

Pilsen, 10th January 2019
ZCU 000577/2019

Dean's Decree No. 1D/2019

Organizational Regulations of the Faculty of Arts of the University of West Bohemia

PART ONE

Basic Provisions

Article 1

- (1) General principles of the organization and management of the Faculty of Arts (hereinafter 'FA') are stipulated in Articles 4 and 5 of the Organizational Regulations of the University of West Bohemia.
- (2) The Organizational Regulations of the Faculty of Arts of the University of West Bohemia (hereinafter 'Organizational Regulations') specify the organizational structure of FA set by the Statute of the Faculty of Arts of the University of West Bohemia, define general procedures, competences and responsibilities within assuring the quality of all activities, and furthermore stipulate the rules of management including information sharing.
- (3) The Organizational Regulations are binding for every employee and student of FA.

PART TWO

Organization and Management of FA

Article 2

Structure of FA

(1) The Structure of FA consists of autonomous academic and other bodies, the management of FA, Dean's Office, departments or their organizational units (departments, centres, laboratories). Relations between individual structural units of FA are outlined in the figure in Annex 1. Advisory boards and working groups are also engaged in coordination and management processes.

(2) **Autonomous academic bodies of FA** are as follows:

- a) the FA Academic Senate,
- b) the Dean of FA,
- c) the FA Scientific Board,
- d) the FA Disciplinary Committee.

(3) **Another body** of the FA is the Faculty Secretary.

(4) **The management of FA** comprises the Dean, the Vice-Deans and the Faculty Secretary. The Dean is the head of FA and he or she appoints and dismisses other members of the FA management. The Vice-Deans are as follows:

- a) Vice-Dean for Strategy and Development,
- b) Vice-Dean for Study Affairs,
- c) Vice-Dean for Science and Research,
- d) Vice-Dean for External Relations.

(5) **The Dean's Office** was established in order to conduct, coordinate and manage the FA activities. The Dean's Office includes:

- a) the Dean's Secretary,
- b) the Faculty Secretary's Office,
- c) the Quality Assurance Department,
- d) the Student Office,
- e) the Department for Science and Projects,
- f) the External Relations Department.

(6) Academic **department** is the primary ground for educational, creative, and other activities. The list of Departments is included in the Statute of the Faculty of Arts of the University of West Bohemia in Annex 2.

Article 3 Autonomous Academic Bodies of FA

The scope of authority, establishing, and proceedings of autonomous academic bodies are regulated by sections 26–31 of Act No. 111/1998 Coll. on Higher Education Institutions, and by the internal regulations of UWB and FA.

Article 4 Management of FA

(1) **The Dean** decides in all FA matters and manages the Dean's Secretary. The Dean is represented by the Vice-Deans to the extent he or she stipulates. Regarding the exercising of delegated powers and activities, the Vice-Deans are responsible to the Dean. The powers and responsibilities of the Dean are specified in Annex 2.

(2) After the matter being discussed in the FA Academic Senate, the Dean appoints the Vice-Deans and defines the scope of their activities, as well as their powers and responsibilities.

(3) **The Vice-Dean for Strategy and Development** represents the Dean in matters of strategic planning and development of FA and manages the Department for Quality of the FA Dean's Office. The activities, powers and responsibilities of the Vice-Dean for Strategy and Development are specified in Annex 2.

(4) **The Vice-Dean for Study Affairs** represents the Dean in matters related to educational activities of FA and manages the FA's Student Office. The activities, powers and responsibilities of the Vice-Dean for Study Affairs are specified in Annex 2.

(5) **The Vice-Dean for Science and Research** represents the Dean in matters of creative activities of FA and manages the FA's Department for Science and Projects. The activities, powers and responsibilities of the Vice-Dean for Science and Research are specified in Annex 2.

(6) **The Vice-Dean for External Relations** represents the Dean in matters related to internationalization, communication with external subjects and presentation of FA and manages the FA's External Relations Department. The activities, powers and responsibilities of the Vice-Dean for External Relations are specified in Annex 2.

(7) **The Faculty Secretary** manages the economy and internal administration to the extent stipulated by the Dean and manages the Secretary's Office. The activities, powers and responsibilities of the Faculty Secretary are specified in Annex 2.

(8) In the absence, the Dean is represented by the Vice-Deans in the following order:

- a) Vice-Dean for Strategy and Development,
- b) Vice-Dean for Study Affairs,
- c) Vice-Dean for Science and Research,
- d) Vice-Dean for External Relations.

Article 5 Dean's Office

(1) The Dean's Office provides administrative and technical support to FA's management processes connected with internal administration of FA, ensures the coordination and management of FA's activities.

