

Measure of the Dean of the Faculty of Science, Masaryk University No. 12/2018

Organizational Regulations of the Faculty of Science, Masaryk University

(as effective from 1 March 2026)

The Dean of the Faculty of Science, Masaryk University, hereby issues, pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, the following Measure:

PART I

I.

Introductory Provisions

1. These Organizational Regulations are further based on the Statute of the Faculty of Science, Masaryk University (hereinafter referred to as the “Statute”) and the Organizational Regulations of Masaryk University.
2. The Organizational Regulations of the Faculty of Science (hereinafter referred to as the “Faculty”) specify certain provisions of the above-mentioned legal regulations in the area of organizational structure and define the scope of authority and powers of workplaces and positions within the Faculty.

II.

Governance Structure of the Faculty

1. From an organizational perspective, the Faculty is divided into the following units:
 - Departments
 - Dean’s Office
 - Botanical Garden
 - Institute of Physics of the Earth

The organizational chart of the Faculty is set out in Annex No. 1.

2. The governing bodies of the Faculty are:
 - Academic Senate
 - Dean

- Scientific Board
 - Disciplinary Committee
 - Faculty Bursar
3. The Academic Senate of the Faculty (hereinafter also referred to as the “Senate” or “AS”) is its self-governing representative academic body. Its legal status, method of establishment, and scope of authority are defined by law and by the Faculty Statute.
 4. The legal status of the Dean and the scope of the Dean’s authority are defined by law and by the Faculty Statute.
 5. The legal status of the Scientific Board of the Faculty (hereinafter also referred to as the “Scientific Board”) and its scope of authority are defined by law and by the Faculty Statute.
 6. The legal status of the Disciplinary Committee and its scope of authority are defined by law and by the Faculty Statute.
 7. The legal status of the Faculty Bursar and the scope of the Bursar’s authority are defined by law and by the Faculty Statute.

III.

Economic Structure of the Faculty

1. The Faculty operates as an independent economic center of Masaryk University. For internal monitoring and evaluation of costs and revenues and their allocation, it is divided into workplaces that independently manage the financial resources entrusted to them.
2. Budgeted workplaces are defined by the Dean’s Measure “Rules for the Allocation of Financial Resources of the Faculty of Science, Masaryk University.”
3. All projects at the Faculty are implemented by employees assigned to the workplaces referred to in paragraph 2 of this Article. The financial management of project funds is monitored through internal orders.
4. The head of a workplace is responsible for the comprehensive management of the workplace, for the management of entrusted financial resources, and for financial control in accordance with regulations governing financial control.

IV.

Management System of the Faculty

1. The system is based on the principle of indivisible authority and responsibility. This means that each line manager has full decision-making authority and full responsibility within their entrusted area.
2. The structure of line management is divided into the following levels:
 - a. Level I (Central Management):

- Dean
 - Faculty Bursar
- b. Level II:
- Directors of Departments
 - Heads of other independent units
 - Heads of divisions of the Dean's Office
- c. Level III:
- Heads of divisions within Departments
 - Heads of research groups within Departments
3. Exception for large infrastructures: In Departments implementing projects under the roadmap of large research infrastructures, deviation from this structure is permitted. With the prior approval of the Dean, a specific organizational structure may be established and a fourth level of management introduced.
 4. The organizational structure of Departments is defined in their own organizational regulations, which are publicly accessible.
 5. The powers and duties of managers at the third and fourth management levels, as well as other organizational matters, may be regulated differently in a Department's organizational regulations. If not regulated otherwise, the Faculty's Organizational Regulations apply. Obligations under the Labour Code remain unaffected.
 6. Advisory bodies of the Dean are:
 - a. The Dean's Board, composed of Vice-Deans and the Faculty Bursar; and
 - b. The Extended Dean's Board, to which Directors of Departments are invited.

The Chair of the Senate has the right to attend meetings of the Dean's Board. Chairs of both chambers of the Senate may attend meetings of the Extended Dean's Board. The Dean may appoint additional members or invite guests.

7. Vice-Deans represent the Dean within the scope determined by the Dean.
8. The management system of the Faculty is formalized through a system of organizational and management regulations. The Dean issues internal regulations of the Faculty (Directives, Measures, and Instructions). The Faculty Bursar is authorized to issue Instructions.

The Academic Senate approves regulations pursuant to the Higher Education Act and internal regulations of the University and the Faculty.
9. The financial management of the Faculty is governed by the following regulations and documents approved by the Academic Senate:
 - a. Rules for the Allocation of Financial Resources of the Faculty
 - b. Faculty Budget

PART II

Positions within the Faculty

A. Functional Positions (i.e., positions with managerial authority) at the Central Level

V.

Dean

1. The Dean is appointed and dismissed by the Rector. The Dean is authorized to decide or act on behalf of Masaryk University in matters concerning the Faculty as provided by law, the Statute, the Organizational Regulations of Masaryk University, and other internal regulations of Masaryk University, within the scope defined therein. The Dean methodologically directs and controls the financial management of the Faculty. Unless stipulated otherwise by the Rector, the Dean represents the Faculty in commercial, civil, and administrative matters.

The exclusive authority of the Dean includes in particular:

2. Personnel and Employment Matters
 - a. Appointment and dismissal of Vice-Deans
 - b. Appointment and dismissal of members of the Scientific Board after approval by the Academic Senate
 - c. Appointment and dismissal of the Faculty Bursar
 - d. Appointment, assignment to office, and dismissal of heads of other Faculty units
 - e. Appointment and dismissal of study programme guarantors after approval by the Scientific Board
 - f. Appointment and dismissal of guarantors of lifelong learning programmes
 - g. Announcement of selection procedures for employees under the Dean's direct managerial authority and for academic staff assigned to the Faculty
 - h. Conclusion, modification, and termination of employment relationships with managers under direct authority and academic staff
 - i. Conclusion of agreements outside employment where the subject is teaching
 - j. Determination and adjustment of salaries and salary components of Vice-Deans, the Bursar, managers under direct authority, and approval of salaries of academic staff
 - k. Awarding the title "Distinguished Member of the Faculty Academic Community"
 - l. Proposing the appointment of emeritus professors to the Rector following approval by the Scientific Board

3. Regulatory and Organizational Authority
 - a. Submission of draft internal regulations to the Academic Senate (except the Senate's Rules of Procedure)
 - b. Issuing the Faculty Organizational Regulations
 - c. Issuing and updating internal Faculty regulations
 - d. Exercising authority in habilitation and professor appointment proceedings at Faculty level

4. Study and Student Affairs
 - a. Admission to study programmes implemented by the Faculty
 - b. Admission of participants to lifelong learning programmes
 - c. Signing university diplomas and issuing diploma supplements and certificates of lifelong learning completion
 - d. Awarding extraordinary scholarships
 - e. Approval of statistical reports concerning students

5. Financial Management, Property Administration, and External Relations
 - a. Management of allocated financial resources and responsibility for their efficient use
 - b. Submission of the Faculty budget proposal to the Academic Senate
 - c. Conclusion of membership agreements in international organizations
 - d. Conclusion of cooperation agreements in teaching, science, and research
 - e. Conclusion of other agreements unless reserved to the Rector or Bursar
 - f. Awarding public tenders of the Faculty
 - g. Approval of capital investments

6. Strategic Management
 - a. Submission of the Faculty's Strategic Plan and its annual updates
 - b. Preparation and submission of the Annual Activity Report and Annual Financial Report

7. Disciplinary and Ethical Matters
 - a. Appointment and dismissal of Disciplinary Committee members after Senate approval
 - b. Decisions in disciplinary proceedings concerning students
 - c. Oversight of ethical principles in education, research, and employment relations

8. Academic Matters (Science and Doctoral Studies)

- a. Appointment and dismissal of doctoral field boards
 - b. Appointment of state examination and rigorosum committees
 - c. Recognition of foreign higher education qualifications
 - d. Other activities under MU internal regulations
9. External Relations
- a. Awarding Dean's prizes and proposing awards
 - b. Representation within university bodies and externally
10. The Dean may delegate powers permanently or temporarily through Organizational Regulations or a Measure.
11. The Dean exercises direct managerial authority over:
- a. Vice-Deans
 - b. Faculty Bursar
 - c. Directors of Departments
 - d. Heads of other Faculty units
 - e. Study programme guarantors
12. The Dean shall appoint one Vice-Dean as statutory deputy.

