


B1-15/1-HN	 PALACKÝ UNIVERSITY OLOMOUC UP MAIN REGULATION (HN)	B1-15/1-HN
<h1 style="margin: 0;">Organization Code</h1> <h2 style="margin: 0;">of Palacký University Olomouc</h2>		
Contents:	<p>The Organization Code of Palacký University Olomouc is the main regulation of Palacký University Olomouc. It determines the main organization and management principles and division of competences and liabilities in hierarchical plane binding for Palacký University Olomouc.</p>	
Elaborated by:	UP Legal Office	
Valid from: Effective from:	<p>April 1, 2015 April 3,2015</p>	
Distribution List:	<p>the Rector, Vice-Rectors, Bursar, Head of Rector's Office, Deans of the individual faculties, Secretaries of the faculties, the Director of the UP Accommodation and Dining Facilities, Heads of CVT UP, KUP, VUP, PS UP, VTP UP, ASC UP, CPSSP, KA UP, Heads of EO RUP, PMO RUP, ORV UP, PTO UP, OVZ UP, OPDV UP, OPOP, OK, the UP Archive, UP Legal Office, UP Internal Assessment Board, UP Control Board, UP Organization and Management Board.</p>	

Organization Code of Palacký University Olomouc

Part One

Article 1 Initial Provisions

1. The Organization Code of Palacký University Olomouc (hereinafter the “Organization Code”) is the main internal norm of Palacký University Olomouc (hereinafter “UP”). All other internal organization norms follow the Organization Code and must be in accordance with it.

2. The Organization Code determines basic organization and management principles and division of competences and liabilities in hierarchical plane binding for the entire UP. It further determines tasks and mutual hierarchical relationships of Heads of the individual constituent parts, the scope of their competences, obligations and liabilities.

3. The basic UP organization structure is defined by the Statute of Palacký University Olomouc (hereinafter the “UP Statute”) and is provided in the attachment to the Organization Code.

4. The internal organization and management structure of faculties is defined in their Statutes and Organization Codes.

5. The internal organization and management structure of UP Central Units (University facilities and the UP Rectorate) is defined in Statutes and Organization Codes of the individual units.

6. The Statute and the Organization Code of a faculty are issued by the particular Dean. The Statute and the Organization Code of the University are issued by the Rector. All Organization Codes issued at UP must include a diagram of the organization and management structure. This diagram must be elaborated in compliance with a unified methodology determined by the Vice-Rector for Organization and Development issued upon the decision of the Dean of the particular faculty in case of faculties; in case of other constituent parts upon the decision of the UP Rector, and stored in an information system designated for this purpose.

In case of any intended adjustments to the organization and management structure within the particular constituent part, the diagram of the organization and management structure included in the respective Organization Code must be updated

before this adjustment is implemented, and subsequently stored in the updated form in the information system designated for this purpose. Heads of the individual constituent parts and bodies are liable for updating the electronic form of the organization diagram. Organization diagrams of all constituent parts are administered by the office of Vice-Rector for Organization and Development.

7. The organizational body/body is a unit of a UP constituent part in the widest sense at any hierarchical level, particularly a department, an institute, an office, a board.

8. The overview of organizational adjustments to the UP Rectorate, including adjustments to the scope of agenda executed at the UP Rectorate, shall be stated in the UP Annual Activity Report for every calendar year in the section Organization.

Part Two

Management Principles at UP

Section I.

