

Organisational Regulations of the Prague University of Economics and Business

SR 1/2022

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Valid from:	1.7.2022	Effective until:	
Effective from:	1 January 2023		

1. Purpose

This Directive regulates the internal organisation of the VŠE in accordance with the Higher Education Act, other special regulations, the Statutes and other internal regulations of the VŠE. The name, seat, type, stamps and trademarks of the VŠE are regulated by the Statutes of the VŠE in Articles 1 and 2.

These organisational rules shall lay down

1. Basic duties of academic officers and senior staff.
2. The organisational structure of the VŠE, the assignment of its units and other professional departments to the responsibility of individual members of the VŠE management.
3. Principles of contact with state administration authorities.

2. Basic duties of academic officials of the VŠE and Leading Employees of the Rector's Office

The management of the VŠE is organised on the principle of a single responsible head. Every management activity includes a planned and systematic control according to the Control Regulations of the VŠE.

1. Senior employees of the Rector's Office of the Prague University of Economics and Business within the meaning of these Organizational Regulations are
 - a) Rector,
 - b) Vice-Rectors,
 - c) Bursar,
 - d) the directors of the units,
 - e) the heads of other departments in accordance with these organisational regulations.
2. In the performance of their duties, senior employees of the VŠE are obliged to comply with the provisions of the law and other special regulations, the statutes of the VŠE, the statutes of other units and other internal and other regulations of the VŠE.
3. Senior employees of the VŠE are responsible for the performance of the tasks of their subordinates and for the economical use of all resources entrusted to them. In doing so, they shall make use of their rights under the relevant provisions of the Labour Code on penalties for poor quality work or on the recognition of performance.
4. The senior staff of the VŠE may authorise staff under their authority to act on their behalf, either permanently or for individual cases or activities. Permanent authorisations must be in writing. The authorisation may be revoked at any time. The authorising officer shall be liable for exceeding the authorisation given.
5. If a dispute arises over the performance of an activity or over responsibility for an activity that is not specified by name in the organisational regulations or other applicable organisational or management standard, it shall be decided by the nearest joint superior of the two or more employees who are in dispute.
 - a) The handover and acceptance of the managerial function shall be made by a record or handover protocol signed by the transferor, the transferee and their immediate superior.

- b) When a function with material responsibility is handed over, a physical inventory of the entrusted values shall be carried out. The form of entry may also be imposed by senior staff on subordinate staff if this is necessary for compelling reasons. The time limit for handing over the function shall be set by the line manager in proportion to the content of the handover.

3. Organisational structure of the Prague University of Economics and Business

1. The organisational structure of the VŠE is determined by the Statutes of the VŠE, Articles 14 to 16
2. The organisation and activities of the Rector's Office and its units are determined by these regulations in accordance with Articles 16 and 17 of the Statutes of the Prague University of Economics and Business. To the extent stipulated by the Statutes of the VŠE and the Rector, the Rector is represented by the Vice-Rectors and the Bursar.
3. The organisation and activities of the faculties are governed by the statutes of the faculties, annexed to which are the organisational regulations or the organisational chart. The organisation and activities of other units of the VŠE are governed by their statutes or organisational regulations issued by the Rector after approval by the AS of the VŠE.

The management of units and other professional departments is divided among the members of the VŠE management as follows:

3.1 Rector

Departments reporting directly to the Rector:

1. Chancellor

It ensures and coordinates the activities of the Rector's Office and ensures the conditions for the Rector's activities, the implementation of the Rector's decisions and the activities of other members of the management. It ensures control, organisational-administrative and professional activities at the level of the school. It ensures the agenda related to the meetings of the school's governing bodies, the preparation of documents and documents for the decision-making of the school's management. The Chancellor is the Secretary of the Board of Trustees of the VŠE.

2. Internal Control and Audit Department

It ensures the handling of complaints, notifications or suggestions and the organisationally separate and functionally independent review and evaluation of the adequacy and effectiveness of management control, including the verification of the correctness of selected operations, all in accordance with the relevant legislation. In addition, through the Data Protection Officer, it provides information and advice to students and employees of the VŠE who carry out processing of personal data on their obligations under the Directive, the Regulation and other generally binding data protection legislation.

