

THE UNIVERSITY OF DEFENCE

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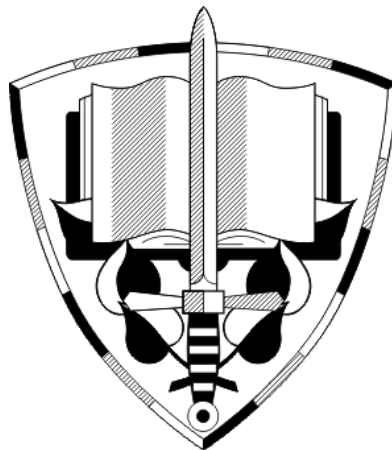
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Brigadier General Prof. Ing. Rudolf **URBAN**, CSc.
Rector of the University of Defence



**UNIVERZITA
OBRANY**

ORGANIZATION RULES AND REGULATIONS OF THE UNIVERSITY OF DEFENCE

Brno 2008

Article 1

Introductory Provisions

The Organization Rules and Regulations of the UoD (hereinafter referred to as “Organization Rules and Regulations”) is an internal norm of the University of Defence (hereinafter referred to as “UoD”) issued by the Rector of the UoD in conformity with Art. 10, par. 2, letter a) of the UoD Statutes (hereinafter referred to as “Statutes”). It contains a basic determination of structures, competences and activities stipulated by the Statutes. It defines managing bodies of the UoD, its components and other places of work and their subordination and methodological management. Further, it determines the activity content of advisory boards and the system of internal norms of the UoD.

Article 2

Managing Bodies of the University of Defence

(1) Managing bodies of the UoD are formed by organs in conformity with § 7 of Act No. 111/1998 Coll., on universities and on changes and amendments of other laws (University Act) as amended by subsequent regulations (hereinafter referred to as “Act”) and other managing bodies according to par. 5.

(2) The managing bodies of the UoD are as follows:

- a) The University Senate;
- b) The Rector;
- c) The Academic Council;
- d) The Disciplinary Board; and
- e) The Bursar.

(3) The powers and responsibilities of the UoD organs are stipulated by the Act and Article 19 through 23 of the Statutes.

(4) In the UoD conditions the bursar participates in medium-term planning and programme financing of the UoD, supports the economic operation of the UoD and manages UoD asset building. As for financial support of the UoD, the bursar’s duties in the area of material and technical support are determined by the extent of duties given under letters a) through e), i) through m), q) through u) and w) of Article 52 of the MoD Order No. 42/2002 of the Bulletin. In military affairs, powers of chief logistic officer refer to him.

(5) Other managing bodies of the UoD are as follows (abbreviations are in Czech):

- a) The Vice-Rector for Development (PR);
- b) The Vice-Rector of Studies (PSPČ);
- c) The Vice-Rector of Research Work (PVČ);
- d) The Vice-Rector for External Relations (PVV); and

e) The Deputy Rector (ZR).

(6) The Vice-Rector for Development controls and bears responsibility for the elaboration of intentions concerning the UoD development, particularly the long-term goal of the UoD and its updating. He controls medium-term planning at the UoD and coordinates the preparation and updating of UoD internal regulations and internal norms. He coordinates the development of the UoD information system and information and communications technologies at the UoD. In relation to the domain of responsibilities he is responsible for resource allocation in the sense of conceptual pursuance of the long-term goal of the UoD.

(7) The Vice-Rector of Studies controls and is accountable for study and educational activities at the UoD in conformity with the long-term goal of the UoD. He regulates its planning, organization, information, material and financial support from a methodical point of view. He is in charge of language training at the UoD. In relation to the domain of responsibilities he is responsible for resource allocation in the sense of conceptual pursuance of the long-term goal of the UoD. He regulates cash flow for study and pedagogical activities of the UoD.