Definition of Basic Management and Communication Principles within UP

Article 2

UP Management Modes

1. The management modes executed at UP include strategic, direct (line), methodical and project management:

a. **Strategic management** is a mode of management of an organization as a whole, consisting of establishment of development plans and accomplishment of these plans by all employees of the organization. These development plans are crucial for the development of the entire organization in the long run and their implementation allows the organization as a whole to gain a comparative advantage in the field of its activities.

b. **Direct management** is a competence of the Head of a particular constituent part to determine and assign tasks to subordinate employees and to organize, supervise and assess their work. Direct management includes all management activities, liabilities and competences regarding the personnel affairs, as well as professional activities. Every

organizational body is managed directly by one Head accountable to his/her superior for its proper operation in compliance with generally binding legislations, the UP Statute, the UP internal regulations and norms and the tasks assigned.

c. **Methodical management** determines work procedures and principles for execution of an activity and thus allows the managing subject to influence the decision of the subject managed. This management mode does not have the form of a directive; it ensures unity in decision-making and activities in the same positions at the lower management level. The superiority and subordination relationship is established in the methodical plane only, not in the executive plane. The bodies of the Rectorate execute methodical management of professional activities in accordance with the scope of their agenda at the university level. The body formulates the procedure: it is not liable for the particular execution of this activity within the body; it is, however, liable for the correctness of the procedures it has set and their compliance with the generally binding legislations.

d. **Project management** is the mode for management of indirectly subordinate employees assigned to execute tasks within a particular project. Project management is derived from the nature of the individual projects; it is limited in time (for the term of project duration) and does not have to comply with the organization structure determined in the Organization Code of the particular UP constituent part.

2. Any discord in competencies shall be solved by the closest common superior.

Article 3

UP Communication Modes

1. An important communication means among employees and the individual management levels are regular meetings and operative meetings summoned by the Head of the workplace on a particular topic.

2. The course of the meeting has to be recorded (usually in the electronic form). A constituent part of the minutes are tasks assigned at the meeting including determination of deadlines and liabilities of particular employees. For every task, its status is included in brackets (a new task, a task in progress, or an accomplished task). Accomplished tasks are not included in following records.

3. If not set otherwise in a respective norm for a particular meeting, the minutes of meeting are circulated for approval by all participants of the

meeting. If no comments are made to the minutes in the specified period, it is considered approved. The minutes are subsequently published on the UP intranet. By approving it in correspondence, the signer manifests understanding the tasks assigned and possessing sufficient resources (time and material) to accomplish them within the deadline set.

Section II.

Definition of UP Activities and their Division among the UP Organizational Units

Article 4

Definition of UP Activities

1. The principal UP activities are:

a. educational activity,
b. creative activity involving especially research, development and artistic activities.

2. Ancillary activities involve administrative, economic-administrative and operational activities derived from the main UP mission, pursuant to the Act on higher education and the UP Statute, that are necessary for its accomplishment and for proper operation of UP, related particularly to:

- a. students,
- b. employees,
- c. property,
- d. funds,
- e. services,
- f. organization and management,
- g. operation,
- h. external relations, and
- i. activities mandatory in accordance with the Act on higher education and other generally binding legislations.

Article 5

Division of Principal and Ancillary Activities among the UP Organizational Units

1. Principal activities set in Article 4 (1) are executed in particular by faculties.

2. Principal activities are executed in accordance with legislations, decisions of self-governing UP and faculty bodies and the UP internal regulations and norms.

3. Ancillary activities set in Article 4 (2) are executed by the UP Rectorate and the respective university facilities at the university level, and by the respective Dean's Office and faculty bodies at the level of faculties.

4. Faculties provide information on its activity in the extent, form and terms set by the decision of UP

self-governing bodies in accordance with legislations and UP internal regulations and norms. In order to ensure other activities, authorized persons issue UP internal regulations and norms.

Article 6 UP Rectorate

1. The UP Rectorate is an economic-administrative centre of UP.
2. The internal organization of the UP Rectorate comprises:
 - a. the permanent organization structure of the UP Rectorate determined in the Organization Code of the UP Rectorate, and
 - b. temporary (project) organization structures established according to current needs for the purpose of solving complex problems where establishment of working groups of investigators and adjustment of relationships between group members is considered efficient. The permanent organization structure is not replaced by these temporary (project) organization structures; it is only temporarily supplemented by them.
3. The permanent organization structure of the UP Rectorate consists particularly of the Rector's Office led by the Head of Rector's Office, and bodies executing the following:
 - a) internal assessment and control,
 - b) UP strategic development,
 - c) legal affairs,
 - d) security,
 - e) UP Archive,
 - f) economic affairs,
 - g) procurement,
 - h) personnel, payroll and HR,
 - ch) operational-technical issues,
 - i) foreign affairs,
 - j) external relations,
 - k) organization and management,
 - l) study,
 - m) science and research,
 - n) technology transfer.

