

Organisational Regulations

Faculty of Medicine, Masaryk University

Pursuant to Section 28(1) of Act No. 111/1998 Coll. on Universities and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, I issue these Organizational Regulations:

Art. I.

Introductory provisions

1. These Organizational Regulations are based on the Statute of Masaryk University, the Statute of the Faculty of Medicine of Masaryk University and the Organizational Regulations of Masaryk University.
2. These Rules of Procedure set out the organisational structure, authority and responsibility at each level of management and the activities carried out by the following departments.

Article II.

Internal organisation of the faculty

1. The Faculty is divided into:
 - **Constitutions**
 - **clinics**
 - **Departments**
 - **other workplaces for educational, scientific, research and development activities**
 - **centres of excellence**
 - **purpose-built facilities**
 - **administrative workplace**
2. Institutes are workplaces for educational, scientific, research and development activities in medical and other medical theoretical and preclinical disciplines carried out within the Faculty of Medicine of Masaryk University (hereinafter referred to as "MU Faculty of Medicine"). The establishment of institutes and the appointment of their heads are governed by applicable legislation and internal standards of MU and MU Faculty of Medicine.
3. Clinics are workplaces for educational, scientific, research and development activities in medical and other health clinical fields, carried out mainly in inpatient facilities of teaching hospitals and other specialized hospitals. The establishment of clinics and the appointment of their heads are governed by applicable legislation and internal standards of MU and LF MU. The prerequisite for the performance of the work of an academic staff member at a clinic is an employment relationship with the relevant teaching hospital. For the purposes of these

organisational regulations, joint workplaces with teaching hospitals designated as "institute" are considered "clinics".

4. Departments are workplaces for educational, scientific, research and development activities in non-medical and other medical theoretical, preclinical and clinical fields carried out within the Faculty of Medicine. The establishment of departments and the appointment of their chairpersons are governed by applicable legislation and internal standards of MU and LF MU.
5. Other departments for educational, scientific, research and development activities are established to address multidisciplinary professional issues that cannot be solved at the level of the existing organizational units of the faculty. These units may also be involved in teaching.
6. Centres of excellence are specialised centres created to achieve excellence in basic or applied research.
7. Purpose-built facilities are workplaces supporting the educational, scientific, research and development activities of the faculty.
8. Administrative workplaces are workplaces for ensuring the administrative activities of the Faculty and for ensuring its operation and infrastructure.
9. An overview of the Faculty's organizational units is attached to the Organizational Regulations.
10. Within an institute, clinic or department, the head may allocate a separate scientific, commercial or operational agenda and appoint a representative to manage this agenda in accordance with the rules of Article X.
11. Specific special-purpose facilities - academic centres - may be established within the faculty's organisational units. Academic centres are not organisational units of the faculty. The establishment, termination and functioning of the centres shall be regulated by the organisational regulations.

Article III.

Economic structure

1. The Faculty operates as an independent MU economic centre.
2. The individual departments of the Faculty manage the funds and property entrusted to them independently.
3. The management of the unit, the management of the funds and property entrusted to it, including the performance of financial control tasks, is the responsibility of the head of the unit. The head of unit is responsible for the proper management of the unit under his/her control. The authority and responsibility in the performance of financial control are laid down in the internal regulations of MU and LF MU.

Article IV.

Faculty management system

1. The Faculty is headed by a Dean appointed by the Rector on the proposal of the Academic Senate of the Faculty of Medicine (hereinafter referred to as "AS LF MU") on the basis of a secret ballot.
2. The dean is represented in his/her assigned area of activity by the vice-deans (Article VIII) and in administrative and economic matters by the secretary (Article IX).
3. The management structure of the faculty is a divisional structure with management relations combining direct (linear) and methodological (functional) management relations and two levels of management: central (i.e. management at the level of the faculty as a whole) and divisional (i.e. management at the level of individual departments).
4. Direct management is applied by the rule of indivisible managerial (decision-making) authority and responsibility of the managers in the direct management line.
The senior staff are:
 - at the central management level - dean, secretary,
 - at divisional level - heads of departments.
5. Under the direct management authority of the dean are: vice-deans (in their assigned area of activity), heads of institutes, clinics, departments and other departments for educational, scientific, research and development activities, directors of centres of excellence, the secretary, employees of the secretariat and the head of the Department for Communication and External Relations.
6. Heads of administrative departments and special-purpose establishments, including heads of departments of the Dean's Office, are under the direct management authority of the Registrar, with the exception of employees under the direct management authority of the Dean.
7. Methodological management is applied in the form of directing and coordinating professional activities in the assigned area of activity at individual workplaces. Methodological managers are:
 - vice-deans in relation to the heads of designated departments of the Dean's Office and heads of special-purpose facilities (see Article VIII),
 - Vice-Dean for teaching in preclinical fields of general medicine and admissions at LF MU, Vice-Dean for development and studies in clinical fields of general medicine, Vice-Dean for dentistry, Vice-Dean for non-medical study programmes and information technology at LF MU and Vice-Dean for English studies and internationalisation in relation to the heads of clinics, institutes and departments,
 - the Secretary in relation to the employees under the direct management authority of the Dean in the area of management and financial control, as well as the employees of the Office of the Secretary, the Head of the Economic and Personnel Department, the Public Procurement Department and the Head of the Technical and Operational Department,
 - Chairman of the Editorial Committee in relation to the Head of the Publications Department,

- the head of the subject section in relation to the members of the relevant subject section

Article V.

Organisation of teaching

1. The course of study is primarily governed by the internal regulations of the Faculty of Arts and MU, in particular the MU Statutes, the Statutes of the Faculty of Arts, the MU Internal Regulation on Approval, Management and Quality Assessment of Study Programmes of Masaryk University and the MU Study and Examination Regulations.
2. The head of the workplace is responsible for the provision of teaching at individual workplaces.
3. In addition to the dean and the relevant vice-deans, the guarantors of study programmes, subject guarantors, heads and members of subject sections are also involved in the coordination of teaching and conceptual activities.
4. The position of the study programme guarantor is regulated by MU internal regulations. The programme guarantor is methodologically subordinate to the relevant vice-dean. He or she proposes to the Dean the number of students admitted to study in a given programme, and cooperates with the relevant Vice-Dean in the preparation of the content of the entrance examinations. It is responsible for the announcement of the topics of the final (Bachelor's or Master's) theses and the organisation of the state final examinations.
5. The position of the course guarantor is regulated by an internal MU regulation. The course guarantor is responsible, in cooperation with the head of the department, for ensuring its teaching. He/she coordinates other teachers involved in the teaching of the course and determines the course examiner. He/she determines the recommended literature of the course, is responsible for its availability. Determines the requirements for completion of the course. Responsible for the announcement and publication of examination dates in accordance with the CPR. Discusses student issues related to the sponsored course and proposes their resolution to the Vice Dean. In the field of simulation medicine, the course guarantor is methodologically supervised by the Vice-Dean for Development and Studies in Clinical Disciplines of the Faculty of Medicine.
6. The subject sections are established to coordinate the teaching content of related subjects in the study programme "General Medicine". Members of subject sections are all heads of departments that provide teaching of a subject in a given section. Subject sections are managed by section heads appointed by the Dean. The assignment of specific subjects to individual sections is annexed to the Organisational Regulations. The subject sections organise effective links and continuities between subjects and the coordination of timetables. They assess the recommended course readings and course completion requirements.
7. The status of Programme Boards of degree programmes and Doctoral Programme Boards is regulated in MU internal regulations.

Article VI.

