

Appendix 2 to USB Rector's Ordinance No. R 634: Status and Remit of Individual Organisational Units of the Rectorate at the University of South Bohemia

Organisational structure of the USB Rectorate from 1 April 2026

1. Rector's Division
 - 1.1 Rector
 - 1.2 Rector's Office
 - 1.2.1 Motor Pool Office
 - 1.3 Internal Audit Office
 - 1.4 Legal Office
 - 1.5 Human Resources Office
 - 1.6 Marketing Office
 - 1.7 Occupational Health and Safety and Fire Protection Office
 - 1.8 Cyber Security Office
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2. Bursar's Division
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 - 2.2 Bursar's Office
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3. Divisions of Vice-Rectors
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 - 3.1.1 Vice-Rector for Student Affairs
 - 3.1.2 Office of Study Activities
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 - 3.2 Division of the Vice-Rector for International Relations
 - 3.2.1 Vice-Rector for International Relations
 - 3.2.2 International Relations Office
 - 3.3 Division of the Vice-Rector for Research
 - 3.3.1 Vice-Rector for Research
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- 3.3.3 Technology Transfer Office
- 3.4 Division of the Vice-Rector for Internal Evaluation and Accreditation
 - 3.4.1 Vice-Rector for Internal Evaluation and Accreditation
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- 3.5 Division of the Vice-Rector for Development
 - 3.5.1 Vice-Rector for Development
 - 3.5.2 Project Office
- 3.6 3.6. Division of the Vice-Rector for External Relations, Sustainability and Human Resource Development
 - 3.6.1 Vice-Rector for External Relations, Sustainability and Human Resource Development
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 - 3.6.2.1 Support Centre for Students with Special Needs
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- 4. Heads of other facilities
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 - 4.2.1 Director of the Publishing House
 - 4.3 Centre of Information Technology (CIT)
 - 4.3.1 Director of CIT
 - 4.3.2 CIT Information Infrastructure Management Office (IIMO)
 - 4.3.3 CIT Terminal Equipment Management Office (TEMO)
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 - 4.4.1 Director of the British Centre
 - 4.5 Goethe Centre
 - 4.5.1 Director of the Goethe Centre
 - 4.6 School of Doctoral Studies
 - 4.6.1 Director of the School of Doctoral Studies
- 5. Directors of Special-Purpose Facilities
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 - 5.1.1 Director
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 - 5.2 Pre-school facility – Kvítek Children’s Group
 - 5.2.1 Director
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Activities of departments and other organisational units at USB

1. Rectorate

1.1 Rector

Organisational units under the direct authority of the Rector:

- 1.2 Rector's Office
- 1.3 Internal Audit Office
- 1.4 Legal Office
- 1.5 Human Resources Office
- 1.6 Marketing Office
- 1.7 Occupational Health and Safety (OHS) and Fire Safety Office
- 1.8 Cyber Security Office
- 1.9 Documentation Centre
- 4.1 Academic Library
- 4.2 Publishing House
- 4.3 Centre of Information Technology
- 4.6 School of Doctoral Studies
- 5.1 Dormitories and Refectories
- 5.2 Pre-school facility – Kvítek Children's Group

1.1 Rector

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

- a) The Rector appoints and dismisses the Vice-Rectors and the Bursar;
- b) appoints and dismisses the Vice-Chair and members of the USB Internal Evaluation Board and members of the USB Scientific Board;
- c) and decides on labour law matters concerning employees of the Rectorate, the Academic Library, the Publishing House, the Centre of Information Technology, the British Centre, the Goethe Centre, and the Pre-school Facility, and the School of Doctoral Studies;
- d) directly supervises vice-rectors, the Bursar, the Head of the Rector's Office, the Internal Audit Office, the Occupational Health and Safety (OHS) and Fire Protection (FP) Office, the Head of the Legal Office, the Data Protection Officer, the Head of the Human Resources Office, the Head of the Marketing Office, the Cybersecurity Manager, the Head of the Documentation Centre, the Director of the School of Doctoral Studies, the Director of the Publishing House, the Director of the Academic Library, the Director of the Centre of Information Technology, the Director of Dormitories and Refectories, and the Director of the Kvítek Pre-school Facility;
- e) pursuant to Article 17 of the Statutes, the USB Rector issues, by means of an USB Rector's ordinance, rules governing the management of assets, including their record-keeping, inventory, and the responsibilities and powers relating to the disposal of USB's assets;
- f) establishes advisory and other bodies of USB.

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

1.2 The Rectorate

Organisational structure of the Rectorate:

1.2.1 Motor Pool Office

- a) Rector's Office ensures the conditions necessary for the Rector to perform his or her duties and for the activities of certain other university bodies;
- b) manages the Rector's work programme;
- c) organises events hosted by the Rector;
- d) administers meetings of the USB management and sessions of the USB Rector's Board, prepares and distributes the minutes of meetings;
- e) manages the Collection of Decisions and Ordinances, ensures their publication on the website,
- f) manages the insignia of the USB;
- g) cooperates with individual offices of the Rectorate and university units in implementing the Rector's decisions;
- h) ensures the conditions for the operation of the USB Academic Senate (providing materials for meetings, correspondence, administration of Senate elections and USB Rector elections, and management of the Senate's website);
- i) ensures the language coordination process and translations for the USB Rectorate.

Head of the Rector's Office

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) manages the activities of the Rector's Office and is accountable to the Rector for its operation;
- c) approves requests for transport using the Rectorate's official vehicles, issues travel orders, and approves vehicle logbooks.

1.2.1 Motor Pool Office

- a) The office reports directly to the Head of the Rector's Office, to whom it is accountable for its activities;
- a) provides transport services for the Rectorate;
- b) keeps records of the operation of the Rectorate's official vehicles, including fuel consumption;
- c) arranges servicing of the Rectorate's official vehicles;
- d) prepares documentation for vehicle insurance and assists in the settlement of insurance claims relating to the operation of the Rectorate's official vehicles;
- e) proposes measures to the Head of the Rector's Office aimed at reducing operating costs;
- f) proposes to the Head of the Rector's Office the purchase of new vehicles and the disposal of surplus vehicles.

1.3 Internal Audit Office

- a) The office reports directly to the Rector, to whom it is accountable for its activities;
- b) ensures the conduct of comprehensive audits of asset and financial operations and the USB's internal control system;
- c) independently and autonomously verifies compliance with legal regulations and USB's internal regulations and standards;
- d) independently and autonomously determines whether risks are identified in a timely manner and appropriate measures are taken to eliminate them or mitigate their impact;
- e) independently and autonomously verifies whether the information reported in financial, accounting, and other statements accurately reflects assets, sources of its funding, and its management (financial audit);
- f) independently and autonomously verifies whether the USB's internal regulations and standards comply with legal regulations (compliance audit);
- g) independently and autonomously reviews and evaluates the USB's revenue generation systems, including debt recovery, funding of activities and the management of public funds (systems audit);
- h) independently and autonomously examines, on a sample basis, the economy, efficiency and effectiveness of operations, as well as the adequacy and effect of the internal control system (performance audit);
- i) maintains an overview of all audits carried out at the USB by other audit bodies;
- j) carries out audit activities across the entire USB in accordance with the audit plan;
- k) provides internal consultation and advisory services in the area of the internal control system and risk management, provides consultancy services within the scope of internal audit;
- l) recommends and, based on its findings, submits proposals to the Rector aimed at rectifying identified shortcomings;
- m) prepares the annual Report on the Results of Financial Audits for MEYS;
- n) prepares and submits a draft medium-term and annual plan for internal audits and controls.

1.4 Legal Office

- a) The office reviews draft contracts for compliance with generally binding legal regulations and USB's internal regulations, USB's interests and compliance with legal requirements;
- b) is responsible for assigning a reference number to each contract;
- c) is responsible for recording original versions of contracts in the central contract register;
- d) carries out expert legal assessments of intended legal acts relating to the acquisition of assets, the performance of works, and the procurement of services;
- e) assesses the compliance of internal regulations and standards with relevant legislation and USB's internal regulations;
- f) prepares submissions from USB to public authorities;
- g) provides legal advice to staff of the Rectorate and constituent parts of USB;
- h) handles all other legal matters.

Head of the Legal Office

- a) The office reports directly to the Rector, to whom it is accountable for its activities;
- b) manages the work of the Legal Office;
- c) coordinates cooperation with external law firms;

- d) communicates with the various units of USB when resolving legal issues;
- e) is responsible for the proper archiving of all relevant documents.

Data Protection Officer

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) oversees the implementation of personal data protection and processing;
- c) monitors compliance with the EU General Data Protection Regulation (hereinafter 'GDPR'), other generally binding legal regulations and USB's internal regulations in the area of personal data protection;
- d) provides data subjects with information and advice on their rights and obligations under the GDPR;
- e) provides advice and expert assistance, upon request, in assessing the impact on personal data protection;
- f) reports personal data breaches to the Office for Personal Data Protection and notifies data subjects of personal data breaches;
- g) performs other tasks arising from the GDPR, generally binding legal regulations or USB's internal regulations for the position in question.

1.5 Human Resources Office

- a) The office comprehensively manages the human resource remit of employees;
- b) comprehensively handles reporting in the area of the human resource remit;
- c) fulfils reporting obligations to the Labour Office, insurance companies and the Social Security Administration regarding Rectorate staff;
- d) manages employee welfare matters – preventive occupational health care, employees with disabilities, benefits, and employees' work and life anniversaries.

Head of the Human Resources Office

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) is responsible for the entire remit of the Human Resources Office;
- c) provides methodological guidance to USB HR staff;
- d) provides methodological guidance on labour law regulations for the Rectorate HR Office and for the constituent parts of USB;
- e) is responsible for the archiving of the Rectorate's personnel records;
- f) communicates with and provides support to public officials at USB as a supporting body in accordance with the act on conflicts of interest.

1.6 Marketing Office

- a) The office is responsible for implementing USB's uniform visual identity, provides consultation on visual identity matters to all USB constituent parts and collaborates with the constituent parts in this area;
- b) creates, edits, and designs USB promotional materials and occasional print materials in accordance with the USB graphic manual, ensures the graphic design of new information and promotional materials about USB and coordinates the production of USB promotional items;
- c) maintains a calendar of USB events organised at the level of USB and its individual constituent parts;
- d) contributes to the management of USB website content and collaborates with the USB IT office;
- e) ensures the presentation of USB at selected events in the CR and abroad;
- f) prepares and implements the editorial concept for USB's printed magazine, oversees the publication of USB's magazine and organises its distribution;
- g) designs and implements marketing and advertising campaigns;
- h) conducts marketing research and analysis in line with USB's current needs;
- i) manages and updates the electronic photo database;
- j) manages USB's access to the media archive and provides advisory and consultancy services to USB constituent parts when working with this archive;
- k) manages USB's official social media profile;
- l) carries out media monitoring;
- m) coordinates cooperation with student societies and activities, identifies new student projects and arranges support for them, helps organise USB Open Days;
- n) organises the university's official social, cultural and sporting events;
- o) manages the remit of the USB Alumni Club and provides methodological guidance to faculty alumni clubs;
- p) ensures the activity of the press officer (in coordination with the Rector and the Vice-Rector for External Relations, Sustainability and Human Resource Development);
- q) organises press conferences and coordinates cooperation with the mass media and news agencies, drafts press releases;
- r) coordinates and plans USB's external communications and programmes focused on USB's media presentation with media representatives.

Head of the Marketing Office

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) acts as brand manager (in coordination with the Rector and the Vice-Rector for External Relations, Sustainability and Human Resource Development);
- c) is responsible for coordinating the external presentation of USB and the presentation of the constituent parts of USB;
- d) regularly submits a marketing plan and activity reports;
- e) maintains communication with USB units regarding external presentation;
- f) plans, organises, and implements marketing campaigns;
- g) develops and implements long-term marketing strategies.