Article 7

Definition of principles of communication with the Ministry of Education, Youth and Sports and other government bodies

1. The UP top representatives negotiate on behalf of UP with the Ministry of Education, Youth and Sports and other government bodies at the following levels:
 - a. the Rector acts at all levels,

- b. Vice-Rectors, Deans and the Bursar act in the ascending order up to the level of Deputies,
- c. Vice-Deans, Secretaries of the individual faculties, the Chancellor and Heads of Faculties and University facilities act in the ascending order up to the level of Heads of the respective departments.
2. The Rector may delegate Deans to negotiate within the respective department up to the level of the Minister.
3. The UP top representatives are obliged to inform their direct superior about the negotiation outcomes without any delay.

Chapter III Governing Structure of UP

Article 8 Fundamental governance rules at UP

1. The Deans of UP faculties, the Vice-Rectors of UP, the Bursar of UP and other manager positions at the Rector's Office, as specified in the Organisation Manual of UP, are directly accountable to the Rector. Vice-Rectors, the Bursar, the Head of Rector's Office and other employees of UP represent the Rector and act on behalf of UP, always according to a written authorisation accepted by the employee.
2. Vice-Rectors directly manage Vice-Rectors' sections in agendas specified in the Organisation Manual of UP Rector's Office and in Rector's authorisations. In cases specified by the Organisation Manual of UP Rector's Office and by Rector's authorisations, Heads of sections are directly accountable to Vice-Rectors. Vice-Deans are accountable to Vice-Rectors in questions of methodology in selected areas.
3. The Bursar directly manages sections specified by the Organisation Manual of UP Rector's Office. In cases specified in the Organisation Manual of UP Rector's Office and in Rector's authorisations, Heads of university facilities are directly accountable to the Bursar. Bursars of individual faculties are accountable to the Bursar in questions of methodology.
4. The Head of Rector's Office directly manages sections specified by the Organisation Manual of UP Rector's Office and other norms issued at UP. In cases specified in the Organisation Manual of UP Rector's Office or another norm issued at UP, Heads of university facilities are directly accountable to the Head of Rector's Office. The

Head of Rector's Office manages the Rector's secretariat and all its employees and is accountable for all tasks entrusted to him or her by internal policies and guidelines of UP.

5. Vice-Deans of a respective Faculty, the Bursar and other manager positions at the Faculty, as specified in the Organisation Manual of the Faculty, are directly accountable to the Dean. The Dean is entitled to entrust the management of individual sections of the Faculty to Vice-Deans or the Head of Dean's Office: such authorisation is considered an internal guideline of the Faculty.

6. Heads of university facilities directly manage respective facilities: the organisation and governance rules thereof are defined by organisation manuals of the facilities.

7. Heads of Rector's Office sections directly manage respective sections and/or, in cases specified by the Organisation Manual of UP Rector's Office, manage employees of Faculties and university facilities in questions of methodology.

8. The Rector, the Vice-Rectors and the Bursar, in coordination with the Deans, are in charge of the UP's strategic management as a whole.

Article 9 Head Employees

1. Head employees are employees entrusted with the management of a unit at any organisational level: they are entitled to assign tasks to members of their team, supervise and check their work and issue instructions thereupon.

2. Each Head of unit decides independently in questions related to the unit's agenda, unless they have entrusted specific areas of decision making to a member of the team or unless a senior employee has reserved the right to decide about specific issues.

3. Each Head of unit is responsible for the proper functioning of the unit and the fulfilment of duties assigned to the unit.