(2) **The Dean's Secretary** carries out and provides administrative work for the Dean, the Vice-Deans, and the Faculty Secretary. The activities of the Dean's Secretary are specified in Annex 3.

(3) **The Quality Assurance Department** provides support to the Dean and the Vice-Deans regarding development, approval and evaluation of study programmes, ensuring and evaluating the quality of all activities, supporting the management processes, preparation

and realization of strategies, and evaluation of workers. The activities of the Quality Assurance Department are specified in Annex 3.

(4) **The Student Office** carries out administrative work primarily related to the registration and organization of educational activities in Bachelor's, Master's, and Doctoral study programmes. The activities of the Student Office are specified in Annex 3.

(5) **The Department for Science and Projects** performs administrative and controlling activities in order to support the preparation, realization and finalization of projects, carries out publishing activities and ensures methodological support to Doctoral study programmes. The activities of the Department for Science and Projects are specified in Annex 3.

(6) **The External Relations Department** ensures activities related to external presentation of FA, participates in processing and execution of promotional and PR strategies of FA and in popularization of science and research. The activities of the External Relations Department are specified in Annex 3.

Article 6 Department

(1) A department is the basic unit for educational, scientific, and other activities.

(2) The Department is led by a head of department appointed by the Dean based on a selection procedure. The head of department can be removed from office by the Dean. The Dean is also entitled to put any academic worker in charge of the department management until a new head is selected.

(3) The head of department conducts conceptual planning, manages, coordinates, and supervises activities pursued at the department. The activities, powers, and responsibilities of the head of department are further specified in Annex 4.

(4) The head of department appoints his or her deputy following a consultation with the Dean. The head of department specifies the scope of activities and powers delegated to their deputies. The head of department designates the deputy authorized to manage the department in his or her absence.

(5) Following a consultation with the Dean, the head of department appoints the Department Secretary.

(6) The Department Secretary manages the economy and internal administration of the department to the extent specified by the head of department and in cooperation with the Faculty Secretary.

Article 7

Advisory Boards and Working Groups

(1) Advisory boards operate at FA for the purposes of management and coordination of FA's activities. Working groups are being established by the Dean in order to perform conceptual and operative tasks at the level of FA. The head of advisory boards and working groups is typically the Dean, the Faculty Secretary, or the authorized Vice-Dean.

(2) Advisory boards at the level of FA are the Dean's Board and the FA Accreditation Committee. Members of advisory boards are appointed or dismissed by the Dean.

(3) Dean's Board consists of the representatives of every FA Department. The Dean is the head of Dean's Board. At the Board's meeting, the Dean shares information with the departments representatives, assigns tasks, and consults the representatives about major decisions. The Dean convenes the Board's meetings. Generally, the Dean's Board meets once a month.

(4) The FA Accreditation Committee consists of representatives of every FA department. The Committee discusses changes in study plans, new courses and FA courses innovations. After the FA Accreditation Committee discussion, the Dean forwards new and adjusted courses for approval to the UWB Accreditation Committee. The FA Accreditation Committee assesses the study courses according to the criteria for the course syllabus, stipulated learning outcomes, stipulated prerequisites, literature and other learning resources, evaluation methods, teaching methods, extent of teaching hours, and time requirements for activity also expressed in the amount of ECTS credits, topics, contents of the course, classification of the course within a specific study programme including its status specification. Furthermore, the FA Accreditation Committee assesses the study courses with regard to their classification within the study programme structure, to meeting the stipulated learning outcomes of the programme and the programme graduate profile, and lastly, to the cooperation of FA departments regarding the implementation of study programme. The FA Accreditation Committee meetings are convened by its chairman appointed by the Dean. The FA Accreditation Committee meets at least twice a year. The Committee shall act by a consensus of the members present. In case no consensus is reached, the Dean shall take a decision.

(5) Working groups are being established by the decision of the Dean. The composition of a working group is stipulated by the Dean as part of the establishing decision.

(6) In particular, Secretary's Board is one of the working groups established at the level of FA. Secretary's Board consists of representatives of every FA department; the head of the Board is the Faculty Secretary. At the Board's meetings, the Faculty Secretary shares information with Department Secretaries, assigns tasks and discusses major decisions. The Faculty Secretary convenes the Secretary's Board meetings. Typically, the Board meets once a month.

(7) The members of advisory boards and working groups are enlisted on the FA website and in the FA Annual Report.