1.7 Occupational Health and Safety and Fire Protection Office

- a) The office reports directly to the Rector, to whom it is accountable for its activities;
- b) is responsible for planning and organising the fulfilment of tasks in the areas of OSH and FP, and crisis management at USB;
- c) is responsible for ensuring proposals for amendments to the policy and organisation of OSH and FP at USB and prepares documentation for its further improvement;
- d) is responsible for the methodological management, coordination and supervision of the activities of staff in all constituent parts of USB responsible for OSH and FP;
- e) is responsible for planning and organizing training for senior staff and for training and instructing new employees on occupational safety and health (OSH) and FP, conducts initial and refresher training on OSH and FP for employees of the Rectorate and the constituent parts of USB;
- f) is responsible for preparing and updating documentation for FP at USB, cooperates with the South Bohemian Regional Fire Service, and analyses the causes of fires;
- g) is responsible for drawing up the annual work and inspection plan in the field of OSH and FP at USB;
- h) is responsible for carrying out scheduled and random OSH and FP inspections and prepares proposals to rectify identified shortcomings;
- i) is responsible for maintaining records of workplace and school accidents, occupational diseases and high-risk workplaces, and cooperates in investigating the causes of workplace accidents at faculties and non-faculty constituent parts;
- j) participates in inspections carried out in the field of OSH and FP, weapons security and radiation protection by the relevant authorities;
- k) participates in the preparation of guidelines for the security service responsible for the protection of premises in the area of FP;
- l) cooperates with the Investment Division on inspections of the construction and renovation of USB buildings and applies OSH and FP requirements during these processes;
- m) cooperates with the Human Resources Office and the Regional Public Health Authority in the categorisation of work at USB;
- n) cooperates with the Building Management and Maintenance Office on the material provision of tasks in the field of occupational health and safety and FP and applies requirements to the technical offices of the faculties when carrying out tasks in this area;
- o) cooperates with the CR Police in the management of firearms at USB, provides methodological guidance to faculty armourers;
- p) cooperates with the State Office for Nuclear Safety (SÚJB) in ensuring radiation protection at the faculties.

1.8 Cyber Security Office

- a) The office is responsible for the creation and operation of the information security management system (hereinafter referred to as 'ISMS');
- b) continuously analyses the development of the ISMS and assesses identified cyber risks, detected cyber security events and uncovered cyber incidents;
- c) proposes measures to mitigate unacceptable security risks and changes to the priorities of the Cyber Security Committee's (hereinafter 'CSC') security projects;
- d) implements measures required by the cyber security act;
- e) proposes changes to the USB CSC strategy and the ISMS security policy;

- f) is responsible for planning and managing the implementation of cyber security projects approved by the CSC;
- g) participates in the approval of binding standards for the selection, standardisation and systematisation of USB's IT hardware and software resources.

Cybersecurity Manager

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) is a member of the CSC and, together with its chair, convenes its meetings on a regular basis;
- c) manages the process of resolving cyber security incidents or cyber incidents and decides on the method of their resolution;
- d) communicates with the National Cyber and Information Security Agency (hereinafter 'NÚKIB') and resolves cyber security events and incidents with it;
- e) is responsible for establishing rules for suppliers that take into account the needs of the ISMS,
- f) reviews tender specifications for public contracts (including small-scale public contracts) for the construction and modernisation of USB's information and communication systems and for the procurement of goods or services whose components may affect USB's cybersecurity, and assists the contracting authority in resolving issues related to cybersecurity;
- g) is involved in the preparation and organisation of the acceptance process, including security testing for projects relating to information systems;
- h) draws up a security awareness development plan and presents this plan to the CSC;
- i) coordinates measures to raise security awareness within the organisation, including CS training;
- j) submits regular reports to the CSC, which include proposals for mitigating unacceptable risks and proposals for changing the priorities of security projects.

1.9 Documentation Centre

- h) The centre ensures the systematic collection, recording and processing of documents relating to the history of the university, its faculties and the development of higher education;
- i) carries out its own research activities;
- j) cooperates in the use of the documentation collection to promote the university.

Head of the Documentation Centre

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) is responsible for cooperation with the Institute of Archival Studies and Auxiliary Historical Sciences of the Faculty of Arts.

2. Bursar's Office

2.1 Bursar

Organisational units under the direct authority of the Bursar:

- 2.2 Bursar's Office
- 2.3 Economic Division
- 2.4 Investment Division
- 2.5 Public Procurement Office
- 2.6 Property Management Office
- 2.7 Financial Control Office
- 2.8 Building Management and Maintenance Office
- 2.9 Management Reporting Office
- 2.10 Records Management Office and Filing Desk
- 2.11 Strategy and Development Office

2.1 Bursar

The Bursar reports directly to the USB Rector, to whom he or she is accountable for his or her activities.

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

- a) Pursuant to Article 13(4)(d) of the Statutes, the Bursar provides methodological guidance to the secretaries of the faculties and the heads of the financial offices of the other constituent parts of USB. Within the scope of his or her powers, the Bursar is authorised to assign tasks and monitor their fulfilment. The Bursar manages the financial affairs, internal administration and asset management of USB as a whole and acts on behalf of USB to the extent determined by the USB Rector in an ordinance. On the basis of an ordinance issued by the USB Rector, the Bursar of USB is authorised to act and deal on behalf of USB in the following matters and to the following extent:
 - i. all contractual relationships entered into between USB and other entities, with the exception of contracts concluded with foreign entities, cooperation agreements, and contracts concerning the disposal of immovable property that are subject to registration in the land register;
 - ii. all acts relating to projects and grants carried out at USB;
 - iii. actions related to the activities of state administrative financial authorities;
 - iv. actions relating to the conduct of tender procedures in accordance with the legislation on public procurement, as amended;
 - v. actions related to administrative proceedings conducted by state administrative bodies in connection USB's investment construction;
 - vi. activities related to the insurance of USB's assets;
 - vii. other acts arising from the management of USB and banking transactions concluded with banking entities.

Within the scope of the powers delegated by the USB Rector's ordinance, the Bursar is authorised to act on behalf of the university in all negotiations, make binding declarations and perform legal acts, including signing the relevant documentation.

- b) Pursuant to the USB Rector's ordinance, the Bursar is the head of the committee for the assessment of damage to the Rectorate's property.
- c) The Bursar:
- i. draws up the methodology for preparing the USB budget;
 - ii. submits a draft USB budget to the USB Academic Senate (AS USB) based on the approved methodology for drawing up the USB budget;
 - iii. ensures the preparation of budgets for the Rectorate units and university-wide remits, and submits them to the AS USB as part of the USB budget proposal;
 - iv. evaluates the progress of budget utilisation by individual USB constituent parts and informs the Rector in a timely manner of significant deviations and facts, including proposals for related measures;
 - v. assesses the utilisation of the budget by the Rectorate units and university-wide remits for the purposes of USB management and submits information on budget utilisation in accordance with the requirements of the AS USB,
 - vi. methodically manages and monitors the financial management of all constituent parts of USB and is accountable to the USB Rector for them;
 - vii. prepares the USB's medium-term financial plan;
 - viii. ensures the concept and methodological management of the processing of USB's financial affairs;
 - ix. ensures the preparation and updating of the concept for USB's investment development, the USB construction master plan, and major renovations and modernisations of USB buildings;
 - x. oversees the preparation and implementation of investment projects managed by the Rectorate's Investment Division;
 - xi. within the scope of the USB Rector's mandate, ensures the preparation and implementation of major infrastructure projects in the capacity of a representative of USB's statutory body;
 - xii. is responsible for preparing applications for grants and subsidies in accordance with the MEYS Rules for the Provision of Grants and Subsidies to Public Higher Education Institutions and ensuring their compliance with statutory standards, as well as for preparing applications for earmarked subsidies from the state budget for the implementation of investment construction projects;
 - xiii. ensures and coordinates communication with legal service providers in the areas of public procurement, contractual relations under commercial and property law, and also communication with the USB's tax adviser;
 - xiv. coordinates the preparation of supporting documents for the discussion of property transactions by the USB Board of Trustees;
 - xv. is responsible for the preparation of USB's annual financial reports;
 - xvi. issues internal standards and implementing internal regulations in the areas of financial management, internal administration and asset management of the USB within the scope of its powers;
 - xvii. provides support for inspections carried out by public authorities and coordinates their conduct;
 - xviii. manages the remit of the Support Programme for Strategic Management, the Higher Education Development Support Programme and matters relating to the Fund for Strategic Priorities.

- d) In the performance of the assigned remits, the Bursar directly manages the staff of the Bursar's Office, the Financial Control Office, the Property Management Office, the Management Reporting Office, the Strategy and Development Office, as well as the activities of the Economic Division, the Investment Division, the Building Management and Maintenance Office, the Public Procurement Office and the Records Management Office and Filing Desk through the management of their managing staff (where a managing staff member has been appointed).

2.2 The Bursar's Office

- a) The office reports directly to the Bursar, to whom it is accountable for its activities;
- b) provides comprehensive administrative support for the performance of the Bursar's duties, including the Bursar's record-keeping;
- c) it manages the record-keeping for selected departments under the Bursar's control via an electronic Records Management system, namely for the Property Management Office, the Investment Division, the Building Management and Building Maintenance Office, the Public Procurement Office, and the Financial Control Office;
- d) organises the Bursar's work programme;
- e) provides organisational and administrative support for events organised by the Bursar;
- f) organises meetings of secretaries and chief economists, including the preparation of minutes of meetings;
- g) procures office paper and other selected office supplies for the Rectorate; manages the Rectorate's office paper store.

2.3 Economic Division

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 financial, planning, budgetary, cash management and accounting remits, as well as related administrative tasks;
- b) prepares materials for the Bursar for regular analyses of the Rectorate's financial management and for analyses of the financial management of all constituent parts and units of USB;
- c) prepares supporting documents for the Bursar's methodological guidelines relating to the division's responsibilities and ensures that they are kept up to date;
- d) maintains records of bank account agreements and prepares documentation for the conclusion and amendment of bank account agreements;
- e) assists in the preparation of summary statistical reports for USB in the areas of its remit;
- f) provides internal consultation and advisory services regarding the financial aspects of contracts;
- g) is responsible for preparing tax returns for the USB for all taxes except property taxes;

- h) cooperates with an external tax adviser in verifying accounting and tax procedures and processing the USB's taxes;
- i) provides assistance during audits;
- j) manages trade licence administration;
- k) arranges permits for the purchase and consumption of alcohol for constituent parts;
- l) ensures compliance with contracts relating to the use of audio and audiovisual equipment, ensures compliance with contracts relating to the reproduction of printed materials for a fee;
- m) arranges for the audit of financial statements in accordance with the act on accounting.

Head of the Economic Division

- a) He or she reports directly to the Bursar, to whom he or she is accountable for his or her activities;
- b) directly manages staff in the Methodology Office, the Budget Office and the Asset Records Office;
- c) directly manages the managing staff of the Payroll Accounting Office and the Operational Accounting Office;
- d) manages and coordinates work within the Economic Division in relation to the responsibilities assigned;
- e) coordinates and ensures the preparation of the annual financial report of USB;
- f) coordinates and ensures the preparation of the annual report in accordance with the act on accounting, as amended;
- g) coordinates the preparation of methodological guidelines and internal standards within the remit of the Economic Division;
- h) issues methodological guidelines and procedures for staff across all constituent parts of USB in the areas of accounting and asset records, budgeting, taxation, and the financial provisions of contracts.