Article 10 Entrusted power

1. All Heads of unit are entitled to entrust individual duties and the related power to members of their team. Should such measures be taken, the responsibility of the Head employee remains unchanged.

2. An exception of the rule applies to powers specified in the Higher Education Act and the

powers related to proposals for the granting and change of salary, flexible component of salary and other components of salary and rewards.

3. Powers and duties are entrusted in a written form and must not contradict with the generally binding norms and internal policies and guidelines of UP.

4. The written authorisation must include at least a definition of the scope and duration of the delegated power. Respective supervisors and personnel and salary departments must be informed.

5. The Head's superior is entitled to cancel the authorisation in due time in a written form.

6. An employee entrusted with a part of the Head's duties acts independently and is personally responsible for the scope of duties defined by the respective superior.

Article 11 Representing Head Employees

1. When absent, Head employees are represented by their deputies in a specified scope of duties. Deputy is an employee of the respective unit who has been authorised to specific duties by the Head, this in a written form.

2. The written authorisation must include at least a definition of the scope and duration of the delegated power. Respective supervisors and personnel and salary departments must be informed.

3. The Head's superior is entitled to contradict the authorisation in due time, unless it concerns the representation of a Dean by a Vice-Dean. All decisions made by the deputy are then deemed invalid and the superior issues an authorisation to another employee.

4. Decisions regarding recruitment and proposals for the granting and change of salary, flexible component of salary and other components of salary and rewards can be reserved by the Head or postponed by the authorised employee until the Head returns, unless any of the two variants cause damage.

5. The Head and the person representing the Head inform each other on the current state of major unfinished tasks and other important circumstances.

Part three Chapter I

Article 12**Head employees appointment and dismissal, transfer of Head employees' agendas**

1. At UP, the following Head employees are subject to the rules of appointment and dismissal, this in accordance with the Labor Code, the Higher Education Act and the Act on Financial Control:

- a. the Rector,
- b. the Vice-Rectors,
- c. the Bursar,
- d. the Head of internal audit,
- e. the Deans,
- f. the Vice-Deans,
- g. the Heads of Deans' Offices.

2. In addition to the positions referred to in paragraph 1, the following Head employees of the Rector's Office, university facilities and other UP units may be dismissed, this in accordance with the Labor Code:

- a. the Head of Rector's Office,
- b. all Heads of Rector's Office departments,
- c. Heads of university facilities,
- d. Heads of organisational units of UP (mainly departments, institutes, centres etc.) provided they manage at least one Head employee.

3. The possibility of dismissal from a post under Paragraph 2 must be agreed in writing with the Head employee. Such agreement must also include the possibility of the employee's resignation.

4. Deans, Vice-Rectors, the Bursar and the Head of internal audit are appointed and dismissed by the Rector. Vice-Deans and Heads of Deans' Offices are appointed and dismissed by the respective Dean. Head employees under par. 2, letter a) - c) are dismissed by the Rector, Head employees under par. 2, letter d) are dismissed by the Dean.

5. Positions under par. 1, letter c), d) and g) and positions under par. 2 are filled following a public call for applications.

6. All Head employees are introduced to the position by means of a transfer protocol. The protocol must be authorised by a direct superior of the respective employee and must include the following:

- a. information on the position (exact title of the position, starting date of the position, reasons for the transfer of the agenda),
- b. personal data of the person introduced to the agenda and the person transferring the agenda,

- c. record of the respective unit (organisation structure, space dispositions, current inventory record including the operational record of small property),
- d. activity record, record of current state of tasks, work-in-progress activities, future prospects etc.,
- e. overall characteristics of the agenda in transfer,
- f. record of inventory items and documents related to the unit,
- g. economic report,
- h. important notices (problematic or potentially problematic issues),
- i. record of documentation transferred with the agenda,
- j. the date of the protocol, the signature of the person transferring the agenda, the person introduced to the agenda and the respective senior employee.

7. The transfer protocol must be processed, signed and transferred by the person transferring the agenda at the latest on the date when the person is introduced into function, unless stated otherwise by the Rector or the respective Dean.

