

**RULES OF ORGANISATION
OF THE FACULTY OF SCIENCE,
JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM
OF 19 FEBRUARY 2020**

Article 1

Introductory Provisions

In compliance with Act No. 111/1998 Sb., on universities and on amendment to some other acts (the Universities Act) (hereinafter referred to as the “Act”), according to the Statute of the Faculty of Science of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as the “Statute”), in conformity with the internal regulations of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as “UJEP”), and on the basis of the internal regulations of the Faculty of Science of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as the “Faculty”), the Rules of Organisation of the Faculty of Science of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as the “Rules of Organisation”) regulate the internal structure of the organisation, fundamental rights, obligations and responsibilities of workers and the organisation and management of the Faculty.

Article 2

Faculty Organisation

1. The Faculty is led by the Dean, who is appointed by the Rector of UJEP. In the areas of studies, creative activities, development and quality, and external and foreign relations, the Dean is deputised by Vice-Deans, appointed by the Dean, within the powers bestowed on them by the Dean.
2. The Faculty Secretary is responsible for the economic and administrative activities and for the property of the Faculty.
3. In terms of organisation, the Faculty is divided into departments and other workplaces. For the purposes of the Rules of Organisation, we call the departments and other workplaces parts of the Faculty (hereinafter referred to as “Parts”). Among other workplaces of the Faculty are research oriented institutes and specialised centres, which may participate in the educational activities, and other workplaces of the Faculty, which provide services to the departments, institutes, centres and students of the Faculty or which are intended for administration of the Faculty. The basic organisational structure of the Faculty is specified in the Organisational Chart, which is an integral part hereof.
4. The Dean’s College is a permanent advisory body of the Dean. The College members include the Dean, Vice-Deans, Secretary and Faculty Part Heads.

Article 3

Position and Powers of the Dean

1. The Dean is the supreme representative of the Faculty. He reports to the Rector of UJEP and to the Academic Senate of the Faculty. The Dean is also authorised to act on behalf of UJEP on the basis of the authorisation issued by the Rector of UJEP, and in matters determined by the Rules of Organisation of UJEP, by the Statute of UJEP and by the internal regulations of UJEP.

2. The Dean convenes and chairs Faculty management meetings (Dean, Vice-Deans, Secretary) and meetings of the Dean's College.
3. The Dean is in charge of the Vice-Deans, Faculty Secretary and Faculty Part Heads.
4. The Dean appoints one of the Vice-Deans to become their deputy. The deputy is authorised to deputise the Dean in full when the Dean is not present.
5. The Dean is predominantly responsible for:
 - (a) Adherence to the law and other legal regulations, internal regulations of the university, and internal regulations and directives of the Faculty;
 - (b) Development and preparation of a long-term conception of the Faculty and the Faculty development;
 - (c) Organisation and quality of creative and educational activities and creation of conditions for the development thereof;
 - (d) Management of the Faculty's finance according to the purpose-related specification and due administration of the property administered by the Faculty;
 - (e) Employment relationships of all employees of the Faculty.
6. The Dean shall determine:
 - (a) The scope of powers of the Vice-Deans, Secretary, Faculty Part Heads or other Faculty workers;
 - (b) The schedule of the academic year in the Faculty.
7. The Dean appoints and removes:
 - (a) The Scientific Council and the Disciplinary Committee of the Faculty as approved by the Academic Senate;
 - (b) Vice-Deans of the Faculty based on a previous opinion of the Academic Senate;
 - (c) The Faculty Secretary.
8. The Dean announces:
 - (a) Tenders for the posts of Faculty Part Heads and Faculty Secretary;
 - (b) Tenders for the posts of academic workers of the Faculty.
9. As having been debated in the Dean's College, the Dean shall propose to the Academic Senate of the Faculty the establishment, merger, fusion, division or cancellation of departments or other Parts.
10. The Dean issues decisions, measures or regulations binding for all workers and students of the Faculty.