(8) The Vice-Rector of Research controls and is responsible for scientific, research and development activities at the UoD in conformity with the long-term goal of the UoD. He regulates its planning, organization, material and financial support methodically. Further, he manages and bears responsibility for scientific and informational support of the UoD. He renders expert assistance to heads of UoD components and other places of work who have been assigned by the Minister of Defence to negotiate on behalf of the Czech Republic - the Ministry of Defence in matters concerning fee-based acquisitions of assets, work performance and procurement of services in the field of research and development. In relation to the domain of responsibilities he is accountable for resource allocation in the sense of conceptual pursuance of the long-term goal of the UoD. In the field of management of institutional and specific financial resources allocated to the UoD he is responsible for their continual and efficient use.

(9) The Vice-Rector for External Affairs controls and is responsible for relations of the UoD towards the public on the national and international level. He regulates its planning, organization, information, material and financial support from a methodical point of view. In relation to the domain of responsibilities he is responsible for resource allocation in the sense of conceptual pursuance of the long-term goal of the UoD. He administers and regulates financial resources for external activities of the UoD.

(10) The Deputy Rector controls and is responsible for the performance of activities connected with the operation of the UoD as a military establishment. He coordinates military and special training of managing employees, commanders, staffs and other soldiers who are permanent employees of the UoD. He is responsible for taking measures in prevention of socially undesirable phenomena at the UoD. He participates in medium-term planning at the UoD. In military affairs he possesses the powers and responsibilities of a deputy commander¹⁾. He executes the duties of Brno garrison commander.

¹⁾ Based on the military regulation called Duties of Unit Officers in the Ground Forces of the Czechoslovak Army (Vševojsk-1-1).

Article 3

The Structure of the University of Defence

- (1) The University of Defence is divided into the following components and places of work (abbreviations are in Czech):
- a) Faculties in accordance with § 22, par. 1, letter a) of the Act:
 - 1. The Faculty of Economics and Management (FEM);
 - 2. The Faculty of Military Technologies (FVT); and
 - 3. The Faculty of Military Health Sciences (FVZ).
 - b) The university institute in conformity with § 22, par. 1, letter b) of the Act - the NBC Defence Institute (ÚOPZHN);
 - c) Other places of work in accordance with § 22, par. 1, letter c) of the Act:
 - 1. The Language Training Centre (CJP); and
 - 2. The Physical Training and Sports Centre (CTVS).
 - d) Other places of work at the UoD:
 - 1. The Economic Division (EOd);
 - 2. The Personnel Division (PersOd);
 - 3. The Research and Information Division (VIO);
 - 4. The Logistics Division (OLog);
 - 5. The Information Security Department (OdBI);
 - 6. The Department of Management Development and Support (OdRPM);
 - 7. The Department of External Relations (OdVV);
 - 8. The Planning and Organization Department (POOd);
 - 9. The Secretarial Services;
 - 10. The Communications and Information Systems Centre (OKIS); and
 - 11. The Study Department (StRef).

(2) Changes in the structure of faculties, the university institute, the Physical Training and Sports Centre and the Language Training Centre and in their internal organization are carried out within the framework of modifications in the UoD tables of organization in appointed terms and in conformity with the law. Changes in the structure and internal organization of other UoD places of work are carried out within the framework of modifications in the UoD tables of organization in appointed terms.

Article 4

Activities of UoD Components and Other Places of Work

(1) Matters in the domain of faculties are defined by the law, by internal regulations of the UoD and faculties, by internal regulations of the MoD, by special documents (authorizations) and by internal norms of the UoD and faculties.

(2) Matters in the domain of the university institute are defined by the law, by special documents (authorizations), internal regulations of the UoD and the university institute and by internal norms of the university institute.

(3) Tasks, organizational structure and activities of faculties, the university institute, the Language Training Centre, the Physical Training and Sports Centre and other places of work are defined in their of organization rules and regulations.

(4) Faculty deans, the director of the NBC Defence Institute and directors of the Language Training Centre and the Physical Training and Sports Centre are responsible for management and use of allocated financial resources.