2.3.1 Methodology Office

- a) The office reports directly to the Head of the Economic Division, to whom it is accountable for its activities;
- b) provides methodological guidance to users working in the IS iFIS application (specifically the modules for operational accounting, asset management and budgeting);
- c) provides methodological guidance to users working in the VERSO Integrated IS applications for orders (creation of requisitions and e-approval) and e-approval of invoices;
- d) ensures and coordinates the development of the applications listed in points (b) and (c);
- e) ensures the VAT methodology for USB;
- f) contributes to the preparation of methodological procedures and guidelines for the Economic Division and the Bursar and ensures their integration into the iFIS and VERSO information systems;
- g) maintains and updates the chart of accounts;
- h) records documentation for VAT refunds under Section 81 of the VAT Act;
- i) assists in preparing documentation for stocktaking;
- j) collaborates on the financial statements;
- k) co-operates with the units responsible for the administration of strategic projects in submitting grant applications, reporting, preparing monitoring reports, and conducting checks in relation to accounting records and the settlement of grants;

- l) provides methodological support for procedures relating to the recording of strategic projects in the accounts;
- m) collaborates on the development of methodological guidelines for the management of strategic projects in the area of financial management.

2.3.2 Budget Office

- a) The office reports directly to the Head of the Economic Division, to whom it is accountable for its activities;
- b) prepares the budget breakdown for individual constituent parts of USB and special-purpose facilities of USB;
- c) participates in the methodological management of staff across all constituent parts of USB and special-purpose facilities in the area of budgeting;
- d) participates in the preparation of methodological guidelines for the budget and its monitoring;
- e) implements measures relating to budgetary changes;
- f) settles accounts for allocated subsidies and contributions with the state budget;
- g) makes refunds to the state budget on behalf of USB;
- h) acts as budget administrator for the Rectorate, the Academic Library, the Centre of Information Technology, the British Centre, the Goethe Centre and the Pre-school Facility;
- i) provides the basis for the preparation of the budgets for the Rectorate, the Academic Library, the Centre of Information Technology, the British Centre, the Goethe Centre and the Pre-school Facility;
- j) sets the budgets for the Rectorate, the Academic Library, the Centre of Information Technology, the British Centre, the Goethe Centre and the Pre-school Facility in accordance with orders entered into the IS iFIS module;
- k) monitors the progress of budget expenditure and the overall financial management of the Rectorate, the Academic Library, the Centre of Information Technology, the British Centre, the Goethe Centre and the Pre-school Facility and informs the Bursar, the Directors of the Academic Library, the Centre of Information Technology, the British Centre, the Goethe Centre and the Pre-school Facility, or the authorising officer, in a timely manner of any significant deviations and facts, including proposals for related measures;
- l) prepares documentation for the Head of the Economic Division and the Bursar to assess the progress of the Rectorate's budget expenditure;
- m) records and manages all specimen signatures for the Rectorate, the Academic Library, the Centre of Information Technology, the British Centre, the Goethe Centre and the Pre-school Facility;
- n) compiles selected statistical reports for USB.

2.3.3 Payroll Accounting Office

- a) The office carries out the monthly processing and recording of salary payments, payments under contracts and royalties, sick pay, statutory deductions and other components of remuneration for USB staff, provides the documentation required for accounting and payments to staff, including statutory deductions and withholdings for USB;
- b) carries out the annual settlement of employees' tax advances for USB in accordance with tax returns, processes the annual settlement of income tax for the employer and reports on the

- payment of royalties to the tax office on behalf of USB, issues certificates of taxable income at the request of employees;
- c) ensures the payment of social security and health insurance contributions on behalf of the employer and employees, prepares documentation for the payment of sickness benefits to the Czech Social Security Administration (ČSSZ) for USB employees;
 - d) prepares documentation and certificates for state authorities, organisations and other institutions;
for monitoring reports and for employees, reports on pension savings contributions;
 - e) handles pension insurance administration, including the processing and submission of pension insurance records for USB employees;
 - f) coordinates the processing and schedule of salary payments for USB;
 - g) is responsible for archiving the Rectorate's payroll documentation.

Head of the Payroll Accounting Office

- a) The office reports directly to the Head of the Economic Division, to whom it is accountable for its activities;
- b) directly manages the staff of the Payroll Accounting Office;
- c) methodically manages and supervises the processing of wages, including contributions to USB;
- d) prepares mandatory statistical reports relating to payroll;
- e) prepares the annual income tax return for the employer (advance and at source);
- f) provides advice to staff and managers on payroll matters;
- g) contributes to the preparation of methodological procedures and guidelines of the Payroll Accounting Office, and their integration into the EGJE information system,
- h) prepares the documentation required by the Head of the Economic Division, the Bursar and the management of USB.

2.3.4 Operational Accounting Office

- a) The office maintains comprehensive accounting records for USB;
- b) processes travel expense claims for USB staff, with the exception of D&R, FSC and FED;
- c) carries out USB's credit and debit banking transactions;
- d) ensures the processing of incoming and outgoing invoices for USB;
- e) prepares the financial statements for USB;
- f) carries out document-based stocktaking in accordance with the Bursar's instructions;
- g) transfers scholarships to students' accounts on the basis of documentation provided by the constituent parts of USB;
- h) arranges payments for radio and television broadcasting in accordance with the documentation provided, and arranges documentation for payments to the Academic Library, the Centre of Information Technology, the British Centre, the Goethe Centre and the Pre-school Facility;
- i) prepares monthly VAT returns, road tax returns and excise duty returns;
- j) provides cash desk services for the Rectorate, the Academic Library, the Centre of Information Technology, the British Centre, the Goethe Centre, the Pre-school Facility, and the constituent parts of FAT, FAR, and FEC;

- k) processes documentation from the Payroll Accounting Office into the accounting records and transfers salaries to employees' bank accounts, and makes deductions in accordance with the instructions of the Payroll Accounting Office.

Head of the Operational Accounting Office:

- a) He or she reports directly to the Head of the Economic Division, to whom he or she is accountable for his or her activities;
- b) directly manages the staff of the Operational Accounting Office;
- c) prepares methodological guidelines for the accounting area;
- d) participates in the methodological management of all constituent parts of USB in the field of accounting;
- e) is responsible for ensuring that all accounting operations comply with the act on accounting, and other generally applicable regulations and USB methodology;
- f) prepares selected statistical reports;
- g) is responsible for preparing tax returns for USB, with the exception of property taxes.

2.3.5 Asset Records Office

- a) The office maintains USB's asset records;
- b) records assets based on documentation from the units that acquire fixed assets;
- c) plans and organises asset inventories, oversees the resolution of inventory discrepancies in claims committees and assists with the accounting of inventory discrepancies;
- d) prepares the final report on the physical inventory of assets for the entire USB;
- e) ensures the calculation of accounting depreciation;
- f) methodically supervises staff across all constituent parts of USB in the areas of asset acquisition and inventory;
- g) prepares and contributes to the drafting of methodological guidelines and internal measures for USB;
- h) draws up the asset inventory plan;
- i) prepares analyses of the state of USB assets for the Head of the Economic Office and the Bursar as required.

2.4 Investment Division

Organisational structure of the Investment Division:

2.4.1 Capital Construction Office

2.4.2 Power Engineering Office

- a) The Investment Division provides technical support for USB's investment projects both during the project preparation phase and during the actual construction phase. Here, it acts as the investor's technical supervisor, coordinates other entities involved in the construction – primarily the TDI (investor's technical supervisor) and the KBOZP (health and safety coordinator);

- b) organises the planning, project preparation and subsequent implementation of extensive repairs, which constitute technical improvements to buildings and investments based on documentation from USB management and from individual constituent parts of USB;
- c) contributes to the development of USB's investment development strategy in the form of USB's long-term investment plans;
- d) participates in the development of USB's energy strategy,
- e) provides documentation for the financing of construction projects from USB funds;
- f) ensures that USB's construction development is in line with the development plans of the region, the city, or other regional authorities, works closely with the Zoning Office of the České Budějovice City and other departments of the City in accordance with USB's interests;
- g) monitors, in cooperation with the Budget Office, the utilisation of investment limits and informs the Bursar in good time of any significant deviations and circumstances, including proposals for related measures;
- h) continuously monitors the consumption of individual utilities and the utilisation of the energy budget; promptly informs the Bursar of significant deviations and developments, including proposals for related measures; monitors market developments and proposes measures to the Bursar to reduce energy costs;
- i) administers the university-wide database of USB buildings in the AMI software; provides existing database data to other constituent parts for the creation of analytical tasks or USB development projects; following the completion of new investment projects by the Investment Division, ensures the preparation and entry of new data into the database, including through authorised persons at the faculties and constituent parts of USB.

Head of the Investment Division:

- a) He or she reports directly to the Bursar, to whom he or she is accountable for his or her activities;
- b) directly manages the staff of the Capital Construction Office and the Power Engineering Office;
- c) methodically supervises staff at all constituent parts of USB involved in investment construction and development, provides support for projects undertaken by these staff members;
- d) participates in the development of USB's investment development strategy, primarily in the form of long-term investment plans, and in the development of USB's energy strategy;
- e) organises the planning, project preparation and subsequent implementation of extensive repairs, constituting technical improvements to buildings, and investments based on documentation from USB management and from the constituent parts of USB;
- f) prepares, in accordance with the requirements of the MEYS of the CR in the field of investment construction, supporting documents for USB's opinions, and participates in the preparation of overviews, reports and similar documents.

2.4.1 Capital Construction Office

- a) The office reports directly to the Head of the Investment Division, to whom it is accountable for its activities;
- b) participates in the creation of plans, project preparation and subsequent implementation of extensive repairs constituting technical improvements to buildings and investments based on documentation from USB management and from the constituent parts of USB;

- c) coordinates the USB's investment projects and provides technical support throughout both the project preparation phase and the actual construction phase – in this role, it acts as the investor's technical supervisor and coordinates other parties involved in the construction, primarily the technical design supervisor (TDI), the construction supervision body (KBOZ) and others;
- d) is responsible, for completed investment projects, for ensuring that construction is carried out in accordance with the approved planning permission, the timetable and the project documentation, and for ensuring that the approved construction budget is adhered to in accordance with the contract for works concluded with the contractor;
- e) ensures that USB's construction development is in line with the development plans of the region, the city and plans drawn up, for example, within the framework of NUTS II; works closely with the Zoning Office of the České Budějovice City and other divisions in the creation and updating of spatial planning documentation in the interests of USB;
- f) provides the necessary documentation for the financing of construction projects from USB funds;
- g) ensures the preparation of interim and final technical and financial reports;
- h) monitors, in cooperation with the Budget Office, the utilisation of investment limits and informs the Bursar in good time of any significant deviations and developments, including proposals for measures;
- i) administers the university-wide database of USB buildings in the AMI software, provides existing database data to other units for the creation of analytical tasks or USB development projects; following the completion of new investment projects by the Investment Division, ensures the preparation and entry of new data into the database, including through authorised persons at USB faculties and constituent parts;
- j) negotiates with contractors, ensures the preparation of construction work and checks their outputs, including the completeness and the correctness of the project documentation;
- k) in cooperation with contractors responsible for construction preparation, obtains the documentation and opinions from public authorities, organisations and individuals required for the issue of a building permit (notification of construction);
- l) submits applications for planning permission and participates in planning proceedings;
- m) submits applications for building permits (notifications of construction) and participates in building proceedings;
- n) organises the preparation of pre-project documentation and administrative proceedings necessary for the execution of construction works and the execution of major refurbishments (hereinafter referred to as 'construction work');
- o) organises meetings and site inspections to discuss project documentation,
- p) organises the implementation of construction projects, participates in key meetings and activities related to the implementation of construction projects, organises and manages site inspection days;
- q) checks whether the contractor is carrying out the prescribed tests on materials and structures, checks their results and requests documentation proving the quality of the work carried out and supplies;
- r) checks that defects and outstanding work identified during the handover procedure have been rectified;
- s) supervises compliance with the conditions of the issued building permit;
- t) formally accepts the completed work from the contractor and draws up a list of defects and outstanding work, ensures the rectification of reported defects within the warranty period;

- u) prepares the necessary documentation and submits an application for the final inspection, in which it participates;
- v) prepares a final report on the completed investment project;
- w) formally hands over the completed investment to the user, works with the user's technical staff to ensure the buildings are put into operation, submits documentation for the buildings to be entered into the accounting and asset registers;
- x) maintains, updates and archives documentation relating to the USB buildings and properties under its supervision;
- y) ensures the stock-taking concerning USB buildings.

