filing room.

Records Management Office Head

a) The Head of the Records Management Office is directly subordinate to the Vice-Rector for Management and Public Affairs to whom he/she is accountable for his/her work,

b) coordinates the activities related to the implementation of changes in the system of electronic records management at USB on behalf of USB and conducts discussions concerning these matters with the supplier of the system,

c) provides oversight concerning the performance of records management service at USB,

d) methodologically manages and coordinates records management at USB, executes training and consultations concerning the area of records management at USB,

e) ensures the preparation and revisions of the records management code and the records management and shredding plan of USB.

4. Directors of other units

4.1 Academic Library (AL)

The organisational structure of the Library:

4.1.2 Office of Library System Management and Information Technologies
4.1.3 Office of Information Services and Study Support
4.1.4 Stock Replenishment and Processing Office
4.1.5 Office of Lending Services and Library Stock Preservation
4.1.6 FFPW Branch
4.1.7 Student Book Shop
4.1.8 Secretariat

a) The Academic Library provides necessary information support for teaching, studying, and the scientific and research work at USB,
b) creates a pool of traditional and electronic information sources profiled in accordance with the orientation of degree programmes and specialisations, and specific scientific and research activities of faculties, departments, and institutes of USB,
c) organises educational activities in the field of information literacy development,
d) systematically approaches the professional development of all staff members of the Academic Library,
e) manages and develops an automated library system and other information infrastructure,
f) develops electronic educational support for study,
g) transforms selected information sources into electronic form,
h) participates in University-wide development projects and cooperates with individual USB constituent parts on the internal evaluation system of USB,
i) secures the sale of University textbooks published by USB and the sale promotional items,
j) represents USB's interests in professional organisations,
k) cooperates with other library and information places of work/facilities in the Czech Republic,
l) cooperates with educational institutions and institutions providing social services,
m) promotes its services with both the professional and non-professional public.

4.1.1 Academic Library Director

a) The Academic Library Director is directly subordinate to the Rector to whom he/she is responsible for his/her work,
b) directly manages all organisational units in the structure of the library and employees of the library,
c) bears responsibility for the activities and management of the library,
d) proposes and submits the financial budget of the library for approval,
e) develops the concept and plan of activity of the library,
f) coordinates operations and the development of the library,
g) evaluates his/her directly subordinate employees and proposes their wages,
h) bears responsibility for updating and complying with internal standards guaranteed by the library.

4.1.2 Office of Library System Management and Information Technologies

a) The Office of Library System Management and Information Technologies provides the development and maintenance of the library's hardware and software equipment,
b) oversees the administration, maintenance, and development of an automated library system and processes methodological procedures for its use,
c) maintains technology providing access to electronic information sources,
d) secures the digitalisation of documents in cooperation with the Stock Replenishment and Processing Office, bears responsibility for training staff members in the field of information technology use and the library system,
e) coordinates library processes in the Library and other USB libraries (J. P. Ondok Library, FFPW branch, deposit libraries),
f) creates and maintains the website of the Library, participates in the promotion of the Library.

4.1.3 Office of Information Services and Study Support

a) The Office of Information Services and Study Support provides interlibrary borrowing services and bibliographic information services,
b) coordinates University-wide consortia access to electronic information sources in cooperation with USB faculties,
c) manages access to electronic information resources in the library,
d) organises and secures information education activities for library users,
e) creates printed and electronic learning and information materials for the needs of the library,
f) provides the administration of social networks of the library,
g) coordinates the promotion of the library in cooperation with other library units.

4.1.4 Stock Replenishment and Processing Office

a) The Stock Replenishment and Processing Office orders monographs and periodicals according to the requirements of USB units and manages the work associated with it,
b) records documents obtained by gift and in exchange,
c) organises documents by name and subject matter in accordance with applicable regulations,
d) contributes to the Comprehensive Catalogue of the Czech Republic (records of documents, name, and factual authorities),
e) provides and performs content reviews of Library collections,
f) removes library units from the collections of the library,
g) maintains a list of additions and losses of the library collections,
h) participates in the promotion of the library.

