



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

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

Article 1

In accordance with Article 14(2) of the Statutes of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB'), I hereby issue the Organisational Rules of the Rectorate of USB (hereinafter referred to as the 'Rectorate').

Title I

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

- (1) USB is a public university pursuant to 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 Institutions Act' or the 'Act').
- (2) USB is the legal successor to the University of South Bohemia, established on 28 September 1991 by Act No. 314/1991 of the Czech National Council, on the establishment of the Silesian University, the University of South Bohemia, the University of West Bohemia, the Jan Evangelista Purkyně University and the University of Ostrava.
- (3) Pursuant to Section 22(1) of the Act, the constituent parts of USB are faculties, other units for educational, scientific, research, development, artistic or other creative activities, or for the provision of information services, and special-purpose facilities for cultural and sporting activities, for accommodation and catering, or for ensuring the operation of USB.

The faculties pursuant to Section 22(1)(a) of the Act are:

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

The following are non-faculty constituent parts of USB:



- a) Other units
- b) Special-purpose facilities

Other units pursuant to Section 22(1)(c) of the Act are:

- a) Academic Library
- b) Publishing House
- c) Centre of Information Technology
- d) British Centre
- e) Goethe Centre
- f) School of Doctoral Studies

Special-purpose facilities pursuant to Section 22(1)(d) of the Act are:

- a) Dormitories and Refectories
- b) Pre-school facilities – Kvítek Children's Group

The independent academic bodies pursuant to Section 7(1) of the Act are:

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

Other bodies under Section 7(2) of the Act are:

- a) Board of Trustees
- b) Bursar

The advisory bodies to the USB Rector are:

- a) USB International Board
- b) USB Rector's Board
- c) USB Ethics Committee
- d) USB Commercialisation Board
- e) USB ICT Board

Part II

Organisational Rules of the USB Rectorate

Part One

Introductory Provisions

- (1) The USB Rector issues these Organisational Rules of the USB Rectorate pursuant to Article 14(2)(a) and Article 19 of the USB Statutes.



- (2) The Organisational Rules of the USB Rectorate set out, in accordance with the Statutes, the organisational structure of the USB Rectorate and other constituent parts of USB (faculties), the internal relationships and the remits of individual organisational units, the division of responsibilities and the duties of managing staff at USB.
- (3) Annexe No. 1 to the Organisational Rules of the USB Rectorate (Organisational Structure of USB, the USB Rectorate and non-faculty constituent parts of USB) consists of:
 - a) The organisational structure of USB and the USB Rectorate, including the definition of organisational links and management relationships with non-faculty constituent parts of USB;
 - b) The organisational structure of the non-faculty constituent parts of USB.
- (4) Annexe No. 2 to the Organisational Rules of the Rectorate consists of information on the status and remit of the individual organisational units of the USB Rectorate.

Part Two

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

Article 1

Mission and activities of the USB Rectorate

- (1) The USB Rectorate meets the needs of USB as a whole, carrying out organisational, coordination, consultation and advisory, methodological, record-keeping and supervisory activities in the areas of academic, research, financial, human resources, legal, investment, external relations, marketing, international relations, internal administration and other necessary areas.
- (2) The USB Rectorate provides material and administrative support for the activities of the Rector, Vice-Rectors, and the Bursar, the USB Academic Senate, the USB Scientific Board, the Internal Evaluation Board and the USB Board of Trustees.

Article 2

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

- (1) The internal organisation of the Rectorate and non-faculty constituent parts of USB is set out in Annexe 1 to the Organisational Rules of the USB Rectorate – Organisational Structure of USB, the USB Rectorate and non-faculty constituent parts of USB.
- (2) The organisational structure of the Rectorate consists of divisions, units, and offices:
 - a) A division is an organisational unit at a higher level of management. It is established for the purpose of comprehensively managing a coherent set of activities of the same nature. A section may be further subdivided into units, divisions, and offices. The Bursar and Vice-Rectors, as heads of individual divisions, are accountable to the USB Rector for their activities.
 - b) A unit is an organisational unit that carries out a wider range of related professional activities and may be subdivided into offices. The head of a unit is accountable to the head of the division for their activities.
 - c) An office handles a comprehensive range of tasks. An office may report to the head of a unit or a division head. The head of an office is accountable for their activities to the head of the unit or division to whom they report directly.
- (3) The internal organisation of the non-faculty constituent parts of USB is governed by the organisational rules, statutes (or equivalent documents) of those non-faculty constituent parts of



USB. The provisions of Article 2(2) shall apply analogously to these organisational rules, statutes (or equivalent documents).

