

RESPONSIBILITIES OF VICE-RECTORS AND THE BURSAR AND MAIN AREAS OF ACTIVITY OF THE RECTORATE

1. RECTOR

1.1 Rector's Office:

is responsible for:

- the rector's economic and administrative agenda,
- keeping records of documents, notices and other documents related to the rector,
- keeping the reference registry of the Rector's Office,
- conducting analytical activities related to the rector's agendas,
- handling the agenda of the Board of Trustees of the University,
- undertaking administrative and organizational work for the Rectorate,
- safeguarding the insignia and gowns of the Rectorate.

2. VICE-RECTOR FOR SCIENCE AND FOREIGN RELATIONS

2.1. The Vice-Rector for Science and Foreign Relations:

a) is responsible for:

- coordinating the university activities in the field of basic, applied and contract research,
- developing and organizing scientific research activities and fostering cooperation with foreign universities, scientific research institutes and other entities,

b) manages:

- Department of Science and Foreign Relations,
- the university workplaces and the University Library,
- the vice-deans responsible for science, research and foreign relations,

c) participates in:

- ensuring quality in the field of creative activity.

2.2. Department of Science and Foreign Relations:

a) is responsible for:

- managing the agenda of the Scientific Council of the SU,
- overseeing the agenda of the Internal Grant Competition and Student Grant Competition of the SU,
- communicating with the Ministry of Education, Youth and Sports, GAČR and other institutions in the field of science and research and innovation,
- coordinating work with the RIV database and data forwarding,
- coordinating the implementation of international mobility and international cooperation, including communication with superior institutions and agencies or foreign partners,
- coordinating the university activities within the international STARS EU alliance,

b) cooperates:

- with departments of foreign relations,
- in preparing documents related to science and foreign relations for the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- with the Department of Strategy and Analyses to develop university-wide conceptual, analytical statistical materials in the field of science, research and foreign relations,
- in preparing contracts and agreements with foreign partner institutions and communicating with these institutions.

3. VICE-RECTOR FOR STUDENT AND SOCIAL AFFAIRS

3.1. The Vice-Rector for Student and Social Affairs:

a) is responsible for:

- handling correspondence related to accreditation proceedings with the National Accreditation Office and relevant ministries,

b) manages:

- Department of Student and Social Affairs, Counselling Centre and Centre for Lifelong Learning,
- activities related to studying and lifelong learning at the University,
- activities of the Academy of Professional and Personal Development,
- methodical overseeing of the vice-deans responsible for study and social affairs,

c) participates in:

- ensuring quality in educational activities, including counselling and other services for students.

3.2. Department of Student and Social Affairs:

a) is responsible for:

- processing appeal proceedings of entrance examinations and other study issues,
- preparing documents for payment of scholarships from the University Scholarship Fund, the rector's scholarship programmes and scholarship projects,
- processing applications for recognition of foreign higher education,
- coordinating correspondence with the National Accreditation Office and relevant ministries regarding accreditation matters,
- addressing students' social issues,
- preparing documents for the development of internal standards and regulations related to the study agenda,
- ensuring the accuracy of graduation documents issued by the University,
- methodically managing and coordinating activities of the relevant study departments and other organizational parts handling study issues.

b) cooperates:

- with departments of student and social affairs,
- in preparing accredited study programmes from a methodological perspective,

- in preparing documents related to student and social affairs for the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- with the Department of Strategy and Analyses to develop university-wide conceptual, analytical and statistical materials related to student and social affairs.

3.3. Counselling Centre:

a) **is responsible for:**

- providing professional services for applicants and students with special needs,
- offering special education, psychological and social counselling, and counselling to support academic success.

b) **cooperates:**

- in preparing documents related to social area for the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- with the Department of Strategy and Analyses to develop university-wide conceptual, analytical and statistical materials related to the social field,
- with private and public sector entities.

3.4. Centre for Lifelong Learning:

a) **is responsible for:**

- preparing and implementing university programmes of lifelong learning, including the University of the Third Age,
- preparing and implementing accreditation for lifelong learning programmes in the fields of pedagogy and social work,
- methodically managing and coordinating the activities of lifelong learning departments of the University, including the University of the Third Age,
- coordinating the operation, updating and development of the Lifelong Learning Portal,

b) **cooperates:**

- in preparing documents related to lifelong learning for the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- with the Department of Strategy and Analyses to develop university-wide conceptual, analytical and statistical materials related to the field of lifelong learning.

