



Organizational Regulations
of the Silesian University in Opava
No. 1/2023



Organizational Regulations of the Silesian University in Opava

PART ONE BASIC PROVISIONS

Article 1 Introductory provisions

- 1) The Organizational Regulations of the Silesian University in Opava (hereinafter referred to as “the organizational regulations”) are internal norms of the Silesian University in Opava (hereinafter referred to as “the University”). Together with the Statutes of the University (hereinafter referred to as “the statutes”), they regulate the principles of management of the University, its internal organizational structure, the position of its organizational units, their main areas of competence and responsibility, and the mutual relations between the units and their employees.
- 2) The organizational structure of the University is defined by the statutes, the organizational structure of each faculty is defined in the statutes of the faculty, and the organizational structure of an institute of higher education is defined by a directive issued by the director of the institute of higher education.
- 3) A more detailed division of the organizational structure of a faculty or an institute of higher education is defined in the organizational regulations of the unit, which are issued by the dean or the director of the institute of higher education or may be issued as an internal regulation of the faculty. All organizational regulations shall include a complete graphic scheme of the organizational structure and management of each faculty. It must present the individual elements as they are defined in the relevant organizational regulations. The organizational regulations of each faculty must also specify who is responsible for keeping them up to date.
- 4) Organizational unit or unit in the broadest sense of the word means an organizational unit at any hierarchical level. An organizational unit may be, in particular, a department, institute, section, division, subdivision or office.

Article 2

Activities of the University

- 1) The main activities of the University are:
 - a) educational activities,
 - b) scientific, research, development and innovation, artistic and other creative activities (hereinafter referred to as “creative activities”).
- 2) Other activities include:
 - a) ancillary activities and
 - b) administrative, economic and operational activities related to the main function of the University pursuant to Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as “the Higher Education Act”) and its statutes. These activities are essential for the proper operation of the University and they include in particular:
 - students,
 - employees,
 - property,
 - management and financial resources,
 - services,
 - organization and management,
 - operation,
 - external relations,
 - activities that are obligatory under the Higher Education Act and other generally binding legal regulations.

Article 3

Provision of core and other activities

- 1) Activities according to Article 2, paragraph 1 are primarily carried out by faculties and institutes of higher education. They are implemented in accordance with legal regulations, decisions of the self-governing bodies of the faculties, and internal regulations and standards of the University and its faculties.
- 2) Other activities at the university level according to Article 2, paragraph 2 are carried out by the rectorate and the relevant departments and specialized facilities. At the faculty level, these activities are carried out by the deans’ offices and the relevant faculty departments.
- 3) Faculties provide information on their activities in the scope, form and terms outlined in the directives of the self-governing bodies of the University, in accordance with legal regulations, internal regulations and university standards.

PART TWO

MANAGEMENT PRINCIPLES

Article 4

Internal management system of the University

- 1) Forms of management at the University include:

- a) **strategic management** – the basic tool for the strategic management of the University is the Strategic Plan, which is developed for a specific period of time (hereinafter referred to as “the strategic plan”). The strategic plan outlines the priorities of the University, faculties or institutes of higher education in the long term, based on the individual areas that the University, faculty or higher education institute intends to develop and the objectives they aim to achieve. The operational tool of strategic management is the Strategic Plan Implementation Scheme, in which the University, faculty or higher education institute outlines annual sub-objectives aimed at achieving the objectives defined in the strategic plan. This includes milestones, individual tasks and indicators to demonstrate that the objectives have been achieved.
- b) **methodological and operational management** – the basic instruments for methodological and operational management are internal regulations issued pursuant to Sections 17 and 33 of the Higher Education Act as well as internal standards. These instruments enable the issuing body to influence decisions, regulate work procedures, and define the responsibilities, competencies and duties of employees in individual activities to ensure uniform decisions and actions at the relevant levels of the university management. Internal standards at the university level are issued by the rector, while methodical management and professional standards are issued by the bursar. Internal standards at the faculty level are issued by the dean and standards at the level of the higher education institute are issued by the director. The issuing unit is responsible for the accuracy of the procedures and their compliance with the generally binding legal regulations. The types and characteristics of internal standards are specified in the statutes.
- c) **project management** – is a tool used for planning and implementing special-purpose, usually one-off events that must be completed within a defined timeframe and with planned costs to achieve the set objectives. The implementation of projects may involve the use of internal resources across various organizational units, i.e. project management does not have to conform to the organizational structure set out in both the university and faculty organizational regulations.
- d) **direct management** – is based on the principle of superiority and subordination and characterised by accountability and authority of employees and managers. Each employee is directly subordinate to one manager who provides them with instructions and holds them accountable for their performance. The key aspects of direct management are the individual steps of the process, namely planning, organizing, leading and controlling.
- e) **working groups and commissions** – are formed based on current needs to supplement the permanent organizational structures. They are established to resolve complex issues that require the collaboration of employees from diverse organizational units. The employees come together in temporary teams or working groups to work on specific tasks for the duration of the project and follow the direction of the team or group leader.