Article 3

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

- (1) The managing staff of USB are the USB Rector, Vice-Rectors, Bursar and Deans of Faculties.
- (2) A vice-rector reports directly to the USB Rector, to whom he or she is accountable for his or her activities. Vice-rectors provide methodological guidance to the vice-deans of faculties and other managing faculty staff when they perform activities for which the relevant vice-rector is responsible at the USB level. The remit and activities of vice-rectors are set out in Annexe 2 to the Organisational Rules of the USB Rectorate.
- (3) The Bursar reports directly to the USB Rector, to whom he or she is accountable for his activities. The Bursar provides methodological guidance to the secretaries of faculties and the heads of the financial offices and non-faculty constituent parts of USB. The scope of authority and activities of the Bursar are set out in Annexe 2 of the Organisational Rules of the USB Rectorate.
- (4) The heads of the non-faculty constituent parts of USB are directors who report directly to the USB Rector and are accountable to him or her for their activities. The USB Rector concludes the employment contract with the director on behalf of USB. In the area of methodological management, assigning tasks, and accepting selected personnel documents (working time records, leave, travel orders) of the non-faculty constituent parts of USB, the USB Rector may delegate powers to a specific vice-rector by means of a written authorisation. The scope of and non-faculty constituent parts of USB are set out in Annexe 2 to the Organisational Rules of the USB Rectorate.

Article 4

Managing staff of the USB Rectorate

- (1) Managing staff of the USB Rectorate are those employees who are entrusted with the management of a division/unit/office at any organisational level; they are authorised to set and assign work tasks to subordinate staff, to organise, manage and supervise their work, and to issue binding instructions to them in this regard.
- (2) Each head of a division/unit/office decides independently on all matters relating to the remit of the division/unit/office unless they have delegated these powers to subordinate staff or unless their superior has reserved the right to decide on the matter in question.
- (3) Each head of a division/unit/office is responsible for the proper functioning of the unit entrusted to them and for the fulfilment of the duties assigned to the division/unit/office.

Article 5

Appointment and dismissal of managing staff of the USB Rectorate

- 1) Within the Rectorate, the following managing staff are subject to appointment and dismissal in accordance with the Higher Education Institutions Act:
 - a) Rector
 - b) Vice-Rectors



- c) Bursar
- 2) Vice-rectors and the Bursar are appointed and dismissed by the Rector.
- 3) When there is a change in managing staff, a formal handover of duties takes place. The handover report is approved by the immediate superior. The handover report must include, in particular:
 - a) Details of the position being handed over (the basis for the handover, the date, and the exact title of the position);
 - b) The name and position of the person handing over and the person taking over;
 - c) An overview of the organisational unit being handed over (organisational structure, spatial layout, current inventory list including a list of operational records of small assets);
 - d) A record of activities, a current overview of task completion, matters in progress, outlook for the coming period, etc.;
 - e) A summary description of the transferred responsibilities;
 - f) A list of the organisational unit's files and documents;
 - g) A record of the financial status of the transferred department;
 - h) Important notices (matters that are or may be problematic, urgent matters, etc.);
 - i) A list of the documentation being handed over;
 - j) The date of the handover report, the signatures of the person handing over, the person taking over and the line manager.
- 4) The handover report must be drawn up, signed and handed over by the transferring employee no later than 14 days from the date on which the reason for its preparation arose unless the superior manager specifies otherwise.
- 5) Should a situation arise where the employee taking over the post does not, for a serious reason, receive the handover report from their predecessor, they are obliged to draw it up themselves. They shall include in it all relevant details as they found them to be the case on the date of taking over the position.
- 6) The handover report shall be drawn up in three copies, one of which shall be retained by the person handing over the post, one by the person taking over the post, and one by the Human Resources Office.