VI.

Vice-Deans

1. Vice-Deans are appointed and dismissed by the Dean. The Dean entrusts the Vice-Deans with ensuring a comprehensive, coordinated approach in specific areas of activity. The Vice-Deans are the permanent representatives of the Dean in the entrusted areas of activity, for no longer than the term of office of the Dean who appointed them. In these areas, they act in the Dean's name unless otherwise provided in the Statute, these Faculty Organizational Rules, or other internal regulations of the Faculty.

The Vice-Deans' areas include:

a) Vice-Dean for Undergraduate Studies

- a. admissions procedure and study agendas related to pregraduate studies, including programmes implemented in a foreign language,
- b. coordination of the activities of the pedagogical, admissions and timetable committee,
- c. study fees,
- d. scholarships awarded to students of pregraduate studies related to studies,

- e. rigorous procedure,
- f. within the entrusted area of activity, preparation of documents for evaluation and methodological management of the relevant departments of the Dean's Office.

b) Vice-Dean for Educational Strategy

- a. concept of development of teaching and effective cooperation in teaching at the Faculty, including development of foreign language pregraduate programmes,
- b. development of educational activities and pedagogical competences, coordination with CERPEK, etc.,
- c. evaluation and reflection of the student survey,
- d. coordination of the functioning of programme boards and meetings of guarantors with students,
- e. support for the education of talented students of the Faculty,
- f. awarding outstanding teachers and innovative achievements in teaching and education,
- g. awarding the best students of bachelor's and master's programmes including the Dean's awards, GAMU competitions, etc.,
- h. within the entrusted area of activity, preparation of documents for evaluation and methodological management of the relevant departments of the Dean's Office.

c) Vice-Dean for Teacher Education Programmes Development

- a. implementation of the reform of teacher education,
- b. development of study programmes focused on teacher training,
- c. support for and cooperation with the Joint Programme Board for Teacher Education,
- d. coordination of cooperation with other faculties in ensuring education and studies of future teachers,
- e. coordination of the Faculty's involvement in projects in the field of teacher training,
- f. conceptualization and monitoring of the fulfilment of the indicator "P", or "F",
- g. popularization of teacher education at secondary schools,
- h. operational cooperation with secondary schools, in particular ensuring internships, projects, involvement of secondary school external instructors, etc.,
- i. agendas of lifelong education of primary and secondary school teachers,
- j. within the entrusted area of activity, preparation of documents for evaluation and methodological management of the relevant departments of the Dean's Office.

d) Vice-Dean for Social Affairs and Sustainability

- a. concept of sustainability and its fulfilment,
- b. dormitories, accommodation and canteens,
- c. social matters of students,
- d. support for cooperation, information sharing and sharing at the Faculty,
- e. library boards, library and information activities of the Faculty,
- f. care for prospective applicants and agendas of study promotion including SOČ, MjUNI, etc.,
- g. coordination of education at the Faculty in the areas of AI and technologies,
- h. strategic and operational support for reconciliation of personal and working life of employees,
- i. within the entrusted area of activity, preparation of documents for evaluation and methodological management of the relevant departments of the Dean's Office.

e) Vice-Dean for External Relations, Internationalization and Knowledge Transfer

- a. cooperation with application partners,
- b. knowledge and technology transfer,
- c. management of agendas of internationalization and international cooperation of the Faculty,
- d. cooperation with the Vice-Rector for Internationalization concerning coordination of Faculty and University activities,
- e. international mobility of Faculty employees and students,
- f. concept of development of external relations and communication of the Faculty,
- g. within the entrusted area of activity, preparation of documents for evaluation and methodological management of the relevant departments of the Dean's Office,
- h. lifelong education offered by the Faculty,
- i. University of the Third Age, BIOSKOP.

f) Vice-Dean for Research

- a. concept of development and evaluation of science and research activities at the Faculty
- b. Scientific Board of the Faculty,
- c. proposals in matters of habilitation and professorial appointment procedures,
- d. performance of the function of Secretary of the International Scientific Board of the Faculty,

- e. ensuring and coordination of reporting of results of scientific and research activity at the Faculty and methodological management of academic staff of the Faculty in this area,
- f. electronic information resources (EIZ) for science and research,
- g. Open Science agendas,
- h. awarding outstanding employees in the field of R&D,
- i. coordination of research capacities and infrastructure at the Faculty and MU,
- j. within the entrusted area of activity, preparation of documents for evaluation and methodological management of the relevant departments of the Dean's Office.

g) Vice-Dean for Doctoral Studies

- a. admissions procedure to doctoral study programmes,
- b. study agendas related to doctoral studies,
- c. evaluation of doctoral programmes,
- d. scholarships and awards granted to doctoral students,
- e. coordination of the activities of field boards,
- f. agendas of the MUNI Mendel Doctorandus programme,
- g. care for "early-stage researchers" and interdisciplinary education of doctoral students,
- h. within the entrusted area of activity, preparation of documents for evaluation and methodological management of the relevant departments of the Dean's Office.

h) Vice-Dean for Quality and Development

- a. development projects and strategic opportunities for the Faculty,
- b. representation in the MU Council for Strategic Research Projects,
- c. strategic and development cooperation with secondary schools,
- d. internal system of quality assurance and evaluation, accreditation, agenda within the competence of NAÚ and RVH,
- e. submission of proposals for the awarding of honorary scientific degrees, titles, medals and awards of the University, the Faculty, or possibly other bodies and institutions,
- f. appeal proceedings in the employee evaluation process EVAK,
- g. within the entrusted area of activity, preparation of documents for evaluation and methodological management of the relevant departments of the Dean's Office.

2. The following powers are permanently delegated to selected Vice-Deans:

a) Vice-Dean for Pregraduate Studies:

- a. decision-making on the rights and obligations of students studying in bachelor's and master's study programmes implemented by the Faculty, with the exception of the admissions procedure,
- b. managerial authority towards the Head of the Studies Office within the scope of entrusted agendas,

b) Vice-Dean for Doctoral Studies:

- c. decision-making on the rights and obligations of students studying in doctoral study programmes implemented by the Faculty, with the exception of the admissions procedure,
- d. managerial authority towards the Head of the Office for Doctoral Studies, Quality, Academic Affairs and Internationalization within the scope of entrusted agendas.

VII. Faculty Bursar

1. The Faculty Bursar represents the Dean within entrusted areas.
2. The Bursar directs and controls units of the Dean's Office and methodologically supervises other Faculty workplaces.
3. The Bursar directly manages the Bursar's Office.
4. The Bursar ensures financial management and internal administration in the areas of:
 - a. Finance (budget management, financial control, supplementary activities)
 - b. Human Resources (non-academic staff employment matters)
 - c. Administration and Development (property, buildings, operations, maintenance)
 - d. Information and Communications Technologies
 - e. Safety and Administration (including BOZP and fire protection)
5. The Bursar's non-delegable exclusive authority includes:

a) In the area of personnel and payroll:

- a. announcing selection procedures for positions of non-academic employees (with the exception of persons within the direct managerial competence of the Dean);
- b. concluding, amending and terminating employment relationships and agreements (DPP/DPC) with non-academic employees;
- c. approving and adjusting all components of wages of non-academic employees.

b) In the area of financial and contractual matters:

- a. concluding contractual relationships within the scope of his competence and contracts within supplementary activity;
- b. approving budget administrators of orders (with the exception of projects);
- c. approving financial operations (issuing cheques, payments of permanent advances, designation of holders of payment cards).

c) In the area of managerial and normative matters:

- a. issuing and updating internal regulations of the Faculty in entrusted areas;
 - b. exercising managerial authority towards subordinate units;
 - c. approving agreements on material liability and confirmations of management of entrusted funds;
 - d. preparation of the plan of subsequent controls;
 - e. methodological guidance and monitoring of the performance of records management service at the Faculty;
 - f. ensuring the operation of the Faculty mailrooms.
6. Activities and decision-making powers which are not designated as exclusive may be delegated by the Faculty Bursar to heads of subordinate units.

B. Functional Positions (i.e., positions with managerial authority) at the Second Level of Management

VIII.