4.1.5 Office of Lending Services and Library Stock Preservation

a) The Office of Lending Services and Library Stock Preservation provides activities related to document lending (lending, prolongation, reservations, reminders of unreturned publications),
b) provides library users with reference service (answers questions about the activities of the library and its collections, provides assistance with searching in the library catalogue,
c) in freely accessible collections of the library, and in the electronic resources of the library),

d) provides reprographic services in a self-service mode,
e) provides a coat room at the library,
f) operates of the Vltava and Dukelská reading rooms,
g) services closed warehouses of documents of the library,
h) performs physical reviews of collections of the library,
i) provides repairs and maintenance of the collections of the library,
j) participates in the promotion of the library.

4.1.6 FFPW Branch

a) The FFPW Branch provides loan services, including interlibrary loan services,
b) provides reference and consulting services,
c) administers tasks related to journals and magazines,
d) secures the processing, professional storage, and the protection of the library collections,
e) cooperates specialist departments of the library.

4.1.7 Student Book Shop

a) The Student Book Shop secures the sale of study and/or information publications produced by USB and of USB promotional items.

4.1.8 Secretariat

a) The Secretariat secures all administration of the library,
b) makes reservation of seats in reading rooms,
c) participates in the inventory of assets.

4.2 Publishing House

a) The Publishing House provides comprehensive publishing, reprographic, and printing services and the sale, distribution, and promotion of published printed materials,
b) publishes professional and popularization publications,
c) publishes publications for internal use (teaching and scientific) by USB or its individual faculties,
d) provides sales and distribution, including electronic dissemination.

4.2.1 Publishing House Director

a) The Director of the Publishing House is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) bears responsibility for the management of the Publishing House.

4.3 Centre of Information Technologies (CIT)

The organisational structure of the CIT:

4.3.2 CIT Information Infrastructure Management Office (IIMO)

4.3.3 CIT Terminal Equipment Management Office (TEMO)

4.3.4 CIT Information Systems Management Office (ISMO)

4.3.5 CIT HelpDesk and Card Centre (HD&CC)

a) The Centre of Information Technologies provides the management and development of information and communication (ITC) services at the Rectorate and the Faculty of Arts, and the management and development of centralised information systems, the centralised information infrastructure and centralised information communication (ICT) services at USB in the following areas:

     i. information support for instruction and the organisation of studies,
     ii. information support for science and research,
     iii. information support for managerial and administrative activities,
     iv. campus information support,
     v. e-campus information support,
     vi. information and physical security,
     vii. other cross-sectional services,
     viii. IT infrastructure.

4.3.1 CIT Director

a) The Director of the CIT is directly subordinate to the Rector, methodologically managed by the Vice-Rector for Management and Public Affairs to whom he/she is accountable for his/her work,
b) directly manages the CIT Help Desk staff members in the field of administrative activities,
c) directly manages executive employees of APS, SIS, and HD and KC,
d) manages and coordinates CIT work in relation to provided services and its work,
e) coordinates and ensures a draft Strategy of CIT Service Development at USB,
f) is a member of the CIT Board of USB, coordinates and proposes the agenda of its meetings,
g) coordinates the preparation of internal standards and methodological guidelines within the competence of CIT,
h) issues measures and methodological guidelines in the field of IT and IT security for employees of all USB constituent parts,
i) coordinates public procurement within the scope of power of the CIT,
j) manages and coordinates work in the context of the CIT project activity,
k) manages ISMS at USB, is the Director of ISMS and a member of the Security Forum of USB,
l) addresses security incidents concerning IT at USB,
m) prepares a budget for University-wide IT services and checks its use,
n) coordinates the purchase of University-wide SW licences,
o) provides consultations to faculties, USB constituent parts and Rectorate units,

p) coordinates contractual relationships related to the USB connection to CESNET2 and indirect connection of other organisations to the national research network,

q) under the power of attorney granted by the Rector, represents USB at general meetings of CESNET, z.s.p.o.