PART THREE
FA Legislation, Publication and Sharing of Information

**Article 8
FA Legislation**

- (1) FA Legislation consists of internal regulations, Dean's Decrees and Dean's Decisions.
- (2) Internal regulations are the following:
- a) Statute of the Faculty of Arts of the University of West Bohemia,
 - b) Electoral Regulations of the Academic Senate of the Faculty of Arts of the University of West Bohemia,
 - c) Rules of Procedure of the Academic Senate of the Faculty of Arts of the University of West Bohemia,
 - d) Rules of Procedure of the Scientific Board of the Faculty of Arts of the University of West Bohemia,
 - e) Disciplinary Regulations for Students of the Faculty of Arts of the University of West Bohemia.
- (3) Dean's Decree is a set of legal norms of a general nature.
- (4) Dean's Decision is a legal act with specified subject.
- (5) Dean's Decrees and Dean's Decisions are numbered according to Article 9 of the Rector's Directive No. 64R/2011 *Internal Regulations and Norms*.

**Article 9
Publication and Sharing of Information**

- (1) Internal regulations are published by the organizational unit of the Rector's Office according to Rector's Directive No. 64R/2011 *Internal Regulations and Norms*. Dean's Decrees and Dean's Decisions are published at <http://legislativa.zcu.cz> and on the FA notice board. The Faculty Secretary is responsible for the publication of Dean's Decrees and Decisions.
- (2) Minutes of meeting and supporting documents for meetings of various structural parts of FA, advisory boards and working groups are shared and published via the doc.zcu.cz system, according to their nature.
- (3) The timeliness and availability of the documents at various sections of the faculty part of the doc.zcu.cz system is the responsibility of an employee holding a position specified

in the chart included in Annex 5, or an employee designated by the head of the FA part being in charge of the particular doc.zcu.cz section administration.

(4) Important information is being published on FA websites in relevant sections. The timeliness and availability of the information in the website sections is the responsibility of the members of the FA management and the chair of the FA Academic Senate according to the chart in Annex 6.

PART FOUR

Quality assurance and quality evaluation of educational, creative, and related activities

Article 10

(1) Principles, methods and activities within the system of assuring and evaluating the quality of educational, creative, and related activities are regulated by the internal regulation entitled Rules for the system of the quality assurance and internal evaluation of quality, and by other relevant internal UWB regulations.

(2) The system of assuring quality of FA activities and management is further based on principles, methods and instruments specified in the FA Career Development Regulations.

(3) Strategy development and evaluation is conducted in accordance with methods stipulated in Vice-Rector's Instruction 3P/2018 *Strategy creation and evaluation*. FA strategy entails bases, values, and specific, measurable and viable goals and their indicators described in the FA Strategic Plan and in the Implementation Plan for the FA Strategic Plan. Evaluating the strategy implementation means to regularly assess whether the goals and their indicators are being achieved. The instruments for evaluating the strategy implementation are evaluating the implementation of the FA Strategic Plan, the annual FA activity report, and the annual FA financial management report. As a supporting document for developing the strategy, for evaluating the faculty and university, and for evaluating the strategy and activity of faculty departments, the heads of departments propose annual reports in a form specified by the Dean, generally by the 15th February of the calendar year concerned. The annual report shall be handed to the Dean via the Dean's Secretary. The general schedule for developing and evaluating the faculty strategy is provided in Annex 7.

(4) Complex internal quality evaluation is conducted according to methods stipulated by Rector's Directive No. 21R/2018 *Comprehensive Internal Quality Assessment*. FA participates in the evaluation to the extent defined.

(5) Quality assurance and quality evaluation of FA educational activities are conducted according to methods stipulated primarily in Vice-Rector's Instruction 7P/2018 *Study programme quality assessment* and 6P/2018 *Details of application for accreditation*. At the faculty level, the Accreditation Committee engages in the process of developing study

programmes, mainly in the preparation and adjustments of study plans, and in developing new or innovating existing FA courses.

(6) Evaluation of FA creative activities is conducted according to methods stipulated in Vice-Rector's Instruction 9P/2018 *Quality assessment of creative activities*. Evaluation of the FA habilitation procedure is conducted in accordance with Vice-Rector's Instruction 8P/2018 Evaluation of the quality of the associate professorship and prof. app. proc.

(8) Quality evaluation of related activities is conducted in accordance with Rector's Directive Rules for the system of the quality assurance and internal evaluation of quality FA participates in the evaluation to the extent defined.

Article 11 Final Provisions

This decree comes into effect on the day of signature.