4. VICE-RECTOR FOR STRATEGY AND COMMUNICATION

4.1 The Vice-Rector for Strategy and Communication:

a) **is responsible for:**

- coordinating the strategic development activities of the University,
- conceiving and preparing the Strategic Plan of the Silesian University,
- coordinating activities related to ensuring the implementation of the Strategic Plan of the SU,

- preparing the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- developing university-wide conceptual, analytical, statistical and promotional materials,
- promoting and presenting the University,

b) manages:

- Department of Strategy and Analyses, Department of Communication and Career Centre,
- Department of Information Technology Centre,
- methodically guides the vice-deans or other staff responsible for strategic management and communication.

4.2 Department of Strategy and Analyses:

a) is responsible for:

- preparing the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- preparing university-wide conceptual, analytical and statistical materials,
- conducting analytical activities, including providing feedback to applicants, students, graduates, academic and non-academic staff, employers, relevant professional chambers, industry associations or employers' organizations or groups of other experts,
- managing the strategic development agenda and coordinating the preparation of strategic projects,

b) cooperates:

- with other departments of the Rector's Office and relevant departments to prepare documents for the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- with other departments of the Rector's Office and relevant departments to develop university-wide conceptual, analytical and statistical materials.

4.3 Department of Communication:

a) is responsible for:

- developing the marketing and communication strategy of the SU,
- presenting and promoting the SU through PR activities, events, exhibitions and advertising campaigns,
- communicating with the media, issuing press releases and organizing press conferences,
- conducting media monitoring and managing responses,
- preparing, publishing and distributing electronic, audio-visual and printed promotional materials,
- issuing a unified visual style of the SU and managing its Manual,
- managing, creating content for, administering, strategically managing and developing the social media profiles (new media) at the University,

- creating content, administering, developing and overseeing the web portal of the SU,
- managing promotional items,
- managing the SU exhibition and presentation fund,
- ensuring unified communication with the public,
- facilitating internal communication on university-wide issues to staff and students,
- coordinating the creation of joint presentations and promotional materials, participating in education fairs and other activities related to the direct promotion of the University,

b) cooperates:

- with the external relations and communication departments, providing them with methodological, graphic and editorial assistance,
- in preparing documents related to communication for the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- with the Department of Strategy and Analyses to develop university-wide conceptual, analytical and statistical materials related to the area of communication.

4.4 Career Centre:

a) is responsible for:

- career counselling,
- coordinating the operation, updating and development of the Graduate Portal and the University Career Portal,

a) cooperates:

- in preparing documents for the Annual Report in the field of career guidance on SU activities, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents,
- with the Department of Strategy and Analyses to develop university-wide conceptual, analytical and statistical materials related to the area of career guidance and cooperation with employers,
- with private and public sector entities.

5. VICE-RECTOR FOR PROJECT MANAGEMENT

5.1 The Vice-Rector for Project Management:

a) is responsible for:

- coordinating the preparation of documents directly related to project management at the University,
- coordinating the preparation and implementation of projects under EU operational programmes, EU Community programmes, the National Recovery Plan, etc.
- coordinating the use and management of funds to support the strategic management of the University,

- coordinating the preparation, implementation and evaluation of the Strategic Management Support Programme,
- coordinating the administration of Central Development Projects.

b) manages:

- Department of Project Support,
- Department of Strategic Project Management,
- methodically directs the vice-deans responsible for project management,

c) performs:

- as chairman of the SU Development Council.