Directors of Departments

1. The Director of a department is the head employee of the department and exercises managerial authority over all department employees, except for powers reserved to the Dean or the Faculty Bursar. In particular, the Director is responsible for:
- a. exercising all managerial authority over all department employees, except for powers exclusively reserved to the Dean or the Faculty Bursar;
 - b. the educational and scientific activities of the department;
 - c. the economical, efficient, and purposeful use of resources allocated within the budget;
 - d. proposing to the Dean the execution of legal acts through which the department disposes of property;
 - e. authorizing domestic and international business trips of department employees;

- f. concluding agreements with employees on the use of private vehicles for business travel;
- g. performing approval procedures as Authorizing Officer for commitments, claims, and one-off advances that are not reserved to the Rector, the Bursar, the Dean, the Faculty Bursar, or project leaders, and which have not been delegated by them in the department's Organizational Rules to managers at the third or fourth level of management;
- h. ensuring the performance of preliminary, ongoing, and subsequent control of the department's financial operations;
- i. carrying out financial control in accordance with regulations governing financial control;
- j. the educational and scientific activities of the department;
- k. the economical, efficient, and purposeful use of financial resources allocated to the department within the Faculty budget.

IX.

Heads of Other Faculty Units

1. The Head of another unit is a managerial employee directly subordinate to the Dean or the Faculty Bursar, ensuring the strategic and operational management of a specialized Faculty unit.
2. The Head of another unit is responsible for:
 - a. exercising all managerial authority over employees of their unit, except for powers exclusively reserved to the Dean or the Faculty Bursar;
 - b. the activities of the unit;
 - c. the economical, efficient, and effective use of resources allocated within the budget;
 - d. executing legal acts through which the unit disposes of property, unless such acts are reserved to the Rector, the Bursar, the Dean, or the Faculty Bursar;
 - e. authorizing domestic business trips of unit employees and performing approval procedures as Authorizing Officer for commitments, claims, and one-off advances not reserved to the Rector, the Bursar, the Dean, or the Faculty Bursar;
 - f. performing financial control in accordance with regulations governing financial control.

X.

Heads of Dean's Office Departments

1. A Head of Department is a managerial employee who ensures professional performance and operational administration of the entrusted section, directly subordinate to the Faculty Bursar.
2. The Head of Department is responsible for:

- a. exercising managerial authority over department employees;
- b. methodological management of activities within their field of competence across the entire Faculty
- c. the work of their department in accordance with its defined scope of activities;
- d. informing subordinate employees of important facts and documentation necessary for their work;
- e. submitting proposals in employment and salary matters concerning subordinate employees;
- f. improving the professional qualifications of subordinate employees and ensuring compliance with work discipline;
- g. performing financial control in accordance with regulations governing financial control.

C. Functional Positions at the Third and Fourth Levels of Management

XI.

Managers at the Third and Fourth Levels of Management

1. Managers at the third and fourth levels are line managers who ensure direct management of entrusted teams or lower organizational units in accordance with the internal structure of the department or the Faculty.
2. They are responsible for:
 - a. exercising all managerial authority over subordinate employees, except for powers exclusively reserved to the Director of the department or a superior employee under the department's Organizational Rules;
 - b. the economical, efficient, and purposeful use of allocated budget resources;
 - c. authorizing business trips of subordinate employees;
 - d. performing approval procedures as Authorizing Officer for commitments, claims, and one-off advances not performed by superior employees or project leaders;
 - e. performing financial control in accordance with regulations governing financial control;
 - f. submitting proposals in employment and salary matters concerning subordinate employees;
 - g. improving the professional qualifications of subordinate employees and ensuring compliance with work discipline.

XII.

Department Secretary

1. The Department Secretary is a managerial employee at the third level of management with respect to the department's administrative staff. Within the scope determined by the Director of the department, the Secretary is responsible for economic matters and administration and provides

technical and administrative support to the Director, including coordination of Occupational Health and Safety (BOZP) and Fire Protection (PO).

2. The Department Secretary is responsible for:
 - a. personnel administration within the entrusted scope;
 - b. financial control;
 - c. property management;
 - d. department operations;
 - e. operation of information and communication technologies;
 - f. occupational health and safety and fire protection;
 - g. management of the secretariat;
 - h. comprehensive and coordinated execution of the department's agenda, inspection of department workplaces, and methodological guidance in entrusted areas;
 - i. cooperation with heads of other Faculty units;
 - j. issuing instructions to employees to ensure entrusted areas of activity;
 - k. performing the function of Budget Administrator within the scope determined by the Director of the department.

D. Common Provisions Relating to Functional Positions

XIII.

Substitution of Faculty Managers

1. The Dean is represented in all matters by their designated statutory deputy; in the absence of both, by the senior Vice-Dean present. In matters not related to research and teaching, the Faculty Bursar may represent the Dean in the absence of the statutory deputy.
2. The Faculty Bursar is represented by the Head of the Finance Office; in their absence, by the Head of the Personnel Office.
3. The Director of a department is represented by the Deputy Director. In the Director's absence, the Deputy performs all acts the Director is authorized to perform, except those reserved by the Director.
4. In the absence of a manager at the third or fourth level, their powers are exercised by the nearest superior employee.

E. Other Significant Positions within the Faculty

XIV.

Study Programme Guarantors

1. Study Programme Guarantors are appointed by the Dean from among the Faculty's academic staff in accordance with Articles 14 and 23 of the Faculty Statute.
2. The proposed guarantor coordinates preparation of materials for accreditation applications, extension of accreditation validity, extension of accredited programmes, substantial changes, or termination of programmes.
3. The guarantor continuously assesses staffing of courses and the current course structure.
4. The guarantor regularly evaluates teaching quality, including through institutionally secured student feedback, and proposes staffing measures in teaching to the Director of the relevant department.
5. The guarantor provides students with consultations regarding study plan design when necessary.
6. The guarantor is subordinate to the Dean and must consult in advance all costs related to programme implementation with the Director of the department entrusted with the programme and fully respect the established financial framework.

XV.

Deputy Director for Educational Activities at Departments

1. The Deputy Director for Educational Activities is a managerial employee of the department directly subordinate to the Director, ensuring strategic coordination, administrative management, and quality control of all educational processes at the workplace.
2. The Deputy Director is responsible for:
 - a. compliance with regulations governing teaching and adherence to the Study and Examination Regulations
 - b. correctness of study records entered into IS MU for programmes and courses taught at the department;
 - c. preparation of study catalogues
 - d. coordination of pedagogical matters of the department;
 - e. performing other educational tasks as instructed by the Director;
 - f. supporting Study Programme Guarantors in study administration records;
 - g. supporting guarantors in fulfilling rules for programme implementation and preparing accreditation and evaluation documents;
 - h. informing Directors and Programme Guarantors about activities of the Faculty's Pedagogical Committee, of which they are a member.

PART III

Faculty Units

A. Departments

XVI.

Departments

1. A department is the basic organizational unit of the Faculty ensuring scientific, research, development, or other creative activities. In accordance with its focus, it participates in accredited study programmes of the Faculty. Details of internal organization and governance are defined in the department's Organizational Rules approved by the Faculty Academic Senate. The legal status and competence of departments derive from the Faculty Statute.
2. A department is headed by a Director who exercises direct managerial authority over department employees.
3. A department is defined as an autonomous workplace with delegated decision-making authority regarding management of allocated budgetary funds and other financial resources.

B. Dean's Office

XVII.

Dean's Office

1. The Dean's Office is the executive workplace of the Faculty ensuring its operations. Its legal status and tasks are defined in the Faculty Statute. It provides administrative, economic, operational, and technical support to all Faculty units and serves the academic community.
2. The Dean's Office consists of specialized units and departments:

Faculty Bursar's Office: Ensures coordination of administrative agendas and agendas directly subordinate to the Faculty Bursar. Employees who do not perform work within a specific department are also organizationally included in the Faculty Bursar's Office. It consists in particular of:

including:

- a. Secretariat
- b. Faculty Bursar's Office Coordinator
- c. Legal Office
- d. BOZP and Fire Protection
- e. Public Tender Management
- f. Teacher Training Center
- g. Registry and Mailroom

Independent Dean's Office Departments:

- a. Finance Office
 - b. Personnel Office (including HR Award agenda)
 - c. Studies Office
 - d. Office for Doctoral Studies, Quality, Academic Affairs and Internationalization
 - e. Project Support Office
 - f. Office for Information and Communications Technologies
 - g. External Relations and Communication and Marketing
 - h. Technical and Operational Office
 - i. Central Library
3. Selected units operate under direct methodological supervision of relevant Vice-Deans, particularly the Studies Office, Office for Doctoral Studies, External Relations and Communication and Marketing, and Project Support Office.
 4. The organizational chart is provided in Annex No. 2.
 5. Dean's Office units cooperate with all Faculty workplaces, Masaryk University Rector's Office, and other units.

