



**SLEZSKÁ  
UNIVERZITA**

MATEMATICKÝ ÚSTAV  
V OPAVĚ

# Director's Decision No. 3/2018

## **Organizational Rules of the Mathematical Institute in Opava**

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## Organizational Rules of the Mathematical Institute in Opava

### Article 1

#### Introductory provisions

- 1) The Organizational Rules of the Mathematical Institute in Opava (hereinafter referred to as the "Organizational Rules" and the "Institute") is an internal regulation of the Silesian University in Opava (hereinafter referred to as the "University"), which, following the Statute of the University and the Organizational Rules of the University, regulate in particular the principles of management of the Institute, the internal organizational structure of the Institute and the main areas of competence, authority and responsibility of the Institute's organizational units and its senior employees.
- 2) The seat of the Institute is Na Rybníčku 626/1, 74601 Opava.
- 3) The name of the Institute used for international relations is the "Mathematics Institute in Opava", or the "Mathematical Institute in Opava".

### Art. 2

#### Organizational structure of the Institute

- 1) The organizational structure of the Institute is shown in the organizational chart, which is attached to the Organizational Rules.
- 2) A basic organizational unit that provides educational and scientific activities is a department. The Director decides on the establishment and abolition of the department after a discussion in the Scientific Council of the Institute.
- 3) The following departments are established at the Institute:
  - the Department of Real Analysis and Dynamical Systems,
  - the Department of Geometry and Mathematical Physics,
  - the Department of Functional Analysis and Differential Equations,

- the Department of Applied Mathematics.
- 4) Other organizational units of the Institute are:
- the Secretariat,
  - the Institute Library,
  - the Office for Economic Affairs,
  - the Office for Study Affairs.

### **Art. 3**

#### **Director and deputy directors**

- 1) The Director of the Institute (hereinafter referred to as the "Director") appoints the following Deputy Directors:
  - the Deputy Director for Science and Foreign Affairs,
  - the Deputy Director for Study Affairs,
  - the Deputy Director for Computing Technologies.
- 2) The Director appoints his/her statutory representative from among the Deputy Directors.
- 3) The Deputy Director for Science and Foreign Affairs is responsible in particular for the methodical management of the Institute's scientific activities, the organization and course of doctoral studies, the organization and course of the habilitation procedure and the procedure for the appointment of a professor, the management of the Institute's foreign affairs agenda and for the preparation of annual reports on the scientific activities of the Institute.
- 4) The Deputy Director for Study Affairs is responsible in particular for the organization of teaching at the Institute, supervision of the accreditation agenda of study programmes and the activities of their guarantors, the area of scholarships, the area of study admissions, ensuring the evaluation of teaching by students and graduates, monitoring the applicability of graduates, monitoring the implementation of practical teaching and for the preparation of annual reports on the educational activities of the Institute.
- 5) The Deputy Director for Computing Technologies is responsible in particular for the infrastructure for teaching and scientific activities at the Institute, including the agenda of electronic information resources and ensuring the operation of the Institute's Library, as well as for the implementation of related development and similar projects.
- 6) The Director's advisory body is the Director's College. Its members are deputy directors, heads of departments and a clerk for economic affairs.

### **Art. 4**

#### **Head of a department**

- 1) The head of the department ensures in particular the development of scientific activities in the area of specialization of the departments and cooperates with the guarantors of study

programmes and the Deputy Director for Study Affairs on staffing the teaching of related study courses.

- 2) The head of the department supplies the necessary data for the annual reports on behalf of the department within a specified period and participates in the preparation of these reports.
- 3) The Head of the Department of Applied Mathematics is also responsible for the organizational provision of the teaching of courses provided by external staff and for the implementation of practical teaching of students in the fields of study or specializations that include it as part of the study plan. He/she cooperates with the Deputy Director for Study Affairs in monitoring the applicability of the graduates of bachelor's study programmes provided by the Institute.
- 4) The head of the department monitors the scientific and pedagogical activities of the members of the department and takes care of the staff development.