(5) The internal norms of the UoD and its components (Article 10 of the Statutes) are published in the UoD information system.

Article 5
Subordination of UoD Components and Other Places of Work and the Responsibility of Their Heads

(1) Directly subordinated to the Rector's are the following:

- a) The Dean of the Faculty of Economics and Management;
- b) The Dean of the Faculty of Military Technologies;
- c) The Dean of the Faculty of Military Health Sciences;
- d) The Director of the NBC Defence Institute;
- e) The Secretarial Services;
- f) The Chief of the Personnel Division; and
- g) The Chief of the Economic Division.

(2) In the purview of the Vice-Rector for Development are the following:

- a) The Head of the Communications and Information Systems Centre; and
- b) The Chief of the Department of Management Development and Support.

(3) In the purview of the Vice-Rector of Studies are the following:

- a) The Director of the Language Training Centre;
- b) The Director of the Physical Training and Sports Centre; and
- c) The Chief of the Study Department.

(4) In the purview of the Vice-Rector of Research is the Director of the Research and Information Division.

(5) In the purview of the Vice-Rector for External Relations is the Chief of the Department of External Relations.

(6) In the purview of the Bursar is the Head of the Logistics Division.

(7) In the purview of the Deputy Rector are the following:

- a) The Chief of the Planning and Organization Department;
- b) The Chief of the Information Security Department; and
- c) The School Battalion Commander.

(8) The heads of UoD components and other places of work that are directly subordinated to the Rector are responsible for the sphere of their action within the framework of the whole UoD.

(9) The Dean of the Faculty of Military Health Sciences has the power of decision and responsibility for activities and management of the independent costs centre of the faculty in conformity with MoD legal provisions and internal regulations. In the field of asset management, he is expertly advised by the bursar.

Article 6 **Authorization to Legal Acts**

(1) Legal acts in matters of service relationship on behalf of the Czech Republic – Ministry of Defence are performed exclusively by the Rector and faculty deans in the stipulated scope.

(2) The appointments in conformity with the law are made exclusively by the Rector and faculty deans.

(3) The Rector and faculty deans are authorized to perform legal acts in labour-law relations with subordinated UoD components and other places of work in the scope determined by the Working Regulations for Civilian Employees.

(4) The heads of UoD components and other places of work, who have been assigned by the Minister of Defence to negotiate on behalf of the Czech Republic – Ministry of Defence within the meaning of the provision § 7, par. 2 of the Act No. 219/2000 Coll., on the assets of the Czech Republic and its performance in legal relations, are entitled to perform legal acts in matters concerning the fee-based acquisitions of assets, work performance and procurement of services in the field of research and development. They negotiate directly with the Internal Administration Division and the Economic Division and they can deliver them instructions in the scope of their authorization. They provide the Vice-Rector of Research with copies of documents in writing relating to the activities mentioned.

Article 7 **Advisory Bodies**

(1) Advisory bodies are established by the Rector in conformity with Article 25 of the Statutes for the coordinated, regulated and mutually information-founded support of all activities of the UoD, its components and other places of work, the solutions of conceptual as well as relevant operational tasks.

(2) Advisory bodies are as follows:

- a) The Rector's Advisory Board;
- b) The UoD Educational Board;
- c) The UoD Economic Board;
- d) The UoD IT Board; and
- e) The UoD Editorial Board.

Article 8 **Rector's Advisory Board**

(1) The Rector's Advisory Board is a Rector's committee of experts dealing with conceptual as well as relevant operational issues before the Rector's final decision. Particularly, it enables coordinated and information-founded managing activity at the UoD. It negotiates proposals of other Rector's advisory bodies before the Rector makes a decision.

(2) As a rule, the Rector convenes and is in the chair of the Rector's Advisory Board sessions once every two months.