XVIII.

Faculty Bursar's Office

1. The Faculty Bursar's Office is a cross-sectional unit of the Dean's Office which provides direct administrative, operational and professional support to the Faculty Bursar. In addition to specialized agendas, it fulfils the role of a coordination centre for matters which by their nature do not fall under a specific department of the Dean's Office, and ensures service activities for the Faculty management.
2. The scope of activities of individual positions and agendas:

A. The Secretariat is responsible for:

- a. administrative-organizational support for the performance of the function of the Dean and the Faculty Bursar;
- b. ensuring communication contact of the Faculty management with employees, external entities and the public;
- c. keeping records and control of fulfilment of tasks assigned by the Dean or the Faculty Bursar and timely informing relevant persons about the status of their resolution;
- d. comprehensive provision of meetings of the Faculty management, including their convening and preparation of official minutes;
- e. administration, record-keeping and distribution of allocated Faculty stamps;

- f. organization and logistics of visits and official meetings of the Dean and the Faculty Bursar;
- g. receipt and distribution of correspondence addressed to the Faculty management;
- h. methodological organization and supervision over the performance of records management service within the Faculty;
- i. operational provision of the Dean's Office, in particular administration of office supplies and administration of minor cash expenditures;
- j. performance of the function of pedel at academic ceremonies and festive occasions
- k. administration and updating of data concerning the Secretariat and the Faculty management on the Faculty website.

B. The Coordinator of the Faculty Bursar's Office is responsible for:

- a. organizational and administrative activities associated with ensuring the smooth operation of the Faculty Bursar's Office;
- b. mediating contact of the Faculty Bursar with employees, departments of the Dean's Office and external organizations;
- c. keeping records of concluded contracts (lease, cooperation of units, etc.);
- d. publishing contracts in the Register of Contracts in accordance with statutory obligations;
- e. organization of visits and administration of correspondence assigned to the Faculty Bursar;
- f. ensuring office supplies and administration of minor expenditures of the Dean's Office;
- g. timeliness and correctness of Secretariat data on the Faculty website;
- h. record-keeping, updating, storage and lending of internal and organizational regulations of the Faculty.

C. The Legal Officer is responsible for providing legal consultations to all units, in particular in the areas of:

- a. organization of the Faculty (creation of internal regulations, consultations on competences and powers);
- b. employment law matters (consultations, preparation and review of employment contracts);
- c. intellectual property (licence agreements, copyright);
- d. comprehensive contractual agenda and study-related matters
- e. project support (consortium and partnership agreements, agreements on use of results);
- f. contractual relations with industrial partners and other external entities;

- g. legal support in the area of public tenders
- h. proposing procedures and methodologies in the area of administrative agendas and control activities at the Faculty;
- i. preparation of the control plan and provision of methodological opinions for external controls;
- j. evaluation of legal risks in the Faculty's activities and interpretation of legal regulations;
- k. administration of its own data on the Faculty website.

D. Occupational Health and Safety (BOZP) and Fire Protection (PO) is responsible for:

- a. creation of a system of risk assessment and management in the area of BOZP and PO;
- b. preparation of documents for categorization of work in cooperation with managerial employees at all levels of management;
- c. cooperation with the provider of occupational medical services during inspections and assessment of medical fitness;
- d. preparation of proposals of Faculty directives, methodological instructions and operational documentation;
- e. organization of preventive fire inspections and annual inspections of BOZP and PO, evaluation of identified deficiencies and proposing corrective measures;
- f. determination of safety conditions for technologies, equipment and technological procedures;
- g. assessment of building modifications and changes of use of buildings and changes of use of parts of buildings from the perspective of fire safety and requirements for BOZP at the workplace;
- h. administration and implementation of the training system (BOZP, PO, first aid, drivers, pressure cylinders, etc.);
- i. discussion of documentation with control authorities and participation in state inspections;
- j. coordination of investigation, reporting and record-keeping of accidents (employees, students) and occupational diseases;
- k. participation in evaluation of causes of extraordinary events and accidents which endanger life, health, property and the environment and proposing preventive measures;
- l. cooperation with the Technical and Operational Office and SUKB in organizing inspections and controls of fire safety equipment, material fire protection means and reserved technical equipment in Faculty premises;
- m. providing professional support to managerial employees and employees of the Faculty in ensuring BOZP and PO at their workplaces;

- n. monitoring development of legal regulations and technical standards in the entrusted area and informing responsible managerial employees about changes.

For BOZP and PO activities carried out in the University Campus Bohunice (UKB), some of these services are provided by the University Campus Bohunice Administration (SUKB) and are governed by the SUKB operating rules. (<https://www.ukb.muni.cz/dokumenty>).

E. The Public Tender Manager is responsible for:

- a. ensuring the agenda of selection and procurement procedures according to the Act on Public Procurement (in cooperation with principal investigators and departments of the Dean's Office);
- b. legal acts within the electronic tool EZAK;
- c. collecting requirements for acquisition of investment property (from FRIM, Faculty and project sources);
- d. deciding on the form of purchase (contract/order) with regard to related performance;
- e. comprehensive management of the purchasing process from assignment to conclusion of the contract and fulfilment of information obligations;
- f. coordination of purchases through DNS and MU framework contracts based on RMU methodology;
- g. providing cooperation to units in asserting claims from contracts concluded within procurement procedures.

F. The Science Popularization Consultant is responsible for:

- h. coordination of media relations, media strategy and Faculty partnerships;
- i. relations with media and building a positive media image of the institution;
- j. coordination and implementation of targeted presentation of the Faculty in media and press conferences.

G. Teacher Training Center

- a. coordination of subjects of the common teacher education core at the Faculty and with other faculties which provide the subjects;
- b. professional and methodological support for implementation of the competence framework into teacher education programmes (KRAAU);
- c. implementation of KRAAU in studies (concept of subject modifications, completion of studies based on a portfolio, etc.);
- d. linking communities of educators, coordination of teaching practice and education for accompanying teachers and subject didacticians;

- e. support for increasing interest in teacher studies among applicants and reducing study failure of teacher education students.

H. The Registry and Mailroom is responsible for:

- a. handling of documents in accordance with the Archives Act and the MU Records Management Rules;
- b. receipt and registration of incoming documents and invoices;
- c. registration of documents in the electronic records management system (ESS/IS MUNI), including assignment of retention and disposal regimes;
- d. carrying out disposal proceedings and support for users in working with records management;
- e. distribution of mail to units and ensuring transport between the Kotlářská and Bohunice premises;
- f. archiving of delivery notes and forwarding of delivery receipts for processing;
- g. other related activities according to instructions of the superior manager.

**XIX.
Studies Office**

1. The Studies Office is a conceptual and administrative unit of the Dean's Office which, under the methodological guidance of the relevant Vice-Deans, ensures the comprehensive agenda connected with the educational process in bachelor's and master's study programmes, the rigorous procedure, and lifelong learning. The Office forms a communication interface between the Faculty, students, and applicants for study and ensures service activities for pedagogical commissions and bodies of the Faculty.
2. The Studies Office is responsible for:

A. Admissions procedure and commencement of studies

- a. organization of all activities related to the agenda of the educational process (Bc., Mgr., CŽV) according to the methodology of the Vice-Deans;
- b. cooperation with the MU Study Department in the implementation of the admissions procedure;
- c. preparation of documents for determining proposals for the number of admitted students;
- d. processing of information and requirements for entrance examinations for the relevant academic year;

- e. preparation of documents for decisions on admission to study and administrative provision of admission on the basis of previous study history at other higher education institutions;
- f. collection and processing of documents for review (appeal) proceedings;
- g. coordination and administration of enrolment of students into first years;
- h. ensuring matriculation of students and preparation of matriculation certificates;
- i. support for the admissions procedure to programmes taught in a foreign language;
- j. verification of foreign education of applicants and students;
- k. service for students in foreign-language programmes.