## **Art. 5**

### **Educational activities**

- 1) The Institute carries out study programmes, the focus of which is related to the main field of scientific activities of the Institute – mathematics.
- 2) The Director entrusts an intended guarantor of a study programme with the coordination of the content preparation of the study programme after a discussion at the Director's College. The draft of the new study programme is forwarded to the University's Internal Evaluation Board after the statement of the University's Academic Senate and the consent discussion by the Scientific Council of the Institute and the University's Scientific Council, in accordance with the relevant provisions of the Rules of the Quality Assurance System of Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of the Silesian University in Opava (hereinafter referred to as the "Rules").
- 3) For proposals to expand a study programme by a new study plan (specialization), changes during the implementation of a study programme and extension of the accreditation of a study programme, paragraph 2 shall be applied appropriately.
- 4) Supervision of the quality of the implementation of a study programme, evaluation of a study programme and its development shall be carried out by the guarantor of the study programme.
- 5) The guarantor is invited to participate as a guest in the meeting of the Director's College, where he/she continuously informs as necessary about the relevant facts according to paragraph 4.

## **Art. 6**

### **Scientific activities**

- 1) The Institute carries out scientific activities mainly, but not exclusively, in the following areas of mathematics: dynamical systems, integrable systems, complex analysis, operator theory and functional analysis, differential equations and applications of mathematics.
- 2) The employees of the Institute are obliged to indicate the affiliation with the Institute in accordance with article 1, paragraph 3 (or an equivalent in the Czech language) in all their scientific publication outputs.

## **Art. 7**

### **Quality assurance of educational activities**

- 1) Supervision of the quality of the implementation of a study programme and a regular evaluation of a study programme are mainly based on monitoring the following:
  - a) interest in the study programme and success in the admissions procedure (the numbers of applied, accepted and enrolled study applicants),
  - b) transferability between years of study, study failures and the rate of successful completion of studies,
  - c) evaluation of teaching by students (in the form of student surveys),
  - d) feedback from teachers according to article 9, paragraph 8 of the Rules,
  - e) the quality of the final theses (in bachelor's and master's degree programmes), or the level of student publication activities and defended dissertations (in doctoral studies),
  - f) the level of creative activities related to the study programme,
  - g) the applicability of graduates of the study programme.

In the case of master's degree programmes, the quality of defended rigorous theses is also adequately taken into account under letter e).

- 2) The necessary data according to paragraph 1, letters a), b) and g) are provided to the guarantor of the study programme by the Deputy Director for Study Affairs. After the end of each semester, the results of evaluation of teaching according to letter c) are delivered to the guarantor and, at the same time, to the Director as well as the Deputy Director for Study Affairs by the Institute's Secretariat, which also organizes the implementation of the relevant student surveys. When assessing the quality of bachelor's and master's theses, the guarantor is mainly based on their assessment according to article 12 of the Study and Examination Regulations of the University, which is provided to the guarantor and, at the same time, the Director and Deputy Director for Study Affairs by the Office for Study Affairs. When assessing the level of creative activities related to the study programme, the guarantor is based mainly on the Institute's annual reports on its scientific activities.
- 3) The guarantor submits a report on the quality of the implementation of the study programme, evaluation of the study programme and proposals for the development of the study programme at least once a year. The report according to the previous sentence is discussed by the Director's College.
- 4) The Deputy Director for Academic Affairs is responsible for the supervision of activities according to paragraphs 1 to 3 for bachelor's and master's study programmes, and so is the Deputy Director for Science and Foreign Affairs for doctoral study programmes.
- 5) Data on the implemented study programmes, the number of students and graduates and the admissions procedure are published in the annual report on the educational activities of the Institute.

## **Art. 8**

### **Quality assurance of scientific activities**

- 1) Increasing the quality of the Institute's scientific activities is ensured in particular by:
  - a) methodological assistance when applying for grants and other scientific projects,
  - b) motivational measures to support the publication activities of the Institute's employees and students,
  - c) supporting the scientific activities of master's and doctoral students from the funds of specific university research,
  - d) long-term support for the work of renowned foreign experts at the Institute,
  - e) systematic monitoring of the publication activities of the Institute's academic and scientific staff as well as doctoral students and the responses to them, especially the qualified ones,
  - f) regular internal evaluation of the scientific activities of individual employees of the Institute and its doctoral students,
  - g) regular external evaluations (usually once every 5 years) of the Institute's scientific activities.