Dean

1. The position of the dean, his/her rights and duties are set out in Section 28 of the Higher Education Act and Article 6 of the Faculty Statutes.
2. The following activities are the exclusive responsibility of the Dean:
 - a) issue internal management acts, in particular organisational rules, directives, instructions and measures,
 - b) appoint and dismiss vice-deans after the AS LF MU has expressed its opinion,
 - c) appoint and dismiss members of the Scientific Board with the approval of the AS LF MU,
 - d) appoint and dismiss members of the Faculty Disciplinary Committee with the approval of the AS LF MU,
 - e) appoint and dismiss the Secretary,
 - f) to issue invitations to tender for senior staff positions under its direct management,
 - g) to announce selection procedures for academic staff positions assigned to the Faculty in accordance with the valid Regulations on Selection Procedures for Academic Staff of Masaryk University,
 - h) to announce selection procedures for the posts of heads of clinics in accordance with the procedure laid down by special legislation,
 - i) appoint and dismiss the heads of institutes and departments,
 - j) appoint and dismiss the directors of the centres of excellence,
 - k) appoint and dismiss senior staff under its direct management authority,
 - l) to decide on the submission of a motion to dismiss the heads of clinics,
 - m) to delegate or remove the Head of the Academic Centre,
 - n) to decide on pay matters for academic staff and senior staff for whom he/she reserves this power (Registrar, senior staff under his/her direct management responsibility),
 - o) to exercise powers in relation to the habilitation procedure and the procedure for the appointment of professor,
 - p) award honorary scientific ranks, titles, medals and prizes after approval by the Faculty's Scientific Council,
 - q) submit proposals to the AS LF MU in accordance with Section 27 of the Higher Education Act,
 - r) to delegate or remove the project leader (principal investigator); an integral part of the delegation is the establishment of specific rights and obligations of the project leader (principal investigator), including the allocation of financial, material and personnel capacities for the project and the establishment of rules for their disposition,
 - s) conclude, amend and terminate employment relationships, agreements on work performed outside the employment relationship with academic staff (employees),
 - t) legal acts by which the Faculty disposes of or manages property entrusted to it,
 - u) to send vice-deans, the secretary and heads of departments under his/her direct management responsibility on business trips,
 - v) to enter into agreements on cooperation in matters concerning the Faculty,
 - w) to conclude agreements with foreign universities concerning studies and recognition of studies,

- x) to decide on the awarding of prizes to students,
3. The following activities fall under the non-exclusive authority of the Dean:
- a) to act legally on behalf of the Faculty of Arts to the extent provided for by the Higher Education Act and the internal regulations of MU and the Faculty of Arts in relation to third parties,
 - b) submit proposals to the AS LF MU that are not defined in §27 of the Higher Education Act,
 - c) decide on admission to study in accredited study programmes implemented by the faculty and decide on the rights and obligations of students,
 - d) to admit participants to accredited lifelong learning programmes and to decide on the rights and obligations of study participants,
 - e) issue certificates of completion of lifelong learning studies,
 - f) issue supplements to diplomas, certificates and certificates of completion of studies carried out by the faculty,
 - g) award scholarships from the financial resources of the faculty,
 - h) to conclude contracts for external and internal projects and their financing, and to appoint subject section chairs,
 - i) to lead academic centres established within the LF MU Dean's Office.
4. The dean may delegate the exercise of his/her powers to vice-deans, the secretary or other employees of the MU Faculty of Arts.
5. In the event of a planned absence of the Dean from the MU Faculty of Arts (in particular due to a holiday or business trip), the following person shall be entrusted with the exercise of the Dean's powers referred to in paragraph 3 of this Article, which have not been further delegated by these Organisational Regulations to other persons pursuant to paragraph 4 of this Article:
- a) Vice-Dean for Science, Doctoral Studies and Organisational Development of LF MU, in his absence, then
 - b) Vice-Dean for Teaching in Preclinical Fields of General Medicine and Admissions at LF MU, in his absence, then
 - c) the Vice-Dean for Specialization Education of the MU Faculty of Medicine, in his absence
 - d) Vice Dean for Dentistry of the Faculty of Dentistry of the Medical Faculty of MU, in his absence
 - e) Vice-Dean for Qualification Development and Academic Affairs of LF MU, in his absence, then
 - f) Vice-Dean for Development and Studies in Clinical Fields of General Medicine at the Faculty of Medicine of the Medical University of Latvia, in his absence, then
 - g) Vice-Dean for Non-Medical Study Programmes and Information Technology of the Faculty of Medicine MU, in his absence, then
 - h) Vice-Dean for English Studies and Internationalisation of LF MU, in his absence, then

- i) Vice-Dean for Student Affairs and External Relations of LF MU,
in his absence, then
 - j) Vice-Dean for Personnel Affairs, Internal Organisation and Legislation of the Faculty of Arts MU.
6. In the event of a long-term unplanned absence of the Dean or vacancy of the Dean's position, the exercise of the Dean's powers referred to in paragraph 2 of this Article (p) to (w) to the extent necessary and the exercise of the Dean's powers referred to in paragraph 3 of this Article, which have not been further delegated to other persons under paragraph 4 of this Article by these Organizational Regulations, shall be entrusted to the appropriate Vice-Dean according to the sequence defined in paragraph 5 of this Article.

Article VII.

Advisory bodies of the Dean

1. The Dean's advisory body is the LF MU Management Board consisting of Vice-Deans, the Secretary, the President of the LF MU AS and designated employees of the Dean's Office. The Dean has the right to invite other persons to the LF MU Management Board.
2. The heads of subject sections, together with the Vice-Deans for Studies, are the Dean's advisory body on issues of the organisation and content of teaching. The heads of subject sections monitor trends in teaching and make suggestions to the Dean for improving and innovating the organisation and delivery of teaching. Subject section heads are appointed and dismissed by the Dean. Heads of subject sections are normally appointed for a period of time coinciding with the term of office of the Dean.
3. The Dean's advisory body for the implementation of grant projects is the Review Board.
4. The Dean's advisory body also includes working groups. Chairpersons and members of the Working Groups are appointed by the Dean.
5. The Dean has the right to convene the Dean's College composed of the Vice-Deans, the Secretary, the Chair of the AS Faculty, the representative of the student chamber of the AS Faculty and the heads of subject sections.
6. The dean establishes other advisory bodies as necessary for his/her decision-making. The list and composition of the advisory bodies is recorded and updated by the Dean's Secretariat and published on the Faculty's website.
7. The dean is authorised to convene a faculty-wide conference to discuss the most important issues with representatives of all faculty departments. Attendance at the conference is mandatory for managers of all MU Faculty of Medicine organisational units. In case of non-attendance, the head of the department is obliged to send a representative to the all-faculty conference.
8. The Dean's Office is an administrative and administrative unit of the MU Faculty of Arts. The activities of the Dean's Office include the management of the administrative and economic affairs of the Faculty.

9. Members of the Dean's advisory bodies are usually appointed for a term that coincides with the Dean's term of office.

Article VIII.

Vice-Deans

1. Vice-deans are appointed and dismissed by the Dean after the opinion of the AS LF MU.
2. Vice-deans are the representatives of the dean in the assigned areas of activities; one person may also hold the position of two or more vice-deans.
3. Vice-deans may carry out the scholarship agenda, in particular to propose, award and approve scholarships in their assigned areas.
4. The competence of the vice-deans is:
 - a) *Vice-Dean for Science, Doctoral Studies and Organisational Development of LF MU*
 - submits proposals to the Dean for decisions on admission to study in doctoral study programmes and on the study matters of students in these study programmes,
 - submits proposals to the Dean on the organisation and provision of studies in doctoral study programmes and organises their internationalisation,
 - prepares documents for faculty evaluation in the field of doctoral study programmes,
 - directs the activities of committees designated by the Dean,
 - decides on requests to leave studies at their own request and requests to interrupt studies in the area of their responsibility,
 - submits to the Scientific Council for approval the concept and focus of the Faculty's scientific, research and development activities,
 - ensures conditions for the development of scientific, research, development and editorial activities,
 - prepares documents for the evaluation of the faculty's activities in the field of science and research and editorial activities,
 - prepares the budget documents for the area of activity entrusted to it,
 - coordinates scientific research activities and specific research,
 - enters into contracts within the scope of competence for external and internal projects and legally acts to the extent necessary to secure the agenda of these projects, ensures the agenda of the LF MU Internal Grant Agency in a professional manner,
 - ensures and coordinates the reporting of the results of scientific and research activities at LF MU and methodically manages the academic staff of LF MU in this area,
 - directs methodically the Director of the Breeding Facility,
 - manages methodologically the areas of HR Award, follow-up changes in the academic environment, evaluation of academic staff, career development support and evaluation of science,
 - methodically manages the activities of the Science and Quality Unit, the Qualifications Development Unit and the Project Support Unit in the area of activity entrusted to it.