B. Course of studies and records in IS MU

- a. all record-keeping activities related to the number, movement and results of students through IS MU;
- b. maintaining the complete agenda of files of all students;
- c. enrolment of students into individual semesters and control of fulfilment of conditions for enrolment;
- d. participation in preparation of the common part of the study catalogue for the given academic year;
- e. administrative service for the needs of students (providing information, certificates, handling applications, etc.);
- f. issuing and keeping records of student ID cards;
- g. confirmation of forms for payment of sickness insurance and social security benefits (e.g. maternity benefits);
- h. ensuring the agenda of commissions relating to the educational process and administrative provision of decisions of the Disciplinary Commission;
- i. ensuring the agenda of nomination and record-keeping of student members of programme boards;
- j. administration of appointment of members of programme boards;
- k. support and record-keeping of student internships.

C. Scholarships, fees and contractual agenda

- l. processing of assessment notices and payroll statements of all types of scholarships (bachelor's and master's programmes);
- m. ensuring assessment notices of fees connected with study;

- n. preparation of documents for concluding agreements on work performance (DPP) with external teachers and record-keeping of external instructors in IS MU;
- o. record-keeping of concluded contracts with cooperating institutions in the field of education.

D. Completion of studies and alumni agenda

- a. control of fulfilment of all conditions for admission to state final examinations;
- b. conducting and ensuring the agenda of the rigorous procedure;
- c. handling the agenda of completion of studies and issuing certificates of completed examinations;
- d. preparation of diplomas and diploma supplements and keeping records of their issuance;
- e. organizational and administrative provision of graduation ceremonies;
- f. preparation of documents for recognition (nostrification) of foreign diplomas.

E. Documentation and information management

- a. processing and forwarding file materials for storage in the registry in accordance with regulations;
- b. publishing information and administration of the Office's data on the Faculty website.

XX.

Office for Doctoral Studies, Quality, Academic Affairs and Internationalization

1. This Office is a specialized unit of the Dean's Office which, under the methodological guidance of the relevant Vice-Deans, provides administrative, organizational, and coordination support in the areas of doctoral studies (DSP), academic qualifications, international relations, and quality assurance processes in education and research at the Faculty.
2. The Office is responsible for:

A. Doctoral Studies (DSP)

- a. organizing all activities related to the educational process agenda in DSP in accordance with the methodological guidance of the Vice-Deans;
- b. the comprehensive agenda of the admissions procedure: processing information and requirements for entrance examinations, preparing documents for decisions on admission, and handling the agenda of appeal proceedings;
- c. ongoing study administration: carrying out enrolments into semesters, checking fulfilment of conditions for progression, and administering the MUNI Mendel Doctorandus programme agenda;

- d. completion of studies: checking conditions for admission to state doctoral examinations and thesis defences, handling the agenda related to completion of studies, and issuing certificates of examinations;
- e. records and documentation: all record-keeping tasks in IS MU (numbers, movement, results), preparing diplomas and diploma supplements for DSP graduates and keeping records thereof;
- f. student services: issuing student ID cards, certificates, processing applications, preparing assessment notices and payroll documents for all types of scholarships in DSP;
- g. recognition of education: preparing documents for verification of foreign education and administering recognition of previous studies for the purpose of admitting graduates of foreign universities to DSP.

B. Academic Affairs and the Scientific Board

- a. habilitation and appointment procedures: organizational and administrative provision of these procedures, including proposals for the appointment of emeritus and extraordinary professors;
- b. accreditation processes: preparation of documents for accreditation of fields within habilitation and appointment procedures;
- c. the Scientific Board: ensuring all administrative and organizational activities related to meetings of the Faculty Scientific Board;
- d. awards: preparation of documents for evaluation of nominations for the granting of Faculty and Masaryk University prizes and awards.

C. International Agenda and Internationalization

- a. mobility support: providing administrative support and publishing information on international internships and stays;
- b. contractual agenda: keeping records and evaluating agreements with international partners (in cooperation with CZS RMU);
- c. international guests: organizational arrangements for visiting lecturers, professors, and interns;
- d. services for programmes taught in foreign languages: ensuring services for international applicants and doctoral students in DSP; services for programmes taught in foreign languages: ensuring services for international applicants and doctoral students in DSP;
- e. teaching support: ensuring support in the preparation of contracts for opponents and international teachers.

D. Research and Quality Assurance

- a. board support: supporting the activities of programme and field boards in the area of study quality;

- b. institutional agenda: ensuring the agenda of institutional accreditation and authorization to implement study programmes;
- c. evaluation: ensuring the process of evaluation of study programmes at the Faculty;
- d. research concept: preparing partial documents for the concept of research and development activities and the plan of significant Faculty events for the next year.

E. Documentation and Information Management

- a. records management service: processing and submitting all prescribed file materials (study-related, habilitation, appointment, international) for archiving in the registry;
- b. web presentation: responsibility for the timeliness and accuracy of the Office's information on the Faculty website.

XXI.

Project Support Office

1. The Project Support Office provides comprehensive administrative, methodological, and coordination assistance in obtaining and implementing scientific and research projects. It acts as a key information and methodological centre for project principal investigators and guarantees compliance of the use of funds with provider rules and the University's internal regulations.
2. The Office is responsible for:

A. Opportunity Scouting and Project Preparation

- a. monitoring national and international grant calls and timely informing relevant employees about announced calls;
- b. searching for new sources of grant support for research;
- c. professional assistance to principal investigators in both substantive and administrative preparation of project applications;
- d. continuous study of rules of selected grant agencies, monitoring changes thereof, and providing methodological guidance to principal investigators and affected Faculty units.

B. Implementation and Methodological Management of Projects

- a. keeping the complete agenda of projects, including international projects;
- b. methodological cooperation with principal investigators in drawing financial resources in compliance with generally applicable regulations, provider rules, and Masaryk University and/or Faculty directives;
- c. monitoring the drawing of financial resources of all projects with respect to legal and methodological compliance with provider rules and Masaryk University directives and, where applicable, Faculty directives;

- d. elaborating the conditions of individual projects for the needs of the Finance Office and the Personnel Office according to specific requirements of grant agencies;
- e. close cooperation with the Finance Office and the Personnel Office in project financial settlement.

C. EU Operational Programmes (OP)

- a. cooperation in preparing new projects funded from EU operational programmes;
- b. support for implementation of ongoing OP projects and coordination of the activities of project accountants;
- c. ensuring the agenda of public tenders, especially within projects funded from EU operational programmes.

D. Internal Projects and Concepts

- a. ensuring proposals for Masaryk University internal projects (e.g., Masaryk University Grant Agency – GAMU, Specific Higher Education Research, and others);
- b. preparing documents for the concept of the Faculty's research and development activities.

E. Project Closure and Information Management

- a. handling the agenda related to closing projects, especially organizing opposition proceedings and preparing final reports;
- b. responsibility for the timeliness and accuracy of the Office's information on the Faculty website.

XXII.

Personnel Office

1. The Personnel Office, in cooperation with the Dean and the Faculty Bursar, comprehensively ensures the Faculty's personnel and payroll agenda. It participates in drafting University and Faculty regulations in the HR area and ensures implementation of strategic standards in human resources (HR Award).
2. The Personnel Office is responsible for:

A. Employment Relations and Recruitment

- c. handling matters related to establishment, changes, and termination of all employment relationships and payroll conditions of employees;
- d. handling the agenda of agreements on work performed outside employment;
- e. ensuring recruitment procedures for hiring new employees;
- f. ensuring onboarding and offboarding of Faculty employees;

- g. ensuring the agenda related to employing foreigners;
- h. maintaining employees' personnel files and keeping records of job descriptions of academic and non-academic staff;
- i. sending employees to medical examinations and issuing personal cards to employees;
- j. ensuring cooperation with the trade union organization and keeping records of signature specimens.

B. Payroll Agenda and Social Matters

- a. processing payroll calculation, entering data into the HR and payroll system, and ensuring payment of remuneration;
- b. processing the agenda of the Czech Social Security Administration (ČSSZ) register, supplementary pension insurance, and documents for granting pensions and social benefits;
- c. maintaining the agenda of persons with ZPS and TZP status and the agenda of temporary incapacity for work;
- d. processing the agenda related to use of the social fund;
- e. maintaining records of work anniversaries and ensuring payment of bonuses upon an employee's anniversary or retirement.