(3) The members of the Rector's Advisory Board are, by virtue of their capacities, vice-rectors, the bursar, the deputy-rector, faculty deans, the director of the NBC Defence Institute, the director of the Language Training Centre and the director of the Physical Training and Sports Centre, the UoD chairman of the University Senate, the UoD trade union chairman, chiefs of the personnel division and the economic division, the senior lawyer, the UoD lawyer, the chief of the department of external relations, the UoD representative in the presidium of the Universities Council and the administration board of the secretarial services which supports sessions in organizational and technical terms. The Rector can appoint other members of the Rector's Advisory Board.

Article 9 **UoD Educational Board**

(1) The UoD Educational Board is a Rector's committee of experts dealing with long-term conceptual issues of development of study and educational activities at the UoD. Its conclusions and recommendations are submitted to the Rector via the Vice-Rector of Studies to be considered in the course of the Rector's Advisory Board session.

(2) The Chairman of the UoD Educational Board is the Vice-Rector of Studies who is in the chair of the Board, controls its activities and is responsible for the accomplishment of tasks.

(3) The members of the Educational Board are, by virtue of their capacities, faculty vice-deans of studies and leading representatives and guarantors of UoD accredited study programs appointed by the Rector. The Educational Board sessions are attended by the Chief of the Study Department who supports it organizationally.

(4) The primary activities of the Educational Board are as follows:

- a) To elaborate the long-term concept of university education in the conditions of the UoD; and

b) To monitor and evaluate study and educational activities comprehensively at the UoD and to propose steps to be taken for its further development.

(5) The sphere of activity and the course of action of the Educational Board are regulated by the Educational Board Statutes that is approved by the Rector. The Statutes and conclusions from sessions are published in the UoD information system.

Article 10 **UoD Economic Board**

(1) The UoD Economic Board is a Rector's committee of experts which prepares documents and proposals for his final decisions in the field of management of current financial resources and program funding resources. Its conclusions and recommendations are submitted via the bursar to be considered in the course of the Rector's Advisory Board sessions.

(2) The content of the Economic Board activities is, particularly, the preparation of proposals for the distribution of allocated financial resources in the field of educational process and UoD functioning, the allocation of which is not determined by any other internal regulation and the evaluation of proposals regarding program funding actions.

(3) The Chairman of the Economic Board is the bursar who controls its activities and is responsible for the accomplishment of tasks.

(4) By virtue of their capacities the members of the Economic Board are the vice-rector of studies, the vice-rector for development, the deputy rector, faculty vice-deans of studies and the director of the NBC Defence Institute or representatives delegated by them and the chief of the economic division. Other members of the Economic Board can be appointed by the Rector on the proposal of the chairman of the Economic Board. A delegated member of the University Senate and invited representatives of particular UoD components and other places of work participate in the sessions.

(5) The sphere of activity and the course of action of the Economic Board are regulated by the Economic Board Statutes approved by the Rector. The Statutes and conclusions from sessions are published in the UoD information system.

Article 11 **UoD IT Board**

(1) The UoD IT Board is a Rector's committee of experts which prepares basic data and proposals concerning strategy, concept and rules of the build-up, development and use of the UoD information system for Rector's Advisory Board sessions and for Rector's final decisions. Further, it provides expert opinions of issues and supports operational decision-making of heads of UoD components and other places of work in the field of information technology.

(2) The Chairman of the IT Board is the vice-rector for development who controls the activities of the IT Board and is responsible for the accomplishment of its tasks. Other IT Board members are appointed by the Rector on the proposal of the chairman of the IT Board.

(3) Within the framework of the IT Board it is possible to establish expert groups aimed at partial fields of the UoD information system and solution of current issues regarding the development of UoD information technology.

(4) For professional judgements of long-term tasks of specific character the Rector can issue his order to establish IT Board standing and ad-hoc commissions, the members of which may be other UoD employees in addition to IT Board members if required. The chairman of the commission is an IT Board member.