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PhDr. David Šanc, Ph.D.
Dean

Annexes:

Annex 1 – Organizational Structure of FA

Annex 2 – Activities, powers, and responsibilities of the Dean, Vice-Deans and Faculty Secretary

Annex 3 – Activities of the Dean's Office departments

Annex 4 – Activities, powers, and responsibilities of the Head of Department

Annex 5 – Responsibility for timeliness and availability of documents at individual sections of the Faculty part of the doc.zcu.cz system

Annex 6 – Responsibility for timeliness and availability of information at individual sections of the FA websites

Annex 7 – Schedule for preparation and evaluation of the FA strategy

Annex 1 – Organizational Structure of FA

Akademický senát FF – FA Academic Senate

Vědecká rada FF – FA Scientific Board

Děkan – Dean

Disciplinární komise FF – FA Disciplinary Committee

Děkanát – Dean's Office

Tajemník – Faculty Secretary
Kancelář tajemníka – Secretary's Office
Kancelář děkana – Dean's Secretary
Proděkan pro strategii a rozvoj – Vice-Dean for Strategy and Development
Oddělení kvality – Quality Assurance Department
Proděkan pro studijní záležitosti – Vice-Dean for Study Affairs
Studijní oddělení – Student Office
Proděkan pro vědu a výzkum – Vice-Dean for Science and Research
Oddělení vědy a projektů – Department for Science and Projects
Proděkan pro vnější vztahy – Vice-Dean for External Relations
Oddělení vnějších vztahů – External Relations Department
Katedry – Departments
Katedra anglického jazyka a literatury – Department of English Language and Literature
Katedra antropologie – Department of Anthropology
Katedra archeologie – Department of Archaeology
Katedra blízkovýchodních studií – Department of Middle East Studies
Katedra filozofie – Department of Philosophy
Katedra germanistiky a slavistiky – Department of German and Slavic Studies
Katedra historických věd – Department of Historical Sciences
Katedra politologie a mezinárodních vztahů – Department of Politics and International Relations
Katedra románských jazyků – Department of Romance Languages
Katedra sociologie – Department of Sociology

Annex 2 - Activities, powers, and responsibilities of the Dean, Vice-Deans and Faculty Secretary

1. Dean

a) Activities:

- 1) performs activities defined by law, the internal rules and regulations of UWB, and the internal rules and regulations of FA,
- 2) represents the Faculty towards the UWB bodies and outwards,
- 3) prepares and presents the annual report of FA activities in cooperation with the Vice-Deans and the heads of departments,
- 4) presents the materials for meetings of the FA Academic Senate and the FA Scientific Board,
- 5) prepares and updates the FA Strategic Plan in cooperation with the Vice-Deans,
- 6) is involved in the evaluation of quality of teaching and prepares the report of FA quality of teaching,
- 7) initiates and manages the inspection activities within FA,
- 8) submits proposals for FA Disciplinary Committee meetings,
- 9) acts in employment relations, defines the scope of activities, powers and responsibilities of direct subordinates and their duties.

b) Responsibilities:

- 1) is responsible for independent performance of assigned activities,
- 2) is responsible for ensuring compliance with the legislation and rules within performed activities,
- 3) is responsible for FA activities and economy,
- 4) is responsible for staffing all activities and for FA personnel development,
- 5) is responsible for FA development and improvement in accordance with the FA long-term plan for development and strategy,
- 6) is responsible for assuring the quality of educational, creative, and related activities at the FA level.

c) Powers:

- 1) acts on his or her own behalf within internal relations,
- 2) in external relations, he or she acts in the name of the Faculty in terms of FA internal regulations and the UWB legislation,
- 3) decides on the FA matters, unless otherwise specified by the legislation of the Czech Republic, UWB or FA,
- 4) decides on the development and implementation of study programmes,
- 5) decides on activities performed by FA (scientific, research, innovative, artistic, and other creative activities),
- 6) decides on employment relations within FA,

- 7) decides on foreign relations and activities of FA,
- 8) presents the FA Academic Senate with proposals for FA funds reallocation,
- 9) decides on the management of allocated FA funds in accordance with approved budget,
- 10) decides on extraordinary scholarships,
- 11) presents the FA Academic Senate with proposals for establishment, merger, fusion, division, or dissolution of FA departments and decides on internal organization of the Dean's Office,
- 12) decides on students' admissions and on students' requests in accordance with relevant legal regulations,
- 13) decides on conflicts of jurisdiction within FA,
- 14) appoints the members of advisory boards,
- 15) establishes working groups.

2. Vice-Dean for Strategy and Development

a) Activities:

- 1) represents the Dean to the extent specified by the Dean,
- 2) methodologically manages and monitors the area assigned,
- 3) plans and conducts the FA strategy development,
- 4) ensures inspection activities, strategy evaluation and reporting,
- 5) prepares supporting documentation for human resources development,
- 6) manages the strategy and process implementation including introduction of management tools,
- 7) provides methodological support and process guidance within the scope of creative activities and study programmes evaluation,
- 8) assigns tasks to his or her direct subordinates and requests cooperation with the FA management and with the heads of departments,
- 9) cooperates with relevant advisory boards and working groups in order to perform his or her duties,
- 10) presents and guarantees proposals of FA internal rules related to his or her agenda,
- 11) manages the Quality Assurance Department,
- 12) in liaison with the Faculty Secretary:
 - a) proposes the methodology for budgeting,
 - b) supervises the FA financial management,
 - c) proposes the departments' dislocation,
 - d) plans and proposes the infrastructure development,
- 13) in liaison with the Vice-Dean for Study Affairs:
 - a) prepares proposals for division of the number of students into individual study programmes,
 - b) prepares materials for the meetings of the FA Scientific Board, FA Academic Senate, and FA and UWB panels related to the accreditation process,
 - c) coordinates the activities of developing, approving, and evaluating study programmes,

d) administers the documents resulting from the activity of the Educational Board (ROV).