C. Labour Cost Management, Attendance, and Control

- a. preparing the wage-fund plan as a basis for preparing the Faculty and unit budgets;
- b. ongoing control of drawing wage funds in budgets and orders;
- c. ongoing control of employee remuneration according to internal wage regulations;
- d. determining entitlements to annual leave and monitoring its use;
- e. handling requests for adjustment of working hours;
- f. recording attendance and absences of Dean's Office departments and performing attendance control of all Faculty units;
- g. carrying out analyses of Faculty attendance and proposing corrective measures;
- h. cooperating with the occupational physician and the BOZP unit in the area of preventive medical examinations, including monitoring their validity.

D. Development, Quality, and HR Award

- a. ensuring the agenda within HR Excellence in Research – HR AWARD;
- b. ensuring training and development of Faculty employees, including administration of the EVAK evaluation system;
- c. preparing documents for statistical and other employee-related reports;
- d. keeping records of completed trainings, including driver trainings.

E. Information and Archiving

- a. filing all employee records materials and materials related to personnel and payroll agenda in the registry;
- b. responsibility for the timeliness and accuracy of the Office's information on the Faculty website.

XXIII.

Finance Office

1. The Finance Office ensures the comprehensive financial and accounting agenda of the Faculty. It is responsible for budget management, methodological management of economic processes, compliance with tax and accounting legislation, and provides economic services to all Faculty units.
2. The Finance Office is responsible for:

A. Budgeting, Planning, and Control

- a. preparing documents and cooperating in preparation of the Faculty budget;
- b. ongoing monitoring of budget drawing of units, projects, and the Faculty and preparing overviews of the Faculty's financial management;
- c. recording and monitoring Faculty funding sources and performing annual settlement of these sources;
- d. monitoring compliance with regulations governing management of public funds as well as funds from other activities;
- e. ensuring approval procedures of the Chief Accountant.

B. Accounting and Taxes

- a. processing accounting using EIS and the Inet system, including control of formal correctness of accounting documents;
- b. ensuring operations related to the accounting closing and transition to the next accounting period;
- c. ongoing monitoring of VAT processing at the Faculty and issuing tax documents for taxable or exempt supplies;
- d. INTRASTAT CZ reporting for the Faculty and preparing documents for payment of road tax;
- e. recording and archiving accounting and tax documents, including documentation, in accordance with the Accounting Act and tax laws.

C. Methodology and System Administration (EIS and Inet)

- a. methodological management of activities of operational economics, accounting, taxes, the Economic Information System (EIS), and the Inet system;
- b. updating code lists and access rights used by the Faculty in EIS and the Inet system;
- c. responsibility for integration of implemented EIS solutions under Faculty conditions;
- d. coordination of training (internal and external) in accounting and taxes;
- e. training Faculty employees newly assuming EIS and Inet tasks.

D. Asset Management and Inventory

- a. methodological and organizational provision of inventories of assets and accounts, including ongoing control of performing such inventories;
- b. ensuring barcodes for newly acquired assets and ongoing control of their placement;
- c. recording and updating agreements on material liability and confirmations of management of entrusted funds;
- d. preparing documents for the liquidation and damage commission.

E. Operational Economic Agendas

- a. organizing and managing cash desk services and keeping records of valuables and strictly accountable forms;
- b. settling domestic and international business trips and ensuring employee insurance for trips abroad;
- c. methodological management of processing purchase orders;
- d. ensuring preparation of contracts pursuant to Section 51 of the Civil Code;
- e. preparing documents on overdue receivables past due date for the Masaryk University Legal Office.

F. External Cooperation and Information

- a. ensuring cooperation with the Rector's Office Finance Department and with internal and external audit;
- b. responsibility for the Office's information on the Faculty website.

XXIV.

Office for Information and Communications Technologies

1. The Office for Information and Communications Technologies ensures administration, operation, and development of the Faculty's digital infrastructure. It is responsible for the functionality of the computer network, hardware equipment of selected units, and provides expert user support in information systems and modern technologies. For activities performed in the University Campus Bohunice (UKB), some of these services are provided by the University Campus Bohunice

Administration (SUKB) and are governed by the SUKB operating rules. (<https://www.ukb.muni.cz/dokumenty>).

2. The Office for Information and Communications Technologies is responsible for:

A. Network and Infrastructure Administration

- a. administration and development of the Faculty computer network and cooperation with designated employees of departments and other units;
- b. administration of computer classrooms and study rooms;
- c. monitoring and applying modern practices in information and communications technologies (ICT);
- d. cooperation with the University Campus Bohunice Administration (SUKB) in ensuring services in the UKB area in accordance with the relevant operating rules.

B. Hardware Administration and Maintenance

- a. maintenance of computers of the Dean's Office, the Central Library, and the Botanical Garden;
- b. procurement of ICT equipment for the Dean's Office, the Central Library, and the Botanical Garden;
- c. ensuring administration of audiovisual equipment in the lecture hall and meeting rooms of the Dean's Office;
- d. recording and monitoring the use of audiovisual equipment in classrooms (in cooperation with affected units).

C. Development and Information Systems

- a. cooperation in development of the Faculty WWW content management system and other administrative applications;
- b. responsibility for the timeliness and accuracy of the Office's information on the Faculty website.

D. Methodological Support and Training

- a. providing consultancy and advisory services in computer networks, information systems, hardware, and software;
- b. preparing methodological materials, conducting trainings, and guiding users in the ICT area.

XXV.

Technical and Operational Office

1. The Technical and Operational Office ensures comprehensive technical operation, maintenance, and development of the Faculty's real estate assets. It is responsible for operability of technological equipment, energy management, cleaning and security services, and provides technical cooperation in developing infrastructure for teaching and research. For activities performed in the University Campus Bohunice (UKB), some of these services are provided by the University Campus Bohunice Administration (SUKB) and are governed by the SUKB operating rules. (<https://www.ukb.muni.cz/dokumenty>)

2. The Technical and Operational Office is responsible for:

A. Technical Administration, Maintenance, and Investments

- a. organizing work and managing persons ensuring operability of buildings, machines, and equipment (by own employees and by external suppliers);
- b. preparing concepts, plans, and schedules for technical administration, maintenance, building renewal, and documents for financing;
- c. ensuring documents and statements of expert institutions for construction maintenance actions, reconstruction, and modernization of buildings;
- d. ensuring necessary project documentation funded from Faculty resources;
- e. managing routine building maintenance using employees of shared workshops and external suppliers;
- f. ensuring all inspections related to building operation;
- g. maintaining up-to-date records of areas used by Faculty units.

B. Energy and Environmental Management

- a. ensuring and coordinating energy supply and consumption at the Faculty and ensuring efficient spending thereof;
- b. monitoring and control of water management;
- c. monitoring and ensuring operation of installed ventilation systems;
- d. monitoring waste management at the Faculty, including waste sorting and ensuring removal of municipal waste.

C. Operational Services and Logistics

- a. ensuring smooth operation of reception services, including outsourced security;
- b. ensuring operation of Faculty vehicles;
- c. ensuring relocations of units in connection with new construction and repairs;
- d. recording and administration of telephone extensions and mobile telephony within the scope of ICT service competences;
- e. cooperation in ensuring installation of instruments for science, research, and teaching.

D. Control and Administration

- a. performing regular control activities and preparing proposals and measures;
- b. coordinating handling of damage cases with insurance companies;
- c. responsibility for the timeliness and accuracy of the Office's information on the Faculty website.

E. Specifics of Operation at Faculty Sites (Kotlářská and UKB)

- a. Kotlářská site: the Technical and Operational Office ensures technical operation, maintenance, security, and energy management at this site in the full scope of the competences listed above.
- b. University Campus Bohunice (UKB) site: as the Faculty shares premises and technologies with other entities at this site, key operational and technical services (in particular security, inspections of shared technologies, energy administration, and waste management) are provided centrally by the University Campus Bohunice Administration (SUKB). Activities at UKB are governed by the SUKB operating rules, and the Technical and Operational Office acts as a coordinating partner for the needs of Faculty units.