2.4.2 Power Engineering Office

- a) The office reports directly to the Head of the Investment Division, to whom it is accountable for its activities;
- b) plans and manages water and energy resources for all constituent parts;
- c) keeps records of energy consumption and average energy costs for all USB units;
- d) keeps detailed records of all connection points and monitors changes to them at USB;
- e) acts as the USB's representative in technical matters in contractual relations with energy suppliers;
- f) regularly evaluates energy consumption and costs and proposes measures to the Head of the Investment Division aimed at reducing energy costs;
- g) monitors grant programmes supporting measures to improve energy management, assesses their suitability for USB and ensures the preparation of project applications;
- h) prepares supporting documents (technical specifications) for tender documentation for tenders in the energy sector.

2.5 Public Procurement Office

- a) The office plans and administers public procurement for all constituent parts of USB unless otherwise specified;
- b) as part of the preparation of tender documentation, it ensures the drafting of commercial and payment terms, or draft contracts, utilising USB's legal services;
- c) provides administrative support and manages all USB's actions as the contracting authority when handling objections and in dealings with the supervisory authority;
- d) ensures the review of the legal requirements of contracts relating to the procurement procedure carried out by the Public Procurement Office with the assistance of USB's legal services;
- e) prepares complete tender documentation for public contracts being implemented;
- f) keeps records of public contracts implemented by the Public Procurement Office and archives the related documentation;
- g) carries out evaluations of completed public procurement contracts and, for financially significant commodities, proposes joint purchasing or the conclusion of long-term contractual relationships, or the introduction of new procurement tools;
- h) provides internal consultation and advisory services in the field of public procurement;
- i) provides methodological guidance to all USB staff in the area of public procurement.

Head of the Public Procurement Office:

- a) He or she reports directly to the Bursar, to whom he or she is accountable for his or her activities;
- b) directly manages the staff of the Public Procurement Office and coordinates their activities;
- c) provides methodological guidance to staff across all constituent parts of USB involved in public procurement, provides support for contracts handled by these staff members;
- d) ensures the development of internal standards and methodologies for public procurement;
- e) proposes conceptual changes to the public procurement system at USB with a view to simplifying and streamlining it.

2.6 Property Management Office

- a) The office reports directly to the Bursar, to whom it is accountable for its activities;
- b) it manages matters relating to the registration of USB's real estate in accordance with entries in the Land Register and USB's property records, and initiates changes to these entries;
- c) handles matters relating to property tax, including the filing of tax returns on behalf of USB;
- d) handles matters relating to property acquisition tax, including the submission of returns;
- e) handles restitution matters – claims by entitled persons under Act No. 195/1993, on the regulation of ownership relations concerning land and other agricultural property, against USB;
- f) handles the conclusion of tenancy and lease agreements within the scope of the former ŠZP operations;
- g) drafts contracts for the disposal of USB's immovable property (purchase, sale, easements, lease, loan), and prepares documentation for the USB Board of Trustees for the issuance of prior written consent;
- h) communicates with authorities responsible for the administration of immovable property.

2.7 Financial Control Office

- a) The office reports directly to the Bursar, to whom it is accountable for its activities;
- b) ensures comprehensive, independent, and objective review of financial and asset transactions and independent audit activities within the meaning of Act No. 320/2001, on financial control;
- c) independently verifies whether the data reported in financial, accounting and other statements accurately reflect assets, their sources of funding and their management;
- d) as part of ongoing monitoring, verifies compliance with statutory and internal conditions and procedures in the financing and accounting of approved transactions;
- e) as part of ongoing monitoring, verifies whether timely and accurately in the information systems used for financial management at USB;
- f) as part of ex-post control of a selected sample of operations, verifies whether the operations under review are in accordance with approved budgets, programmes, projects, concluded

- contracts or other decisions and conditions of public fund providers, and whether they meet the criteria of economy, efficiency, and effectiveness;
- g) assesses the protection of public funds against risks, irregularities or other shortcomings caused in particular by breaches of legislation, uneconomical, inefficient, or ineffective management of public funds, or criminal activity;
 - h) proposes measures to remedy identified shortcomings and monitors the implementation of these measures;
 - i) provides methodological assistance to constituent parts and submits proposals for amendments, modifications, and the drafting of USB's internal regulations.

2.8 Building Management and Maintenance Office

- a) The office carries out technical and operational activities relating to the maintenance and management of the Rectorate and Academic Library buildings and the upkeep of the USB campus grounds;
- b) provides security measures and safeguards for the Rectorate and Academic Library buildings;
- c) provides EPC services – measurement and regulation of USB buildings;
- d) ensures the inspection of equipment in use;
- e) manages contractual supplier-customer relationships in the areas under its management;
- f) handles insurance claims relating to the Rectorate and Academic Library buildings;
- g) ensures the operation and maintenance of the unit's own vehicle fleet.

Head of the Building Management and Maintenance Office:

- a) He or she reports directly to the Bursar, to whom he or she is accountable for his or her activities;
- b) directly manages the staff of the Building Management and Maintenance Office;
- c) manages the operation of the Rectorate and Academic Library buildings (Facility Management), and oversees all mandatory inspections of the buildings;
- d) ensures a 24/7 on-call service via mobile phone in the event of a security breach, emergency call centre alerts or accidents.

2.9 Management Reporting Office

- a) The office reports directly to the Bursar, to whom it is accountable for its activities;
- b) is responsible for the processing and development of systematic management reporting using BI analytical tools;
- c) is responsible for processing data analyses;
- d) is responsible for the processing and development of systematic analyses (e.g. inter-faculty settlements);
- e) is responsible for developing the USB budget data model;
- f) provides support in the processing of data for the preparation of the Annual Activity Report; the Annual Financial Report, and any other official documents necessary for USB's reporting;
- g) provides assistance in the performance of public-law inspections and audits.

2.10 Records Management and Filing Desk

- a) The unit manages the electronic Records Management system at USB (administration of USB file nodes, including the assignment of individuals to file nodes) and collaborates with the supplier of the electronic Records Management system on its design and development in accordance with the requirements of current legislation;
- b) acts as the registry and dispatch office for all types of documents for the Rectorate and designated constituent parts of USB;
- c) manages the USB data box (receipt, recording, distribution and dispatch of electronic documents), including acting as its administrator;
- d) manages the USB's official email address (receipt, recording and distribution of documents received by the USB);
- e) manages the Rectorate records office, coordinates and carries out the document disposal process on behalf of USB, and cooperates with the State Regional Archive in České Budějovice,
- f) cooperates on the integration between the electronic records management system and the student information system, including methodological support and training for users at USB;
- g) cooperates on the integration between the electronic Records Management system and the financial information system, including methodological support and training for users at USB;
- h) cooperates on the integration of other electronic systems with the Records Management system in accordance with the requirements of current legislation;
- i) cooperates with the postal service provider for USB, including the drafting of contractual documentation, and with the supplier of the financial information system in the development of new arrangements in the area of Records Management and Filing Desk.

Head of the Records Management and Registry Office

- a) He or she reports directly to the Bursar and is accountable to him for his activities;
- b) coordinates activities at USB related to the implementation of changes to the electronic records management system on the part of USB and liaises with the system supplier in this regard;
- c) ensures the supervision of records management at USB;
- d) methodically manages and coordinates the records management service at USB, conducts training and consultations in the area of records management at USB;
- e) ensures the creation and revision of the USB records management regulations and the USB records and disposal plan.

2.11 Strategy and Development Office

- a) Under the leadership of the Bursar, the office coordinates the preparation of the USB Strategic Plan, its annual Implementation Plans, Annual Reports and other USB documents of strategic importance. It provides technical and administrative support to members of the USB management in formulating and fulfilling the USB's strategic objectives;
- b) supports all constituent parts of USB in fulfilling the USB Strategic Plan;
- c) provides administrative, organisational and methodological support for the USB Institutional Plan (Strategic Management Support Programme), coordinates its preparation and ensures its alignment with the Implementation Plan of the USB Strategic Plan;
- d) provides methodological and organisational support for the agenda of centralised development projects across the whole of USB;

- e) provides methodological and organisational support for the remit of the USB Fund for Strategic Priorities across the whole of USB;
- f) communicates with the Project Office to ensure consistency between the Strategic Plan and projects of strategic importance;
- g) at the request of members of the USB management, carries out analytical, methodological and conceptual tasks relating the development of USB;
- h) ensures the creation of process diagrams in accordance with the unit's staffing capacity, as well as their centralised record-keeping and publication;
- i) comprehensively manages the administrative agenda of the USB Board of Trustees, including the distribution of invitations to meetings, the distribution and archiving of meeting documents, the processing and archiving of minutes and reports for the public, and the administration of the USB Board of Trustees' website (both public and non-public sections).

Head of the Strategy and Development Office

- a) He or she reports directly to the Bursar, to whom he or she is accountable for his or her activities;
- b) manages the staff of the Strategy and Development Office;
- c) coordinates the cooperation between the Strategy and Development Office and the individual constituent parts of USB in the fulfilment and formulation of the Strategic Plan, including its Implementation Plan, the USB Institutional Plan (Strategic Management Support Programme), Annual Reports and centralised development projects;
- d) coordinates staff delegated from all constituent parts of USB and departments in matters relating to USB's strategic development remit;
- e) is responsible for managing the agenda of the USB Board of Trustees.

3. Divisions of vice-rectors

The number of vice-rectors, as well as the scope of competence, powers, and responsibilities of individual vice-rectors, is determined by a USB Rector's ordinance.

The Rector delegates powers to a specific vice-rector by means of a written authorisation in the areas of methodological management, assigning tasks and accepting selected personnel documents (working time records, leave, travel orders) from the directors of non-faculty constituent parts. The Rector delegates powers to the following vice-rectors:

Vice-Rector for Development:

- a) Methodological management, assigning tasks and accepting selected documents from the Director of the British Centre;
- b) Methodological management, assigning tasks and accepting selected documents from the Director of the Goethe Centre;
- c) Methodological supervision, assigning tasks and accepting selected documents from the Director of the Academic Library.

A more detailed description of the areas of responsibility of the 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 and Accreditation

3.5 Vice-Rector for Development

3.6 Vice-Rector for External Relations, Sustainability and Human Resource Development

3.1 Division of the Vice-Rector for Student Affairs

3.1.1 Vice-Rector for Student Affairs

Organisational structure of the Vice-Rector for Student Affairs' division:

3.1.2 Office of Study Activities

3.1.3 Lifelong Learning Office

3.1.1 Vice-Rector for Student Affairs

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) manages the Office of Study Activities and the Lifelong Learning Office;
- c) is responsible for drafting internal regulations, measures and methodological guidelines relating to studies and lifelong learning programmes;
- d) prepares documentation for appeal proceedings in decisions concerning the rights and obligations of students and prospective students;

- e) provides methodological guidance to constituent parts of USB in the area of academic and teaching activities and related projects;
- f) provides methodological guidance to constituent parts of USB in the administration of study matters within the IS STAG system;
- g) provides methodological guidance to constituent parts of USB in the area of developing lifelong learning activities and related projects;
- h) chairs the Lifelong Learning Board.