Article 5

Basic principles of the university management

- 1) The rector directly supervises the vice-rectors, the bursar, and other directly subordinate positions in the rectorate. The rector appoints one of the vice-rectors to represent them in their absence. In the absence of both the rector and their statutory representative, the vice-rectors, the bursar or other university employees shall represent the rector on the basis of a written mandate accepted by the relevant staff member.

- 2) The strategic management of the University is the responsibility of the rector, vice-rectors and bursar, who work in collaboration with the deans of faculties and heads of higher education institutes.
- 3) Vice-rectors directly manage the organizational units of the rectorate and university departments under their authority and they provide methodological guidance to the vice-deans for the specific areas assigned to them.
- 4) The bursar directly manages the organizational units under their control. In accordance with Article 13, paragraph 3 of the statutes, the bursar provides methodological guidance to the secretaries of the faculties and the heads of the university departments. In the event of absence, the bursar determines who will represent them by providing job descriptions for the relevant employees.
- 5) The dean directly supervises the vice deans of the relevant faculty, the secretary of the faculty, as well as other employees in directly subordinate positions in accordance with the organizational regulations of the faculty. The dean may delegate the direct management of the organizational units of the faculty to the vice deans or the secretary.
- 6) The head of a higher education institute directly manages the organizational units under their authority as well as other employees in directly subordinate positions in accordance with the organizational regulations of the higher education institute.
- 7) The heads of university workplaces and specialized facilities have direct responsibility for their respective workplaces.
- 8) The heads of workplaces within the rectorate methodologically manage the staff of the faculties and university workplaces in their designated area of responsibility.
- 9) Competence disputes at the same level shall be resolved by the nearest common superior.

Article 6

Methods of communication at the University

- 1) The guiding principles of communication at all levels of university management include transparency and information sharing. Employee collaboration is built upon a foundation of mutual respect, trust and a team approach.
- 2) Regular operational meetings, organized by senior staff members or at a horizontal level, are a crucial method of communication that facilitates methodological management and coordination of activities between the staff and different levels of management.
- 3) Minutes of the meetings are typically recorded electronically and contain a list of tasks, including the deadlines and responsibilities assigned to individual employees.
- 4) It is the responsibility of the senior staff member who convenes the meeting to decide on the method of approving the minutes (e.g. per rollam voting), ensuring that all participants comprehend the assigned tasks and have the necessary time and resources to complete them within the specified timeframe. Typically, the minutes are made available on the intranet or through other channels, as determined by the head of staff.