- b) *Vice-Dean for Teaching in Preclinical Fields of General Medicine and Admissions at LF MU*

- prepares documents for the evaluation of the faculty in the field of study in the preclinical phase of the Master's degree,
- prepares documents for the dean's decision on students' study matters in the preclinical phase of the master's degree,
- prepares documents for the dean's decision in matters of tuition fees,
- directs the activities of committees designated by the Dean,
- decides on requests to leave studies at their own request and requests to interrupt studies in the area of their responsibility,
- decides on the recognition of courses taken by students of study programmes in the assigned area,
- decides on granting exemptions from the MU Study and Examination Regulations for students of study programmes in the assigned area,
- organises teaching in the area assigned to it,
- organizes the admission procedure of undergraduate programmes,
- methodically manages the activities of the study department and the publications department in the area entrusted to it.

c) Vice-Dean for Specialisation Education of the Faculty of Medicine

- ensures cooperation with domestic institutions, especially the Brno University Hospital, St. Anne's Hospital in Brno, Masaryk Cancer Institute and others,
- ensures and manages the agenda of specialised medical education, including conceptual and systemic areas,
- methodically manages the activities of the department of specialisation training of doctors and non-medical health professions.

d) Vice-Dean for Dentistry of LF MU

- submits proposals to the Dean for decisions on the academic affairs of dental students,
- prepares documents for faculty evaluation in the field of dentistry,
- directs the activities of committees designated by the Dean,
- ensures coordination between LF MU and the activities of its independent ethics committee,
- legally acts in connection with securing the practice of dental students,
- decides on requests to leave studies at their own request and requests to interrupt studies in the area of responsibility,
- decides on the recognition of courses taken by students of study programmes in the assigned area,
- decides on granting exemptions from the MU Study and Examination Regulations for students of study programmes in the assigned area,
- organises teaching in the area assigned to it,
- methodically manages the activities of the Study Department and the Publications Department in the area entrusted to it.

e) Vice-Dean for Qualification Development and Academic Affairs of LF MU

- submits draft materials in habilitation and professorial proceedings,
- submits proposals to the Faculty's Scientific Council for the award of honorary scientific degrees, medals and prizes of the Faculty or other bodies and institutions,

- directs the activities of committees designated by the Dean,
- manages editorial activities in the area entrusted to it,
- methodically manages the activities of the study department, the qualification development department, and the publication department in the assigned area.

f) Vice-Dean for Development and Studies in Clinical Fields of General Medicine of the Faculty of Medicine

- Submits proposals to the Dean for decisions on student matters in the clinical phase of the Master's programme,
- prepares documents for faculty evaluation in the area of studies in the clinical phase of the Master's degree,
- directs the activities of committees designated by the Dean,
- legally acts in connection with the provision of work experience for students in the clinical phase of the Master's degree,
- decides on requests to leave studies at their own request and requests to interrupt studies in the area of their responsibility,
- decides on the recognition of courses taken by students of study programmes in the assigned area,
- decides on granting exemptions from the MU Study and Examination Regulations for students of study programmes in the assigned area,
- organises teaching in the area assigned to it,
- prepares documents on strategic planning matters,
- prepares documents for the evaluation of the faculty in matters of development and strategic planning,
- methodically manages the activities of the study department, the project support department and the publications department in the assigned area.

g) Vice-Dean for Non-Medical Study Programmes and Information Technology of the Faculty of Medicine

- prepares documents for faculty evaluation in matters of non-medical study programmes,
- prepares documents for the dean's decisions on the study matters of students of non-medical study programmes,
- directs the activities of committees designated by the Dean,
- legally acts in connection with the provision of internships for students of non-medical study programmes,
- organises teaching in the area assigned to it,
- decides on requests to leave studies at their own request and requests to interrupt studies in the area of their responsibility,
- decides on the recognition of courses taken by students of study programmes in the assigned area,
- decides on granting exemptions from the MU Study and Examination Regulations for students of study programmes in the assigned area,
- coordinates and manages the agenda of specialisation training of non-medical health professionals,

- Provides methodological support for the development of e-learning at the Faculty of Arts MU,
- prepares the LF MU strategy and coordinates development in the field of information and communication technologies,
- coordinates information support for internal policy and effective internal administration of LF MU within information systems,
- in the area entrusted to him/her, he/she manages methodologically the activities of the Communication and External Relations Department, the Study Department, the Department of Specialist Training of Doctors and Non-Medical Health Professions and the Publications Department.

h) Vice-Dean for English Studies and Internationalisation of LF MU

- ensures cooperation with foreign institutions,
- ensures the conditions for sending students on foreign study stays,
- ensures conditions for the study of foreign students,
- organises teaching in the area assigned to it,
- performs the function of the Vice-Dean of Studies in relation to foreign students,
- coordinates the activities of the Language Learning Centre at the Faculty of Medicine,
- decides on requests to leave studies at their own request and requests to interrupt studies in the area of their responsibility,
- decides on the recognition of courses taken by students of study programmes in the assigned area,
- decides on granting exemptions from the MU Study and Examination Regulations for students of study programmes in the assigned area,
- prepares documents on strategic planning matters,
- prepares documents for the evaluation of the faculty in matters of development and strategic planning,
- organizes the admission procedure of undergraduate programmes in English,
- methodically manages the activities of the department for communication and external relations in the area of responsibility and of the international department,
- manages curricular matters in lifelong learning in English outside accredited study programmes.

i) Vice-Dean for Student Affairs and External Relations of LF MU

- manages student affairs in lifelong learning outside accredited study programmes,
- coordinates the scholarship policy within LF MU,
- Oversee the provision of support for students with specific needs,
- coordinates counselling activities for students within the MU Faculty of Medicine,
- coordinates student accommodation policy within the MU Faculty of Arts,
- coordinates support and cooperates with student organisations and societies at LF MU,
- coordinates cooperation with the AS LF MU Teaching Committee,
- manages relations with LF MU alumni,
- directs methodically the head (director) of the Centre of Medicinal Plants,

- coordinates the project of the University of the Third Age within the MU Faculty of Medicine,
- coordinates celebrations of significant anniversaries related to the MU and MU Faculty of Arts,
- prepares documents for faculty evaluation in the field of external relations,
- manages marketing and external relations of LF MU,
- methodically manages the activities of the Communication and External Relations Department, the Study and Foreign Affairs Department in the area entrusted to it.

j) Vice-Dean for Personnel Affairs, Internal Organisation and Legislation of LF MU

- manages the drafting of internal legislation,
- coordinates the familiarisation agenda,
- Coordinates the comment procedure for upcoming university legislation,
- coordinates the faculty's personnel agenda,
- is responsible for the complaints, suggestions and requests for review or revision agenda,
- represents the dean in disciplinary proceedings and in communication with the chairman of the LF MU Disciplinary Committee,
- represents the Dean in absentia in dealings with public authorities and external controls,
- represents the dean in absentia in negotiations on the content of contracts with a value of more than CZK 50,000, which do not fall within the portfolio of other vice-deans,
- coordinates the personal data protection agenda at LF MU,
- methodically manages the activities of the Human Resources Department and the Legal Department.

Article IX.