3.1.2 Office of Study Activities

- a) The office reports directly to the Vice-Rector for Student Affairs, to whom it is accountable for its activities;
- b) provides administrative support to the Vice-Rector for Student Affairs, manages and carries out all the Vice-Rector's duties in the field of academic affairs;
- c) manages and administers the remit of debt collection against students;
- d) manages and administers the recognition of foreign higher education and qualifications;
- e) as part of the admissions process, assists faculties in assessing whether applicants who have obtained their education abroad meet the educational requirements;
- f) carries out administrative duties in academic matters, including handling all correspondence with MEYS relating to academic activities;
- g) participates in the drafting and updating of internal regulations, measures and methodological guidelines relating to studies;
- h) provides advisory and information services in the field of studies;
- i) collaborates on the preparation of supporting documents for the USB's Annual Activity Report,
- j) prepares reports and other materials for the purpose of reporting on study-related activities at the USB level;
- k) prepares materials for the promotion of studies at USB, including organising the submission of information materials on studies to Učitel'ské noviny across the whole of USB;
- l) assists in organising university-wide events.

3.1.3 Lifelong Learning Office

- a) The office reports directly to the Vice-Rector for Student Affairs, to whom it is accountable for its activities;
- b) provides administrative support to the Vice-Rector for Student Affairs, manages and carries out all the Vice-Rector's duties in the area of developing lifelong learning activities;
- c) methodically manages and coordinates the implementation of lifelong learning activities at USB, including activities of the University of the Third Age, the Children's University and staff training at USB, administers the LLL module of the Verso IS;
- d) cooperates with faculties and other USB units in the development of lifelong learning activities at USB and provides them with methodological, organisational and administrative support;
- e) organises and delivers lifelong learning courses at the Rectorate level;
- f) provides information on lifelong learning activities and manages the LLL web portal;
- g) collects and provides information on opportunities for developing lifelong learning activities, participates in the preparation of new projects and the coordination of ongoing projects, and submits proposals for innovative and developmental changes in the area of lifelong learning;
- h) provides administrative and logistical support for the activities of the Lifelong Learning Board;

- i) represents USB in cooperation with partner organisations in the field of lifelong learning;
- j) prepares reports and other supporting documents for the purpose of reporting on activities in the field of lifelong learning at USB level;
- k) prepares materials for the USB Annual Activity Report in the area of lifelong learning and materials for the purpose of evaluating the quality of lifelong learning at USB;
- l) prepares materials for the promotion of lifelong learning at USB.

3.2 Division of the Vice-Rector for International Relations

3.2.1 Vice-Rector for International Relations

Organisational structure of the Vice-Rector for International Relations' division:

3.2.2 International Relations Office

3.2.1 Vice-Rector for International Relations

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) manages the International Relations Office, oversees the USB's activities in the field of international cooperation and provides information in this area;
- c) draws up USB's strategic development plan in the field of international cooperation, manages and monitors its implementation;
- d) as part of the international cooperation agenda of USB and its individual faculties, coordinates the preparation of supporting documents, data collection, document management and the administration of allocated funds;
- e) develops and coordinates opportunities for USB's involvement in international projects, consortia and associations across all areas of USB's activities;
- f) coordinates the international presentation of USB, including the organisation of foreign and diplomatic visits;
- g) coordinates the organisation of meetings of the International Board of USB;
- h) coordinates student and staff mobility;
- i) develops study opportunities for international students at USB, and coordinates and develops programmes relating to the stays of international students and academic staff at USB.

3.2.2 International Relations Office

- a) The office reports directly to and is accountable to the Vice-Rector for International Relations;
- b) carries out the Vice-Rector's duties in the field of international relations and supports all constituent parts of USB in implementing the international relations strategy;
- c) provides advisory and information services on opportunities for international cooperation for students, teaching staff, and non-teaching staff;
- d) is responsible for the Erasmus+ international cooperation programme in education;
- e) organises exchange programmes for students, academic staff and non-academic staff within the framework of the Erasmus+ international cooperation programme in education and other programmes for stays abroad;
- f) prepares, archives and disposes of international cooperation agreements at the USB level;
- g) archives copies of international partnership agreements concluded by USB faculties;

- h) prepares, in cooperation with the Marketing Office, the promotion and presentation of USB abroad, which it implements;
- i) ensures communication and cooperation with foreign institutions, students and applicants;
- j) evaluates progress and final reports from exchange programmes;
- k) cooperates in the organisation of summer schools, ensures the preparation and organisation of stays for international students at USB;
- l) acts as the regional cooperation point for USB within the EURAXESS network;
- m) provides information and cooperates with the Foreign Police and the Office of Asylum and Migration Policy of the Ministry of the Interior of the CR within the limits of applicable laws;
- n) ensures communication with members of the International Board of the USB and participates in the preparation and organisation of meetings of the International Board at the USB.

Head of the International Relations Office

- a) He or she reports directly to the Vice-Rector for International Relations, to whom he or she is accountable for his or her activities;
- b) manages the activities of the International Relations Office and is accountable to the Vice-Rector for International Relations for its operations;
- c) manages the IRO's budget and the financial resources of the relevant programmes;
- d) manages the international cooperation remit, coordinates the student and staff mobility remit;
- e) is responsible for the methodological guidance of international coordinators at the faculties of USB;
- f) manages communication and cooperation with foreign universities and institutions;
- g) ensures communication with the Marketing Office and the Centre of Information Technology.

3.3 Division of the Vice-Rector for Research

3.3.1 Vice-Rector for Research

Organisational structure of the division of the Vice-Rector for Research:

3.3.2 Science and Research Office

3.3.3 Technology Transfer Office

3.3.1 Vice-Rector for Research

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) manages the Science and Research Office and the Head of the Technology Transfer Office;
- c) manages matters relating to academic qualifications, habilitation and the appointment of professors;
- d) manages matters relating to honorary titles and scientific awards at USB;
- e) manages matters relating to targeted funding for research and creative activities from national and international grant programmes;
- f) manages matters relating to intellectual creative activity;

- g) manages matters relating to the activities of the USB Scientific Board;
- h) methodologically manages the processing of research and creative activity results in accordance with the rules for the provision of institutional support for the development of research organisations;
- i) manages the USB Grant Agency;
- j) manages matters relating to university postdoctoral positions and competitions for small-scale faculty research projects (so-called extraordinary RVO);
- k) contributes to the strategy and concept of doctoral studies at USB,
- l) manages the Open Science agenda.

3.3.2 Office of Science and Research

- a) The office reports directly to and is accountable for its activities to the Vice-Rector for Research,
- b) carries out the Vice-Rector's agenda in the field of R&D and supports all constituent parts of USB in carrying out activities related to science and research;
- c) prepares background materials for status reports and analyses in the field of creative work and grant activities for the needs of USB, or external bodies where applicable;
- d) prepares, following discussion in the USB Scientific Board, the final version of proposals for the appointment of professors, which are forwarded to MEYS for further processing, and informs the candidates and the USB Scientific Board of the subsequent appointment;
- e) coordinates the submission of grant applications, as well as interim and final reports for grant projects;
- f) administers the USB's internal Grant Agency;
- g) prepares and organises the awarding of the Rector's Prize for prestigious scientific publications and the conferral of honorary doctorates;
- h) prepares the agenda and supporting documents for meetings of the USB Scientific Board and ensures the minutes are drawn up;
- i) maintains a register of fields in which USB is authorised to conduct habilitation proceedings and proceedings for the appointment of professors, and, in cooperation with the Vice-Rector for Academic Affairs, ensures their alignment with doctoral degree programmes;
- j) organises the ceremonial presentation of certificates to associate professors, organises the ceremonial awarding of honorary doctorates;
- k) ensures that proposals for the re-accreditation or accreditation of newly proposed fields in which USB is authorised to conduct habilitation proceedings and proceedings for the appointment of professors are discussed at the level of the USB Scientific Board and subsequently forwarded to MEYS;
- l) checks the completeness of materials for habilitation proceedings and proposes their possible discussion at the USB Scientific Board;
- m) keeps a record of scientific cooperation agreements;
- n) provides methodological guidance to all USB staff working in the field of science and research.

3.3.3 Technology Transfer Office

- a) The office reports directly to and is accountable for its activities to the Vice-Rector for Research,
- b) manages the university's intellectual property;
- c) assists in its identification and protection, provides training and consultancy in the field of technology transfer;

- d) facilitates cooperation with the commercial sector (offering research and development services, technology sales, arranging consultations, supporting negotiations on joint research terms, etc.);
- e) promotes the research activities of individual facilities;
- f) provides comprehensive support for the establishment of spin-off companies;
- g) conducts licensing negotiations with potential customers;
- h) provides consultancy on the development of commercialisation plans and marketing and promotional services in the application of research and development results to the market, legal support and advice;
- i) manages the licensing portfolio.

Head of the Technology Transfer Office

- a) He or she reports directly to the Vice-Rector for Research, to whom he or she is accountable for his or her activities;
- b) is responsible for the comprehensive administration and management of the university's intellectual property;
- c) is responsible for providing legal, methodological and procedural advice;
- d) communicates with inventors and company representatives;
- e) communicates with the UPV, EPO, and technology transfer platforms;
- f) leads technology scouts;
- g) participates in USB's grant applications;
- h) takes part in further training in this field.

3.4 Division of the Vice-Rector for Internal Evaluation and Accreditation

3.4.1 Vice-Rector for Internal Evaluation and Accreditation

Organisational structure of the division of the Vice-Rector for Internal Evaluation and Accreditation:

3.4.2 Internal Evaluation Office

3.4.1 Vice-Rector for Internal Evaluation and Accreditation

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) manages the Internal Evaluation Office;
- c) oversees the quality assessment of academic and related activities;
- d) manages the accreditation of degree programmes;
- e) deals with legislative issues, the implementation of statutory measures, and the revision and drafting of internal regulations;
- f) provides input on the planned structure and methodology of the USB's budget based on internal evaluation and the quality of activities at USB.

3.4.2 Internal Evaluation Office

- a) The office reports directly to the Vice-Rector for Internal Evaluation and Accreditation, to whom it is accountable for its activities;
- b) comprehensively handles the administrative remit of the Vice-Rector for Internal Evaluation and Accreditation;
- c) provides administrative and technical support for the preparation of the Internal Evaluation Report and its annual addenda;
- d) ensures the archiving of materials from the evaluation of educational, creative and related activities;
- e) comprehensively manages the administrative affairs of the USB Internal Evaluation Board, including the distribution of invitations to meetings, the distribution and archiving of meeting documents, the processing and archiving of minutes and reports for the public, and the administration of the USB Internal Evaluation Board website (both public and non-public sections);
- f) is responsible for checking the formal and substantive requirements of accreditation applications submitted to the National Accreditation Bureau for Higher Education;
- g) maintains a register of degree programmes accredited at the USB;
- h) provides methodological guidance to faculties regarding the submission of applications for the accreditation of degree programmes;
- i) checks, administers and physically processes applications for the accreditation of degree programmes;
- j) ensures the archiving of documents and records relating to communication with the National Accreditation Bureau for Higher Education;
- k) monitors issues relating to international rankings and provides information for these rankings in accordance with the instructions of the Vice-Rector for Internal Evaluation and Accreditation.

3.5 Division of the Vice-Rector for Development

3.5.1 Vice-Rector for Development

Organisational structure of the Vice-Rector for Development's division:

3.5.2 Project Office

3.5.1 Vice-Rector for Development

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) manages the Project Office;
- c) provides methodological guidance to the British Centre, the Goethe Centre and the USB Academic Library, and chairs the Library Board;
- d) is responsible for coordinating the activities of the Rectorate units and constituent parts of USB in the implementation of university-wide projects;
- e) coordinates the cooperation of the Rectorate units on projects of individual constituent parts.