Article 4

Position and Powers of Vice-Deans

1. Vice-Dean for Studies:
 - (a) Is in charge of the Student Registry;
 - (b) Ensures communication of the agenda in the area of study with the Student Registry of the UJEP Rector's Office;
 - (c) Manages the study agenda related to bachelor, master's and doctoral programmes of study, is responsible for preparation and course of the admission process for all study levels;

- (d) Manages and ensures the agenda of mandatory student work programmes;
 - (e) Is responsible for the agenda associated with payment of scholarship and collection of fees for the study;
 - (f) Is responsible for preparation of the study schedule and the academic year schedule including determination of the dates of enrolment and electronic pre-enrolment of students;
 - (g) Is responsible for the course of the study according to the study plans and academic year schedule and for adherence to the Rules of Study;
 - (h) In cooperation with the Vice-Dean for Development and Quality, coordinates preparation of materials for accreditation of programmes of study;
 - (i) Is responsible for the organisation and course of the final state examinations and PhD oral examination procedures;
 - (j) In cooperation with the Vice-Dean for Science and Research and with the Chairmen of Subject Councils, coordinates and ensures the course and organisation of state doctoral examinations and defence of doctoral theses;
 - (k) Determines the scope and content of documents on students' results of study and course of study that are maintained in the individual departments and in the Student Registry;
 - (l) Is responsible for the correctness and up-to-datedness of data on the entrusted department that the Faculty publishes;
 - (m) Appoints and manages advisory committees in matters related to their agenda if necessary;
 - (n) Fulfils other tasks as instructed by the Dean.
2. Vice-Dean for Development and Quality:
- (a) Is in charge of the Development Department;
 - (b) Ensures communication of the agenda associated to their area with the Development Department of the UJEP Rector's Office;
 - (c) Sets an internal system for quality determination and evaluation;
 - (d) Ensures the human resources agenda of the Faculty, along with Faculty Part Heads they organise external and internal tenders, oversee the agenda of workers' personnel plans, and create the Faculty Personnel Plan and the Faculty Rules of Career;
 - (e) Monitors the qualification structure of the Parts so that the accreditation of programmes of study is ensured and so that the number of academic workers is optimised, warns about any potential deficiencies without undue delay;
 - (f) Proposes and prepares a conception of the Faculty development, prepares the Faculty Strategic Intention and the annual Faculty Strategic Intention Implementation Plan for the respective year including the updates and evaluations;
 - (g) Cooperates with the Vice-Dean for Studies to prepare the Academic Year Schedule and the agenda of institution accreditation;
 - (h) Represents the Faculty within whole-university development projects and is responsible for administration in this area;
 - (i) Develops the strategy of the Faculty's IT systems, coordinates the e-learning development especially for the combined study, communicates with the Informatics Centre Manager, and makes requests for handling problems in the area of the internal information systems (e.g. IMIS, STAG) on behalf of the Faculty;

- (j) Monitors the issue, warns about potential problems and proposes solutions in the area of GDPR;
 - (k) Is responsible for the Faculty development strategy;
 - (l) Is responsible for the correctness and up-to-datedness of data on the entrusted department that the Faculty publishes;
 - (m) Appoints and manages advisory committees in matters related to their agenda if necessary;
 - (n) Fulfils other tasks as instructed by the Dean.
3. Vice-Dean for Science and Research:
- (a) Is in charge of the Department for Research and International Office as regards employment relationships and leads them methodically in issues associated with creative activities;
 - (b) Ensures communication of the agenda in the area of research and development with the Science Department of the UJEP Rector's Office;
 - (c) Is in charge of the agenda associated with creative activities of Faculty workers and proposes strategies for the development thereof;
 - (d) Mediates and is in charge of cooperation of the Faculty Parts and the commercial sphere in the area of applied contractual research and transfer of technologies and supports commercialisation of results of the creative activities in the Faculty;
 - (e) Mediates transfer of information between the UJEP Project Service Centre and the Faculty as regards engagement of the Faculty workplaces in national and international research projects;
 - (f) Is a member of the Scientific Council of the Faculty, prepares source documents for the meetings thereof and checks fulfilment of tasks approved by the Scientific Council of the Faculty;
 - (g) Coordinates and supports cooperation of the Faculty with other Parts of UJEP in the area of creative activities and transfer of technologies with an aim to achieve a synergic effect and improve success in the area of commercialisation of results of the creative activities;
 - (h) Is responsible for the course and organisation of habilitation procedures and professor appointment procedures;
 - (i) In cooperation with the Vice-Dean for Studies and with the Chairmen of Subject Councils, coordinates and ensures the course and organisation of state doctoral examinations and defence of doctoral theses;
 - (j) Is responsible for activities of the Grant Committee for the Student Grant Competition of UJEP (SGC) and ensures the agenda of the SGC and of the Internal Grant Agency of UJEP (IGA) at the Faculty level;
 - (k) Is responsible for the correctness and up-to-datedness of data on the entrusted department that the Faculty publishes;
 - (l) Appoints and manages advisory committees in matters related to their agenda if necessary;
 - (m) Fulfils other tasks as instructed by the Dean.