4.3.2 CIT Information Infrastructure Management Office (IIMO)

a) The CIT Information Infrastructure Management Office secures the operation and development of the USB backbone academic network and its connection to the CESNET network,

b) secures the administration and development of optical routes, passive as well as active elements of the USB backbone network,

c) secures the administration and development of University-wide network services and servers,

d) secures the administration and development of central data storage devices of USB,

e) secures the administration and development of central database servers of USB,

f) secures the administration of the wireless network of USB, including its integration into the eduroam network,

g) secures security and backup of University-wide servers and services,

h) secures the administration of central web servers of USB,

i) secures the administration of the USB user identity management system (IDM), ensures its development and connection to the other IS,

j) secures the administration of central authentication and authorization systems (LDAP, Shibboleth, FreeRadius),

k) secures user and methodological support for hardware, software, and provided network services (FTP, WWW, e-mail, DNS, DHCP, and other),

l) secures the indirect connection of other organisations to the national research network and the administration of the CESNET network node in České Budějovice,

m) secures the administration and development of IP telephony at USB and, in cooperation with ISMD, also the administration and development of the 'Academic digital telephone network'.

CIT IIMO Head

a) The Head of the CIT IIMO is directly subordinate to the Head of the CIT to whom he/she is accountable for his/her work,

b) directly manages IIMD employees,

c) manages and coordinates work at the IIMD in connection with provided services and tasks,

d) participates in the preparation of internal standards and methodological guidelines within the scope of power of CIT within the area of tasks secured by the IIMD,

e) participates in the preparation of the concept of development in the area of network services, security, and development of server infrastructure at USB,

f) addresses security incidents received at abuse@jcu.cz and incidenty@rt.jcu.cz,

g) secures and develops selected tasks secured by the IIMD,

h) provides consultations to USB faculties, constituent parts and Rectorate departments concerning network services, security, and server infrastructure development at USB,

i) participates in securing the connection of USB to the CESNET2 network and the indirect connection of other organisations to the national research network.

4.3.3 CIT Terminal Equipment Management Office (TEMO)

a) The CIT Terminal Equipment Management Office secures the administration of the central domain Active Directory of USB,
b) secures the administration of Office 365 services for USB,
c) secures the administration of authentication services and SSO within AD and Office 365,
d) secures the administration of university-wide licences for USB,
e) provides user and methodological support concerning AD, Office 365, and other systems that the Department administers,
f) secures the administration of PC and the Rectorate network and the network of the USB Faculty of Arts,
g) manages ordering and purchasing PC and other computing equipment for the Rectorate and the USB Faculty of Arts.

CIT TEMO Head

a) The Head of the CIT TEMO Directly subordinate to the Head of CIT to whom he/she is accountable for his/her work,
b) directly manages TEMO employees,
c) manages and coordinates work at TEMO in connection with services provided and tasks secured,
d) participates in the preparation of internal standards and methodological guidelines within the scope of power of the CIT concerning tasks secured by the TEMO,
e) participates in the preparation of measures and methodological guidelines concerning IT security for employees of all USB constituent parts,
f) participates in the preparation of the concept of development concerning the administration of terminal equipment, the AD, and Office 365 at USB,
g) secures and develops selected tasks secured by the TEMO,
h) Provides consultations to USB faculties, constituent parts and Rectorate departments concerning the administration of terminal equipment, the AD, and Office 365 and their security at USB.

4.3.4 CIT Information Systems Management Office (ISMO)

a) The CIT Information Systems Management Office secures the administration of the STAG study system including modules in support of international mobilities,
b) secures the administration and support for e-learning systems and online instruction,
c) secures the administration of the system of student instruction evaluation,
d) secures the administration of the system of academic staff evaluation,
e) secures the administration of the OBD system for records of scientific-research activity at USB,
f) secures user and methodological support concerning administered information systems and the support for faculties when preparing reports for MEYS,
g) secures the administration of the system for records and the communication of employees of the Support Centre for Students with Special Needs,
h) secures the administration of the system for records of LLL,
i) secures the administration of the system for electronic signatures,
j) secures the administration of the mobile application *StuduJU*,

k) secures the administration of e-circulation systems (orders, disposal notes, contracts, assets, etc.),

l) secures the administration of central economic systems (the economic system and file service iFIS, payroll and personnel system EGJE, the system for building and room condition surveys at USB, the internal payment system),

m) secures the administration of the organisational structure,

n) secures the administration of Oracle databases (in cooperation with CIT IIMO).

o) secures the administration of the 'Academic digital telephone network',

p) secures the administration and management of services of operators of mobile and land lines at USB (in cooperation with CIT HD&CC).