Secretary

1. The Secretary manages the management and internal administration of the Faculty. He/she is responsible for his/her activities to the Dean. In the area of management, he/she is methodically supervised by the Bursar.
2. The post of Secretary is normally filled on the basis of a competitive selection procedure.
3. The Secretary cooperates with the heads of other departments and divisions of the Faculty, directs and controls their work in the field of management and internal administration.
4. The following areas of activity shall be the exclusive responsibility of the Secretary:
 - prepare the faculty budget, management analysis and annual management report,
 - to announce selection procedures for non-academic staff members assigned to the faculty, except for senior staff members of organisational units of the faculty under the direct management authority of the Dean,
 - to conclude, amend and terminate employment relationships and agreements on work/activity performance with non-academic staff assigned to the faculty, except for senior staff of organisational units of the faculty under the direct management responsibility of the Dean,

- to decide on adjustments to the salaries and remuneration of non-academic staff, except for senior staff of the organisational units of the Faculty under the direct management responsibility of the Dean,
 - to conclude short-term lease agreements for real estate which the faculty is authorised to manage, provided that the duration of the lease for an individual case does not exceed the period specified by the internal regulations of the University,
 - to send non-academic staff of the Dean's Office and heads of administrative departments and special-purpose facilities under its direct management and the Dean of LF MU on business trips,
 - permit the use of private motor vehicles for business travel by faculty staff (academic and non-academic),
 - prepare a plan of internal controls and carry out their evaluation,
 - to conclude agreements on material responsibility and on the entrustment of objects on written confirmation,
 - prepare documents for the evaluation of the Faculty in the field of management and internal administration,
 - to fulfil the obligations arising from the Dean's measure on ensuring internal financial control,
 - directly manage the Office of the Secretary
 - methodically manage the heads of the economic department, the human resources department, the procurement department and the technical and operational department,
 - coordinate cooperation with the AS LF MU Economic Committee.
5. The secretary organizes the performance of tasks in the field of occupational safety and health and fire protection.
6. The Secretary is authorised to take legal action in operational matters of the Faculty up to CZK 400,000, VAT excluded, unless such legal action is within the exclusive competence of the Rector, the Bursar and the Dean.

Article X.
Heads of Departments

1. The clinic is headed by a head appointed by the director of the relevant hospital in agreement with the dean.
2. The head of the department or institute is the head of the department or institute appointed by the dean, unless a special legal regulation provides otherwise. Purpose-built departments and centres of excellence are headed by a director.
3. Heads of administrative departments are appointed by the Secretary, with the exception of the heads of employees of organisational units of the Faculty under the direct management authority of the Dean.
4. Heads of clinics, institutes and departments and heads of other departments for educational, research, scientific, development and other activities:

- Exercise all managerial powers over the staff of the Institute except those which are the exclusive responsibility of the Dean, Vice-Deans and Secretary,
 - are responsible for the pedagogical and scientific activities of the Institute,
 - manage and are responsible for the activities and management of the Institute,
 - send employees on business trips,
 - submit proposals to the Dean on the establishment, change, termination of employment relations and in payroll matters of academic staff subordinate to them,
 - submit to the Secretary proposals for the establishment, modification, termination of employment relations and in payroll matters of non-academic staff subordinate to them,
 - fulfils the obligations arising from the Dean's measure on ensuring internal financial control,
 - are authorised to act on behalf of the faculty and the university when ordering goods and services up to CZK 50,000, VAT excluded, unless an internal norm stipulates otherwise (e.g. dynamic purchasing system, framework contracts, public procurement).
5. Heads of special-purpose facilities and administrative departments:
- exercise all managerial powers over the employees of the departments under their management, except those which are the exclusive responsibility of the Dean, Vice-Deans, and Secretary,
 - are responsible for the activities and management of the departments they manage,
 - send subordinate staff on business trips,
 - submit proposals to the Secretary for the establishment, amendment and termination of employment relationships and in pay matters of staff subordinate to them,
 - fulfils the obligations arising from the Dean's measures to ensure internal financial control.

Article XI.

Representation of senior staff

1. In his absence, the dean is represented by vice-deans in the order determined by the dean's measure.
2. Vice-deans are also authorised to act legally in the areas expressly provided for in these organisational regulations.
3. In his absence, the Secretary shall be replaced by senior staff designated by him in the order determined by the Secretary.
4. In his/her absence, the Head of the Department is represented by an employee designated by the LF MU. In agreement with the dean of the faculty and the director of the relevant teaching hospital, the head of the clinic may set up representatives for educational and scientific activities.
5. The head of the department is entitled to appoint a deputy to represent him/her in a certain area of the department's activities or in the management of an internal organisational unit

created within the department. The deputy shall then be entitled to exercise the manager's management powers in relation to the internal organisational unit even when the head of the establishment is present at the establishment.

**Article XII.
Administrative workplace**

1. Dean's Office - individual departments carry out the following activities:

Secretariat:

- ensures organisational and administrative work related to the performance of the functions of the Dean and the Secretary,
- ensures organizational and administrative work related to the activities of the Dean's advisory bodies and committees,
- takes minutes of management meetings,
- the activities of the Secretariat are managed by the Head of the Secretariat, who is directly supervised by the Dean.

Office of the Secretary

- ensures H&S issues
 - i. prepares draft faculty regulations in the given area
 - ii. ensuring compliance with regulations in the field of occupational health and safety
 - iii. provides HSE training
 - iv. performs control, recording and statistical duties in the field, including accident records and training
 - v. cooperates with RMU and SUKB expert departments
- provides methodological and analytical activities in the field of economics and financing
 - i. provides methodological support in the implementation of new faculty, university and legislative regulations in the field of economics, accounting and financing
 - ii. develops or collaborates in the development of new or modification of existing methodologies, procedures and processes in the field of economics and finance
 - iii. prepares the implementation of EIS solutions in the conditions of LF
 - iv. deals with the setting up and implementation of controls in the internal control system in the area of economy and finance
 - v. prepares analyses and documents for the financial management of the Faculty
 - vi. provides training for employees in the field of economics and finance in cooperation with the Economic Department
- coordinates and manages the Faculty's construction and investment development projects
 - i. monitors and evaluates the requirements for construction and investment activities at the faculty

- ii. prepares the implementation of the requirements for construction and investment actions of the Faculty
- iii. cooperates with all relevant departments and divisions of RMU and the faculty
- iv. Collaborates with and manages investment managers assigned by RMU to faculty investment projects
- v. addresses user requirements and coordinates the cooperation of all stakeholders (RMU investment manager, designer, TDI, contractors, suppliers, SUKB)
- vi. informs users, management and others concerned about all significant events and changes in the implementation of construction and investment activities
- vii. collaborates in the development of the faculty's investment budget and action plan

Human Resources:

- provides activities in the field of labour law (establishment, changes, termination of employment and agreements on work performed outside the employment relationship, wage claims, employment of foreigners),
- administratively secures the selection procedures for academic and non-academic staff,
- ensures the selection procedures for the heads of clinics and heads of departments of the Faculty of Medicine,
- prepares documents for the collective agreement,
- manages the agenda of persons with disabilities and incapacity for work,
- prepares the payroll plan for budgeting (institutional and other sources) and monitors its implementation,
- responsible for processing attendance records for payroll purposes, determines entitlement to meal allowance,
- maintains and manages personnel files, ensures the evaluation of academic and non-academic staff,
- controls the use of regular leave, compensatory leave and additional leave in accordance with the Dean's order for their use and the leave plan,
- handles the faculty's payroll agenda,
- provides methodological assistance to the Project Support Unit in the area of personnel and payroll,
- cooperates methodically with the economic department,
- performs statistical and reporting duties to state administration authorities for the section of activity entrusted to it,
- handles the agenda for issuing staff identity cards,
- administratively secures the agenda of occupational health services,
- Updates departmental data on the faculty website,
- coordinates educational and development activities for employees provided by other MU units and organises part of the development activities for employees of MU LF administrative units.