4. Vice-Dean for External and International Relations:
 - (a) Is in charge of the Department for External Relations (Public Relations – hereinafter referred to as “PR”) and of the Department for Research and International Office as regards foreign relations and publishing activities;
 - (b) Ensures communication of the agenda associated with their area with the Public Relations Department and Foreign Relations Department of the UJEP Rector’s Office;
 - (c) Creates and develops the conception of a uniform visual and communication style of the Faculty and the Faculty’s PR strategy;
 - (d) Sets the strategy of the creation and content of the Faculty’s website, contributes to the administration thereof and uses other electronic media for creation of a favourable picture of the Faculty in the public;
 - (e) Is responsible for promotion of the Faculty in media, is in charge of and coordinates creation of promotional materials and advertising items for the Faculty presentation;
 - (f) Organises cooperation with schools, especially in the area of lifelong education of teachers, coordinates cooperation of the individual Parts of the Faculty with Faculty schools, creates an attractive picture of the Faculty for future students;
 - (g) Provides organisational support to cultural and social events for the Faculty public and external public and ensures coordination with the university during whole-university events;
 - (h) Ensures support during foreign exchange stays of students and academics arriving in the Faculty or going abroad for a foreign study stay, ensures controlling activities in the area of foreign trips agenda;
 - (i) Develops, coordinates and keeps record of cooperation of the Faculty with universities and other institutions abroad and takes active measures to improve the Faculty internationalisation;
 - (j) Administers publishing activities of the Faculty;
 - (k) Appoints and is in charge of advisory committees in the issues of their agenda as necessary;
 - (l) Fulfils other tasks as instructed by the Dean.
5. The respective Vice-Rector leads the Vice-Deans and their activities within UJEP methodically.

Article 5

Position and Powers of the Secretary

1. The Secretary deputises the Dean in all economic and administrative activities of the Faculty unless the Dean decides otherwise in a particular case or agenda.
2. The Secretary:
 - (a) Is responsible for performance and control of the Faculty’s economic activities;
 - (b) Is responsible for preparation and breakdown of the Faculty’s budget and for the fulfilment thereof and for economical use of the material and financial means;
 - (c) Monitors adherence to the budget discipline and informs the Dean of any and all deficiencies without undue delay;
 - (d) Is responsible for administration of purposefully created funds;
 - (e) Is in charge of the Faculty management secretariat, the Economic Department and the Service Department;

- (f) Cares for administration of the property used by the Faculty;
 - (g) Procures the material equipment of the Faculty and is responsible for the maintenance thereof;
 - (h) Is responsible for stock-taking;
 - (i) Is responsible for organisation of tenders for purchase of investment property and for implementation of public procurement contracts that lie within the powers of the Faculty;
 - (j) Ensures and checks fulfilment of the obligations in the area of occupational health and safety and fire protection;
 - (k) Is responsible for the correctness and up-to-datedness of data on the entrusted department that the Faculty publishes;
 - (l) Fulfils other tasks as instructed by the Dean.
3. The Bursar leads the Secretary and their activities within UJEP methodically.

Article 6

Dean's Office

1. The Dean's Office Secretariat managed by the Secretary:
 - (a) Is responsible for the administrative agenda associated with the activities of the Dean, Vice-Deans, Secretary and their advisory bodies;
 - (b) Keeps records of and archives all documents associated with the Dean's activities;
 - (c) Organises and prepares performance of the Dean's activities according to the Dean's instructions;
 - (d) Keeps records of and checks fulfilment of the tasks arising out of the decisions and orders of the Dean and Secretary;
 - (e) Prepares and archives minutes of the Dean's College meetings and of the Faculty management meetings, checks fulfilment of related tasks;
 - (f) Is responsible for economical use of the limited funds for hospitality and material gifts;
 - (g) Fulfils other tasks as instructed by the superior worker.
2. The Economic Department managed by the Secretary:
 - (a) Prepares source documents for the Faculty's budget;
 - (b) Elaborates the budget as instructed by the Secretary;
 - (c) Processes proposals of budget changes within the Faculty;
 - (d) Evaluates the use of the budget on a continuous basis (including the budgets of the individual budget events);
 - (e) Monitors adherence to the budget discipline;
 - (f) Checks accounting reports;
 - (g) Keeps the Cash Book and cash;
 - (h) Fulfils other tasks given by the superior worker.
3. The Service Department managed by the Secretary
 - (a) Ensures administration and maintenance of the buildings and premises of the Faculty;
 - (b) Ensures the operation and maintenance of the Faculty's fleet;
 - (c) Fulfils other tasks given by the superior worker.