CIT ISMO Head

a) The Head of the CIT ISMO is directly subordinate to the CIT Director to whom he/she is accountable for his/her work,

b) directly manages ISMO employees,

c) manages and coordinates work at the ISMO in connection with services and tasks secured,

d) participates in the preparation of internal standards and methodological guidelines within the scope of power of the CIT concerning tasks secured by the ISMO,

e) participates in the preparation of measures and methodological guidelines concerning IT security for employees of all USB constituent parts,

f) participates in the preparation of the concept of development concerning information systems at USB,

g) secures and develops selected tasks secured by the ISMO,

h) provides consultations to faculties and constituent parts of USB and Rectorate departments concerning information systems and their security at USB.

4.3.5 CIT HelpDesk and Card Centre (HD&CC)

a) The CIT HelpDesk and Card Centre (HD&CC) provides support to users, handles requests and addresses issues of users (in cooperation with other CIT centres),

b) secures all tasks related to issuing and extending the validity of integrated electronic identification cards of students, employees as well as guests at USB,

c) secures the administration of the USB employee benefit of mobile services (in cooperation with CIT ISMO),

d) secures the administration and development of the integrated access system JIS.

e) secures the administration and development of the USB camera system,

f) secures access to recordings of the USB camera system,

g) participates in the administration of the internal payment system of USB (IPS),

h) secures the administration of the SafeQ system for administering printing and copying at USB,

i) secures user and methodological support concerning administered information systems,

j) secures handling complaints within the SafeQ system,

k) secures the administration of SafeQ/IPS charging machines,

l) secures the operation of the IPS cash desk.

CIT HD&CC Head

a) The Head of the CIT HD&CC is directly subordinate to the Head of CIT to whom he/she is accountable for his/her work,
b) directly manages HD and CC employees,
c) manages and coordinates work at the HelpDesk and the Card Centre in relation to services that they provide,
d) participates in the preparation of internal standards and guidelines within the competence of CIT in the field of services provided by HD&CC,
e) participates in the preparation of IT security measures and guidelines for employees of all constituent parts of USB,
f) participates in the preparation of concept of development in the field of physical security at USB,
g) addresses security incidents and export requirements related to the access and camera system,
h) secures and develops selected service provided by HD&CC,
i) provides consultations to USB faculties, constituent parts and Rectorate departments concerning physical security at USB.

4.4 British Centre

a) The British Centre secures the administration of the international Cambridge English language Exams,
b) cooperates with USB faculties in testing the language proficiency of USB students and employees,
c) organises English language courses,
d) organises methodological seminars for English teachers,
e) organises English lectures for USB students USB and the public,
f) secures the operation and material equipment of the English library,
g) supports cooperation with the British Council Prague.

4.4.1 British Centre Director

a) The Director of the British Centre is directly subordinate to the Rector, methodologically managed by the Vice-Rector for Student Affairs, to whom he/she is accountable for his/her work,
b) manages the activity of the British Centre.

4.5 Goethe Centre

a) The Goethe Centre organises, administratively secures and independently executes the internationally recognised Goethe-Zertifikat language examinations,
b) organises, administratively secures and hold public courses of the German language,
c) organises courses, seminars and workshops as part of further education of teaching staff,
d) organises conferences, working meetings, lectures and themed cultural events and exhibitions,

e) manages and secures the operation of the German library,
f) provides professional and information service, including awareness-raising activities,
g) cooperates with school facilities, publishing houses and cultural institutions in the Czech Republic,
h) cooperates with the LLL Department,
i) cooperates with the Goethe-Institute in Prague and Munich,
j) cooperates with foreign partners under the Goethe Centre's project activities,
k) secures financial management arising from project activities, communicates with inspection authorities,
l) secures networking.