XXVI.

External Relations and Communication and Marketing

1. External Relations and Communication and Marketing ensures a unified communication strategy, brand building, and a positive image of the Faculty among both professional and general audiences. It is responsible for promotion of study programmes and scientific results and for coordination of relations with partner institutions and secondary schools across both Faculty sites.
2. External Relations and Communication and Marketing is responsible for:

A. Communication Style and Digital Channel Management

- a. creating and implementing a unified visual and communication style for the Faculty's external relations;
- b. popularization and promotion of the Faculty in the media, including the internet and social networks;
- c. creating and actively managing the Faculty website;
- d. responsibility for public relations information on the Faculty website.

B. Promotion and Presentation Materials

- a. preparing and creating promotional materials and advertising items for presenting the Faculty;
- b. creating a positive image of the University and ensuring promotion of the Faculty at events for prospective students (e.g., the Gaudeamus fair, etc.);
- c. cooperating with the University in University-wide promotional events.

C. Cooperation with Schools and Institutions

- a. systematic cooperation with secondary schools in lifelong learning for teachers;
- b. supporting cooperation of individual Faculty units in cooperation with partner secondary schools;
- c. continuous and systematic maintenance of contacts with other cooperating institutions.

D. Organizational Provision of Events

- a. organizing cultural, social, and popularization events for Faculty and non-Faculty audiences and various target groups (e.g., Researchers' Night, MjUNI, Open Day).

XXVII.

Central Library

1. The Central Library is registered under Act No. 257/2001 Coll. as a public, specialized library with a specialized collection. It comprehensively provides library and information services, ensures support for evaluation of R&D&I (VaVal), and its activities are governed by the Operating Rules of the Central Library of the Faculty of Science and the Masaryk University Library Regulations. The library organizational chart forms Annex No. 3 to this document. For activities performed in the University Campus Bohunice Library (KUK), some of these services are provided by the University Campus Bohunice Administration (SUKB) and are governed by the SUKB operating rules. (<https://www.ukb.muni.cz/dokumenty>)

2. The Central Library is responsible for:

A. Concept, Management, and Methodology

- a. preparing concepts, programmes, and plans of activities and development in its area;
- b. preparing documents for the financial plan and budget and monitoring its actual drawing;
- c. ensuring methodological, consultancy, training, and advisory activities in entrusted areas;
- d. cooperation with other Faculty and University units in areas related to library activities.

B. Information Resources and System Administration

- a. acquisition, storage, protection, and making available classic and electronic information resources profiled in accordance with study programmes and the Faculty's scientific and research activities;
- b. administration of an automated library system based on web and cloud technologies and other modern information technologies and applications;
- c. creating interfaces for access to electronic information resources in connection with the University-wide library and information system.

C. User Services and Education

- a. providing library, bibliographic, reference, and information services to users;
- b. ensuring services within interlibrary and international library systems;
- c. providing reprographic and printing services and digital copies for users' personal needs in accordance with copyright law;
- d. ensuring information education of users.

D. Support for R&D&I (VaVal) and Open Science

- a. ensuring support for R&D&I evaluation: conducting bibliometrics, citation analyses, and monitoring scientific performance using advanced tools;
- b. monitoring national and international R&D&I evaluation policy and entering information on project outputs and publication activity into the Register of Information on Results (RIV);
- c. ensuring the agenda within Open Science.

E. External Cooperation and Information

- a. cooperation with other library and information institutions and coordination of activities to ensure purposeful and economical use of collections and resources;
- b. responsibility for the timeliness and accuracy of the unit's information on the Faculty website.

C. Other Specialized Units Directly Managed by the Dean

XXVIII.

Institute of Physics of the Earth

1. The Institute of Physics of the Earth is a unit subordinate to the Dean. It is a special unit engaged in research, educational, and economic activities in the field of geological and geophysical sciences. The Institute is headed by a senior employee appointed by the Dean on the basis of a recruitment procedure. The organizational chart of the Institute is provided in Annex No. 5.
2. The Institute of Physics of the Earth ensures:

A. Scientific and Research Activities:

- a. research in the field of physics of the Earth, geophysics, and geology;
- b. geophysical work to verify geological conditions for underground storage of nuclear waste.

B. Seismological Monitoring and Expert Assessments:

- a. regional monitoring of seismicity and provision of seismological information to state administration authorities;
- b. seismological monitoring of significant sites, assessment of seismic hazard, and maintenance of archives for the needs of national and international expert assessments.

C. Fulfilment of International Commitments (National Data Centre):

- a. monitoring compliance with the ban on nuclear tests;
- b. operation of the National Data Centre, which fulfils the Czech Republic's commitments arising from the Comprehensive Nuclear-Test-Ban Treaty;
- c. ensuring operation of the seismological monitoring station in Vranov u Brna (regulated by Resolution of the Government of the Czech Republic No. 883/1998 and No. 826/2002).

D. Educational Activities:

- a. the Institute of Physics of the Earth also partially participates in implementation of study programmes guaranteed by the Department of Geological Sciences.

D. Other Specialized Units Subordinate to the Faculty Bursar

XXIX.

Botanical Garden

1. The Botanical Garden is another specialized unit subordinate to the Faculty Bursar. The Dean delegates a Vice-Dean as an expert representative/guarantor to the Scientific Board of the Botanical Garden. The organizational chart of the Botanical Garden is provided in Annex No. 4, and the composition of the Scientific Board is published on the unit's website.
2. The Botanical Garden ensures:

A. Administration of Plant Collections and Professional Activities

- a. maintaining and expanding living plant collections in outdoor areas, greenhouses, and the Kotlářská premises, including their arrangement and determination;
- b. providing material for research and teaching and close cooperation with relevant Faculty units;
- c. participation in rescue gene-pool projects for plant conservation;
- d. support for and participation in ecological projects related to climate change;
- e. providing information and advisory services in its field.

B. International and Domestic Cooperation

- a. membership in the Union of Botanical Gardens of the Czech Republic and cooperation with other gardens in the Czech Republic;

- b. publishing the Index Seminum and ensuring international cooperation with botanical gardens.

C. Popularization, Education, and Representation

- a. organizing exhibitions and public events and participating in events organized by the Faculty;
- b. offering professional excursions for schools of all levels, the public, and the University of the Third Age;
- c. consultative supervision of works by students of various schools and faculties;
- d. ensuring promotion of the garden in the media and cooperation with External Relations and Communication and Marketing of the Faculty and the University;
- e. ensuring floral decoration for Faculty and University events and ceremonies;
- f. responsibility for information on its websites and social networks.

D. Operational and Technical Activities

- a. ensuring maintenance of green areas in the Kotlářská premises;
- b. ensuring year-round maintenance of roads, sidewalks, and outdoor stairways in the Kotlářská premises.

Article XXX.

Additional Provisions

1. Heads of units prepare, in accordance with the "Catalogue of Jobs by Work Activities of Masaryk University", job descriptions of individual employees' positions. Job descriptions are prepared in three copies: one is received by the employee, one by the unit, and one copy is filed in the employee's personnel file at the Personnel Office.
2. Managers at all levels of management are, inter alia, responsible for records management and archiving of documents within their scope of competence.

XXXI.