4. The Student Registry managed by the Vice-Dean for Studies:
- (a) Prepares documents and source documents for the management, coordination and controlling activities of the Dean and Vice-Deans in the area of studies;
 - (b) Prepares source documents for the academic year schedule;
 - (c) Enrols students and checks their studies on the basis of the accredited programmes of study;
 - (d) Keeps the Students Registry;
 - (e) Keeps and processes the administrative agenda of all forms of study and is responsible for the archiving thereof;
 - (f) Processes the prescribed statistic statements;
 - (g) Keeps records of, checks and archives student documents as instructed by the superior worker;
 - (h) Ensures organisation of the admission procedures, matriculations, state final examinations and graduation ceremonies;
 - (e) Is responsible for the agenda associated with payment of scholarship and collection of fees for the study (except for payment);
 - (j) Issues confirmation of student status and confirmation of study completion;
 - (k) Informs the Faculty and department students of organisational, study-related and other issues;
 - (l) Is responsible for keeping records of, maintenance and shredding of strictly accountable forms and receipts;
 - (m) Fulfils other duties as instructed by the superior worker.
5. The Department for Research and International Office is managed by the Vice-Dean for Science and Research as regards employment relations. In terms of methodology, this department is managed by the Vice-Dean for Science and Research in the issues of creative activities and by the Vice-Dean for External and International Relations in the issues of foreign relations and publishing activities.

The Department for Research and International Office:

- (a) Prepares source documents for the management, coordination and controlling activities of the Dean and Vice-Deans in the respective area;
- (b) Contributes to the organisation of creative activities in the Faculty, keeps records of creative activities in the Faculty and provides workers with the conditions for preparation and handling of projects, searches for current project calls and informs the Faculty workers of them;
- (c) Keeps records of projects being prepared, having been filed and being handled which the Faculty is engaged in;
- (d) Cooperates with the Student Registry in organisation of foreign exchange stays of students and employees and maintains the related agenda;
- (e) Maintains the publishing agenda (including coordination of the publishing records) and is responsible for organisation of the scientific activities agenda, the Student Grant Competition of UJEP and the Internal Grant Agency of UJEP at the Faculty level;
- (f) Prepares materials and source documents for the Scientific Council of the Faculty, contributes to the preparation and organisation of the Scientific Council meetings;
- (g) Processes the foreign relations agenda;

- (h) In cooperation with the Parts, ensures admission of foreign guests and tutors;
 - (i) fulfils other duties as instructed by the superior worker.
6. The Department for External Relations (PR) managed by the Vice-Dean for External and International Relations:
- (a) Prepares source documents for the management, coordination and controlling activities of the Dean and Vice-Deans in the respective area;
 - (b) Is in charge of the agenda associated with the Faculty's relations to the public, media, private and government institutions and schools;
 - (c) In cooperation with the Dean, Vice-Deans and Faculty Part Heads, ensures and coordinates public relations and media relations;
 - (d) By being active in the area of modern communication tools and social networks, helps make the Faculty more attractive for potential applicants for study;
 - (e) Proposes public releases and popularisation and presentation information materials for the public and press;
 - (f) Organises, coordinates and keeps records of the promotional and presentation events of the Faculty including archiving them according to the superior worker's instructions;
 - (g) Actively engages in preparation of promotional or presentation events of the individual Faculty workplaces;
 - (h) Intensively contributes to creation and handling of projects that directly support development of the Faculty's PR;
 - (i) Accepts donations for the Faculty and develops cooperation with private entities or government institutions;
 - (j) In cooperation with researchers and with the Development Department, organises mandatory media promotion of the European projects undertaken;
 - (k) Is responsible for the updating and quality of all data published by the Faculty in the internal and external computer network;
 - (l) Fulfils other duties as instructed by the superior worker.
7. The Development Department managed by the Vice-Dean for Development and Quality:
- (a) Prepares source documents for the management, coordination and controlling activities of the Dean and Vice-Deans in the respective area;
 - (b) Processes the agenda of all filed development projects and projects funded from European calls that are being implemented and archives documents according to the superior worker's instructions;
 - (c) Searches for current information on European projects, proposes potential project topics and monitors all current documentation related to legislation and to European projects;
 - (d) Actively engages in project preparation, proposes and coordinates joint preparation of work teams in the preparatory stage of projects;
 - (e) Actively helps researches when implementing the projects they have won;
 - (f) Fulfils other tasks as instructed by the superior worker.