5.2 Department of Project Support:

a) is responsible for:

- actively cooperating in the preparation and implementation of operational programme projects and other selected subsidy titles,
- keeping records of project documentation,
- establishing a methodological framework for the University parts and other involved departments related to the management and administration of projects of operational programmes and other selected subsidy titles,
- ongoing project control and monitoring,
- coordinating the preparation and administration of public procurement for the needs of entrusted projects, including the preparation of documents for the tender documentation,
- coordinating the mandatory sustainability of completed projects implemented by the Department of Project Support and the Department of Strategic Project Management,
- publishing information about the operational programme projects on the university website,
- seeking suitable grant opportunities and informing university workplaces and departments of these opportunities,
- managing the agenda and coordination of the SU Development Council meetings,
- coordinating the submission of funding applications and final reports, and ensuring their formal accuracy.

b) cooperates:

- with the Department of Strategic Project Management, the departments providing project management, the departments managed by the bursar (especially the Economic and Accounting Department, the HR and Payroll Department, the Legal Department, and the Investment Department),
- with the Department of Strategy and Analyses to develop university-wide conceptual, analytical and statistical materials related to project management,
- in preparing documents for the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents.

5.3 Department of Strategic Project Management:

a) **is responsible for:**

- preparing and implementing operational programme projects, EU Community programmes and other subsidy titles with an emphasis on the strategic objectives of the University,
- actively seeking suitable grants in the area of strategic development of the University,
- keeping records of project documentation,
- ongoing project control and monitoring,
- coordinating the preparation and administration of public procurement for the needs of entrusted projects, including the preparation of documents for the tender documentation,
- preparing documents to ensure the mandatory sustainability of selected completed projects,
- publishing project information on the university website,
- coordinating the submission of applications for project funding and final project reports,
- coordinating the implementation of the Strategic Management Support Programme and overseeing its compliance with the Strategic Plan of the SU,
- providing support for the administration of funds to support the strategic management of the University and the administration of the Central Development Projects agenda.

b) **cooperates:**

- with the Department of Project Support, project management departments, the departments managed by the bursar (especially the Economic and Accounting Department, the HR and Payroll Department, the Legal Department, and the Investment Department),
- with the Department of Strategy and Analyses to develop university-wide conceptual, analytical and statistical materials related to project management,
- in preparing documents for the Annual Report on Activities of the SU, the Strategic Plan of the SU, the Strategic Plan Implementation Scheme of the SU, the Internal Evaluation Report and its amendments, as well as other similar documents.

6. BURSAR

6.1. The bursar:

a) **is responsible for:**

- the management and administration of the assets of the University and the accuracy of the related methodology,
- submitting proposals of solutions and necessary measures to the rector in case of a threat to the balanced economic results of any part of the University,
- efficiently utilizing the financial resources of the Rectorate,
- coordinating the procurement process to meet the operational needs of the Rectorate,

b) manages:

- Bursar’s Secretariat, Economic and Accounting Department, HR and Payroll Department, Legal Department, Investment Department, Department of Document Management and University Archives, Department of Building Management and Transport,
- the administration of assets and internal administration of the University as a whole,
- personnel, payroll and education areas of the Rector’s Office and university workplaces,
- the organization of the quality assessment of related activities,
- secretaries of faculties, economists of the university institutes and heads of university departments in the field of management, administration of assets and internal administration,

c) participates in:

- ensuring quality assurance in the area of relevant economic indicators and teaching infrastructure.

6.2. Bursar’s Secretariat:

is responsible for:

- providing administrative and organizational work for the bursar’s department and the Academic Senate of the SU,
- keeping records of contracts concluded by the University or the Rector’s Office, internal regulations of the University and internal standards issued by the rector and the bursar,
- managing the administration of the public officials’ notification agenda,
- keeping the reference registry of the Bursar’s Secretariat,
- purchasing and issuing office supplies for the Rector’s Office.

6.3. Economic and Accounting Department:

a) is responsible for:

- preparing the budget at the level of the Rector’s Office and the University as a whole, monitoring its spending, monitoring and evaluating the management of the University and its individual parts,
- communicating with the Ministry of Education, Youth and Sports regarding the provision of operating grants and contributions, including the processing and submission of applications, receiving and distribution of funds, as well as their accounting and administration,
- processing the breakdown of contributions and subsidies to the University, processing and settling applications for subsidies and contributions on behalf of the University,
- processing the accounting of the University, with the exception of the School of Business Administration, including financial statements and balancing the books for the University,
- coordinating the preparation of the financial statement, including annexes and notes to the financial statement,
- providing coordination and methodical support for the preparation and finalization of the Annual Report on the Activities of the SU,