b) Responsibilities:

- 1) is responsible for independent performance of assigned activities,
- 2) is responsible for ensuring compliance with the legislation and rules within performed activities,
- 3) is responsible for preparing and presenting the information of his or her agenda on the FA website,
- 4) is responsible for preparing the supporting documentation and sets of documents required for the preparation of notes and reports, and for decision-making processes in the assigned matters,
- 5) is responsible for creation, implementation and evaluation of strategy and the FA long-term plan for development,
- 6) is responsible for the legislation and creation of internal regulations,
- 7) is responsible for the implementation and optimization of faculty processes,
- 8) is responsible for the quality of performance of assigned activities.

c) Powers:

- 1) makes decisions to the same extent as the Dean in his or her absence,
- 2) in external relations, he or she acts in the name of the Faculty to the extent specified by the Dean,
- 3) decides on the matters related to administrative and operational activities of FA and to the FA infrastructure development.

3. Vice-Dean for Study Affairs

a) Activities:

- 1) represents the Dean to the extent specified by the Dean,
- 2) implements the FA strategy in the field of educational activities,
- 3) methodologically manages and monitors the area assigned,
- 4) assigns tasks to his or her direct subordinates and requests cooperation with the FA management and the heads of departments,
- 5) cooperates with the FA Accreditation Committee, relevant advisory boards and working groups in order to perform his or her duties,
- 6) analyses the educational activities,
- 7) presents proposals for improving the education and the quality of educational activities,
- 8) prepares the admission procedure and performs the interpretation of results,
- 9) sets out the schedule for students' pre-registrations and registrations,
- 10) presents and guarantees proposals of FA internal rules related to his or her agenda,
- 11) manages the Student Office,
- 12) in liaison with the Vice-Dean for Strategy and Development:

- a) prepares proposals for division of the number of students into individual study programmes,
- b) prepares materials for the meetings of the FA Scientific Board, FA Academic Senate, and FA and UWB panels related to the accreditation process,
- c) coordinates the activities of developing, approving, and evaluating study programmes,
- d) administers the documents resulting from the activity of the Educational Board (ROV).

b) Responsibilities:

- 1) is responsible for independent performance of assigned activities,
- 2) is responsible for ensuring compliance with the legislation and rules within performed activities,
- 3) is responsible for preparing and presenting the information of his or her agenda on the FA website,
- 4) is responsible for preparing the supporting documentation and sets of documents required for the preparation of notes and reports, and for decision-making processes in the assigned matters,
- 5) is responsible for the quality of performance of assigned activities,
- 6) is responsible for the compliance of FA study environment with relevant UWB legislation,
- 7) is responsible for the activities and performance of the Student Office,
- 8) is responsible for the development of timetables,
- 9) is responsible for the development and innovation of Bachelor's and Master's studies plans,
- 10) is responsible for the accreditation of courses,
- 11) is responsible for the implementation of ECTS and QRAM,
- 12) is responsible for the admission procedure,
- 13) is responsible for State Final Examination.

c) Powers:

- 1) decides on study matters except for affairs within Dean's exclusive competence,
- 2) manages the pre-registration and registration procedure,
- 3) in external relations, he or she acts in the name of the Faculty to the extent specified by the Dean.

4. Vice-Dean for Science and Research

a) Activities:

- 1) represents the Dean to the extent specified by the Dean,
- 2) implements the FA strategy in the field of creative activities,
- 3) methodologically manages and monitors the area assigned,

- 4) assigns tasks to his or her direct subordinates and requests cooperation with the FA management and the heads of departments,
- 5) cooperates with relevant advisory boards and working groups in order to perform his or her duties,
- 6) presents and guarantees proposals of FA internal rules related to his or her agenda,
- 7) manages and coordinates the science and research activities of FA,
- 8) inspects and evaluates the materials for the habilitation procedure,
- 9) prepares and approves the materials for the FA Scientific Board,
- 10) manages the Department for Science and Projects.