3.5.2 Project Office

- a) The office ensures the preparation, implementation and sustainability of university-wide projects supported primarily by EU grants, or other priority development areas of USB in accordance with the rules set by the grant provider;
- b) ensures formal checks prior to project acceptance, pre-project consultancy, and assistance during the project application preparation phase, including the preparation of the project budget with regard to the eligibility and ineligibility of costs;
- c) provides the mandatory annexes to the project application;
- d) oversees implementation – ensuring compliance with the grant provider’s conditions, identifying risk areas, conducting analyses and evaluations, and providing ongoing consultation;
- e) facilitates the exchange of information between individual research teams and communication between research teams and the organisational units of the Rectorate during project implementation;
- f) provides methodological assistance to the principal investigator and co-investigators in the area of project administration;
- g) participates in the preparation of documentation for tender procedures within the framework of projects;
- h) participates in the preparation of cost-benefit analyses (financial analysis, economic analysis for selected projects);
- i) monitors projects, checks compliance with the formal requirements of monitoring and final reports submitted by USB constituent parts;
- j) checks the use of funds in accordance with the project budget;
- k) manages the records of projects and project documentation within its remit;
- l) identifies, publicises and draws attention to opportunities to secure projects; actively informs about calls for proposals relevant to the constituent part’s areas of focus.

Head of the Project Office

- a) He or she reports directly to the Vice-Rector for Development, to whom he or she is accountable for his or her activities;
- b) directly manages the staff of the Project Office and coordinates their activities;
- c) coordinates the cooperation between the Project Office and the individual USB constituent parts in the implementation of project activities;
- d) coordinates the preparation, implementation and sustainability of projects of strategic importance;
- e) ensures regular reporting to the USB management on projects of strategic importance, actively seeks out grant programmes.

3.6 Division of the Vice-Rector for External Relations, Sustainability and Human Resource Development

3.6.1 Vice-Rector for External Relations, Sustainability and Human Resource Development

Organisational structure of the division of the Vice-Rector for External Relations, Sustainability and Human Resource Development:

3.6.2 Equal Opportunity Centre

3.6.2.1 Support Centre for Students with Special Needs

3.6.2.2 Career Centre

3.6.2.3 University Counselling Centre

3.6.1 Vice-Rector for External Relations, Sustainability and Human Resource Development

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) oversees the Equal Opportunity Centre;
- c) supervises the Head of the Support Centre for Students with Special Needs, the Head of the Career Centre and the Head of the University Counselling Centre;
- d) coordinates HEI activities in the areas of equal treatment, non-discrimination and the promotion of an inclusive environment for both students and staff;
- e) oversees the preparation of the USB's Strategic Plan, its partial updates and the annual evaluation of its implementation;
- f) coordinates the preparation of the USB Annual Activity Report;
- g) coordinates the Marketing Office with the Rector and, in consultation with the Rector, sets marketing strategies;
- h) manages the agenda of the Marketing Office (including the Alumni Club);
- i) coordinates contacts with external stakeholders (employers of graduates, graduates);
- j) handles organisational matters relating to the USB Alumni Club, sets out strategies for cooperation with the Alumni Club;
- k) coordinates Sustainability and Social Relevance at USB (student and faculty activities, projects, partnerships, strategic documents, etc.);
- l) manages matters relating to social security, academic integrity and equal opportunities at USB (including gender equality, etc.);
- m) develops coordinated activities in the area of rankings and benchmarking at USB;
- n) is responsible for the development and coordination of HR at USB, including the HR Award.

3.6.2 Equal Opportunity Centre

- a) The centre reports directly to the Vice-Rector for External Relations, Sustainability and Human Resource Development, to whom it is accountable for its activities;
- b) serves as a contact point for providing information on measures to promote equal opportunities to study at a higher education institution, to prevent and resolve cases of discrimination, and to ensure equal treatment and a safe environment;
- c) systematically promotes equal treatment, the prevention of discrimination and the creation of an academic environment for students and staff, particularly in the areas of gender equality, work-life balance, equal opportunities and the prevention of undesirable behaviour;
- d) contributes to the implementation of the HEI's policies and strategic objectives in the area of equal opportunities;
- e) coordinates cooperation between university units in promoting equal opportunities, provides methodological support and participates in the development and implementation of measures in the area of inclusion and non-discrimination.

3.6.2.1 Support Centre for Students with Special Needs

- a) The centre reports to the Vice-Rector for External Relations, Sustainability and Human Resource Development, to whom it is accountable for its activities;
- b) provides services related to supporting the studies of students with special needs.

Head of the Support Centre for Students with Special Needs

- a) He or she reports directly to the Vice-Rector for External Relations, Sustainability and Human Resource Development, to whom he or she is accountable for his or her activities; in matters relating to the student remit of students with specific needs; he or she is methodologically supervised by the Vice-Rector for Student Affairs;
- b) manages the staff of the Support Centre for Students with Special Needs;
- c) communicates with similar centres at higher education institutions in the CR and represents USB in the Association of Service Providers for Students with Special Needs at higher education institutions;
- d) prepares applications for grants to support the financing of increased costs associated with the studies of students with specific needs;
- e) prepares documentation for the centre's budget and is responsible for the proper utilisation of the centre's budget;
- f) participates in the preparation and implementation of projects related to the support of students with specific needs, or initiates such projects where appropriate;
- g) carries out consultancy, educational and publishing activities;
- h) prepares documentation for the USB Annual Activity Report on activities relating to support for students with specific needs, and documentation for the purposes of ensuring and evaluating the quality of these activities at USB;
- i) carries out special educational assessment, counselling and intervention;
- j) initiates and participates in addressing the accessibility of the environment for people with specific needs at USB; in this context, it is authorised to issue binding opinions on ensuring barrier-free use of buildings for the needs of departments and constituent parts of USB responsible for the management, maintenance and renovation of USB properties.

3.6.2.2 Career Centre

- a) The centre reports to the Vice-Rector for External Relations, Sustainability and Human Resource Development, to whom it is accountable for its activities;
- b) provides services focused primarily on supporting students and graduates in their transition to the labour market. The Career Centre assists in the development of professional qualifications by organising courses, workshops, presentations, consultations with experts, etc.

Head of the Career Centre

- a) The centre reports directly to the Vice-Rector for External Relations, Sustainability and Human Resource Development, to whom he or she is accountable for his or her activities, and within the scope of activities falling within the remit of the Vice-Rector for Student Affairs, he is guided methodologically by the Vice-Rector for Student Affairs;
- b) ensures the coordination of the Career Centre's activities with the individual constituent parts of USB;
- c) provides career guidance, in particular consultations focused on career planning, the development of personal and professional skills, assistance with CVs and cover letters, and preparation for job interviews, including mock interviews and feedback;
- d) organises workshops and seminars on career development, job hunting, networking and other related topics, and also arranges lectures and presentations by industry experts and employers;
- e) facilitates cooperation with companies and employers, arranges internships, trainee programmes and job opportunities for students and graduates, organises networking events where students can meet potential employers (e.g. organising a mock interview workshop), it also establishes and maintains partnerships with companies and institutions to provide high-quality opportunities for students;
- f) manages a platform featuring current job vacancies, internships and trainee programmes, and provides information on employment opportunities in collaboration with partner companies,
- g) maintains contact with graduates and involves them in the centre's activities;
- h) provides advice and support to students who wish to start their own business or get involved in entrepreneurial projects, ensures cooperation with business incubators and start-up centres;
- i) prepares reports and other documentation for the purposes of reporting on the Career Centre's activities;
- j) prepares materials for the USB Annual Activity Report, materials for quality assessment purposes, and prepares materials for promotional purposes.

3.6.2.3 University Counselling Centre

- a) The centre reports to the Vice-Rector for External Relations, Sustainability and Human Resource Development, to whom it is accountable for its activities;
- b) provides comprehensive educational and psychological support to students and staff in all areas of their academic and personal lives.

Head of the University Counselling Centre

- a) He or she reports directly to the Vice-Rector for External Relations, Sustainability and Human Resource Development, to whom he or she is accountable for his or her activities, and within the scope of activities falling within the remit of the Vice-Rector for Student Affairs, they are methodologically supervised by the Vice-Rector for Student Affairs;
- b) provides services and support in the areas of personal growth, interpersonal relationships, child-rearing, mental health issues, adaptation to HEI studies and the HEI environment, and adaptation to early teaching practice (for USB students and for new teachers who are USB graduates with up to 3 years' experience), academic difficulties, pre-exam anxiety and stage fright, effective learning, overcoming procrastination, speech disorders;
- c) provides psychological support in the form of psychological counselling, psychotherapeutic care, crisis intervention, coaching and educational counselling;
- d) also provides psychological and vocational assessment, speech therapy counselling, social counselling and pastoral counselling;
- e) prepares reports and other documentation for the purposes of reporting on the Career Centre's activities;
- f) prepares materials for the USB Annual Activity Report, materials for quality assessment purposes, and prepares materials for promotional purposes.

4. Directors of other facilities

4.1 Academic Library (AL)

Organisational structure of the AL:

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

- a) The library provides the necessary information resources for teaching, study and scientific research at USB;
- b) creates a collection of traditional and electronic information resources tailored to the focus of degree programmes and fields of study and the specific scientific and research activities of the faculties, departments and institutes of the USB;
- c) organises educational activities in the field of information literacy development;
- d) takes a systematic approach to the professional development of all AL staff;
- e) develops electronic learning resources for study;
- f) carries out the digitisation of selected information resources;
- g) participates in university-wide development projects and collaborates with individual constituent parts of USB on the USB internal evaluation system;
- h) ensures the sale of lecture notes produced by USB and the sale of promotional items;
- i) represents the interests of USB in professional organisations;
- j) cooperates with other library and information services in the CR;
- k) cooperates with educational institutions and institutions providing social services;
- l) promotes its services to both the professional and general public.

4.1.1 Director of the Academic Library

- a) He or she reports directly to the Rector and is methodologically supervised by the Vice-Rector for Development, to whom he or she is accountable for his or her activities;
- b) directly manages all organisational units within the AL structure and AL staff;
- c) is responsible for the activities and financial management of the AL;
- d) proposes and submits the AL's financial budget for approval;
- e) draws up the AL's strategy and action plan;
- f) coordinates the operation and development of AL;
- g) assesses his/her direct reports and proposes their salaries;
- h) is responsible for updating and ensuring compliance with internal standards, for which the Academic Board is the guarantor.

4.1.2 Office of Information Services and Study Support

- a) The office provides inter-library loan services and bibliographic and information services;

- b) coordinates university-wide consortium access to electronic information resources in cooperation with the faculties of USB;
- c) manages access to electronic information resources at the Academic Library;
- d) organises and provides training in information literacy for users of the AL USB;
- e) is responsible for training staff in the use of information technology;
- f) creates and maintains the AL USB website;
- g) produces printed and electronic teaching and information materials for the needs of the Academic Library;
- h) manages the University Library's social media accounts;
- i) coordinates the promotion of the library in cooperation with other AL units.

4.1.3 Stock Replenishment and Processing Office

- a) The office orders monographs and periodicals according to the requirements of USB facilities and manages the associated administrative tasks;
- b) records documents acquired through donations and exchanges;
- c) carries out name and subject indexing of documents in accordance with current standards;
- d) contributes to the Union Catalogue of the CR (document records, name and subject authorities);
- e) organises and carries out content reviews of the AL USB library collection;
- f) is responsible for the management, maintenance and development of the automated library system and draws up guidelines for its use;
- g) ensures the digitisation of documents;
- h) is responsible for training staff in the use of the library system;
- i) coordinates library processes at the AL USB and other libraries at the University of South Bohemia (the J. P. Ondok Library, the FFPW branch, and depository libraries);
- j) removes library items from the AL USB collection;
- k) maintains a list of acquisitions and disposals in the library collection;
- l) helps promote the AL USB.