Letters f) and g) do not apply to the employees of the Institute whose salary is paid exclusively from the subsidy for educational activities, part-time workers and short-term or long-term working foreign experts.

- 2) The activity according to paragraph 1, letter a) is ensured by the Secretariat of the Institute and the Office for Economic Affairs. The Deputy Director for Science and Foreign affairs is responsible for the activities under letters b) to f); the evaluation according to letter f) usually takes place within the external sessions, held twice a year. The evaluations according to letter g) have been taking place since 2017 in the form of internal evaluations of the Institute's creative activities according to article 7 of the Rules and are governed by the provisions stated there.
- 3) The data on the composition and agenda of the meetings of the Scientific Council of the Institute, the qualification and age structure of its academic and scientific workers, trained doctoral students, publication activities of employees and students of the Institute, responses to publication activities, grants and development projects, organized conferences and foreign activities, membership in scientific councils, expert commissions and societies, institutional research and international cooperation are published in the annual report on the Institute's scientific activities.

## **Art. 9**

### **Quality assurance of related activities**

- 1) For the purposes of these Organizational Rules, related activities are understood in particular to be the provision of infrastructure and other material equipment for educational and scientific activities, the provision of the University's information systems at the level of the Institute, library services, including editing activities for the Institute's internal needs, and the operation of the Institute's website, including the promotion of educational and scientific activities of the University towards potential applicants and the public.
- 2) The Deputy Director for Computing Technologies is responsible for the activities according to paragraph 1.

## **Art. 10**

## **Coordination of quality assurance and internal quality assessment**

- 1) The Director appoints the Institute's coordinator for the activities related to quality assurance and internal quality assessment (hereinafter referred to as the "coordinator") in accordance with article 13, paragraph 4, second sentence of the Rules.
- 2) The coordinator mainly supervises the provision of activities according to articles 7 to 9, cooperates with the relevant coordinator at the University level and submits proposals to the Director for inclusion in the plan of internal evaluation of study programmes or creative activities according to article 13, paragraph 1 of the Rules.

## **Art. 11**

### **Personnel development of employees**

- 1) The personnel development strategy of the Institute's employees is included in the Institute's Strategic Plan (formerly the Long-term Plan) and its annual Implementation Plans (formerly the Updates). Its long-term goal is to ensure a high-quality personnel background for scientific activities, the implementation of study programmes and the necessary support activities.
- 2) The tools for supporting the personnel development of academic, scientific and teaching staff include in particular:
  - a) consultancy, especially by the Office for Economic Affairs and the Secretariat of the Institute, when submitting applications for grants and other projects and when implementing these projects,
  - b) the possibility of adjusting working conditions when returning from maternity or parental leave or when preparing for habilitation or professorship procedures,
  - c) support for an active participation in international conferences that will contribute to the employee's qualification growth or such participation will benefit the Institute's scientific activities,
  - d) support for scientific internships at recognized foreign workplaces which will contribute to the employee's qualification growth,
  - e) support for the organization of international conferences which will be of a significant benefit to the Institute's scientific activities,
  - f) support for short-term and long-term stays of foreign experts whose work at the Institute, in addition to cooperation in the field of scientific activities, will also contribute to strengthening the international dimension of the Institute's educational and creative activities,
  - g) support for other forms of cooperation with recognized experts from other universities and scientific institutions in the Czech Republic and abroad, including invitations to lectures or participation in scientific seminars,
  - h) support for increasing language and other professional skills of the employees that can be beneficial in activities within the scope of their work.
- 3) The tools for supporting the personnel development of the employees who are not academic, scientific or teaching staff include in particular:

- a) the possibility of adjusting working conditions when returning from maternity or parental leave,
  - b) support for the improvement of language and other professional skills of the employees that they can be beneficial in activities within the scope of their work,
  - c) support for deepening and improvement of their qualification.
- 4) The matters according to paragraph, 2 letters b) to h) and according to paragraph 3 are decided by the Director, based on the request of the worker in question or on the Director's own initiative, after assessing the current possibilities of the Institute.
  - 5) Only those who have obtained a scientific degree (Ph.D. or its equivalent) in the field of mathematics or a closely related field may be hired as members of the academic, scientific or pedagogical staff on a full-time basis.
  - 6) Only those who are associate professors or professors in the field of mathematics or in a closely related field, or who held a comparable position abroad, may be hired for an indefinite period of time as academic, scientific or pedagogical staff; in other cases, the employment relationship is initially negotiated for a fixed period of time, in accordance with the relevant provisions of the Labour Code.