4.5.1 Goethe Centre Director

a) The Director of the Goethe Centre is directly subordinate to the Rector, methodologically managed by the Vice-Rector for Student Affairs, to whom he/she is accountable for his/her work,
b) manages the activity of the Goethe Centre.

5. Directors of special-purpose facilities

5.1 Dormitories and Refectories (D&R)

The organisational structure of D&R:

5.1.1 Director
5.1.2 Finance Office
5.1.3 Dormitories Office
5.1.4 Refectory Office
5.1.5 Technical Maintenance Office

5.1.1 Director

a) The Director is directly subordinate to the Rector to whom he/she is accountable for his/her work,
b) decides on labour-law issues of D&R employees,
c) directly manages the Head of the Finance Office, the Head of the Dormitories Office, the Head of the Refectory Office, the Head of the Technical Maintenance Office,
d) decides on measures related to the results of inspections,
e) decides on measures related to the results of internal audits,
f) approves a draft annual inspection plan,
g) enters contracts related to D&R's core and ancillary activities,
h) competences, authority, and responsibilities of the position are directly defined by the Higher Education Act, statutes, and internal regulations,
i) completes tasks assigned by the Rector.

5.1.2 Finance Office

a) The Finance Office manages the economic, i.e. financial, planning, budgetary, treasury, and accounting remits and related administrative remits,
b) prepares materials for the Director for regular analyses of financial management, calculations, and financial management on behalf of all units of USB D&R,
c) keeps records of contracts concerning bank accounts, prepares materials for concluding and making amendments to contracts concerning bank accounts,
d) participates in the preparation of summary statistical reports on behalf of USB D&R concerning the area of remits that it covers,
e) bears responsibility for the correct execution of demand and tender procedures within USB D&R and their execution,
f) bears responsibility for the preparation of tax returns concerning all taxes on behalf of USB D&R with the exception of the area of immovable property,
g) provides cooperation during internal and external inspections,
h) bears responsibility for the registry of USB D&R assets,
i) monitors the course of the use of the budget and the general financial management of the USB D&R,
j) keeps records and administers all specimen signatures,
k) prepares selected statistical reports,

l) comprehensively maintains accounting records of USB D&R,

m) performs the disposal of travel documents of USB D&R employees,

n) performs credit and debit bank operations of USB D&R,

o) ensures the processing of received and issued invoices of USB D&R,

p) compiles annual financial statements on behalf of USB D&R,

q) performs document inventorying according to the measures of the Bursar,

r) ensures the administration of trade licences,

s) bears responsibility for the purchase of commodities necessary for the operation of USB D&R,

t) ensures the implementation of contracts concerning the use of audio and audio-visual receivers, implementation,

u) ensures the audit of annual financial statements on behalf of USB D&R in compliance with the accounting legislation,

v) provides a cash desk service for USB D&R.

Finance Office Head

a) The Head of the Finance Office is directly subordinate to the Head of D&R to whom he/she is accountable for his/her work,

b) directly manages the financial accountant, the treasurer and warehouse keeper,

c) bears responsibility for D&R's budgetary and planning activities,

d) deals with financial management,

e) implements and manages the planning remit,

f) processes the information and statistical system,

g) manages material and technical supplies,

h) prepares and executes in-house inspection activities,

i) secures the necessary legislation,

j) bears responsibility for and organises the work of the Operations Section,

k) completes tasks assigned by the D&R Director.

