



Provision of the Dean No. D 120 Organisational Code of the Faculty of Science of University of South Bohemia in České Budějovice

This provision cancels Provision of the Dean No. D 113 of 1. 12. 2022

I. Introductory regulations

Article 1

The Organisational Code of the Faculty of Science of University of South Bohemia in České Budějovice (hereinafter referred to as OC FSci USB) is an internal regulation of the Faculty of Science of University of South Bohemia in České Budějovice (hereinafter referred to as FSci USB) which specifies the internal structure and organisation of FSci USB in accordance with Act No. 111/1998 Coll on Universities, Amendments and Supplements to Other Acts, as amended by later regulations (hereinafter referred to as the Act), and in accordance with the Statute of University of South Bohemia in České Budějovice (hereinafter referred to as USB) and the Statute of FSci USB.

II. Faculty bodies

Article 2

1. The autonomous academic bodies of the Faculty are to be as follows:
 - a) The academic senate (hereinafter also referred to as AS)
 - b) The Dean
 - c) The Scientific Board
 - d) The Disciplinary Commission
2. Another Faculty body is to be the Faculty Secretary.
3. Their competencies and role in the Faculty management system is given by law, by the Statute of FSci USB, and other internal regulations and standards of the Faculty and the University.
4. The advisory bodies of the Faculty are to be as follows:
 - a) The Faculty management, which is to consist of the Dean, Vice



Deans, and Faculty Secretary.

- b) The Dean's Collegium, which is to consist of the Dean, Vice Deans, Heads of Departments and Institutes, Heads of the Scientific-pedagogical and Education Workplaces, Faculty Secretary, and Chairperson of the AS

III. Basic structure

Article 3

The Faculty is to be internally structured in the following organisational units:

- a) Departments and Institutes,
- b) Dean's Office,
- c) other Scientific-pedagogical Workplaces,
- d) Pedagogical Workplaces,
- e) Czech Arctic Research Station,
- f) Centre for Biomedical Research and Clinical Diagnostics.

IV. Management and organisational structure

Article 4

1. The management structure of the Faculty is to consist of the Dean, the Vice Deans, the Secretary, and other staff based on the decision of the Dean of the Faculty.
2. From an organisational viewpoint, the Faculty is to be divided into Departments, Institutes, the Dean's Office, Scientific-pedagogical and pedagogical Workplaces, and the Czech Arctic Research Station.
3. The organisational structure of the Departments, Institutes, and Scientific-pedagogical and Pedagogical Workplaces is to be established by the decision of the AS on the proposal of the Dean after discussion with the Management of the Faculty.
4. The organizational structure of administrative workplaces and their location in the organisational structure of the Faculty is to be established by the Dean on the proposal of the Secretary of the Faculty or the Head of the Dean's office.
5. The organisational structure of the Czech Arctic Research Station is to be determined by its own organisational code. The



organisational code of the Czech Arctic Research Station is issued by the Dean after discussion with the Management of the Faculty.

6. The organisational structure of the Centre for Biomedical Research and Clinical Diagnostics is to be determined by its own organisational code. The organisational code of the Centre for Biomedical Research and Clinical Diagnostics is to be issued by the Dean after discussion with the Management of the Faculty.
7. The organisational structure of FSci USB is detailed in Appendix 1.

V. Functional positions

Article 5

Dean of the Faculty

The Dean is to be the head of the Faculty and deal with and decide on all matters concerning the Faculty, unless the law establishes otherwise. The position of the Dean is to be regulated by the Act on Universities, the Statute of USB, and the Statute of FSci. The Dean is to delegate partial powers to his/her subordinates. The Dean is to be appointed and recalled by the Rector of the University on the basis of a proposal by the AS of the Faculty.

Article 6

Vice Dean

The **Vice Deans** are to be appointed by the Dean after the pronouncement of the AS of the Faculty. The number of Vice Deans and the allocation of the specialised sections they are to manage is to be defined by the Dean. The extent to which the Vice Deans represent the Dean within their delegated competencies is to be established by the Dean.

Article 7

The **Secretary of the Faculty** is to manage the economy of the Faculty and the economic department of the Faculty. In matters related to his agenda, he/she is to cooperate with the Vice Deans and is responsible to the Dean for his/her activities. The responsibility of the Secretary and the scope of powers are to be



determined by the Dean through. The Secretary is to be appointed and recalled by the Dean.

The **Head of the Dean's office** is to cooperate with the Secretary of the Faculty and manage the internal administration of the Faculty. In matters related to his/her agenda, he/she is to cooperate with the Vice Deans and he/she is to be responsible to the Dean for his/her activities. The competence of the Head of the Dean's office and the scope of powers are to be determined by the Dean.

Article 8

The **Heads of Departments/Institutes and Scientific-pedagogical Workplaces** are to be employees of the Faculty in charge of those organisational units. They are to manage the Workplaces entrusted to them within the scope of their assigned competencies. They are to guarantee the organisation of the academic and creative activities of their Workplaces. The term of office of a Head of a Department/Institute and Scientific-pedagogical Workplaces is to be 3 years, and as a rule is not to be occupied by the same person more than twice in succession.

Article 9

The **management staff of the Faculty** are to be those employees who, on the basis of this regulation and other Provisions or decisions of the Dean, are entitled to assign and manage the work of subordinate employees. Management staff are to be accountable to the employer in complying with and applying all regulations resulting from the provisions of the Labour Code, the internal regulations of USB and FSci USB, and the fulfilment of work duties within the assigned competencies defined by these regulations and individual job descriptions.

Article 10

Guarantors of study programmes are to be academic workers who coordinate the preparation, and ensure the quality and development of, a study programme. The programme Guarantor may be an academic worker who is to comply with Act and Government Order No. 274/2016 Coll. The Guarantor is to be appointed and recalled by the Dean upon the approval of the Internal Evaluation Board of USB. The Guarantor is to be subordinated to the Dean or, based on the decision of the Dean, to the Head of the organisational unit in which their study programme is incorporated.



VI Decision-making and Signing

Article 11

1. The following Faculty members are to carry out decisions on behalf of the Faculty, and are to be entitled to perform all legal acts in accordance with the Act and to act externally regarding third parties:

- a) The Dean in all matters stipulated by the Act, the Statute of USB, the decision of the Rector, and the Statute of the Faculty.
- b) Vice Deans to the extent decided by the Dean.
- c) The Secretary to the extent stipulated by the Act, the Statute of the Faculty, and Provisions of the Dean.
- d) Heads of Departments, Institutes, Scientific-pedagogical and Pedagogical Workplaces, and the Czech Arctic Research Station to the extent stipulated by the decision of the Dean.
- e) Guarantors of study programmes to the extent stipulated by the Regulations for Study and Examinations of USB and Provisions of the Dean on Study.

2. The persons referred to in paragraph 1, letter a) to e) are to be entitled to authorise other persons to act legally only to the extent of their authority.

3. Signing on behalf of the Faculty is to be realised by the authorised person who is to add their own handwritten or electronic signature to the written or printed title of the Faculty.

This provision comes into effect on 1. 4. 2023.

In České Budějovice on 1.4. 2023

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