3.2 Vice-Rector for Education and Quality Assurance

Ensures and coordinates activities and processes in the field of study and teaching, including compliance with the standards arising from international accreditations in the field of education and human resources and a unified school-wide internal communication strategy. It cooperates in the promotion of Bachelor's and Master's degree programmes at the school-wide level and the coordination of educational activities in these programmes among the faculties, including the admissions and appeals procedures. Ensures the development and coordination of school-wide systems to provide and support educational activities and support the accreditation process for Bachelor's and Master's degree programmes.

As part of the coordination of pedagogical activities, it ensures the preparation of academic year schedules and the system of teaching timetables, the creation of school-wide principles of study organisation, study regulations and examination regulations, the process of recognition of higher education obtained at foreign universities, including recognition for admissions purposes, the agenda of fees for longer periods of study, the system of support for students with special needs and the evaluation of feedback in the pedagogical field.

Coordinates activities in the preparation of the strategic plan of the VŠE and plans for its implementation, including methodological support in the preparation of the strategic plans of the faculties and the preparation of the internal quality assessment report including annual supplements. It provides methodological support in the preparation of evaluation reports on the educational, creative and related activities of the faculties and evaluation reports on the implementation of the faculties' study programme.

The departments report directly to the Vice-Rector:

1. Components whose activities are determined by the Statutes of the VŠE and the Statutes of the given unit:
 - a) Centre for Information and Library Services
 - b) Centre for Physical Education and Sport

2. Pedagogical Department

The Pedagogical Department provides school-wide agendas related to the organization of pedagogy and admissions. Its main activities include the preparation of the timetable, organisational and information support of the pedagogical process, administration of school-wide tuition fees and school-wide scholarships, control activities and activities related to setting school-wide milestones and timetables in the Integrated Student Information System. The department is involved in the admissions process and informing applicants.

3. Quality Assurance Department

The Quality Assurance Department ensures and coordinates the quality assurance and quality improvement processes at the Prague University of Economics and Business. Its main activities include procedural and informational support of the accreditation process, organization of meetings and support of the Internal Evaluation Council. The department deals with the analysis and improvement of processes related to the quality of educational activities, including human resources management processes. The department systematically monitors external quality requirements and their implementation in the conditions of the VŠE. It deals with setting criteria, indicators and parameters for internal quality assessment and ensuring the collection and analysis of necessary data in all monitored areas of activity.

4. Centre for Students with Special Needs

The Centre for Students with Special Needs creates conditions for the full-fledged study of students with disabilities and special needs throughout the entire period from admission to graduation. It systematically develops the competences of these students, which are essential for their successful employment in practice. In cooperation with the Academic Psychological Counselling Centre, it assists students with mental illness and creates appropriate modifications to fulfil study obligations according to individual needs.

5. Academic Centre

The Academic Centre of the Prague University of Economics and Business focuses on the strategic support of the quality of teaching at the VŠE through the personal development of academic staff of the VŠE in the field of pedagogical and social psychological skills and the support of their teaching excellence, to support students, PhD students and academic staff in coping with the psychological demands of studying or working at the VŠE. The Academic Centre of the VŠE includes an Academic Psychological Counselling Centre. In cooperation with CIKS and CI, the Academic Centre of the VŠE also focuses on the correct and effective implementation of modern and innovative forms of teaching.

3.3 Vice-Rector for International Relations

The Vice-Rector for International Relations is responsible for the development of internationalisation at the school level. She manages exchange programmes, is responsible for concluding student exchange agreements and ensures that the quality level of the network of partner schools is maintained. She coordinates the faculties' course offerings for exchange students and supports the teaching of English language courses for students in Bachelor's and Master's programmes. It is responsible for the implementation of mobility within the Erasmus+ programme and other international programmes aimed at the mobility of students and staff of the VŠE, supports the development of faculty foreign language study programmes and represents the VŠE in international organisations of which it is a member. The Vice-Rector manages the complementary activities of subordinate departments and organises the activities of the International Advisory Board, which is an advisory body to the Rector.