PART THREE STAFF

Article 7 Senior staff

- 1) Heads of organizational units at any organizational level are regarded as senior staff members. Pursuant to Section 11 of the Labour Code, senior staff members have the authority to assign work tasks to their subordinates, to organize, direct and control their work and to give them binding instructions to that effect. Senior staff members are authorized to make independent decisions on matters within the scope of their job description and within the remit of the organizational unit unless they have delegated such powers to subordinate members of staff or their superiors have reserved the right to make decisions on a specific matter.
- 2) Senior staff members direct and control the activities of the organizational unit they manage and are responsible for the completion of all its tasks.
- 3) Senior staff members are responsible for methodological management, for the development and implementation of university policies under their purview and for ensuring that activities within their assigned agenda are carried out in accordance with quality assurance standards.
- 4) Senior staff members are responsible for the economical, efficient and effective use of financial and material resources. They also establish an effective internal control system in the organizational unit and ensure that it is complied with.
- 5) Senior staff members offer individual consultations and provide authoritative opinions within their areas of expertise. They also propose new internal regulations and standards governing professional activities to the rector, dean, director of a higher education institute or bursar. Additionally, they collaborate with other organizational units and university authorities.
- 6) Senior staff members assign competencies and responsibilities to subordinate staff via written job descriptions. Senior staff members are responsible for ensuring that subordinate staff are acquainted with their job description no later than the day they start work and that the job description is regularly updated. The rector, dean or director of a higher education institution may assign responsibilities directly to subordinate senior staff in the organizational regulations without providing a written job description.

Article 8 Senior posts filled by appointment

- 1) In accordance with the current legislation, the senior staff appointed and removed from office are:
 - rector,
 - vice-chancellors,
 - bursar,
 - deans,
 - vice deans,
 - secretaries of faculties,
 - directors of institutes of higher education.

- 2) In addition to the staff in the positions referred to in paragraph 1, the following may be appointed by mutual agreement and in accordance with the Labour Code:
 - senior staff of university workplaces and specialized facilities,
 - heads of other organizational units, provided that they will report to a senior member of staff reporting directly to the rector and will also manage another senior member of staff.
- 3) A written agreement must be concluded with a senior staff member referred to in paragraph 2 before they can be dismissed, and the staff member must also be given the option to resign.
- 4) Senior staff directly subordinate to the rector shall be appointed and dismissed by the rector, senior staff directly subordinate to the dean shall be appointed and dismissed by the relevant dean, and senior staff directly subordinate to the director of a higher education institute pursuant to paragraph 2 shall be appointed and dismissed by the relevant director.
- 5) The positions of bursar, secretary, director of a higher education institute and heads of the university workplaces are always filled through a selection procedure in accordance with the rules set out in the University Selection Procedure Regulations.
- 6) When the appointed senior staff hand over their position, a Handover Protocol shall be drawn up and approved (except for the handover of the post of rector) by their immediate superior. The protocol shall include in particular:
 - details of the position (why the function is being handed over, on what date, the exact name of the position),
 - personal data of the staff member who is handing over the position and who is receiving the protocol,
 - an overview of the unit that is being handed over (organizational structure, spatial distribution, current inventory including a list of operational records of small assets),
 - activity record, an overview of current tasks, work in progress, outlook for the coming period, etc.,
 - a summary of the agendas,
 - a record of economic results,
 - important notices (matters that are or may be of concern),
 - a list of documentation to be submitted,
 - the date of the protocol, the signature of the staff member handing over the position, the staff member accepting the position and the supervisor.
- 7) The Handover Protocol must be prepared, signed and handed over to the staff member accepting the position no later than the date of taking up the position unless otherwise stipulated by the rector, the relevant dean or the director of the higher education.
- 8) If the staff member taking over the position does not receive the Handover Protocol from his predecessor for a serious reason, they will draw up the protocol themselves, including all relevant details as found on the day they start the job.
- 9) The Handover Protocol shall be drawn up in three copies, one copy each for the staff member handing over the position, the staff member accepting the position and the relevant human resources and payroll department.
- 10) In addition to the activities referred to in Article 7, designated managers shall provide written warnings to subordinate employees on behalf of the employer about the non-performance of work duties and disregard of work discipline and of the potential consequences that may follow.