Responsibilities:

- 1) is responsible for independent performance of assigned activities,
- 2) is responsible for ensuring compliance with the legislation and rules within performed activities,
- 3) is responsible for preparing and presenting the information of his or her agenda on the FA website,
- 4) is responsible for preparing the supporting documentation and sets of documents required for the preparation of notes and reports, and for decision-making processes in the assigned matters,
- 5) is responsible for the quality of performance of assigned activities,
- 6) is responsible for the inspection and evaluation of the level of doctoral studies,
- 7) is responsible for submitting the results of research and development into relevant databases,
- 8) is responsible for publishing activities at the FA level.

Powers:

- 1) decides on matters of doctoral studies,
- 2) approves grant proposals presented by the FA employees,
- 3) in external relations, he or she acts in the name of the Faculty to the extent specified by the Dean.

5. Vice-Dean for External Relations

a) Activities:

- 1) represents the Dean to the extent specified by the Dean,
- 2) implements the FA strategy in the field of internationalisation and the third mission of the Faculty,
- 3) methodologically manages and monitors the area assigned,
- 4) assigns tasks to his or her direct subordinates and requests cooperation with the FA management and the heads of departments,
- 5) cooperates with relevant advisory boards and working groups in order to perform his or her duties,
- 6) presents and guarantees proposals of FA internal rules related to his or her agenda,
- 7) coordinates activities in the field of public, external, and foreign relations,

- 8) coordinates activities in the field of international cooperation,
- 9) ensures the publicity of FA via FA websites, social media, press conferences, and communication with the press,
- 10) plans and coordinates events hosted by FA.

b) Responsibilities:

- 1) is responsible for independent performance of assigned activities,
- 2) is responsible for ensuring compliance with the legislation and rules within performed activities,
- 3) is responsible for preparing and presenting the information of his or her agenda on the FA website,
- 4) is responsible for preparing the supporting documentation and sets of documents required for the preparation of notes and reports, and for decision-making processes in the assigned matters,
- 5) is responsible for the quality of performance of assigned activities,
- 6) is responsible for the cooperation with public administration institutions and other partners,
- 7) is responsible for developing the cooperation with foreign partner universities,
- 8) is responsible for developing the publicity of FA,
- 9) is responsible for the preparation of international projects and programmes of international cooperation,
- 10) is responsible for the preparation, performance, and evaluation of FA events.

c) Powers:

- 1) in external relations, he or she acts in the name of the Faculty to the extent specified by the Dean.

6. Faculty Secretary

a) Activities:

- 1) manages budget spending and internal administration of the Dean's Office,
- 2) implements the strategy of related FA activities,
- 3) provides methodological guidance in the matters of economy, use of funds and administration to other FA departments, and cooperates with the heads of departments and the FA management in these matters,
- 4) proposes the FA budget and the measures for ensuring balanced financial management,
- 5) provides for analytical and control activities related to FA financial management and administration,
- 6) prepares the annual report on FA financial management,
- 7) respects the methodological management of the bursar,
- 8) participates in the preparation and implementation of the FA Strategic Plan and the Plan of Implementation of the FA Strategic Plan,

- 9) performs the activities according to the Implementation Plan of the FA Strategic Plan,
- 10) contributes to the FA quality evaluation,
- 11) administers the Faculty legislation in the information system,
- 12) administers the notice board,
- 13) manages the Faculty Secretary's Office,
- 14) in liaison with the Vice-Dean for Strategy and Development:
 - a) proposes the methodology for budgeting,
 - b) supervises the Faculty financial management,
 - c) proposes the departments' dislocation,
 - d) plans and proposes the infrastructure development.

b) Responsibilities:

- 1) is responsible for independent performance of assigned activities,
- 2) is responsible for ensuring compliance with the legislation and rules within performed activities,
- 3) is responsible for balanced financial management,
- 4) is responsible for budget spending,
- 5) is responsible for assets of the Dean's Office,
- 6) is responsible for the FA notice board administration,
- 7) is responsible for the quality of performance of assigned activities,
- 8) is responsible for the annual report on FA financial management.

c) Powers:

- 1) controls the financial management of all FA departments and proposes appropriate measures,
- 2) authorizes expenses and reposts invoices of FA financial documents,
- 3) decides on the functional matters of FA administrative and operational activities,
- 4) acts in the name of the Faculty together with the bursar,
- 5) acts in the name of the Faculty together with the workers of competent UWB departments dealing with financial management and operational matters.

Annex 3 – Activities of the units of Dean’s Office

1. Activities of the Dean’s Secretary

Dean’s Secretary

- 1) provides administration to the Dean, Vice-Deans and Faculty Secretary,
- 2) provides assistance to the Dean, Vice-Deans and Faculty Secretary.