The departments report directly to the Vice-Rector:

1. Components whose activities are determined by the Statutes of the VŠE and the Statutes of the given unit:
 - a) French-Czech Institute of Management
2. International Office

It organises student exchanges with partner universities, including the negotiation and conclusion of bilateral agreements. It provides administrative support related to trips abroad for students of all faculties of the VŠE, including long-term trips of students of doctoral study programmes. Provides information advice to students of the VŠE on other opportunities for study abroad and work placements. It administers scholarships under the Erasmus+ mobility project, intergovernmental scholarships and scholarships awarded by the VŠE within the CEEPUS network. Provided by complete administrative support for incoming foreign exchange students from partner universities. It administers mobility of academic staff and other employees of the VŠE within the Erasmus+ project and organizes short-term study stays for foreign groups. The International Office provides information and marketing support for

foreign language study programmes and individual counselling for applicants to these programmes.

3. Central European Studies in Prague (CESP)

CESP operates as a department managed by the Vice-Rector for International Relations in a complementary mode. It organises paid studies in the scope of one or two semesters for freemovers and partner universities with which VŠE cooperates in the form of unilateral mobility agreements for foreign students. CESP organises the summer school and any other commercial activities that support the development of the internationalisation of the VŠE.

3.4 Vice-Rector for Development and Corporate Relations

It provides methodological support and coordination of project activities of the Prague University of Economics and Business and faculties, support and coordination of involvement in centralized development projects of the Ministry of Education and other strategic and development projects, preparation, implementation and evaluation of the involvement of the Prague University of Economics and Business in the Programme for Support of Strategic Management of the Ministry of Education.

It ensures relations with corporate partners and alumni at the school level and their coordination between faculties, school-wide communication strategy in the field of marketing and PR, including coordination of faculty marketing strategies, content of the VŠE website and presentation of VŠE on social networks. It supports the activities of student societies, lifelong learning programmes, MBA/MPA and coordination of faculties and other units in their implementation.

The departments report directly to the Vice-Rector:

1. Components whose activities are determined by the Statute of the Prague University of Economics and Business and the Statute of the given unit:
 - a) xPORT Business Accelerator
 - b) Institute of Crisis Management
 - c) Institute of Property Valuation
 - d) Certification Institute

2. Project Office

The Project Office provides support for development projects. It provides consultation on project plans, supports the preparation of project applications including the provision of specific annexes. It prepares, administers and manages school-wide projects. Manages access rights in ISKPI4+/21+ and provides signatures of authorized persons on the school management side. Administers Centralized Development Projects. Ensures awareness of announced calls relevant to the VŠE and its individual departments; methodological and administrative support to project teams in the submission and resolution of projects; implementation of the project management system with a focus on areas outside scientific research; collects and shares lessons learned from implemented projects; manages a database of development projects; and handles other related agenda.

3. Alumni and Corporate Relations

Alumni and Corporate Relations - ACR organizes or co-organizes social, sporting and professional events at VŠE, participates in connecting students and alumni with the workplace, maintains and develops relationships with alumni and manages partnerships with VŠE. The ACR

is led by a director and consists of four centres: the Careers Centre, the Events Centre, the Alumni Centre and the Partnership Centre. Each of these centres has its own agenda, organisational team and manager, but very often the different agendas are linked and the centres work closely together on projects and activities. The ACR provides services to Czech and foreign students, graduates, employees and partners of the VŠE mainly in the areas of career, counselling, event management, relations with graduates and partners of the VŠE. It systematically develops relations with practice, similar workplaces in the Czech Republic and abroad. ACR services are available to actors within the school (faculties, departments, workplaces, student organisations, etc.) and to external entities and corporate partners.

4. Marketing and Public Relations Department

The Marketing and Public Relations Department coordinates and supports the marketing activities of the Prague University of Economics and Business towards individual target groups, especially applicants, students, alumni and corporate partners and donors. It is responsible for defining and promoting the VŠE brand and coordinating its use and promotion together with the brands of individual faculties, other VŠE departments or student associations. It approves the use of the VŠE logos, designs visuals for key press materials, takes care of the content of the main VŠE website and social networks, prepares all-campus events and supports the activities of individual departments. It is the point of contact for the media and the public.

5. University of the Third Age

The University of the Third Age provides lifelong learning to those who have become entitled to a retirement or disability pension and have usually completed secondary education with a high school leaving examination. Through University of the Third Age studies, VŠE activates the elderly and seeks to maintain their quality of life. It thus fulfils the principles of social responsibility of a public university.