Part Three

Competences of the organisational units of the USB Rectorate

Article 6

Principles for determining the scope of competences of the organisational units of the Rectorate

The scope of competence of a professional organisational unit is based on the function for which it was established. In the Organisational Rules of the USB Rectorate, the scope of competence of a professional organisational unit is defined as:

- a) General responsibilities, which are common to all organisational units;
- b) Professional responsibilities, which are specified separately for each organisational unit in the form of assigned specialist activities;
- c) Activities related to the internal operation of the organisational unit, which are defined for all organisational units collectively;
- d) Activities arising from the USB's internal regulations and standards.



Article 7

General competence

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

- a) Defines the framework for activities carried out within its area of expertise;
- b) Proposes, within its area of expertise, internal standards to ensure the uniform performance of USB's professional activities, including their interpretation, amendments and monitoring of compliance;
- c) Comments on internal standards, written materials and documentation within the competence of the organisational unit;
- d) Cooperates with other organisational units;
- e) Provides internal consultation and advisory services within its area of expertise;
- f) Provides other organisational units with the information and supporting documents they require to carry out their activities, and is responsible for their accuracy and completeness;
- g) Records and archives processed documentation and documents;
- h) Prepares situation reports, analyses and statistics within its area of responsibility for the needs of USB and state and local government bodies;
- i) Prepares, within its area of competence, supporting documents for internal and external audit bodies and cooperates in the conduct of audits;
- j) Cooperates with central and local government bodies within its area of competence.

Article 8

Professional competence

- (1) The professional competence of an organisational unit comprises the set of professional activities which the organisational unit is required to perform in accordance with the Organisational Rules of the USB Rectorate. At the same time, the organisational unit is also required to carry out work and activities which are not specifically listed in the Organisational Rules of the USB Rectorate, but which are necessary for the proper performance of the prescribed professional activities.
- (2) Professional activities are assigned to individual organisational units in such a way as to cover a comprehensive remit.
- (3) The professional activities of the organisational units of the Rectorate are set out in Annexe 2 to the Organisational Rules of the USB Rectorate.

Article 9

Activities relating to the internal operation of an organisational unit

- (1) Each organisational unit carries out activities that do not form part of its professional or general remit but serve solely to ensure its internal operation.
- (2) The head of the relevant organisational unit (or another employee authorised to manage it) is responsible for ensuring the performance of these activities.
- (3) Activities related to the internal operation of an organisational unit include, in particular:



- a) The provision of administrative services to the extent specified by the head of the organisational unit and the filing regulations;
- b) Drawing up a work plan and monitoring its implementation;
- c) Handling personnel matters;
- d) Handling matters relating to the remuneration and disciplinary action against employees;
- e) Preparing purchase orders for assets, repairs, works and services for internal use;
- f) Ensuring the inventory and maintenance of all entrusted assets;
- g) Handling matters relating to business travel;
- h) Implementing measures to ensure health and safety at work and fire safety within the organisational unit, including monitoring compliance with relevant regulations.

Part Four

Final provisions

Article 10

Binding nature of the Rectorate's Organisational Rules

- (1) The Rectorate's Organisational Rules are binding in their entirety on all Rectorate staff.
- (2) Managing staff of the Rectorate are obliged to familiarise employees with the contents of the Organisational Rules of the USB Rectorate and to ensure compliance.

Article 11

Drafting and amendments to the Organisational Rules of the USB Rectorate

Proposals for amendments and supplements to the Organisational Rules of the USB Rectorate may be submitted in writing to the drafter of this ordinance via the managing staff of the individual organisational units of the USB Rectorate. Amendments and supplements to the Organisational Rules of the USB Rectorate are approved by the USB Rector.

Article 12

Effect

This Rector's ordinance comes into force on the date of its publication in the collection of decisions and ordinances in the public section of the USB website and takes effect on 1 April 2026.

Part III

This ordinance repeals Rector's Ordinance R 594 of 23 June 2025.

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Rector



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Distribution list: Members of the USB management, deans of USB faculties, directors of non-faculty constituent parts of USB, managing staff of Rectorate offices

Annexes:

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