



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

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Rector's Ordinance concerning the Ombudsman of the University of South Bohemia in České Budějovice

Article 1

Principles of the Ombudsman's activities

1. This ordinance establishes the position of Ombudsman at the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB').
2. In performing his/her duties, the Ombudsman shall act fairly, with dignity, conscientiously, honestly and in accordance with good morals. The Ombudsman shall perform their duties independently and impartially and shall not accept instructions from anyone on how to proceed or what recommendations to issue.
3. The Ombudsman's jurisdiction covers the entire USB. The Ombudsman's task is to contribute to ensuring a safe environment at USB and to protect the individual rights of members of the academic community, other USB employees and persons in a similar position (e.g. participants in lifelong learning courses or foreign students).
4. No one may be punished, disadvantaged or otherwise deprived of their rights in any way for contacting the Ombudsman.
5. The Ombudsman does not replace the decision-making activities of other USB bodies. His conclusions are only of a recommendatory nature.
6. In connection with the performance of his/her duties, the Ombudsman is entitled to request cooperation from all bodies of USB and its constituent parts, as well as from employees and students, who are obliged to provide the requested cooperation.
7. Information about the Ombudsman, including his/her contact details, is available in the public section of the USB website.

Article 2

Appointment to the position of Ombudsman

1. Only a person who is an academic or research employee of USB on the date of conclusion of the employment contract for the position of Ombudsman may become an Ombudsman.
2. The Rector announces the election of the Ombudsman and sets the timetable for the election. The Rector announces the election in such a way that the employment relationships of the



- ombudsmen follow on from each other seamlessly.
3. Candidates for the position of Ombudsman may be nominated by the Rector, the Dean, any member of the USB Academic Senate, the academic senate of the faculty, or the USB Ethics Committee. The Ombudsman is elected from the group of nominated candidates by the USB Academic Senate.
 4. An employment contract for the position of Ombudsman is then concluded with the selected candidate. The employment contract is concluded for a period of three years. The same person may hold the position of Ombudsman for a maximum of two consecutive terms.
 5. The position of Ombudsman is incompatible with the positions of Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Faculty Secretary, Director of a USB constituent part, member of the Academic Senate of USB or a Faculty, member of the Scientific Board of USB or a Faculty, member of the Ethics Committee of USB or a Faculty, member of the USB Board of Trustees, member of the Disciplinary Committee of USB or a Faculty, and Director of an Institute, Head of a Department or other similar organisational unit.
 6. The Ombudsman is obliged to notify the Rector without undue delay of any possible conflict of interest that could influence him in the performance of his duties and of the fact that he could hold a position incompatible with the position of Ombudsman.
 7. From an economic and operational point of view, the Ombudsman is assigned to the USB Centre for Equal Opportunities.
 8. At times when the position of Ombudsman is vacant or the Ombudsman is unable to perform his/her duties for a long period of time, or during periods of absence longer than one month, and in cases where the Ombudsman is in a conflict of interest or a conflict of interest is imminent, the rector shall entrust the exercise of his/her rights and duties under this ordinance to the Chair of the USB Ethics Committee.

Article 3

Activities of the Ombudsman

1. The Ombudsman's tasks are to:
 - a) investigate complaints from persons referred to in Article 1(3) of this ordinance (hereinafter referred to as 'the persons concerned') concerning cases of violation of legal regulations and internal regulations and standards of USB and its constituent parts, inaction or unjustified delays on the part of the relevant bodies of USB and its constituent parts, cases of bullying, discrimination, inappropriate behaviour, unequal treatment, sexual harassment, bossing, mobbing, conflicts of interest and other similar conduct;
 - b) investigate, on its own initiative, relevant facts relating to other possible cases under (a),
 - c) provide assistance to persons referred to in Article 1(3) of this ordinance who contact it, or refer them to other competent authorities and institutions;
 - d) participate in the amicable resolution of disputes between persons referred to in Article 1(3) of this ordinance;
 - e) receive proposals from persons referred to in Article 1(3) of this ordinance for improving the environment at USB in relation to the activities of the Ombudsman;



- f) actively identify problems and obstacles negatively affecting the environment at USB, methodically act and create a suitable environment for solving problems;
 - g) prepare recommendations for the competent authorities for the resolution of specific cases in accordance with the previous points of this paragraph;
 - h) initiate changes in the internal regulations, standards or procedures of USB or its constituent parts on the basis of its findings.
2. The Ombudsman's conclusions do not alter, revoke or replace the decisions of other USB bodies and their constituent parts. The Ombudsman is not authorised to interfere in their activities and decision-making, and the Ombudsman's conclusions and recommendations are not binding on them. The Ombudsman does not decide on the rights and obligations of the persons referred to in Article 1(3) of this ordinance and has no powers in labour relations.

Article 4

Investigation of complaints

1. Complaints may only be submitted in writing via the Ombudsman's contact details published in the public section of the USB website.
2. The complaint must include the name of the person concerned and a description of all the relevant facts. If the complaint is unclear, vague or does not contain all the relevant facts, the Ombudsman may ask the person concerned to supplement or correct the complaint within a reasonable time.
3. The Ombudsman will dismiss the complaint if:
 - a) the complaint is submitted anonymously, or the identity of the person concerned cannot be ascertained for other reasons;
 - b) the complaint is submitted by an unauthorised person;
 - c) the complaint is not supplemented or corrected within the time limit set by the Ombudsman,
 - d) the matter does not fall within the Ombudsman's competence;
 - e) the subject of the complaint has already been investigated by the Ombudsman and the repeated complaint does not bring any new facts to light.