(5) The primary activities of the IT Board are as follows:

- a) To prepare and continuously update the concept of further development of information security of UoD activities;
- b) To prepare proposals of investments for information security, organizational as well as financial support of operations of the UoD information system; and
- c) To provide special opponent and advisory services before adopting decisions in the field of information technology.

(6) The sphere of activity and the course of action of the IT Council are regulated by the IT Council Statutes that is approved by the Rector. The Statutes and conclusions from IT Council sessions are published in the UoD information system.

Article 12 **UoD Editorial Board**

(1) The UoD Editorial Board is a Rector's committee of experts which deals with issues concerning the improvement and use of UoD publishing. Its conclusions and recommendations are submitted to the Rector via the vice-rector of research for consideration in the Rector's Advisory Board.

(2) The Chairman of the Editorial Board is the vice-rector of research who is in the chair, controls its activities and is responsible for the accomplishment of tasks.

(3) By virtue of their capacities the members of the Editorial Board are the vice-rector of studies, chairmen of editorial committees of UoD components, chairmen of UoD bodies of editors, the director of the scientific-information department, the head of study resources administration department, the head of publishing department and the head of communications and information centre. The Rector appoints an Editorial Board secretary, who is not its member, to carry out administrative activities connected with the preparation of materials for Editorial Board sessions.

(4) The primary activities of the Editorial Board are as follows:

- a) To elaborate the long-term concept of publishing activities in the conditions of the UoD;
- b) To propose the UoD publishing scheme, the UoD plan for external pedagogical activities and the principles of royalty policy that are submitted to the Rector for approval; and
- c) To monitor and evaluate publishing activities at the UoD and to propose measures to be taken for their further development.

(5) The sphere of activity and the course of action of the Editorial Board are regulated by the Editorial Board Statutes which is approved by the Rector. The Editorial Board Statutes and conclusions from the Editorial Board sessions are published in the UoD information system.

Article 13 **Rector's Guidelines and Orders**

(1) The guidelines and orders of the Rector belong to UoD internal regulations in conformity with Article 10, par. 2, letters c) and d) of the Statutes.

(2) The Rector's guidelines have a long-term validity and define the method of solving the problems which they deal with from the methodological and organizational viewpoints. Before publication they are discussed in the Rector's Advisory Board. The guidelines are filed under the reference number at the UoD Information Security Department. The information on their approval or cancellation is published in a Rector's order. A list of Rector's valid guidelines and particular unclassified guidelines are published in the UoD information system. The UoD lawyer is responsible for the registration and updating of the list of Rector's valid guidelines.

(3) When processing the internal regulations, the authors of Rector's guidelines are obliged to apply the analogy based on the "The Methodology for Processing Proposals of Internal Regulations and Service Tools" according to Appendix 1 of military regulation called VŠEVOJSK-15-1. Before the Rector's guidelines are published, the bodies mentioned in Article 2, par. 5, the bursar and the UoD lawyer comment on them. Vice-rectors, the deputy rector, the bursar, the chief of personnel department and the chief of economic division are guidelines administrators in their range of action.

(4) The Rector's orders are issued in the minimum required number of copies for archiving and for needs of managing, financial and personnel bodies, the unclassified orders are published in the UoD information system. The chief of the planning and organization department is responsible for the correct registration of Rector's orders in the electronic database.

(5) The officials mentioned in Article 2, par. 5, the bursar and heads of other UoD places of work and specific facilities are responsible for objective accuracy of contributions to the Rector's orders. The chief of the Planning and Organization Department is responsible for formal accuracy of contributions to the Rector's orders.

Article 14 **Final Provisions**

(1) These Organization Rules and Regulations were considered in the UoD University Senate on 18th June 2008.

(2) These Organization Rules and Regulations come into force on the day of the Rector's signature and take effect as of 1st September 2008.

Issued in two copies, each in 5 sheets

Copy No. 1 – the UoD lawyer

Copy No. 2 – the Chief of the Department for Long-Term Planning and Educational Systems

Analysis

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