8. Should severe reasons hinder the processing of the protocol from the part of the person transferring the agenda, the person introduced to the position is obliged to process the protocol, stating all major information as valid on the day of official appointment.

9. The transfer protocol is made in 3 copies, one for each of the following: the person transferring the agenda, the person appointed and the respective personnel and salary departments.

Chapter II.**Competences of UP units****Article 13****Defining competences**

1. The core of a unit's scope of competences is the function of the unit. The Organisation manual defines the scope of competences of an expert unit as follows:

- a. **general competences**, common to all units,
- b. **expert competences**, defined specifically with respective units in the form of a list of expert agendas,
- c. **agendas related to inner operation of the unit**, common to all units,
- d. **agendas related to inner policies and guidelines of UP.**

Article 14**General Competences**

1. The scope of general competences is universal for all units. Each unit is obliged to:
- a. define the strategy of activities executed within the unit's scope of expert competences,
 - b. submit proposals, within the unit's competences, for organisation policies aimed at guaranteeing the universal execution of expert agendas at UP, including their interpretation, amendments and inspection of the policies' implementation,
 - c. comment on organisation policies and all documentation related to the unit's competences,
 - d. collaborate with other units,
 - e. execute internal counselling in the field of its expertise,
 - f. provide other units with information and documentation necessary for their agendas, guarantees the correctness and completeness thereof,
 - g. record and organise in archives all documentation,
 - h. processes situational reports, analyses and statistics required by UP, state and city administration,
 - i. processes documentation concerned with the respective field of action required by internal and external control authorities and helps execute monitoring activity,
 - j. collaborates with state and city administration in respective fields of expertise.

Article 15 **Expert competences**

1. Expert competences of a unit include all activity obligatorily executed by the unit, this according to a respective organisation manual. Additionally, the unit is obliged to carry out activities and fulfil tasks that condition the execution of the expert agenda, despite not being explicitly defined in the organisation manual.
2. Expert competences are defined for each unit so as to cover a whole field of expertise.

Article 16 **Agendas related to inner operation of units**

1. Each unit executes activities that don't fall within the scope of either general or expert competences and concern exclusively the operation of the unit.
2. Head of respective unit is responsible for the execution of such activities.
3. The activities related to inner operation of a

unit include namely the following:

- a. secretarial agendas specified by Heads of units and relevant manuals,
- b. strategic planning of the unit and the monitoring of its implementation,
- c. personnel agendas,
- d. processing rewards and sanctions of personnel,
- e. issuing orders for property, reparations, work and services for the unit,
- f. inventory records and maintenance of all entrusted property,
- g. agenda related to work trips,
- h. implementation of measures to ensuring the safety and health protection and fire protection within the unit, including the monitoring of compliance with relevant regulations.

Part four **Common, Final, Transitional and Cancellation** **Clauses**

Article 17 **The binding character of the Organisation** **Manual**

1. The Organisation Manual is binding for all employees of UP.
2. Head employees are obliged to inform their employees about its contents and guarantee compliance with the Manual.

Article 18 **Changes to the Organisation Manual**

1. Proposals for amendments to the Organisation Manual must be submitted in writing to the Legal Department of UP.
2. Proposals for amendments to the Organisation Manual are submitted to the Rector by the Legal Department of UP via the Vice-Rector for Organisation and Development.

Article 19 **Transitional and repealing provisions**

1. The Organisation Manual n. B1-12/1-HN of 30.5.2012 is hereby repealed.
2. All units are required to provide documentation necessary for the processing of graphic schemes under Part One, par. 6 to of the present Organisational Manual by December 31st, 2015.

Article 20 **Commencement**

The present Organisation Manual becomes valid on the date when it is signed by the Rector of UP and the Chairperson of the Academic Senate of UP and enters into force on the date when it is published at the official information board of UP, that is one day after it becomes valid.

Approved by the Academic Senate of UP on 11. 3. 2015.

In Olomouc on 1 April 2015

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