- the Personnel Department is headed by a head who is directly and methodically managed by the Secretary and is further methodically managed by the Vice-Dean for Personnel Affairs, Internal Organisation and Legislation of the Faculty of Arts MU.

Study Department:

- provides activities related to the study agenda in all forms of study (undergraduate) and within the framework of lifelong learning,
- organises and manages the admissions procedure in cooperation with the Rector's Office,
- organizes and implements enrolment in study programmes, controls the course of study,
- handles the agenda related to graduation,
- keeps records of diplomas and certificates issued,
- organizes matriculations, graduations,
- ensures the creation of the timetable (in cooperation with the timetable committee),
- maintains study files and adds the required data to the IS,
- manages the agenda of fees associated with studies, collects documents for accreditation,
- prepares a study catalogue,
- prepares documents for trade fairs focusing on studies,
- issues and registers study cards (ISIC),
- prepares documents for decisions on accommodation in dormitories,
- ensures the agenda of scholarships paid from the faculty funds,
- administratively ensures the activities of the committees designated by the Dean,
- performs statistical and reporting duties for the section of activity entrusted to it,
- cooperates with the economic department in the area of financing,
- Updates departmental data on the faculty website,
- the study department is headed by a head who is directly supervised by the secretary and methodologically by the vice-deans for teaching in preclinical fields of general medicine and admissions at LF MU, for development and study in clinical fields of general medicine at LF MU, for dentistry at LF MU, for non-medical study programmes and information technology at LF MU and for student affairs and external relations at LF MU.

Foreign Department:

- is responsible for the recruitment of international students,
- comprehensively handles all the agenda related to the study of foreigners, including lifelong and other education in a foreign language (admissions, enrolment, control of the course of study, termination of studies, maintenance of study files, etc.),
- handles the agenda of exchange stays and short-term internships of undergraduate students of foreign universities,
- is responsible for compliance of studies with MU internal regulations and accreditation of study programmes accredited in a foreign language,
- cooperates with agencies for recruiting students for studies, in cooperation with the economic and legal department prepares documents for contracts concluded with agencies,

- performs statistical and reporting duties for the section of activity entrusted to it,
- cooperates with the economic department in the fulfilment of financial obligations arising from concluded contracts,
- records contracts concluded with students in the EIS,
- the foreign department is headed by a head who is directly supervised by the secretary and methodologically by the Vice-Dean for English Studies and Internationalisation, the Vice-Dean for Student Affairs and External Relations of LF MU.

Qualifications Development Unit:

- provides organizational and administrative activities related to the meetings of the Scientific Council (invitations, minutes, etc.),
- provides organizational and administrative activities related to habilitation and appointment as professor proceedings,
- provides organizational and administrative services related to doctoral study programmes in the Czech language (admissions, enrolment, termination of studies, scholarships, foreign study offers, scholarship programmes, etc.),
- provides activities related to the awarding of honorary scientific degrees, titles, medals and prizes,
- prepares documents for the preparation of the faculty budget for the entrusted section of activity,
- performs statistical and reporting duties for the section of activity entrusted to it,
- Updates departmental data on the faculty website,
- the Qualification Development Department is headed by a head who is directly supervised by the Secretary and methodologically by the Vice-Dean for Science, Doctoral Studies and Organisational Development of LF MU and the Vice-Dean for Dentistry of LF MU.

Project Support Department

- manages and administratively secures the agenda of external and internal projects financed from national and international public and non-public sources
- organizes and coordinates the agenda of the LF MU Internal Grant Agency,
- continuously monitors and analyses grant opportunities and informs relevant academic and non-academic staff of LF MU about them,
- Provides administrative and methodological assistance to researchers in the preparation and submission of the project proposal,
- organizational and administrative monitoring of implemented projects, communicates with the provider of the subsidy
- in cooperation with the researcher, ensures the registration of the project in the ISEP information system
- prepares documents for the capital purchase plan paid for by the projects,
- continuously checks the use of eligible and non-eligible costs (expenses) of projects, checks compliance with the rules of the grant provider,
- complete project clearance and accounting to the donor,
- provides accounting services for projects according to the methodological management of the RMU and LF economic department,
- handles the agenda related to project-related business travel,

- ensures the agenda related to the registration of fixed assets acquired within the framework of projects,
- prepares contracts related to projects in cooperation with the legal and other departments of the Faculty of Law,
- maintains records of selected contracts related to projects not under the responsibility of the Economic Department in the Magion EIS,
- in cooperation with project developers, prepares and submits proposals for changes in labour relations and remuneration related to the department's agenda and submits them to the HR department for implementation (in particular proposals for the conclusion and amendment of employment contracts, including proposals for the amount of salary, remuneration and other personal costs and other documents relating to the establishment, duration and termination of labour relations),
- prepares documents for concluding agreements on work performed outside the employment relationship and submits them to the Personnel Department for implementation,
- prepares documents for the preparation of the faculty budget for the entrusted section of activity,
- ensures the archiving of documents in the area of its competence,
- Updates departmental data on the faculty website,
- the Project Support Department is headed by a manager who is directly supervised by the Secretary and methodologically by the Vice-Dean for Development and Studies in Clinical Fields of General Medicine of the Faculty of Medicine.

Department for Specialist Training of Doctors and Non-Medical Health Professions

- ensures the performance of administrative activities transferred to the Faculty of Medicine by the Ministry of Health,
- Provides administrative support to other departments of the Faculty of Medicine in their accreditation for the implementation of educational programmes for physicians or HCPs,
- provides support to the Chair of the Specialist Training Working Group in the area of specialised training,
- cooperates with the economic department in matters of subsidies from the Ministry of Health for specialisation training,
- the department for specialisation education of physicians and non-medical health professions is headed by a head who is directly supervised by the secretary and methodologically by the Vice-Dean for Non-Medical Study Programmes and Information Technology of the Faculty of Medicine and the Vice-Dean for Specialisation Education of the Faculty of Medicine.

Economic Department:

- prepares documents for the faculty budget, controls budget spending,
- prepares management reports,
- records, controls and performs annual accounting of the financial resources of the Faculty,
- manages the activities of operational economics, accounting, tax,

- provides accounting service and tax agenda of the faculty according to the methodological management of RMU,
- provides comprehensive duties related to the faculty's property records, maintains its records, manages the inventory of assets, liabilities and performs their continuous control,
- provides accounting support for the Faculty's warehouse management agenda and provides methodological assistance to professional departments,
- records and updates material liability agreements,
- organises and manages the treasury service,
- prepares a plan for the purchase of movable fixed assets, regardless of the type of financing, on the basis of its own documents, those of the Procurement Department and the Project Support Department, and monitors its execution; on the basis of information from the Procurement Department and in cooperation with the requesting department, issues investment orders, monitors the execution of investment deliveries, methodically manages the order agenda, and prepares selected non-investment orders (with the exception of orders relating to central purchases),
- issues orders over 50 thousand CZK on the basis of requests from the workplaces. It cooperates with the legal department on publication in the register of contracts.
- Ensures the agenda related to domestic business trips, except for domestic business trips within the scope of the Project Support Unit
- ensures the agenda related to foreign business trips outside the scope of the Project Support Unit,
- in cooperation with the Faculty's legal department, prepares materials for the settlement of claims and damages and for the liquidation of property,
- cooperates with the legal department in the conclusion of LF commercial contracts,
- keeps records of LF commercial contracts and other contracts undergoing financial control,
- Forwards documents for legal recovery to the RMU Legal Department,
- ensures interaction with the Rectorate's economic department, internal and external auditor,
- provides methodological assistance to other departments of the Dean's Office,
- organise, in liaison with the Secretary's Office, training in relation to the implementation of the EIS and INET updates,
- performs statistical and reporting duties for the section of activity entrusted to it,
- Updates order dials and access rights in EIS and INET,
- is responsible for updating departmental data on the faculty website,
- the economic department is headed by a manager who is directly and methodically supervised by the secretary.