2. Activities of the Faculty Secretary’s Office

Faculty Secretary’s Office:

a) regarding computer and audio-visual equipment:

- 1) provides full administration of the computers within the Dean’s Office and Faculty’s multimedia laboratories,
- 2) provides full management and maintenance of the network, printers, copiers, data projectors, visualizers, interactive whiteboards, and other IT items registered in the property of the Dean’s Office,
- 3) administers the meeting room,
- 4) annually organizes the training of new teachers conducting classes in the rooms equipped with audio-visual technology.

b) regarding scheduling:

- 1) prepares forms and collects requirements of the departments related to scheduling,
- 2) creates schedules for the academic year in cooperation with the heads of departments,
- 3) administers additional students’ registrations for courses throughout the year.

c) regarding the university electronic information system (hereinafter “IS-STAG”):

- 1) provides the training and assistance to Secretaries of the departments with registering and editing courses, and with other actions within the database,
- 2) registers and edits courses, study plans and certificates,
- 3) registers first-year students for compulsory courses,
- 4) performs testing of new functions within the IS-STAG.

d) regarding other areas:

- 1) provides assistance to the Faculty’s Secretary,
- 2) administers the FA websites,

- 3) authorized worker represents FA in the UWB IT Group, the Committee for Teaching Schedules Scheduling Committee, and other UWB working groups active in IT,
- 4) provides technical background for administrating the registration of FA students,
- 5) provides materials for the FA Accreditation Committee and UWB Accreditation Committee, monitors the changes in courses and study plans concerning the functionality and options of the IS-STAG,
- 6) administers the JIS (single information system) queues at FA, edits new employees,
- 7) provides technical support to the events of the Dean's Office (conferences, colloquia, etc.),
- 8) administers software licences registered within the property of FA,
- 9) provides the full management of the FA company car.

3. Activities of the Quality Assurance Department

Quality Assurance Department:

- 1) provides support for the accreditation process and electronic workflow of the internal accreditation of study programmes,
- 2) provides support for the creation and internal accreditation of study programmes in compliance with the methodology for teaching results,
- 3) participates in the preparation of materials for the FA Accreditation Committee and administers its activities,
- 4) participates in the preparation of materials for other boards within the process of creation and approval of study programmes (primarily the UWB Accreditation Committee, Educational Board, Council for Internal Evaluation),
- 5) updates the content of the university data storage,
- 6) participates in the control and methodological support in the area of study programmes evaluation,
- 7) ensures administration and archiving of reports from general and interim evaluation of educational activities and reports on strategy and evaluation of workers,
- 8) participates in strategy development and preparation of materials for delivering the strategy (reporting of data systems indicators),
- 9) conducts analyses in the strategy area,
- 10) provides assistance to the Vice-Dean for Study Affairs and Vice-Dean for Strategy and Development.

4. Activities of the Student Office

Student Office:

- 1) carries out the instructions and tasks of the Dean, Vice-Deans and Faculty Secretary,

- 2) cooperates with heads, secretaries, and assistants of the FA departments,
- 3) keeps study records at the faculty level and enters data into the student register,
- 4) methodologically manages assistants and secretaries of departments regarding maintaining the register of study results and the administration of the STAG study database,
- 5) enters and updates data on students and courses in the STAG information system,
- 6) ensures the input of study plans into the study database and their archiving,
- 7) prepares documents for decisions of the Dean and Vice-Dean for Study Affairs regarding study matters,
- 8) prepares materials for the schedule and registration of students,
- 9) ensures and organizes student registrations and pre-registrations,
- 10) receives and administratively processes student applications,
- 11) prepares documents for accreditation of study programmes in cooperation with the department concerned,
- 12) issues student certificates,
- 13) controls the study results,
- 14) ensures the payment of scholarships,
- 15) administers the process of graduation and termination of studies,
- 16) organizes and processes documents for matriculations, state final examinations and graduation of FA students,
- 17) performs analyses in the field of studies,
- 18) prepares materials for state final examinations,
- 19) manages code lists of fields of study and study programmes,
- 20) ensures the agenda of the admission procedure,
- 21) ensures the archiving of study records, documentation of study, and study plans,
- 22) manages the agenda of the student mobility programme at the faculty level,
- 23) prepares the "Study Information" publication,
- 24) prepares reports on the admission procedure and documents for the annual report.