Article 9
Academic, scientific and teaching staff and other staff

- 1) Academic, scientific and pedagogical staff and other employees (hereinafter referred to as “employees”) perform tasks within the scope of the defined activities of the organizational unit and job description and perform other tasks assigned by their supervisor.
- 2) The employee is accountable for performing the entrusted activities and completing the assigned tasks within the scope of their defined competence and authority. They shall make independent decisions and ensure the proper use and protection of all entrusted material and financial resources.
- 3) When employees substitute for each other, both the substitute and the substituted are obliged to inform each other of the progress and status of the tasks to be performed. This is to prevent any potential damage or delay in the completion of tasks.

Article 10
Substitution

- 1) Senior staff members are responsible for deciding how the organizational unit will be managed in the absence of the manager, which includes identifying who will substitute for subordinate employees. The senior staff member shall define the scope of the substitution as well as any restrictions in the employee’s job description.
- 2) A substitute staff member may exercise powers related to recruitment decisions or proposing adjustments to remuneration or special payments only if their job description explicitly permits it. If such a restriction could potentially cause harm, an immediate superior can either decide on these matters themselves or temporarily delegate the powers to the substitute employee.
- 3) The senior staff member and the employees who are delegated to act as substitutes shall keep each other informed of the progress of and status of any major work in progress and other relevant circumstances.

PART FOUR
ORGANIZATIONAL UNITS

Article 11
Principles for determining the authority of units

The scope of authority of a unit is based on the purpose for which it was established. The organizational regulations define:

- a general authority common to all units,
- an expert authority, which is specified for each unit by the assignment of expert activities,
- activities related to the internal operations of the workplace, which are established for all units,
- activities arising from the internal regulations and standards of the University.

Article 12

General authority

The general authority of a unit comprises activities common to all departments. These include in particular:

- defining the concept of activities carried out within the unit's area of expertise,
- developing internal standards to ensure the consistent and uniform performance of professional activities within the unit's area of expertise, including their interpretation, amendments and monitoring of compliance,
- providing comments on internal standards, documents and documentation within the unit's authority,
- cooperating with other units,
- providing internal consulting and advisory services in the unit's area of expertise,
- providing correct and complete information and documents to other units necessary for the performance of their activities,
- recording and archiving processed documentation,
- preparing situational reports, analyses and statistics in its authority for the needs of the University, state and local government authorities,
- conducting activities related to the internal control system,
- preparing documents for internal and external audit bodies and providing assistance during audits,
- cooperating with state and local government authorities in its area of responsibility.

Article 13

Expert authority

- 1) The expert authority of a unit is the set of professional activities that the unit is obliged to perform in compliance with the relevant organizational regulations. At the same time, the unit is obliged to carry out work and activities which are not specified in the organizational regulations but which are a prerequisite for the proper performance of the prescribed professional activities.
- 2) Professional activities are assigned to individual units to cover a coherent agenda.
- 3) A description of the professional activities of individual units of the rectorate and university departments is provided in Annexes 2 and 3.

Article 14

Activities related to the internal operations of the unit

- 1) Each unit performs activities that are not part of its expert or general authority but serve to ensure the internal operations of the unit.
- 2) The head of the relevant unit is responsible for ensuring that these activities are carried out.
- 3) Activities related to the internal operations of the unit include:
 - administrative and filing activities as determined by the head of the unit and the filing rules,
 - personnel agenda,
 - agenda related to employee remuneration,

- agenda related to the protection of personal data in compliance with generally binding legal regulations,
- the asset management agenda of the unit, i.e. preparation of orders for assets, repairs, works and services,
- carrying out inventory and maintenance of all assets in the unit,
- agenda related to the administration of business trips,
- implementation of measures to ensure occupational health and safety and fire protection within the unit, including monitoring compliance with relevant regulations.