Legal Department:

- ensures the contractual agenda of the faculty,
- participates in the development of the Faculty's internal regulations and by-laws,
- cooperates with the Public Procurement Department, heads of departments and project managers to ensure the conduct of tenders in accordance with the Public Procurement Act,

- in cooperation with the Public Procurement Department, acts legally within the framework of MU's electronic procurement (EZAK),
- supports the activities of committees designated by the Dean and the Secretary,
- provides legal assistance to all departments and, as part of its normal activities, monitors compliance with the law,
- informs faculty staff of new internal standards and regulations at the faculty and university level,
- is responsible for departmental data on the faculty website,
- is responsible for the presentation of the Faculty's internal regulations on the Faculty's website,
- ensures the agenda of publication of contracts according to the Act on the Register of Contracts,
- the Legal Department is headed by a head who is directly supervised by the Secretary and methodically supervised by the Vice-Dean for Personnel Affairs, Internal Organisation and Legislation of the LF MU.

Publications Department

- administratively ensures the activities of the Editorial Committee and the preparation of the minutes of the Editorial Committee,
 - implements the editorial plan and other plans of the Editorial Committee,
 - Ensures the production of professional publications of the Faculty of Arts in terms of editing and technical and economic aspects,
- provides printing of LF MU promotional materials,
 - monitors the demand of LF MU students for scripts and textbooks,
 - LF MU cooperates to the necessary extent with the MU publishing house in publishing publications,
 - manages the LF MU publications warehouse,
 - ensures statistical and reporting duties for the section of activity entrusted to it,
 - the Publications Department is headed by a head who is directly supervised by the Secretary and methodologically by the Vice-Dean for Studies in Preclinical Fields of General Medicine of LF MU, the Vice-Dean for Development and Studies in Clinical Fields of General Medicine of LF MU, the Vice-Dean for Dentistry and the Vice-Dean for Non-Medical Study Programmes and Information Technology of LF MU.

Public Procurement Department

- ensures the agenda of tender and procurement procedures according to the Public Procurement Act in cooperation with the relevant departments and project developers and in cooperation with the relevant departments of the LF MU Dean's Office,
- legally acts within the framework of MU's electronic procurement (EZAK),
- collects requests for the acquisition of movable fixed assets paid from the FRIM,
- collects requests for the acquisition of movable fixed assets paid for by external and internal projects, based on information from the Project Support and Economic Departments,
- decides on the method of purchase of movable assets of the MU Faculty of Physical Education (contract/order) with regard to the related performance,

- in the case of the purchase of movable assets, it ensures the entire process of the tender/tender procedure up to the award of the public contract (conclusion of the contract), including all related information obligations,
- coordinates and ensures, on the basis of the methodological guidance of the RMU's OVZ, LF purchases via DNS (except for financial control of orders in EIS),
- coordinates and ensures purchases of LF MU on the basis of the methodological guidance of the RMU OVZ through MU framework agreements,
- assists individual departments in claiming entitlements under tendering/procurement contracts,
- the Procurement Department is headed by a Head of Procurement, who is directly and methodically supervised by the Secretary.

Communications and External Relations Department

- ensures the promotion of the faculty and communication with the media. The department mainly:
- communicates with domestic and foreign media and ensures media presentation of LF MU, prepares press releases and materials for journalists, etc,
- creates a positive relationship between the public and the MU Faculty of Medicine,
- prepares and organises press conferences of the MU Faculty of Arts and its units, including photo documentation and final evaluation of the media coverage,
- ensures effective information both outside and inside LF MU,
- manages the LF MU website and its social media accounts,
- The Communication and External Relations Department is headed by a head who is directly supervised by the Dean and methodically by the Vice-Dean for Student Affairs and External Relations, the Vice-Dean for Student Affairs and the Vice-Dean for Non-Medical Study Programmes and Information Technology of LF MU.

Technical and Operations Department

- ensures the agenda related to the administration, operation and maintenance of the immovable property managed by the faculty - Centre of Medicinal Plants, Údolní 74, Brno,
- ensures the execution of minor operational repairs and maintenance of LF MU property, except for departments located in faculty hospitals,
- provides moving works at the MU Faculty of Medicine workplaces according to the requirements,
- ensures revisions of reserved technical equipment owned by LF MU (electrical wiring, gas equipment, lightning conductors, measurement of small sources of emissions from the CLR gas boiler, pressure vessels of a medical nature, regular annual revisions of electrical appliances and tools) related to the operation of buildings managed by LF MU and in buildings used by LF MU,
- prepares concepts, plans and schedules for technical and operational management and maintenance for the purposes of the non-investment budget,
- prepares documents for the development plan and the LF MU budget for the assigned section of activities,
- controls the performance of cleaning services provided by contractors,

- ensures the operation and maintenance of LF MU motor vehicles, including the settlement of travel costs and the maintenance of log books,
- verifies the factual accuracy of the invoices received for costs in the areas of responsibility (invoices for the operation of the UKB, the Komenský nám. 2 building, the CLR, etc.),
- ensures and manages the operation of the mailroom, which ensures the reception and distribution of mail including internal mail between the Faculty of Medicine, RMU, St. Anne's Hospital in Brno, Brno University Hospital, MOU, Trauma Hospital, CKTCH,
- ensures and manages the operation of the reproduction rooms for the needs of the Faculty of Arts,
- provides professional training (e.g. electrician, inspection technician, drivers of reference vehicles, etc.),
- administratively secures the agenda of work categorisation,
- ensures waste removal and disposal in the buildings managed by LF MU,
- provides laundry collection and laundry services,
- registers and manages telephone branches in cooperation with MU departments (ÚVT, CIT),
- manages the warehouse management (protective equipment warehouse, etc.),
- checks the fulfilment of the conditions for the provision of the meal allowance according to the documents provided by the LF Personnel Department,
- keep records of TV and radio receivers for charging purposes,
- ensures the activities of the Liquidation Committee of the Faculty of Arts MU,
- performs statistical and reporting duties for the section of activity entrusted to it,
- is responsible for updating department data on the LF MU website,
- the technical and operational department is headed by a manager who is directly and methodically supervised by the secretary.

Department for Science and Quality

- provides supporting documents, methodological guidance and organisation of the processes of accreditation of undergraduate and postgraduate study programmes, habilitation and appointment procedures, in particular
 - omethodological support to the SP guarantors and the collection of documents for the accreditation of new SPs, reaccreditation, changes and extension of existing SPs in accordance with MU internal regulations. Approving, managing and evaluating the quality of MU study programmes and the applicable national legislation,
 - omethodological support and gathering of documents for accreditation of habilitation and professorship procedures,
 - omethodological and administrative support to the Vice-Deans of Studies, control of accreditation validity dates, setting accreditation schedules, control of compliance with schedules and formal and substantive accuracy of accreditation files,
 - omethodological and administrative support to the Vice-Deans for Studies in setting up quality assurance processes for accredited study programmes (appointment of programme councils, control of their functioning, regular annual