Final Provisions

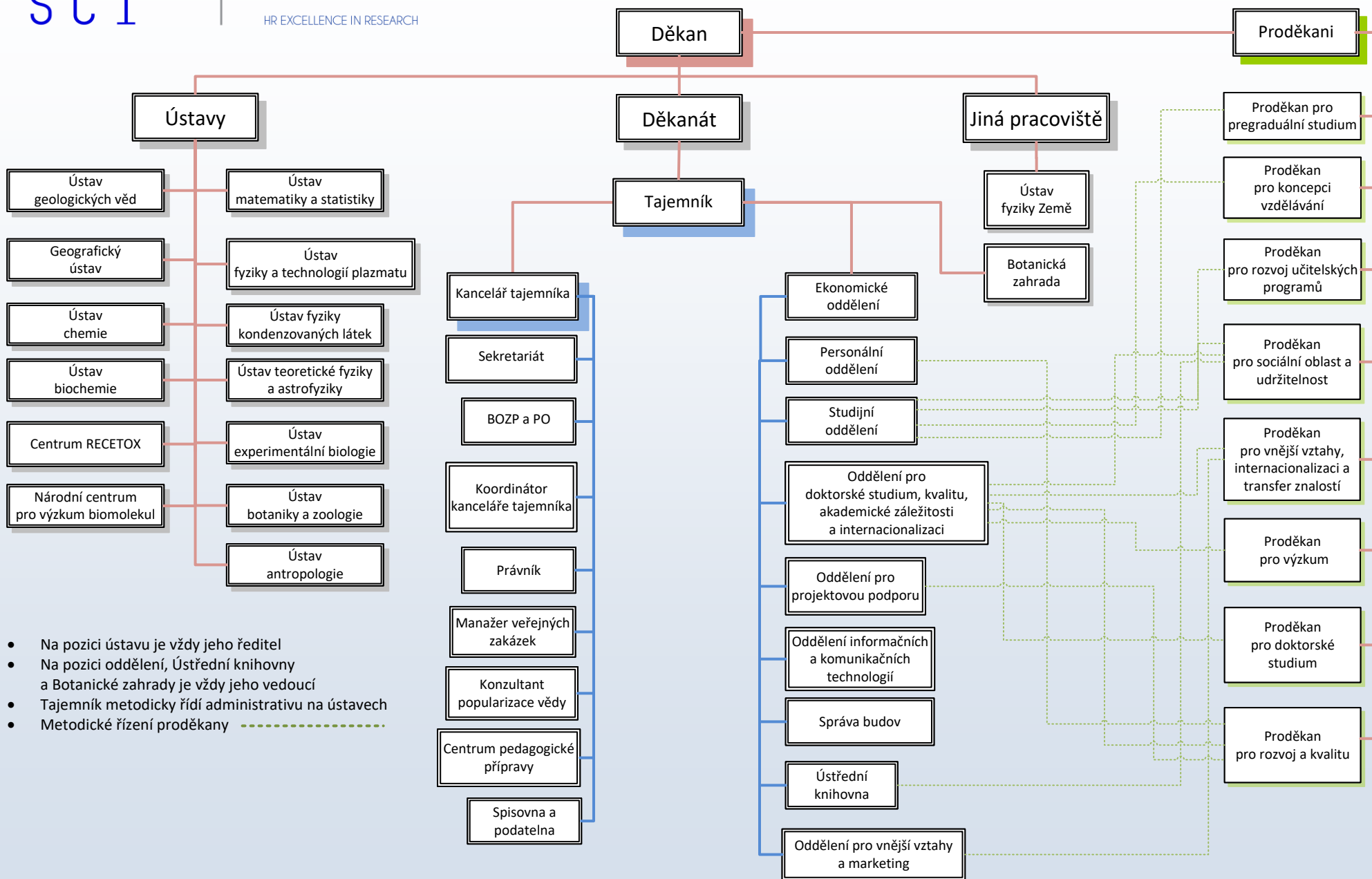
1. The masculine grammatical gender used in this regulation is generic.
2. The Faculty Bursar is authorized to provide interpretation of individual provisions of the Faculty Organizational Rules.
3. The Faculty Bursar is entrusted with the continuous updating of, and monitoring compliance with, the provisions of these Faculty Organizational Rules.
4. Annexes No. 1 to 5 form an integral part of these Faculty Organizational Rules.

5. These Faculty Organizational Rules are issued as Measure of the Dean of the Faculty of Science No. 12/2018. At the same time, the validity of the Measure of the Dean of the Faculty of Science No. 12/2018, as effective from 23 February 2023, is repealed.
6. These Faculty Organizational Rules enter into force on 1 March 2026.
7. I entrust the Faculty Bursar with interpretation of individual provisions, monitoring compliance with this measure, and approving exemptions from this measure.
8. This measure was discussed by the Academic Senate of the Faculty of Science of Masaryk University on 23 February 2026; the measure enters into force on 1 March 2026.

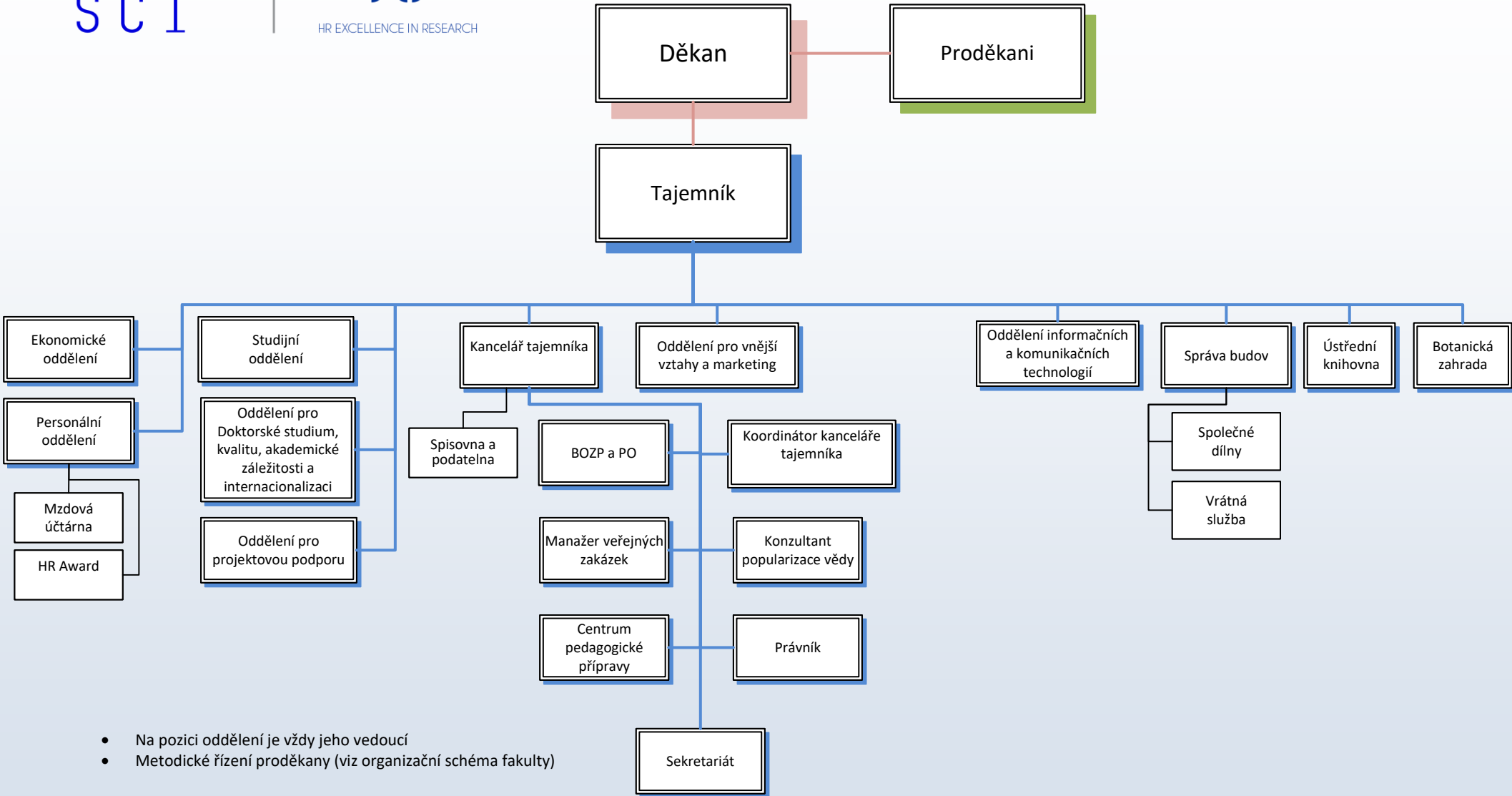
In Brno on _____

prof. RNDr. Luděk Bláha, Ph.D.
Dean of the Faculty of Science of MU

PŘÍRODOVĚDECKÁ FAKULTA MU



- Na pozici ústavu je vždy jeho ředitel
- Na pozici oddělení, Ústřední knihovny a Botanické zahrady je vždy jeho vedoucí
- Tajemník metodicky řídí administrativu na ústavech
- Metodické řízení proděkany -----



- Na pozici oddělení je vždy jeho vedoucí
- Metodické řízení proděkany (viz organizační schéma fakulty)