5. Activities of the Department for Science and Projects

Department for Science and Projects:

a) regarding science:

- 1) performs analyses and provides support related to creative activities,
- 2) monitors and evaluates databases of the results of creative activities,
- 3) controls the input of the results of creative activity into the OBD (Database of Research Outcomes) and provides methodological assistance regarding the registration of creative activity,
- 4) prepares materials and documents for the meetings of the FA Scientific Board in relation to science and research,
- 5) performs related analytical activities in the field of science and provides support during evaluation academic staff,

- 6) ensures publishing activities,
- 7) ensures activities connected with the publication of the scholarly journal “The Faculty of Arts Review”
- 8) controls the process and results of studies within doctoral study programmes,
- 9) provides support for the activities of the Doctoral Boards of doctoral study programmes in cooperation with the FA Student Office,
- 10) prepares and administers documents for the habilitation procedures in cooperation with the Dean’s Secretary,
- 11) participates in the organization of the habilitation procedure at the Faculty of Arts,
- 12) provides methodological support in the accreditation of habilitation procedures and doctoral study programmes.

b) regarding projects:

- 1) provides methodological support for project submissions,
- 2) searches for suitable grant opportunities,
- 3) provides related analytical activities and support,
- 4) manages the agenda of the internal grant system,
- 5) controls the budget spending for ongoing projects,
- 6) monitors the delivery of the project outputs.

c) regarding other areas:

- 1) regularly updates information about projects on the FA websites,
- 2) provides assistance to the Vice-Dean for Science and Research.

6. Activities of the External Relations Department

External Relations Department:

- 1) performs activities related to the promotion and presentation of the Faculty within UWB and within the public relations,
- 2) ensures the publishing of information on the faculty websites, Facebook, Instagram, and profiles on other social networks,
- 3) processes and implements promotional and PR activities of the Faculty,
- 4) provides support in the field of development, implementation, and evaluation of PR strategy,
- 5) provides activities related to the popularization of science and research of the Faculty,
- 6) ensures the production and distribution of FA promotional printed materials and merchandise,
- 7) participates in promoting the good name of FA among the general public by means of printed and audio-visual media, faculty websites and social networks profiles,

8) provides assistance to the Vice-Dean for External Relations.

Annex 4 – Activities, powers, and responsibilities of the Head of Department

a) Activities:

- 1) manages and controls the activities of the department,
- 2) creates the development concept of the department in accordance with the FA Strategic Plan,
- 3) deals with personnel matters concerning the employees of the department,
- 4) convenes and directs meetings of the department,
- 5) is a member of the Dean 's Board, participates in meetings of the Dean' s Board and other meetings as determined by the Dean of the Faculty of Arts,
- 6) communicates with the FA management, performs tasks assigned by the FA management, or ensure their fulfilment at the department level,
- 7) cooperates with guarantors of study programmes regarding the accreditation of study programmes and their subsequent realization,
- 8) participates in the development of department's financial plan,
- 9) effectively manages the resources of the department,
- 10) pursues activities according to the Implementation Plan for the FA Strategic Plan.

b) Responsibilities:

- 1) is responsible for compliance with current legislation and standards within his or her activities and duties,
- 2) is responsible for coordinating the professional and qualification growth of the department's employees,
- 3) is responsible for passing information to the department's staff,
- 4) is responsible for ensuring the pedagogical, creative, and other related activities of the department,
- 5) is responsible for evaluating the quality of educational, creative, and other related activities pursued by the department,
- 6) is responsible for balanced financial management of the department,
- 7) is responsible for the Individual Career Development Plan of department's employees being set and fulfilled.

c) Powers:

- 1) invites the Dean to announce vacancies for filling the positions of department's academic staff members, to terminate or change employment, including remuneration of the department's employees,
- 2) determines the job description of department's employees and controls their fulfilment,
- 3) determines the scope and schedule of teaching and other tasks for individual employees related to department's activities,
- 4) approves business trips of department's employees or students,

- 5) proposes topics and assignments of final theses, as well as their supervisors, consultants, and opponents,
- 6) externally, acts in the name of the department, always under the authority of the Dean.

Annex 5 – Responsibility for timeliness and availability of documents at individual sections of the Faculty part of the doc.zcu.cz system

Section of doc.zcu.cz / FA part	Responsibility for Content
FA Academic Community	Vice-Dean for Strategy and Development
FA Academic Senate	Chair of the FA Academic Senate
FA Dean's Board	Dean
FA Secretary's Board	Faculty Secretary
FA Scientific Board	Vice-Dean for Science and Research
FA Disciplinary Committee	Chair of the FA Disciplinary Committee
Study Programmes	Vice-Dean for Study Affairs

Annex 6 - Responsibility for timeliness and availability of information at individual sections of the FA websites

Section of ff.zcu.cz	Responsibility for Content
About / Structure, Documents, People	Vice-Dean for Strategy and Development
Study	Vice-Dean for Study Affairs
Research and Development; Structure / Scientific Board	Vice-Dean for Science and Research
Structure / Academic Senate	Chair of the FA Academic Senate
Incoming Students (Erasmus etc.)	Vice-Dean for External Relations
Contact	Vice-Dean for External Relations
Overall design of the website, editorials, media, English version of the website	Vice-Dean for External Relations