4.1.4 Office of Lending Services and Library Stock Preservation

- a) The office handles activities related to document lending (lending, renewals, reservations, reminders for overdue documents);
- b) provides reference services to AL USB users (answers queries regarding the activities of AL USB and its collection, provides assistance with searching the AL USB library catalogue, the open-access collections of AL USB, and the electronic resources of AL USB);
- c) provides self-service photocopying facilities;
- d) manages the cloakroom at the AL USB;
- e) manages the Vltava reading room;
- f) manages the closed document storage areas at the AL USB;
- g) carries out physical inspections of the AL USB library collection;
- h) carries out repairs and maintenance of the AL USB library collection;
- i) contributes to the promotion of the AL USB.

4.1.5 FFPW Branch

- a) The branch provides lending services, including inter-library loans;
- b) provides reference and consultation services;
- c) manages the periodicals collection;
- d) provides processing, professional storage and protection of the collection;
- e) works in collaboration with the professional units of AL USB.

4.1.6 Student Book Shop

- a) The shop handles the sale of study and information materials produced by USB, as well as USB promotional items.

4.1.7 Secretariat

- a) The secretariat handles all administrative matters for the AL USB;
- b) handles study room bookings;
- c) and assists with stock-taking.

4.2 Publishing House

- a) The Publishing House provides comprehensive publishing, reprographic, and printing services, as well as services relating to the sale, distribution and promotion of published materials;
- b) publishes specialist and popular science publications;
- c) publishes publications for internal use (both educational and relating to academic operations) at USB or individual faculties;
- d) provides sales and distribution, including electronic distribution.

4.2.1 Director of the Publishing House

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) is responsible for the financial management of the Publishing House.

4.3 Centre of Information Technology (CIT)

Organisational structure of the CIT:

4.3.2 Information Infrastructure Management Office (IIMO)

4.3.3 Terminal Equipment Management Office (TEMO)

4.3.4 Information Systems Management Office (ISMO)

- a) The Centre of Information Technology is responsible for the management and development of information and communication technology (ICT) services at the Rectorate, the Faculty of Arts, the Academic Library, the British Centre, the Goethe Centre and the Preschool Facility, as well as for the management and development of centralised information systems, centralised

information infrastructure and centralised information and communication (ICT) services at USB in the following areas:

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

4.3.1 Director of CIT

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) directly manages the heads of IIMO, TEMO and ISMO;
- c) manages and coordinates work at the CIT in relation to the services and remits provided;
- d) coordinates and ensures the drafting of the ICT Services Development Strategy at USB;
- e) is a member of the USB ICT Board, coordinates and proposes the agenda for its meetings;
- f) coordinates the preparation of internal standards and methodological guidelines within the remit of CIT;
- g) issues measures and methodological guidelines in the field of IT and IT security for staff across all constituent parts of USB;
- h) coordinates tender procedures within the remit of the CIT;
- i) manages and coordinates work within the scope of CIT's project activities;
- j) prepares the budget for university-wide IT services and monitors its expenditure;
- k) coordinates the procurement of university-wide software licences;
- l) provides consultancy to faculties, USB units and Rectorate units;
- m) coordinates contractual relationships concerning USB's connection to the CESNET2 network and the indirect connection of other organisations to the national research network;
- n) represents USB at general meetings of CESNET, z.s.p.o., on the basis of a power of attorney from the USB Rector.

4.3.2 Information Infrastructure Management Office (IIMO) CIT

- a) The office ensures the operation and development of the USB academic backbone computer network and its connection to the CESNET network;
- b) manages optical routes and both passive and active components of the USB backbone network;
- c) manages university-wide network services and servers;
- d) manages and develops USB's central data storage facilities;
- e) manages and develops the USB's central database servers;
- f) manages the University's wireless network, including its integration into the eduroam network;
- g) ensures the security and backup of university-wide servers and services;
- h) manages USB's central web servers;

- i) manages the USB central user identity management system (IDM) and its integration with other information systems;
- j) manages USB's central authentication and authorisation systems (LDAP, Shibboleth, FreeRadius);
- k) provides user and technical support in the areas of hardware, software and network services (FTP, WWW, email, DNS, DHCP and others);
- l) provides indirect connectivity for other organisations to the national R&D network and manages the CESNET network node in České Budějovice;
- m) provides management and development of IP telephony at USB and, in cooperation with ISMO, also manages and develops the 'Academic Digital Telephone Network';
- n) manages and oversees the services of mobile and fixed-line operators at USB;
- o) provides user support, handles user requests and resolves user issues (in cooperation with other CIT centres);
- p) handles all matters relating to the issuance and renewal of standard electronic ID cards for students, staff, and visitors at the USB;
- q) manages mobile service benefits for USB staff (in cooperation with ISMO CIT);
- r) manages and develops the IIS unified access system;
- s) manages and develops the USB CCTV system;
- t) provides access to recordings from the USB CCTV system;
- u) is involved in the administration of the USB internal payment system (IPS);
- v) manages the SafeQ system for print and copy management at USB;
- w) provides user and methodological support for the managed information systems;
- x) handles complaints within the SafeQ system;
- y) manages the SafeQ/IPS top-up machines;
- z) manages the IPS cash desk.

Head of IIMO CIT:

- a) He or she reports directly to the CIT Director, to whom he or she is accountable for his or her activities;
- b) directly manages IIMO staff;
- c) manages and coordinates work at IIMO in relation to the services and tasks provided;
- d) is involved in the preparation of internal standards and methodological guidelines within the remit of the CIT in the area of agendas managed by the IIMO;
- e) participates in the preparation of measures and methodological guidelines in the field of IT security for staff across all constituent parts of USB;
- f) participates in the development of a strategy for network services, security and server infrastructure development at USB;
- g) handles security incidents reported to toabuse@jcu.cz and incidenty@rt.jcu.cz;
- h) manages and develops selected areas of responsibility handled by IIMO;
- i) provides consultancy to faculties, USB departments and Rectorate units in the field of network services, security and server infrastructure development at USB;
- j) contributes to ensuring USB's connection to the CESNET2 network and the indirect connection of other organisations to the national research network.

4.3.3 Terminal Equipment Management Office (TEMO) CIT

- a) The office manages the USB central Active Directory domain;
- b) manages Office 365 services for USB;
- c) manages authentication services and SSO within AD and Office 365;
- d) manages university-wide licences for USB;
- e) provides user and technical support for AD, Office 365 and other managed systems;
- f) manages PCs and networks at the Rectorate, FAR USB, AL, BC, GC, and pre-school facilities;
- g) is responsible for ordering and purchasing PCs and other IT equipment for the Rectorate, FAR USB, AL, BC, GC, and the Preschool Facility;
- h) manages the technology providing access to the AL USB Library's electronic information resources;
- i) ensures the development and maintenance of the AL USB Library's software.

Head of TEMO CIT:

- a) He or she reports directly to the Director of CIT, to whom he or she is accountable for his or her activities;
- b) directly manages TEMO staff;
- c) manages and coordinates work at the TEMO in relation to the services and responsibilities provided;
- d) is involved in the preparation of internal standards and methodological guidelines within the remit of CIT in the area of remits managed by TEMO;
- e) participates in the preparation of measures and methodological guidelines in the field of IT security for staff across all constituent parts of USB;
- f) participates in the development of a strategy for the management of end-user devices, AD and Office 365 at USB;
- g) provides and develops selected areas of responsibility managed by TEMO;
- h) provides consultancy to faculties, USB constituent parts and Rectorate units in the area of end-user equipment management, AD and Office 365 and their security at USB.

4.3.4 Information Systems Administration Office (ISMO) CIT

- a) The office manages the STAG study system, including modules supporting international mobility;
- b) manages and supports e-learning systems and online teaching;
- c) manages the student evaluation of instruction system;
- d) manages the academic staff evaluation system;
- e) manages the OBD system for recording scientific and research activities at USB;
- f) provides user and methodological support for the information systems it manages, and assists faculties in preparing reports for MEYS;
- g) manages the system for the registration and communication of CPSSP staff;
- h) manages the system for LLL records;
- i) manages the electronic signature system;
- j) manages the StuduJU mobile app;
- k) manages e-workflow systems (orders, disposal sheets, contracts, assets, etc.);
- l) manages central financial systems (the iFIS financial and records management system, the EGJE payroll and HR system, the USB building and room registration system, and the internal payment system);

- m) manages the organisational structure;
- n) manages Oracle databases (in cooperation with IIMO CIT);
- o) manages and develops the automated library system and other information infrastructure.

Head of ISMO CIT

- a) He or she reports directly to the Director of CIT, to whom he or she is accountable for his or her activities;
- b) directly manages ISMO staff;
- c) manages and coordinates work at ISMO in relation to the services and responsibilities provided;
- d) is involved in the preparation of internal standards and methodological guidelines within the remit of CIT in the area of agendas managed by ISMO;
- e) participates in the preparation of measures and methodological guidelines in the field of IT security for staff across all constituent parts of USB;
- f) participates in the development of a strategy for the development of information systems at USB;
- g) provides and develops selected services provided by ISMO;
- h) provides consultancy to faculties, USB constituent parts, and Rectorate units in the field of information systems and their security at USB.

4.4 British Centre

- a) The centre administers the Cambridge International English Language Examinations;
- b) cooperates with USB faculties in the area of testing the language proficiency of USB students and staff;
- c) organises English language courses;
- d) organises methodological seminars for English teachers;
- e) organises English lectures for USB students and the public;
- f) manages the running and provision of resources for the English library;
- g) supports cooperation with the British Council in Prague.

4.4.1 Director of the British Centre

- a) He or she reports directly to the Rector and is supervised by the Vice-Rector for Development, to whom he or she is accountable for his or her activities,
- b) manages the activities of the British Centre.

4.5 Goethe Centre

- a) The centre organises, administers and independently conducts the internationally recognised Goethe-Zertifikat language examinations;
- b) organises, administers and runs public German language courses;
- c) organises and provides courses, seminars and workshops as part of continuing professional development for teaching staff;

- d) organises conferences, working meetings, lectures and themed cultural events and exhibitions;
- e) manages and ensures the running of the German Library;
- f) provides specialist and information services, including educational activities;
- g) cooperates with educational institutions, publishing houses and cultural institutions in the CR;
- h) cooperates with the LLL Office;
- i) cooperates with the Goethe-Institut in Prague and Munich;
- j) cooperates with foreign partners within the framework of the Goethe-Institut's project activities;
- k) manages the financial aspects of project activities and liaises with regulatory bodies;
- l) manages networking.

4.5.1 Director of the Goethe Centre

- a) He or she reports directly to the Rector and is methodologically supervised by the Vice-Rector for Development, to whom he or she is accountable for his or her activities;
- b) manages the activities of the Goethe Centre.

4.6 School of Doctoral Studies

- a) The school proposes and, following consultation with the faculties, formulates the university's strategic objectives in the field of doctoral studies and creates the conditions for their implementation. Assists the faculties in defining and achieving their strategic objectives in the field of doctoral studies development;
- b) translates strategic objectives into an action plan for the support and development of doctoral studies; following its approval by the university management, it adheres to this plan in its activities;
- c) in cooperation with the faculties and subject councils, develops a system for improving the quality of doctoral studies and for their evaluation, and formulates standards and recommendations for effective and high-quality doctoral studies at USB;
- d) coordinates the harmonisation of study organisation processes across faculties and the synergistic integration of faculty activities, particularly in the promotion of study programmes and the recruitment of talented applicants. To ensure an effective degree of standardisation in the course of studies, it creates the necessary conditions by harmonising study regulations;
- e) and cooperates with the subject boards of doctoral degree programmes. The school supplements, appropriately oversees and coordinates activities managed and organised by the subject boards, particularly in the areas of education and support for students and supervisors;
- f) monitors data on the progress of doctoral studies at USB, tracks trends, potential risks and opportunities for further development of the quality and structure of doctoral studies at USB;
- g) creates a system to support students in developing their research skills and to support their career and personal development and involvement in the USB academic community;
- h) participates in the evaluation process of doctoral degree programmes in cooperation with the Internal Evaluation Board, with which it monitors and harmonises the processes and internal regulations governing the conduct and quality assessment of doctoral studies.