5.1.3 Dormitories Office

a) The Dormitories Office manages organisational, planning, budgetary, treasury, and administrative remits of dormitories,

b) ensures the accommodation at all capacities of USB D&R including the issuance of the necessary documents and contracts,

c) bears responsibility for the payment discipline of the persons provided with accommodation in compliance with the current regulations,

d) ensures the daily operation, reception services, and the cleaning of USB D&R premises,

e) secures the entire administrative remit related to accommodation at dormitories,

f) ensures the implementation of decisions and ordinances of the USB Rector as well as the USB D&R Director,

g) bears responsibility for compliance with all security, fire safety, and other instructions and measures,

h) ensures the administration concerning all international students of USB in connection with the bodies of the Ministry of the Interior of the Czech Republic and the Foreign Police,

i) bears responsibility for the duly taking charge and handover of assets and premises in relation to the persons granted accommodation,

j) presents proposals for amendments to internal documents of USB D&R.

Dormitories Office Head

a) The Head of the Dormitories Office is directly subordinate to the Director of D&R to whom he/she is accountable for his/her work,

b) organises, manages, and checks the operation of dormitories,

c) assigns and organises the work of subordinate staff members,

d) ensures compliance with the Student Accommodation Code, Rector's ordinances and D&R Director's ordinances,

e) provides accommodation to USB students and guests including the relevant administration,

f) keeps relevant records of persons granted accommodation,

g) bears responsibility for the payment of accommodation fees including accommodation in the context of D&R's ancillary activities,

h) secures the timely collection of accommodation fees and payments for damage caused by persons granted accommodation,

i) ensures and checks the use of protective personal equipment by subordinate staff members,

j) ensures the cleanliness and sanitary conditions of the premises for persons granted accommodation,

k) keeps operational records of entrusted assets, performs inventorying according to the supervisor's instructions,

l) prepares materials for the evaluation of subordinate staff members,

m) maintains basic records on the attendance of subordinate staff members,

n) completes tasks assigned by the D&R Director.

5.1.4 Refectory Office

a) The Refectory Office ensures the daily operation, purchase of ingredients, setting menus, compliance with sanitation conditions of all catering operations of USB D&R,

b) daily ensures the catering of students, staff as well as other persons at its own operations or outside its own premises,

c) bears responsibility for compliance with internal as well as external regulations in all areas of operation of all operations of the Refectories including sanitation,

d) bears responsibility for the price calculations, sale prices in accordance with the rules of the provision of grants by MEYS as well as those arising from the current Collective Agreement of USB,

e) complies with rules according to HACCP,

f) bears responsibly for the efficient use of funds.

Refectory Office Head

a) The Head of the Refectory Office is directly subordinate to the Director of D&R to whom he/she is accountable for his/her work,

b) bears responsibility for the daily organisation of food preparation,
c) secures supplies of ingredients,
d) performs inspections and issues operational measures on the quality of prepared meals,
e) organises the system of washing dishes and cleaning equipment for preparation and delivery of meals,
f) bears responsibility for organising and managing the system of meal distribution and logistics,
g) decides on the use of cooking technique in the Refectory,
h) bears responsibility for the preparation of meals according to valid and approved recipes,
i) schedules the working hours of staff members in accordance with the number of required USB student and employee meals and prepared meals for contract customers,
j) proposes personnel changes in the Refectory Office, including the staffing of individual work posts in the refectory,
k) conducts professional training of refectory staff members to the extent of the applicable legislation and regulations of USB,
l) participates in all inspections executed by authorized inspection bodies and USB internal inspection bodies,
m) organises and manages the work of the Refectory in accordance with budgetary rules,
n) takes measures to ensure compliance with the Refectory's financial plan,
o) bears responsibility for the assets of the Refectory,
p) completes tasks assigned by the D&R Director.

5.1.5 Technical Maintenance Office

a) secures the repairs and technical operation of D&R buildings, their facilities and equipment,
b) prepares contracts for potential contractor work,
c) secures investment matters within D&R in cooperation with other units of D&R and the Rectorate,
d) bears responsibility for the due performance of demand as well as tender procedures within the unit and their execution,
e) ensures the duties in the area of OHS and FP within the competence of the technical section including the training of subordinate employees,
f) bears responsibility for the efficient use of funds.

