



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

Number: R 510

Date: 30 September 2022

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

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

Title I

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

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

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

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

Non-faculty constituent parts of USB include:

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

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

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





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

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

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

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

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

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

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

Title II

USB Rectorate Regulations

Division One

Introductory provisions

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





Division Two

Organisation and management of the Rectorate and the non-faculty constituent parts of USB

Article 1

Mission and Activities of the USB Rectorate

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

Article 2

Organisational structure of the Rectorate and the non-faculty constituent parts of USB

- (1) The internal organisation of the Rectorate and non-faculty constituent parts of USB is displayed in annexe No 1 of the USB Rectorate Regulations – Organisational structure of USB, the USB Rectorate and constituent parts of USB that are not faculties.
- (2) The organisational structure of the Rectorate includes sections, bureaus, divisions, and offices:
 - a) A section is an organisational unit at a higher level of management. It is established to comprehensively manage a set of activities of the same nature. A section can be further divided into bureaus, divisions, and offices. The Bursar and vice-rectors as heads of individual sections are accountable to the Rector for their work.
 - b) A bureau, just like a division, is an organisational unit that is in charge of a greater range of related professional activities. Bureaus and divisions may be sub-divided into offices. The head of a bureau or division answers for his/her work to the head of the section.
 - c) An office secures a comprehensive remit. An office may be subordinate to the head of a bureau, a division or to the head of a section. The head of an office is accountable for his/her work to the head of a bureau or a division or the head of the section to whom he/she is directly subordinate.
- (3) The internal organisation of the non-faculty constituent parts of USB is given by the regulations, statutes (or documents of equivalent nature) of these non-faculty constituent parts of USB. The provisions of Article 2(2) will apply accordingly to the regulations, statutes (or other documents of equivalent nature).

Article 3

Management of the structure of USB, the Rectorate, and the non-faculty constituent parts of USB

- (1) The Rector, vice-rectors, the Bursar, and deans of faculties are the managing employees of USB.
- (2) A vice-rector is directly subordinate to the Rector to whom he/she is accountable for his/her work. The vice-rectors methodologically manage vice-deans of the faculties and other managing employees of the faculties if they perform work for which the relevant vice-rector is responsible at USB level. The competences and activities of vice-rectors are defined in annexe No 2 to the USB Rectorate Regulations.
- (3) The Bursar is directly subordinate to the Rector to whom he/she is accountable for his/her work.
The Bursar methodologically





manages faculty secretaries and heads of economic offices of other constituent parts of USB. The competence and activities of the Bursar are defined in annexe No 2 to the USB Rectorate Regulations.

- (4) The non-faculty constituent parts of USB are headed by directors who are directly subordinate to the Rector to whom they are accountable for their work. The employment relationship with a director is entered into by the Rector on behalf of USB. In the field of methodological management, assignment of tasks, receiving selected documents of the human resources remit (records of working hours, annual holidays, travel order forms) performed by the directors of the non-faculty constituent parts of USB, the Rector may delegate his/her authority to a specific vice-rector in the form of written mandate. The competences and activities of directors of constituent parts of USB are defined in annexe No 2 to the USB Rectorate Regulations.

Article 4

Managing employees at the USB Rectorate

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

Article 5

Appointment and removal of managing employees of the USB Rectorate

- (1) Within the Rectorate, the following managing employees are appointed and removed pursuant to the Act on Higher Education Institutions:
 - a) Rector,
 - b) vice-rectors,
 - c) Bursar.
- (2) Vice-rectors and the Bursar are appointed and removed by the Rector.
- (3) When a managing employee is replaced, a transfer of the post established by the protocol is made. The official record of the transfer of the post is approved by the immediate superior. The official record of the transfer of the post must include particularly the following:
 - a) information about the post that is being transferred (the reason for the transfer, as of which date, the exact title of the position),
 - b) the name and post of the person handing over and the receiving person,
 - c) an overview of the organisational unit that is being transferred (its organisational structure, spatial distribution, current inventory, including a list of operational records of low-value assets),
 - d) work records, a current overview of the performance of tasks, work underway, an outlook for the next period, etc.,
 - e) summary characteristics of remits that are being transferred,
 - f) a list of filed documents of the organisational unit,
 - g) a record of the state of financial management of the section that is being handed over,





- h) important notifications (matters that are or may be of a problematic nature, urgent matters, etc.),
 - i) a list of documents that are being transferred,
 - j) the date of the official record, signatures of the person transferring the position and the person receiving the position and of the superior manager.
- (4) The report on the transfer of the post must be prepared, signed, and provided by the employee transferring the position no later than 14 days from the date when the reason for the transfer occurred unless the superior employee sets the deadline otherwise.
- (5) If a situation occurs where an employee who takes over a post does not receive a transfer report from his/her predecessor due to serious reasons, he/she is obliged to prepare one himself/herself. The report will include important requirements describing the state of the post as of the transfer date.
- (6) The record will be made in 3 copies of which the person transferring the position and the person receiving the position and the Human Resources Office all receive one.

Division Three

Competence of organisational units of the USB Rectorate

Article 6

Principles for determining the competence of organisational units of the USB Rectorate

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

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

Article 7

General competence

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

- a) defines the concept of its activities executed within its professional competence,
- b) within its professional competence, it proposes internal regulations to ensure a uniform performance of USB's professional activities, including their interpretation, amendments, and checks of compliance with them,
- c) provides its statements on internal regulations, standards, and documents affecting the competence of the organisational unit,
- d) cooperates with other organisational units,
- e) provides internal consulting and advisory work in the area of its competence,
- f) provides other organisational units with information and materials that they need to execute their activities and is responsible for their accuracy and completeness,
- g) records and files documents that are being prepared and processed,
- h) within the scope of its competence, it prepares situation reports, analyses, and statistics for





- the needs of USB and public and self-governing authorities,
- i) within the scope of its competence, it prepares materials for internal and external inspection bodies and provides cooperation during inspections,
 - j) cooperates with public authority and self-government bodies in the area of its competence.

Article 8

Professional competence

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

Article 9

Activities related to internal operations of organisational units

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





Division Four

Final Provisions

Article 10

Effectuality of the USB Rectorate Regulations

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

Article 11

Processing and changes to the USB Rectorate Regulations

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

Article 12

Effect

This Rector's Ordinance enters into force on the date of its publication in the Collection of Decisions and Ordinances of the Rector in the public section of the USB website and takes effect on 1 October 2022.

Title III

This ordinance repeals Rector's Ordinance No R 502 from 31 May 2022.

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

Annexes:

1. Organisational structure of USB, USB Rectorate, and non-faculty constituent parts of USB
2. Position and competence of individual organisational units of the USB Rectorate