4.6.1 Director of the School of Doctoral Studies

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) manages the operations and activities of the USB School of Doctoral Studies, coordinates cooperation with other constituent parts and organisational units of USB involved in doctoral studies;
- c) represents USB at internal and external meetings and forums dealing with strategic issues relating to the development of doctoral studies;
- d) and cooperates with the Vice-Rector for Research and with the faculty coordinators for doctoral studies in carrying out tasks.

5. Directors of Special-Purpose Facilities

5.1 Dormitories and Refectories (D&R)

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) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) decides on labour law matters concerning D&R staff;
- c) directly supervises the Head of the Finance Office, the Head of the Dormitories Office, the Head of the Refectory Office, and the Head of the Technical Maintenance Office;
- d) decides on measures relating to the results of inspections;
- e) decides on measures relating to the results of internal audits;
- f) approves the draft annual inspection plan;
- g) concludes contracts relating to D&R's core and ancillary activities;
- h) the scope, powers and responsibilities of the role are directly defined by the Higher Education Institutions Act, the Statutes and internal regulations;
- i) performs tasks set by the Rector.

5.1.2 Finance Office

- a) The office manages economic affairs, i.e. financial, planning, budgetary, cashier and accounting matters and related administrative tasks;
- b) prepares documentation for the Director for regular financial analyses, calculations and financial management for all D&R USB units;
- c) maintains records of bank account agreements, prepares documentation for the conclusion and amendment of bank account agreements;
- d) participates in the preparation of summary statistical reports for D&R USB in the areas of its remit;
- e) is responsible for the correct conduct of tender and selection procedures within D&R USB and their implementation;
- f) is responsible for preparing tax returns for all taxes for D&R USB, with the exception of property taxes;
- g) cooperates in the conduct of internal and external audits;
- h) is responsible for the record-keeping of D&R USB's assets;
- i) monitors budget expenditure and the overall financial management of D&R USB;
- j) records and manages all specimen signatures;
- k) prepares selected statistical reports;
- l) maintains comprehensive accounting records for D&R USB;
- m) processes travel expense claims for D&R USB staff;

- n) carries out D&R USB's credit and debit banking transactions;
- o) ensures the processing of incoming and outgoing invoices for D&R USB;
- p) prepares the financial statements for D&R USB;
- q) carries out document-based stock-taking in accordance with the Bursar's instructions;
- r) manages trade licence administration;
- s) is responsible for the purchase of commodities necessary for the operation of D&R USB;
- t) ensures compliance with contracts relating to the use of audio and audiovisual equipment;
- u) arranges for the audit of the financial statements in accordance with the Accounting Act for D&R USB;
- v) provides cashier services for D&R USB.

Head of the Finance Office

- a) He or she reports directly to the D&R Director, to whom he or she is accountable for his or her activities;
- b) directly supervises the financial accountant, cashier and storekeeper;
- c) is responsible for D&R's budgeting and planning activities;
- d) manages financial affairs;
- e) carries out and manages planning tasks;
- f) processes information and statistical data;
- g) manages material and technical supplies;
- h) prepares and carries out internal control activities;
- i) ensures compliance with relevant legislation;
- j) is responsible for and organises the activities of the operations division;
- k) performs tasks set by the D&R Director.

5.1.3 Dormitories Office

- a) The office manages the organisational, planning, budgetary, financial and administrative affairs of the dormitories;
- b) provides accommodation across all D&R USB facilities, including the issuance of necessary documentation and contracts;
- c) is responsible for ensuring that residents pay their fees in accordance with current regulations;
- d) manages day-to-day operations, reception services and the cleaning of D&R USB premises;
- e) handles all administrative matters relating to accommodation in the dormitories;
- f) ensures the implementation of USB Rector's Ordinances and D&R USB;
- g) is responsible for compliance with all safety, fire and other instructions and measures;
- h) handles the administration of all USB international students in relation to the CR Ministry of the Interior and the Foreign Police;
- i) is responsible for the proper handover and return of property and premises in relation to residents;
- j) submits proposals for amendments to the internal documents of the D&R USB.

Head of the Dormitories Office

- a) He or she reports directly to the D&R Director, to whom he or she is accountable for their activities;
- b) organises, manages and supervises the operation of the dormitories;
- c) assigns and organises the work of subordinate staff;
- d) ensures compliance with the Dormitory Rules, Rector's ordinances, and the D&R Director's ordinances;
- e) arranges accommodation for USB students and guests, including the relevant administrative tasks;
- f) keeps the relevant records of accommodated persons;
- g) is responsible for the payment of accommodation fees, including accommodation provided as part of D&R's ancillary activities;
- h) ensures the timely collection of accommodation fees and fees for damage caused by accommodated persons;
- i) ensures and monitors the use of personal protective equipment by subordinate staff;
- j) ensures the cleanliness and hygiene of the premises for residents;
- k) maintains operational records of entrusted property, carries out stock-taking in accordance with the supervisor's instructions;
- l) prepares documentation for the appraisal of subordinate staff;
- m) keeps basic records of staff attendance;
- n) performs tasks set by the D&R Director.

5.1.4 Refectory Office

- a) The office ensures daily operations, the purchase of raw materials, the setting of menus, and compliance with hygiene standards across all D&R USB catering facilities;
- b) provides daily catering for students, staff and other individuals both on-site and off-site;
- c) is responsible for compliance with internal and external regulations in all areas of refectory operations, including hygiene;
- d) is responsible for cost calculations and selling prices in accordance with the rules for the provision of subsidies from MEYS and those arising from the currently valid USB Collective Agreement;
- e) complies with HACCP regulations;
- f) is responsible for the efficient use of financial resources.

Head of the Refectory Office

- a) He or she reports directly to the D&R Director, to whom he or she is accountable for his or her activities;
- b) is responsible for the day-to-day organisation of meal preparation;
- c) ensures the supply of raw materials;
- d) carries out checks and issues operational measures regarding the quality of prepared meals;
- e) organises the dishwashing system and the cleaning of facilities for food preparation and serving;
- f) is responsible for organising and managing the distribution and logistics of prepared meals;
- g) determines the use of cooking technology in the refectory facilities;
- h) is responsible for preparing meals in accordance with valid and approved recipes;

- i) determines staff working hours in accordance with the requirements of the number of meals for students and the number of staff at USB and contracted customers for ready-made meals;
- j) proposes staffing changes within the refectory department, including staffing levels at individual refectory facilities;
- k) provides professional training for refectory staff in accordance with current legislation and USB regulations;
- l) participates in all inspections carried out by authorised inspection bodies and USB's internal inspection bodies;
- m) organises and manages the refectory's operations in accordance with budgetary rules;
- n) takes measures to ensure the refectory's financial plan is met;
- o) is responsible for the refectory's assets;
- p) performs tasks set by the D&R Director.

5.1.5 Technical Maintenance Office

- a) The office ensures repairs and the technical operation of D&R premises, their facilities and equipment;
- b) prepares contracts for any supply work;
- c) handles investment matters within D&R in cooperation with other D&R offices and the Rectorate;
- d) is responsible for the correct conduct of tender and selection procedures within the department and their implementation;
- e) ensures compliance with health and safety and FP obligations within the remit of the technical department, including the training of subordinate staff;
- f) is responsible for the efficient use of financial resources.

Head of the Technical Maintenance Office

- a) He or she reports directly to the D&R Director, to whom he or she is accountable for his or her activities;
- b) in cooperation with the heads of the accommodation and refectory divisions, ensures the repair of D&R buildings, their surroundings, facilities, and equipment;
- c) prepares contracts for any contractor work;
- d) arranges for the repair and maintenance of D&R buildings, their surroundings, facilities and equipment, using in-house resources or, where necessary, through contractors;
- e) independently identifies repair and maintenance needs;
- f) collects and assesses requests from D&R divisions and determines the method and deadlines for repairs and maintenance, ensures compliance with technical procedures and set deadlines;
- g) handles investment matters within D&R in cooperation with other D&R divisions and the Rectorate;
- h) ensures the performance of periodic inspections and checks of technical equipment in accordance with applicable regulations and standards, including the rectification of identified deficiencies;
- i) ensures compliance with OHS and FP obligations within the remit of the technical division, including the training of subordinate staff;

- j) provides technical support for D&R's vehicle fleet, maintenance and minor repairs and the operational readiness of D&R's transport equipment, and, where necessary, arranges for repairs and maintenance to be carried out by contractors;
- k) ensures the maintenance of order, cleanliness and the appearance of the surroundings of D&R premises, including the upkeep of the outdoor areas;
- l) cooperates with the Finance Office, ensuring the efficient use of funds;
- m) assists with repairs and maintenance;
- n) performs tasks assigned by the D&R Director.

5.2 Pre-school facility – Kvítek Children's Group

Provides care and education for USB staff's children aged 1–7.

5.2.1 Director

- a) He or she reports directly to the Rector, to whom he or she is accountable for his or her activities;
- b) manages the pre-school facility and is responsible for its operation, works as a managerial staff member of USB;
- c) collaborates on the preparation and announcement of selection procedures for positions at the USB pre-school facility;
- d) is responsible for compliance with legislation governing the operation of the pre-school facility and the children's group in accordance with Act No. 247/2014, on the provision of childcare services in children's groups and on amendments to related acts;
- e) administers and is responsible for ensuring compliance with the grant conditions of projects supporting the establishment and operation of facilities providing care for pre-school children for businesses and the public outside the City of Prague, under the Employment Operational Programme – Ministry of Labour and Social Affairs;
- f) develops a vision for educational work and the further development of the facility;
- g) develops a vision for the period following the expiry of grant programmes to secure funding for the facility's operation, and explores possible legal forms for the continued sustainability of the pre-school facility;
- h) holds the position of project manager;
- i) is responsible for the financial management of the pre-school facility;
- j) prepares documents relating to the running of the pre-school facility;
- k) ensures the conclusion of contracts with parents and contracts relating to the running of the facility;
- l) manages the staff of the pre-school facility,
- m) cooperates with individual constituent parts of the USB;
- n) cooperates with certain faculties of the USB as a centre for professional practical training;
- o) plans and organises events, extra-curricular and out-of-school activities for the pre-school facility;
- p) ensures the promotion of the pre-school facility;
- q) coordinates the development of the School Educational Programme for Pre-school Education, Pedagogical Support Plans and the Plan for the Care and Education of Pre-school Children;
- r) prepares reports based on requests from individual offices of the Rectorate;
- s) draws up criteria for the admission of children to the pre-school facility;

- t) issues regulations specifying the payment of fees for services provided;
- u) actively cooperates with the Ministry of Labour and Social Affairs – an example of good practices.

5.2.2 Pre-school facilities – Kvítek 1 Children’s Group and Kvítek 2 Children’s Group

- a) The facilities provide care and education for children aged 3–7 (Kvítek 1) and 1–3 (Kvítek 2);
- b) operate in accordance with the Care and Education Plan drawn up in line with the Framework Educational Programme for Pre-school Education and fulfils its objectives;
- c) develop the facility’s educational programme;
- d) plan and organise events outside the facility;
- e) run hobby classes;
- f) carry out educational assessments of children, create individual educational plans and educational support plans;
- g) establish active cooperation with the children’s legal guardians;
- h) prepare materials for evaluation reports and planning;
- i) use modern teaching methods;
- j) collaborate with specialist centres, the educational and psychological counselling service, a clinical speech therapist, a psychologist, and Mensa CR.