## **Art. 12**

### **Binding and changes to the organizational rules**

- 1) Senior employees of the Institute are obliged to familiarize their subordinates with the Organizational Rules and ensure their compliance.
- 2) The Deputy Director for Computing Technologies is responsible for the up-to-date organizational structure of the Institute in the appendix.

## **Art. 13**

### **Final provisions**

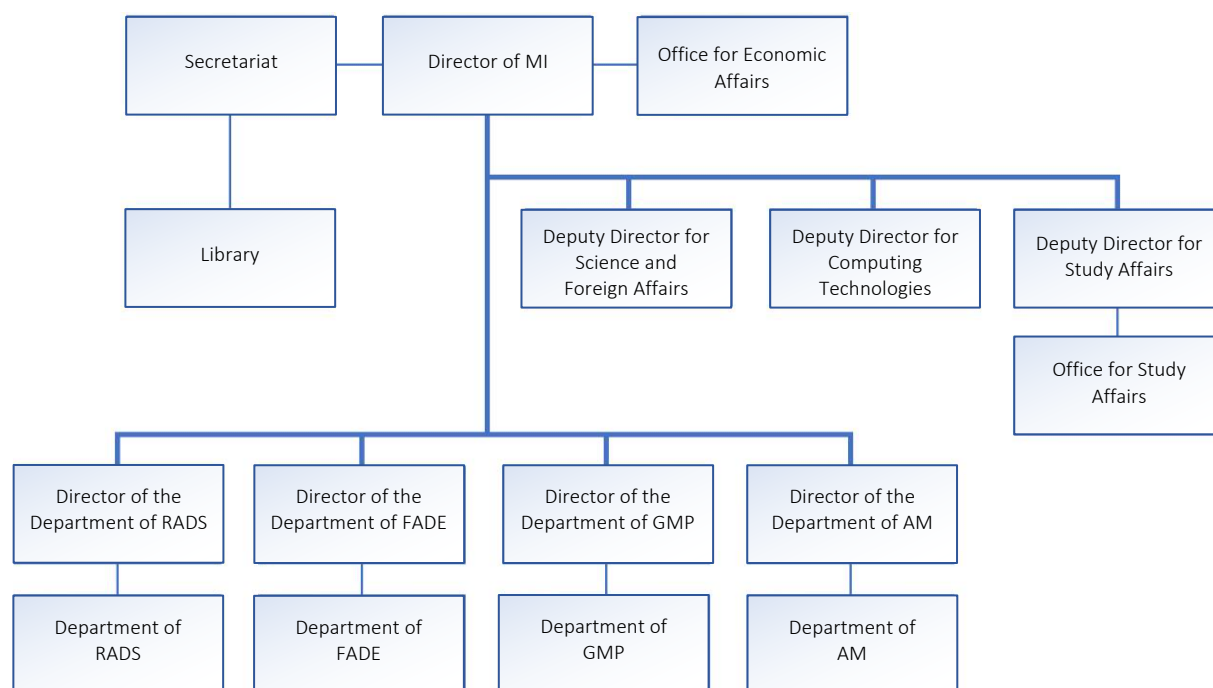
- 1) These Organizational Rules become valid on the day of their publication on the Institute's website.
- 2) These Organizational Rules become effective on 15 February 2018.

In Opava on 12 February 2018

Prof. RNDr. Miroslav Engliš, DrSc.  
Director



## Appendix – Organizational chart of the Mathematical Institute in Opava



RADS – Real Analysis and Dynamical Systems  
FADE – Functional Analysis and Differential Equations  
GMP – Geometry and Mathematical Physics  
AM – Applied Mathematics

University constituent:	Mathematical Institute in Opava
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