The Ombudsman shall notify the person concerned in writing of the dismissal of the complaint, if possible.

4. The Ombudsman shall investigate complaints from the persons concerned or act on his own initiative if:
 - a) there is reasonable suspicion that the rights of the person concerned have been, are or could be threatened;
 - b) he/she has reasonable doubts that another authority has not acted in accordance with the law or the internal regulations of the USB or its constituent parts;
 - c) no other body is competent, or the person concerned does not wish to contact the competent body for fear of bias or other danger to themselves.

When investigating complaints, the Ombudsman shall proceed consistently but with due empathy towards the person concerned or other persons. The Ombudsman may use the expert opinions of other experts for the purposes of investigating complaints.



5. The Ombudsman investigates complaints without undue delay, usually within 60 days of receiving the complaint. If, for objective reasons, it is not possible to deal with the complaint within 60 days, the Ombudsman informs the person concerned and the Rector of this fact.
6. At the request of the person concerned, the Ombudsman may defend the interests of the person concerned without disclosing their identity to other bodies of USB or its constituent parts.
7. If the complaint is directed against a specific person, the Ombudsman shall deal with it directly with that person. If no remedy has been found, the Ombudsman is entitled to contact the superior of the person concerned. If the complaint is directed against a body, the Ombudsman shall deal with it directly with the representatives of that body. If no remedy has been found, the Ombudsman is entitled to refer the matter to the Rector, Dean or Director of the constituent part.
8. If the Ombudsman is dealing with a complaint against the Rector, he/she is entitled to contact the USB Academic Senate. If the Ombudsman is dealing with a complaint against a Dean or Director of a USB department, they are entitled to contact the Rector. If the Ombudsman is dealing with behaviour between students, he/she is entitled to refer the matter to the relevant Vice-Dean. If the Ombudsman is dealing with relations between employees, he/she is entitled to refer the matter to their immediate superior or to the Dean, Director of the department or the Rector.
9. If the person concerned or the person against whom the complaint is directed is convinced that the Ombudsman has not acted properly and in a timely manner in the matter, they are entitled to contact the Rector. If the complaint was directed against the Rector, the matter may be referred to the USB Academic Senate.
10. The Ombudsman shall prepare a written report on each complaint investigated. The Ombudsman shall notify the person concerned and other persons or bodies at his/her discretion of the outcome of the complaint. The Ombudsman is also obliged to prepare a report on his/her activities for the previous calendar year by 31 March at the latest, submit it to the USB Academic Senate and then publish it on the USB website, ensuring the anonymity of individual cases and persons and ensuring the protection of personal data.

Article 5

Confidentiality

1. The Ombudsman is obliged to maintain confidentiality regarding all facts learned in the performance of his/her duties, even after the termination of his/her term of office. However, this provision does not affect the Ombudsman's obligations under Article 4(10) of this ordinance.
2. All information, documents, statements, including final reports pursuant to Article 4(10), shall be stored by the Ombudsman in such a way that they are sufficiently protected from access by third parties and only for the period during which the Ombudsman needs them to deal with the complaint.

Article 6

Relationship with other bodies



1. The Rector may submit requests to the Ombudsman to investigate specific matters or to prepare conceptual materials falling within the Ombudsman's remit pursuant to Article 1(3). The Rector is not authorised to instruct the Ombudsman on what conclusions and recommendations to make in a specific case under investigation.
2. If the Ombudsman has reasonable grounds to suspect that the USB Code of Ethics has been violated, he/she has the right to submit a complaint to the USB Ethics Committee. The Ombudsman may be invited to attend meetings of the USB Ethics Committee. In the case of a complaint against the proceedings of the USB Ethics Committee, the Ombudsman shall communicate his/her conclusions to the Chair of the USB Ethics Committee and the Rector.
3. Individual parts of USB may appoint persons with a similar position and tasks as the USB Ombudsman (hereinafter referred to as the 'Faculty Ombudsman'). The USB Ombudsman and the Faculty Ombudsman are obliged to cooperate with each other. If the USB Ombudsman receives a complaint that falls within the competence of the Faculty Ombudsman, he/she shall refer the complaint to the faculty Ombudsman; the same applies to cases where the faculty Ombudsman receives a complaint falling within the competence of the USB Ombudsman. Any conflict of competence between the USB Ombudsman and the faculty Ombudsman shall be resolved on the basis of negotiations between the Rector and the Dean or Director of the USB constituent part at which the faculty Ombudsman operates. The USB Ombudsman is not in a superior position to the Faculty Ombudsman and is not authorised to review the conclusions reached by the Faculty Ombudsman.

Article 7

Transitional and final provisions

1. Complaints submitted by the persons concerned before the effective date of this ordinance shall be investigated and dealt with by the USB Ombudsman in accordance with this ordinance.
2. This ordinance shall enter 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 shall take effect on 14 October 2025.

prof. Ing. Pavel Kozák, Ph.D.
Rector

Prepared by: Head of the Legal Office

Distribution list: USB management, Deans of Faculties, Directors of other constituent parts of USB