- and five-year cycles of internal evaluations of accredited study programmes, changes in accredited study programmes),
communication with the National Accreditation Office for Higher Education and the MU Internal Evaluation Council, especially when reporting changes in the guarantors of accredited study programmes, and drafting inspection reports on accredited study programmes,
communication with the Ministry of Health of the Czech Republic (agenda related to the permission to implement regulated study programmes) and the Association of University Educators of Non-Medical Health Professions (statistics)
- provides supporting documents and methodological guidance and organisation of the evaluation of study programmes
 - organizationally and administratively ensures the reporting of the results of scientific and research activities
 - prepares documents for the evaluation of science at LF MU, provides methodological guidance and organisation of the evaluation process
 - prepares documents concerning research results for budgetary, project and other purposes
 - provides administrative and methodological support and advice in the field of intellectual property arising from research, its protection and commercialisation
 - the office cooperates with the MU Centre for Technology Transfer, provides administrative and legal support to the originators of inventions and participates in the process of transferring knowledge and technology into practice
 - performs an analysis of existing HR processes and develops a proposal for a new human resources management strategy according to the HRS4R methodology with an emphasis on process:
 - recruitment and selection of staff taking into account the requirements of the OTM-R methodology (open, transparent recruitment and selection),
 - support for the adaptation, career development, training and development of academic and research staff,
 - staff appraisal in relation to the science and teaching evaluation methodology
 - support and development of the research environment,
 - participates in the development of the concept and methodology for implementing changes in the academic environment
 - provides methodological guidance in implementing changes to current HR processes
 - comprehensively handles all agenda related to doctoral studies of foreigners (admission procedure, enrolment, control of the course of studies, termination of studies, management of study files, recognition of education, etc.)
 - manages the agenda of exchange stays and internships of doctoral students
 - records contracts concluded with students in the EIS
 - provides communication with foreign academic staff and PhD students, provides them with administrative support
 - keeps records and ensures the administration of the establishment and termination of Research Groups

- manages the Faculty Publication Fund
- prepares documents for the Faculty's annual report
 - The head of the department is supervised by the Secretary of the Faculty and methodically by the Vice-Dean for Science, Doctoral Studies and Organisational Development of LF MU.

The heads of all administrative departments are responsible for fulfilling archival, filing and shredding duties in accordance with MU internal regulations in their departments.

Article XIII.

Centres of Excellence

1. Centres of excellence are specialised centres created to achieve excellence in basic or applied research. A condition for the establishment of a centre of excellence is transnational dedicated support (a project) directly dedicated to the creation of a centre of excellence.
2. The Centres of Excellence shall decide autonomously on research, training and operational issues in accordance with the conditions necessary for the fulfilment of the project. They are bound by the internal regulations of MU and the faculty in this decision-making.
3. The Centre of Excellence is headed by a Director.
4. The Director is appointed and dismissed by the Dean. The Director for the first term is the Principal Investigator of the project. The length of the first term of office of the Director shall normally coincide with the period of the project. During the first term of office, the Director may be dismissed in accordance with the Labour Code, the internal regulations of the University and the Faculty, while respecting the rules for the project. After the end of the project, a selection procedure for the director is announced in accordance with the Statutes of the Centre of Excellence, MU internal regulations and the Faculty.
5. A Centre of Excellence usually has its own International Scientific Advisory Board (ISAB).
6. Further details of the functioning of the Centre, its internal bodies, the method of staffing the internal bodies, their competences and organisational structure are set out in the Statutes of the Centre of Excellence, which are issued by the Dean on the proposal of the Director of the Centre of Excellence as an annex to these Organisational Regulations.

Article XIV.

Purpose-built facilities

1. Centre of medicinal plants:
 - ensures the operation of the medicinal plant centre,
 - cooperates in providing practical training with individual institutes (pharmacology, biochemistry, etc.),
 - introduces the public to the Centre's activities (Index seminar, exhibition of medicinal plants),
 - provides advisory services to the professional public on medicinal, spice and aromatic plants,

- participates in cooperation with other parts of Masaryk University and public benefit entities.
2. Breeding and user facilities of laboratory animals:
 - establishes technological procedures and operating schedules of the faculty's breeding and user facilities,
 - provides consultancy activities in the entrusted area (assessment of technical equipment for accreditation of breeding and user facilities of the faculty, etc.),
 - ensures the requirements of individual faculty departments for laboratory animals,
 - ensures the operation of the faculty's laboratory animal breeding facility and manages the methodical operation of the user facility within the faculty,
 - provides services to other entities (sale of laboratory animals, etc.),
 - comply with the obligations arising from the law for the protection of animals against cruelty,
 - performs statistical and reporting duties for the section of activity entrusted to it.
 3. Simulation centre:
 - ensures the requirements of the departments for the implementation of teaching in the Simulation Centre and cooperates in the provision of this teaching
 - ensures the operation of the Simulation Centre and technical facilities, technologies and equipment
 - coordinates, as necessary, the operational units of Masaryk University to ensure the necessary cooperation in maintenance, repairs or revisions
 - maintains records of assets necessary for the operation.

Article XV.

Centres

1. The purpose of the academic centres is to promote collaboration between academic staff in the fields of science, research and teaching. The activities of academic centres must not conflict with the long-term goals of MU and LF MU. Academic centres may use the name of the medical faculty to promote their activities.
2. Academic centres may be established in particular for the purpose of:
 - cooperation between staff from departments with the same or related activities,
 - cooperation of LF MU academic staff in research requiring collaboration of experts from different disciplines,
 - creation of a platform for communication with experts outside MU.
3. At least three academic staff from at least two departments of the MU Faculty of Medicine may jointly apply for the establishment of an academic centre. Applicants must submit their application for the establishment of an academic centre in writing to the Dean of LF MU, and the application must include:

- a. The centre's constitution, in which applicants shall state the purpose for which the academic centre is being established, the objectives, the content of the activities and the project of the centre's activities for the duration of the centre's duration
 - b. List of founding members of the Centre
 - c. Proposal for the Head of the Centre
 - d. List of founding members of the Centre with their signatures
 - e. A plan for the economy of the centre, if the centre will have the financial means
 - f. Statement by the head of the department that will be substantially affected by the Centre's activities. If there are more than one such site, applicants shall attach statements from all heads of the sites concerned
4. The dean decides on the application for the establishment of an academic centre. The dean shall consider the application and submit the application for discussion at the MU Faculty of Arts Management Meeting within 4 weeks of its receipt. The dean may request the participation of the founding members of the centre or their representative at the LF MU Management Meeting.
 5. Based on the discussion under the preceding paragraph, the Dean shall approve, deny, or return the application to the applicants for completion or modification.
 6. If the application is approved under the preceding paragraph, the Dean shall determine the date on which the Centre shall be established and shall appoint a Centre Manager from among the members of the Centre. On that date, the Centre shall be entered in Annex 1 to the Organisational Regulations.
 7. If the application is returned for completion, the dean will set a deadline by which the application must be completed or changes made. If the founding members fail to deliver the supplementary information or amended proposal to the Dean within the time limit, the application shall be deemed not to have been submitted.
 8. The Centre is closing down:
 - by a decision of the dean on the basis of a request from the head of the centre
 - by the decision of the Dean on the basis of a request from the head of the LF MU department within which the centre operates
 - by decision of the dean in the event of long-term passivity of the centre.
 9. The head of the centre is appointed by the dean. Unless the dean decides otherwise, the head of the centre is not entitled to a management allowance. The Centre Head:
 - manages and organises the activities of the Centre,
 - keep records of the members of the Centre,
 - manages the Centre's financial resources,
 - has an advisory voice on employment matters for staff paid from the Centre's funds.
 10. The Head of the Centre is responsible for the management and activities of the Centre to the Dean of LF MU. In the event that the Centre's funds are managed as a contract of a department of the LF MU other than the Dean's Office, the Head is responsible for the activities of the Centre to the Dean of the LF MU and for the management to the head of the department.