Article 7

Parts of the Faculty

1. Departments
 - (a) A basic organisational unit of the Faculty is a department, consisting of academic workers, researchers and other employees;
 - (b) The department is led by the Department Head, who reports to the Dean;
 - (c) Departments may be further divided into sections.
2. Research-oriented institutes and specialized centres
 - (a) Research-oriented institutes and specialized centres consist of academic workers, researchers and other employees. Besides their principal activity, academic workers and researches may also perform educational activities;
 - (b) Research-oriented institutes and specialised centres of the Faculty are led by Heads, who run the institution or centre and report to the Dean;
 - (c) Research-oriented institutes and specialised centres may be further divided into sections.

Article 8

Position and Powers of Faculty Part Heads

1. Part Heads are authorised by the Dean to manage the Part on the basis of a tender. In exceptional cases, the post of the Part Head may be occupied without a tender for a maximum period of one year.
2. The Part Head's term of office is no more than four years.
3. Part Head:
 - (a) Acts on behalf of the Part;
 - (b) Is responsible for fulfilment of the educational duties of the Part workers arising out of the programmes of study and out of study regulations;
 - (c) Monitors and is responsible for creative activities, the personnel status and qualification growth of the Part workers;
 - (d) Sets the Part development strategy and is responsible for management and implementation of the worker qualification development plan;
 - (e) Evaluates the activities of all Part members on a continuous basis, determines the scope of direct educational duties of academic workers taking into consideration their scientific-research activities;
 - (f) Submits proposals of foreign business trips and proposals of hosting of events with international participation to the Dean for approval;
 - (g) Is in charge of non-academic employees of the Part, determines their work responsibilities and checks their activities;
 - (h) Submits proposals of announcement of tenders for posts of academic workers to the Dean;
 - (i) Submits proposals of occupation of posts of non-academic employees to the Dean;
 - (j) Submits proposals connected with payroll and employment issues of the Part workers to the Dean;
 - (k) Submits proposals of furnishing the Part with equipment and technology to the Dean;

- (l) In compliance with applicable regulations, is responsible for occupational safety of students and teachers during the educational activities performed by the Part;
 - (m) Is responsible for purposeful and economical use of the funds allocated to the Part;
 - (n) Convenes and chairs meetings of the Part workers;
 - (o) Submits proposals of creation or cancellation of any Part section to the Dean and authorises or removes Section managers, setting the scope and content of their activities;
 - (p) Is responsible for the correctness and up-to-datedness of data on the Part that the Part publishes;
 - (q) Fulfils other tasks as instructed by the Dean.
4. In addition, the Department Head:
- (a) Is responsible for maintenance of specified study-related documentation in the department;
 - (b) Approves of topics of bachelor and master's diploma theses in accordance with the intention of the Faculty and department in the area of creative activities;
 - (c) Submits proposals of new programmes of study to the Dean and is responsible for the strategy associated with the creation of new programmes of study and modification of the existing ones;
 - (d) Proposes members of committees for state final examinations to the Dean.

Article 9

Position and Powers of the Part Deputy Heads

1. If necessary, Part Heads authorise in writing or remove their deputy.
2. The Part Deputy Head deputises the Part Head during their absence in the scope determined by the Part Head and fulfils other tasks as instructed by the Part Head.
3. The Part Deputy Head usually contributes to the organisation of educational and creative activities in the scope determined by the Part Head.

Article 10

Position and Powers of the Part Secretary

1. The Part Head may appoint in writing or remove the Part secretary, who contributes to organisation of the Part's activities.
2. The Part Secretary usually contributes to:
 - (a) Processing of the Part workers' working hours form;
 - (b) Preparation of the Part's publishing plan;
 - (c) Organisation of the Part workers' meetings;
 - (d) Execution of minutes of the Part workers' meetings;
 - (e) Preparation of source documents for creation of the schedule.

Article 11

Final Provisions

1. The Rules of Organisation of the Faculty of Science of Jan Evangelista Purkyně University in Ústí nad Labem of 12 December 2018 is hereby cancelled.

2. These Rules of Organisation have been discussed with the Academic Senate of the Faculty on 19 February 2020.
3. These Rules of Organisation shall become valid and effective on 19 February 2020.

doc. RNDr. Michal Varady, Ph.D., in own hand
Dean

Faculty of Science UJEP – Organizational Structure (1. 1. 2022)