PART FIVE ORGANIZATIONAL STRUCTURE

Article 15 Rectorate

- 1) The rectorate is the economic and administrative centre of the University. The rectorate is managed by the rector and is divided into the following organizational units managed by:
 - a) the Rector:
 - Rector’s Office,
 - internal auditor (position),
 - b) Vice-Rector for Science and Foreign Relations:
 - Department of Science and Foreign Relations,
 - c) Vice-Rector for Student and Social Affairs:
 - Department of Student and Social Affairs,
 - Counselling Centre,
 - Centre for Lifelong Learning,
 - d) Vice-Rector for Project Management:
 - Department of Project Support,
 - Department of Strategic Project Management,
 - e) Vice-Rector for Strategy and Communication:
 - Department of Strategy and Analyses,
 - Department of Communication,
 - Career Centre,
 - f) the Bursar:
 - Bursar’s Secretariat,
 - Economic and Accounting Department,
 - Legal Department,
 - Investment Department,
 - Department of Document Management and University Archives,
 - Department of Building Management and Transport,

- HR and Payroll Department (workplace Opava, detached workplace Karviná).
- 2) The internal auditor is an independent position under the direct authority of the rector established in accordance with Act No. 320/2001 Coll. on Financial Control. The internal auditor is responsible for conducting independent and objective reviews and evaluations of the University's operations and internal control system. Based on their findings, the internal auditor makes recommendations to the rector to improve the quality of the internal control system, prevent or mitigate risks and take measures to remedy any identified deficiencies. Additionally, the internal auditor provides consultancy services within the University. The internal auditor's activities are defined in the rector's directive, the Internal Audit Statute.
- 3) The professional responsibilities of the vice-rectors and the bursar, as well as a description of the main areas of competence of the individual departments of the rectorate are outlined in Annexe 2 of this document.

Article 16

University workplaces

- 1) The University Library of the Silesian University in Opava (hereinafter referred to as "the University Library") is a university-wide workplace established for the purpose of providing information services to all parts of the university. The University Library is subordinated to the Vice-Rector for Science and Foreign Relations and has its headquarters in Opava, with a detached workplace in Karviná. The University Library is managed by the head of the University Library, while the detached workplace in Karviná is managed by the dean of the Faculty of Business Administration in Karviná.
- 2) The Information Technology Centre is a university-wide workplace established to provide centralized information and communication technology resources and services common to all parts of the University. The Information Technology Centre is subordinated to the Vice-Rector for Strategy and Communication and has its headquarters in Opava, with a detached workplace in Karviná. Each workplace of the Information Technology Centre is managed by a head.
- 3) The professional responsibilities of the heads of the university workplaces, as well as a description of the main areas of activity of the University Library and the Information Technology Centre are outlined in Annexe 3 of this document.

PART SIX

COLLECTIVE AND FINAL PROVISIONS

Article 17

Binding force and amendments to the organizational regulations

- 1) The organizational regulations are binding for all employees of the University.
- 2) Senior staff members at the University are responsible for informing their subordinates about the organizational regulations and ensuring their compliance.
- 3) The bursar is responsible for updating the organizational structure of the rectorate and university workplaces (see Part Five).
- 4) Any proposed changes or additions to the organizational regulations shall be submitted in writing to the Legal Department of the rectorate for discussion with the relevant organizational units and submitted to the rector for approval.

Article 18

Transitional and final provisions

- 1) If any of the organizational units of the rectorate mentioned in the internal regulations or standards have undergone a name change in these organizational regulations, the provisions of the corresponding internal regulations or standards shall apply to the units specified in Article 15.
- 2) The organizational regulations issued on 27 January 2020 and effective from 1 February 2020 will be invalidated as of 31 March 2023.
- 3) These organizational regulations come into force on the date they are published on the university intranet.
- 4) These organizational regulations shall become effective on 1 April 2023, except for Article 15(1)(a), in which the decision to abolish the Internal Audit, Control and Occupational Health and Safety Department shall become effective on 1 June 2023.

In Opava on

doc. Mgr. Tomáš Gongol, Ph.D.
Rector

Annexes:

- Annexe 1 - Organization chart of the rectorate and university workplaces of the Silesian University in Opava as of 1 June 2023
- Annexe 2 - Responsibilities of vice-rectors and the bursar and main areas of activity of the rectorate
- Annexe 3 - Responsibilities of heads of university workplaces and main areas of activity

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