- managing the funds of the University,
- communicating with banking institutions, including managing electronic payments and distributing bank statements,
- handling the insurance of the property of the University,
- managing the Claims, Liquidation and Property Commission of the University,
- keeping records of de minimis aid received and granted to the University,
- overseeing the economic activities of the Rectorate, including preliminary and ongoing control of funds usage, monitoring and accounting of costs and revenues to activities, contracts and departments,
- managing cash for the university workplaces in Opava,
- managing and keeping records of the property of the Rectorate,
- communicating with the Tax Office and filing tax returns,
- processing and submitting statistical reports in the economic field,
- coordinating the engagement of external auditors and tax advisors,
- conducting control activities in the economic area of the Rector's Office.

b) methodically manages:

- accounting, economics and tax agenda, assets and inventory of the University.

6.4. Legal Department:

a) is responsible for:

- handling the legal matters of the University,
- recording complaints and coordinating the process of handling complaints for the University,
- managing the data protection agenda,
- preparing, reviewing and providing comments on the draft contracts,
- coordinating the preparation and amendments of the internal regulations of the University,
- preparing documents for discussions on internal regulations in the Academic Senate of the SU,
- participating in the resolution of commercial, civil, labour and other legal matters,
- managing the preparation, processing, organization and administration of public contracts, excluding public works contracts and the supply of fixed assets,
- coordinating, controlling and registering contracts in the electronic contract register, which includes publishing contracts concluded by the Rectorate in the public contract register,
- coordinating the swift and consistent remediation of deficiencies identified during inspection activities,

b) methodically manages:

- the legal agendas of the faculties,
- the personal data protection agenda at the University.

6.5. HR and Payroll Department:

a) is responsible for:

- comprehensively managing the personnel and payroll agenda at the University, including vehicle insurance, social security, tax, statutory employers' liability insurance and statistical reporting,
- communicating with the relevant institutions, in particular health insurance companies, the Social Security Administration, the Financial Office, the Labour Office and the Czech Statistical Office,
- providing methodological support to senior staff in personnel decisions and in organizing selection procedures,
- preparing reports, documents and analyses related to personnel and payroll issues,
- keeping records of awarded teaching and scientific degrees,
- administering contributions to employees from the Social Fund,

b) methodically manages:

- foreign employment matters and employee postings to work abroad.

6.6. Investment Department:

a) is responsible for:

- preparing the construction master plan of the University, investment programme documentation, construction plans and documentation for the acquisition of the machinery and equipment not included in costs and negotiating them with the territorial authorities and the Ministry of Education, Youth and Sports,
- preparing, administering and accounting documents for the provision of special-purpose subsidies,
- representing the University in planning, construction and building approval procedures,
- providing technical supervision as the investor on construction sites and representing the investor during the construction,
- preparing, processing, organizing and administering public procurement for construction works and public procurement for the supply of fixed assets for the University,
- preparing documents for the transfer of immovable property to or from the ownership of the University,

b) methodically manages:

- the public procurement agenda.

6.7. Department of Document Management and University Archives:

a) is responsible for:

- managing the Central Filing Room and Archives of the SU,
- handling all activities of the Archives of the SU in accordance with the Archives Act,
- managing the Central Mailroom of the University, including the activities of the filing office and the mailroom for the workplaces of the University in Opava,
- handling the data box of the University,
- organizing and implementing shredding procedures at the University,

- handling editorial activities at the University, including the allocation and registration of ISBN/ISSN and the storage of publications,

b) manages:

- the use of stamps, including record-keeping, approving their form and conducting inventories,
- methodically manages and coordinates the filing service.

6.8. Department of Building Management and Transport:

is responsible for:

- organizing and operating the buildings of the Rectorate, including maintenance, repairs, cleaning and security,
- managing car transport, administration and maintenance of the rectorate vehicles and coordinating the training of the university drivers,
- coordinating activities related to occupational safety and health and fire protection, including maintaining documentation on occupational safety and health and fire protection, cooperating in conducting inspections and fire prevention inspections of all university facilities and workplaces, and supervising employee training in occupational safety and fire protection,
- administering the University's energy management for joint purchase of electricity and gas.