Technical Maintenance Office Head

a) The Head of the Technical Maintenance Office is directly subordinate to the Director of D&R to whom he/she is accountable for his/her work,
b) provides repairs of D&R buildings, their surroundings, facilities, and equipment in cooperation with heads of accommodation sections and refectory,
c) prepares contracts for possible suppliers,
d) secures repairs and maintenance of D&R buildings, their surroundings and equipment with the help of own capacities, or by suppliers, if required,
e) independently identifies repairs and maintenance requirements,
f) collects and evaluates requirements from the D&R sections and decided on the manner and dates of repairs and maintenance, ensures compliance with technological procedures and deadlines,

g) secures investment maters within D&R in cooperation with other D&R sections and the Rectorate,

h) secures the performance of regular inspections with VTZ reviews in accordance with applicable regulations and standards, including the removal of any identified deficiencies,

i) secures compliance with health and safety and fire protection obligations within the scope of power of the technical section, including the training of subordinate staff members,

j) technically secures D&R vehicle operations, the maintenance and minor repairs and operability of D&R transport technology and, where necessary, ensures repairs and maintenance via suppliers,

k) maintains order, cleanliness, and good appearance of the surroundings of D&R buildings, including the maintenance of the outdoor area,

l) cooperates with the economic section while taking care of an efficient use of funds,

m) participates in repairs and maintenance,

n) completes tasks assigned by the D&R Director.

5.2 Preschool facilities – Kvítek Children's Group

The group provides care, education, and training to children of employees of USB aged 1–7 years.

5.2.1 Director

a) The Director is directly subordinate to the Rector to whom he/she is responsible for his/her work,

b) manages the preschool facilities and is responsible for its operations, works as a managing employee of USB,

c) cooperates in preparation and announcement of public recruitment for open positions in the preschool facilities of USB,

d) bears responsibility for compliance with legal regulations applicable to the operation of preschool facilities and children's groups pursuant to Act No 247/2014, on the Provision of Childcare Services in Children's Groups and amending related laws,

e) administers and is responsible for compliance with subsidy conditions of projects promoting the establishment and operation of preschool childcare facilities for businesses and the public outside the Capital City of Prague, Operational Programme Employment – MLSA,

f) prepares the vision of pedagogical work and further development of the facilities,

g) prepares the vision after the termination of grant titles to ensure the financing of the operation of the facilities, possible legal forms of further sustainability of the preschool facilities,

h) secures the post of a project manager,

i) bears responsibility for economic management of the preschool facilities,

j) creates documents related to the operation of the preschool facilities,

k) secures the conclusion of contracts with parents and contracts related to the operation of the facilities,

l) manages subordinate staff members of the preschool facilities,

m) cooperates with the constituent parts of USB,

n) cooperates with certain USB faculties as a centre of professional experience,

o) plans and organises events, non-standard and extracurricular activities of the preschool facilities,

p) promotes the preschool facilities,

q) coordinates the creation of the School Education Programme for Early Childhood Education, Plans for Pedagogical Support and the Education Care for Children of Preschool Age,

r) prepares reports based on requirements from individual departments of the Rectorate,

s) develops criteria for the admission of children to the preschool facilities,

t) issues measures specifying the coverage of fees for services that have been provided,

u) actively cooperates with the MLSA – examples of good practices.

5.2.2 Preschool facilities – Kvítek 1 Children's Group and Kvítek 2 Children's Group

a) The preschool facilities provide care, education, and training to children aged 3-7 (Kvítek 1) and 1–3 years (Kvítek 2),

b) work under the Education and Care Plan created according to the Framework Education Programme for Early Childhood Education and fulfils its objectives,

c) prepare an educational programme of the facilities,

d) plan and implement activities outside the facilities,

e) organise interest groups,

f) perform pedagogical diagnostics of children, creates individual educational and pedagogical support plans,

g) establish active cooperation with children's legal representatives,

h) prepare data for evaluation reports and planning,

i) make use of modern methods of pedagogical work,

j) cooperate with specialised centres, the pedagogical and psychological counselling centre, clinical speech therapist, psychologist, Mensa Czech Republic