3.5 Vice-Rector for Research and Doctoral Studies

It is responsible for the area of scientific research and for the implementation of doctoral studies at the school level. Within this agenda, he/she manages the promotion of science and research, is responsible for analyses and evaluation of the status and level of creative activities and doctoral studies, including their reporting. It is responsible for the internationalisation of scientific research activities, research cooperation with other research institutions and universities in the Czech Republic and abroad, and the involvement of the University in domestic and international projects. It is responsible for supporting the qualification growth of researchers and academic staff, the implementation of habilitation and appointment procedures and the promotion of excellent researchers in general. It coordinates educational activities and admissions to doctoral programmes, inter-faculty programs, methodically manages faculty activities in the area of specific research and Internal Grant Agency at the school-wide level. Implements activities leading to the acquisition and retention of the HR Award. He is responsible for the preparation of documents submitted to the Scientific Council. Coordinates the area of publication of scientific journals at the College of Education and contract research projects between faculties.

The departments report directly to the Vice-Rector:

1. Office for Science and Research

The mission of the Office for Science and Research is to provide comprehensive and effective support for scientific research activities across all faculties of the Prague University of

Economics and Business. Its activities include administrative and professional support in the preparation and solution of scientific research projects funded from external sources, administration of university-specific research projects and management of the agenda related to financial support of scientific research activities of VŠE employees and PhD students. The Office for Science and Research also prepares analyses, methodological guidelines, annual reports, reports for international accreditations and other documents related to the scientific research activities of the VŠE. It helps to organise meetings of the VŠE Scientific Council and manages the agenda of habilitation procedures and procedures for the appointment of professors.

2. Department of Scientific Journals

The mission of the Department of Scientific Journals is to efficiently ensure the publication of all-school scientific journals of the Prague University of Economics and Business and to support the growth of their quality. The department ensures the complete editorial process - coordinates the activities of the executive boards of the journals, ensures the review process, prepares articles for publication. It ensures the administrative agenda related to the publication of journals and regular communication with institutions providing journal evaluation and technical support.

3.6 Vice-Rector for Informatics and Digitalisation

It is responsible for the school-wide ICT strategy, providing technical support for the digitization of processes, creating school-wide policies and regulations governing the use of ICT, centralized purchase of ICT resources, IT services and software, operation and development of the school's learning and information system, providing application software necessary for teaching and science and research, ensuring the operation and development of the e-learning platform and its technical and user support, information infrastructure for educational, scientific, research and other activities of the VŠE, IT services for students and employees.

The departments report directly to the Vice-Rector:

1. Components whose activities are determined by the Statutes of the VŠE and the Statutes of the given unit:
 - a) Informatics Centre
2. Steering Committees
 - a) InSIS Steering Committee - Ensures the discussion and approval of changes and development of the study IS (InSIS and LMS), their prioritization and control of funding,
 - b) Cybersecurity Committee of the VŠE - Ensures the control of compliance of the VŠE with legal requirements for information protection (Act and Decree on Cybersecurity, GDPR, Act on Personal Data Processing).

3.7 Bursar

The Bursar is responsible for the following activities arising from the law and the measures of the Rector of the Prague University of Economics and Business. In particular, he is responsible

for the proper management of the VŠE and the registration and management of its assets, including their control and inventory. Furthermore, he/she prepares economic analyses and development plans as a basis for strategic decision-making and for the preparation and evaluation of the implementation of the budget and the budget outlook of the VŠE, including the preparation of the annual management report and other reports and reports on operational, economic and financial matters required by the statutory regulations and the Board of Trustees of the VŠE. It also participates in the preparation and evaluation of investment plans, including the preparation and implementation of public procurement and tenders for public procurement contractors.

It is responsible for the development of the University's rules and regulations in the operational, economic and financial areas, including the effective planning and use of all financial resources and control of the complementary activities of the VŠE and its units.

In collaboration with the Vice-Rector for Education is involved in the activities and quality assurance of the implementation of the Human Resources Management Strategy. In collaboration with the Vice-Rector for Development and Corporate Relations is involved in the development of the University's technical facilities. In collaboration with the Vice-Rectors for Development and Corporate Relations and for Informatization and Digitalisation, he/she is involved in the planning of the construction investment activities of the University and the preparation of the draft dislocation decisions.

The services are directly responsible to the Bursar:

1. Components whose activities are determined by the statute and the Statute of the unit
 - a) Facilities Management Department
 - b) Oeconomica Publishing House

2. Economic Department

The Economic Department is a school-wide department that provides administration, development and integration of the economic and payroll information system; manages primary codebooks; provides complex activities in the field of accounting and tax management for the needs of fulfilling legislative obligations towards state authorities and other external reporting for the organization and for the internal needs of individual units through its departments:

- Accounting;
- Controlling;
- Informatics Economic Department
- Methodology and reporting.

3. Wage and Personnel Department

As part of the processing of employee salaries, the Wage and Personnel Department provides complex HR and payroll activities for the external reporting needs of the organisation and for the internal needs of individual units. These activities include, for example, the following:

- cooperation on integration of HR and payroll IS with surrounding IS;
- Methodology of internal circulation of documents in the field of labour law;
- preparation of school-wide reports, tax returns, statistical reports;
- preparation of documents for the audit;
- managing the agenda of the disabled;
- employment of foreigners;

- provision of medical care;
- preparation of certificates for employees, government authorities, banking sector, internal needs of the Prague University of Economics and Business, etc.

4. Property Management Department

The Department of Property Management ensures the operation and maintenance of the buildings, including cleaning, as well as the activities of the mailroom and ESL, energy centres, transport and security. Operational service is provided in the premises - Žižkov, nám. W. Churchill 1938/4, Prague 3; JM, Ekonomická 957, Prague 4, Jižní Město and in training, recreational and sports facilities. Comprehensive services include the preparation of documents from academic departments in terms of long- term plans for capital construction, reconstruction and modernization. OSM is divided into departments:

- Administration of the Žižkov area;
- JM Campus Management;
- Investment Department;
- Defence, Safety and Fire Protection
- Mailroom

5. Legal Department

The Legal Department is responsible for the following activities:

- contracts - drafting, comments, administration;
- public procurement - methodology, administration;
- certificate of studies - for state administration and public authorities;
- study matters - appeal proceedings, fee recovery according to Section 58 of the Higher Education Act;
- Nostrification - Higher education abroad, assessment of foreign high school and university education for the purpose of admission to the Prague University of Economics and Business;
- regulations - creation and administration;
- provision of information according to Act No. 106/1999 Coll.;
- representation of the University in legal proceedings.

4. Final provisions

The Organisational Regulations of the VŠE are binding for all its employees and students and contractual partners.

The Directive shall enter into force on the date of its signature and shall take effect on 1 July 2022.

Sheet of changes

<i>Change number</i>	<i>Arrangements,amending the Regulation</i>	<i>Subject of the amendment - title of theamendment</i>	<i>Approved, effective from:</i>
1.	3.5	A new paragraph 5 is added in Article 3.2.,regulating the Academic Centre	1.1. 2023
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5. Attachments

Organisational chart of the Rector's Office of the Prague University of Economics and Business

Rector

Chancellor

Internal Control and Audit Department

Vice-Rector for Education and Quality Assurance

- Centre for Information and Library Services
- Centre for Physical Education and Sport
- Pedagogical Department
- Quality Assurance Department
- Centre for Students with Special Needs

Vice-Rector for International Relations

- French-Czech Institute of Management
- International Office
- Central European Studies in Prague

Vice-Rector for Development and Corporate Relations

- xPORT Business Accelerator
- Institute of Crisis Management
- Institute of Property Appraisal
- Certification Institute
- Project Office
- Alumni and Corporate Relations
- Marketing and Public Relations Department
- University of the Third Age

Vice-Rector for Research and Doctoral Studies

- Office for Science and Research
- Department of Scientific Journals

Vice-Rector for Informatics and Digitalisation

- Informatics Centre
- InSIS Steering Committee
- Cybersecurity Committee of the Prague University of Economics and Business

Bursar

- Facilities Management Department
- Oeconomica Publishing
- Economic Department
- Wage and Personnel Department
- Property Management Department
- Legal Department