11. The head of the Centre may be removed by the Dean, in particular on the proposal of the head of the department in which the Centre's funds are held or on the proposal of a supermajority of the Centre's members.
12. Membership in the Academic Centre is voluntary and there is no fee. An academic employee of Masaryk University may become a member of the Centre, even if he/she is not an employee of LF MU. The decision to admit a member is made by the head of the Centre. The decision on admission as a member of the Centre is delivered to the applicant in writing to the department and has immediate effect. Founding members listed in the charter become members of the Centre at the moment of approval of the application for the establishment of the academic centre.
13. Membership in the Centre shall cease upon withdrawal from the Centre, expulsion from the Centre and termination of the Centre. A member of the Centre shall notify the Head of the Centre in writing of the termination of his/her activity in the Centre. A member of the Centre may be expelled by decision of the Head of the Centre. The termination of membership in the Centre does not terminate the employment relationship of the expelled member with the MU Faculty of Medicine.
14. The Centre disposes of funds as a cost centre (contract) of the Dean's Office or as a cost centre (contract) of one of the MU Faculty of Medicine departments. The management of the Centre's funds is governed by the general regulations on the management of funds within the University.
15. LF MU provides the following services to academic centres as institutional support:
 - a. website management
 - b. distribution of electronic correspondence, invitations, and information via faculty and university information systems
 - c. managing the funds the centres receive for their activities,
 - d. support in handling the personnel agenda
 - e. provide medical faculty space for educational activities organized by the centers
 - f. legal advice
16. In order to support exceptionally beneficial activities of the centre, the dean may decide, at the request of the head of the centre, to allocate funds, space, the possibility of using the faculty infrastructure, or other necessary forms of institutional or personal assistance.

Article XVI **Final provisions**

1. The interpretation of individual provisions of the Organizational Regulations is entrusted to the Dean of the Faculty.
2. The Secretary shall be responsible for updating the Rules of Procedure and ensuring that they are complied with.
3. The Organisational Regulations come into force on **1 January 2024** and replace the previous version of the Organisational Regulations.

4. The following annexes form part of the Organisational Regulations:
- (1) list of departments, commissions and sections
 - (2) division of subject sections
 - (3) organisational chart of LF MU
 - (4) Statutes of the Centre of Excellence Creativ

prof. MUDr. Martin Repko, Ph.D.
Dean of the Faculty of Medicine, Masaryk University

Annex 1 - List of Departments, Commissions and Sections

- **Constitutions**
 - Institute of Anatomy
 - Institute of Biophysics
 - Institute of Biochemistry
 - Institute of Biology
 - Institute of Pharmacology
 - Institute of Physiology
 - Department of Histology and Embryology
 - Institute of Medical Ethics
 - Department of Pathological Physiology
 - Department of Psychology and Psychosomatics
 - Institute of Simulation Medicine
 - Institute of Public Health
- **Departments**
 - Department of Physiotherapy and Rehabilitation
 - Department of Laboratory Methods
 - Department of Optometry and Orthoptics
 - Institute of Health Sciences
- **Clinics:**
 - **Joint workplaces with St. Anne's University Hospital in Brno**
 - Anaesthesiology and Resuscitation Clinic
 - I. dermatovenerology clinic
 - I. surgical clinic
 - II. surgical clinic
 - I. internal cardioangiology clinic
 - II. internal medicine clinic
 - I. neurological clinic
 - I. orthopaedic clinic
 - I. Institute of Pathology

- Department of Otorhinolaryngology and Head and Neck Surgery
- Clinic of Plastic and Aesthetic Surgery
- Clinic of Occupational Medicine
- Department of Physical Medicine and Rehabilitation
- Clinic of Imaging Methods
- International Clinical Research Centre
- Institute of Microbiology
- Neurosurgery Clinic
- Dental clinic
- Department of Clinical Immunology and Allergy
- Institute of Forensic Medicine
- **Joint workplaces with the University Hospital Brno - Bohunice Hospital and Maternity Hospital**
 - Gynaecology and Obstetrics Clinic
 - Surgical Clinic
 - Internal Gastroenterology Clinic
 - Internal Hematology and Oncology Clinic
 - Internal Cardiology Clinic
 - Department of Anaesthesiology, Resuscitation and Intensive Care Medicine
 - Department of Infectious Diseases
 - General Internal Clinic
 - Department of Pulmonary Diseases and Tuberculosis
 - Burns and Plastic Surgery Clinic
 - Department of Radiology and Nuclear Medicine
 - Department of Trauma Surgery
 - Department of Oral, Maxillofacial and Facial Surgery
 - Neurosurgery Clinic
 - Neurological Clinic
 - Eye Clinic
 - Orthopaedic Clinic
 - Psychiatric clinic

- Urology Clinic
- Department of Pathology
- **Joint workplaces with the University Hospital Brno - Children's Hospital**
 - Children's Eye Clinic
 - Department of Paediatric Anaesthesiology and Resuscitation
 - Department of Paediatric Surgery, Orthopaedics and Traumatology
 - Department of Child Neurology
 - Department of Paediatric Oncology
 - Department of Paediatric Otorhinolaryngology
 - Department of Paediatric Radiology
 - Department of Pediatric Infectious Diseases
 - Paediatric Clinic
 - Institute of Medical Genetics and Genomics
- **Joint workplaces with the Trauma Hospital**
 - Department of Traumatology
- **Joint workplaces with the Masaryk Cancer Institute**
 - Clinic of Comprehensive Oncological Care
 - Department of Operative Oncology
 - Department of Radiation Oncology
- **Joint workplaces with the Centre for Cardiovascular and Transplant Surgery**
 - Department of Cardiovascular and Transplant Surgery
- **Other workplaces for educational, scientific, research and development activities**
 - Institute of Biostatistics and Analyses, Faculty of Medicine
- **Centres of Excellence**
 - CREATIC
- **Purpose-built facilities**
 - Centre of Medicinal Plants
 - Laboratory animal breeding and user facilities
 - Simulation Centre
- **Administrative workplace**
 - Dean's Office

- Secretariat
- Office of the Secretary
- Personnel Department
- Study Department
- Foreign Department
- Department for Quality
- Qualifications Development Unit
- Project Support Department
- Department for Specialist Training of Doctors and Non-Medical Health Professions
- Economic Department
- Legal Department
- Publications Department
- Public Procurement Department
- External Relations and Communication Department
- Department for Science and Quality
- Technical and Operations Department

Centres (they are not separate workplaces):

- Academic Centre for Epilepsy
- Academic Centre for Quality in Healthcare
- Academic centre for the treatment of scoliosis and spinal deformities
- Centre for Neuroscience LF MU/Masaryk Neuroscience Hub
- Akademické centrum pro maligní hypertermia MUNI / Masaryk University Centre for Malignant Hyperthermia
- Akademické centrum pro výzkum a praxi mindfulness MUNI / Mindfulness Research and Practice Network of Masaryk University
- Centre for Spasticity Brno
- J.G. Mendel Centre for Medical Genetics, Masaryk University
- Centre for Health Law
- University Leukaemia Centre

Commissions (they are not separate departments):

- Approval Committee
- Disciplinary Committee (according to § 31 of the Higher Education Act)
- Editorial Committee
- Ethics Committee
- Library Commission
- Commission for Fire and Occupational Safety and Hygiene
- Commission for Paediatric Specialisation
- Commission for Technical Development
- Commission for the evaluation of the Dean's Award
- Liquidation Commission
- Expert Committee for the Welfare of Experimental Animals of the Faculty of Medicine MU
- Scheduling Committee

Working groups (not separate workplaces):

- Working group for the coordination of the P-Pool project (Undergraduate Programme for Motivated Medical Students with Advanced Scientific Training)
- Working group for restructuring of the Centre of Medicinal Plants of the Faculty of Medicine MU
- Working Group on Simulation in Medicine
- Council of Study Programme Guarantors
- Visual Presentation Strategy Working Group
- Infrastructure Working Group
- HR Award Working Group

Subject sections (not separate departments)

- section of theoretical subjects
- section of diagnostic objects
- section of socio-preventive subjects
- internal subjects section
- section of surgical objects

Annex 2 - Assignment of subjects to subject sections

Section of theoretical subjects:

- Biophysics
- Biology
- Anatomy
- Histology and embryology
- Biochemistry
- Physiology
- Neuroscience
- Pathological physiology

Section of diagnostic subjects

- Medical microbiology
- Pathology
- Immunology
- Diagnostic imaging methods
- Clinical genetics
- Forensic Medicine

Section of socio-preventive subjects

- Communication and self-experience
- Medical ethics
- Epidemiology of infectious diseases
- Public health
- Health protection and promotion

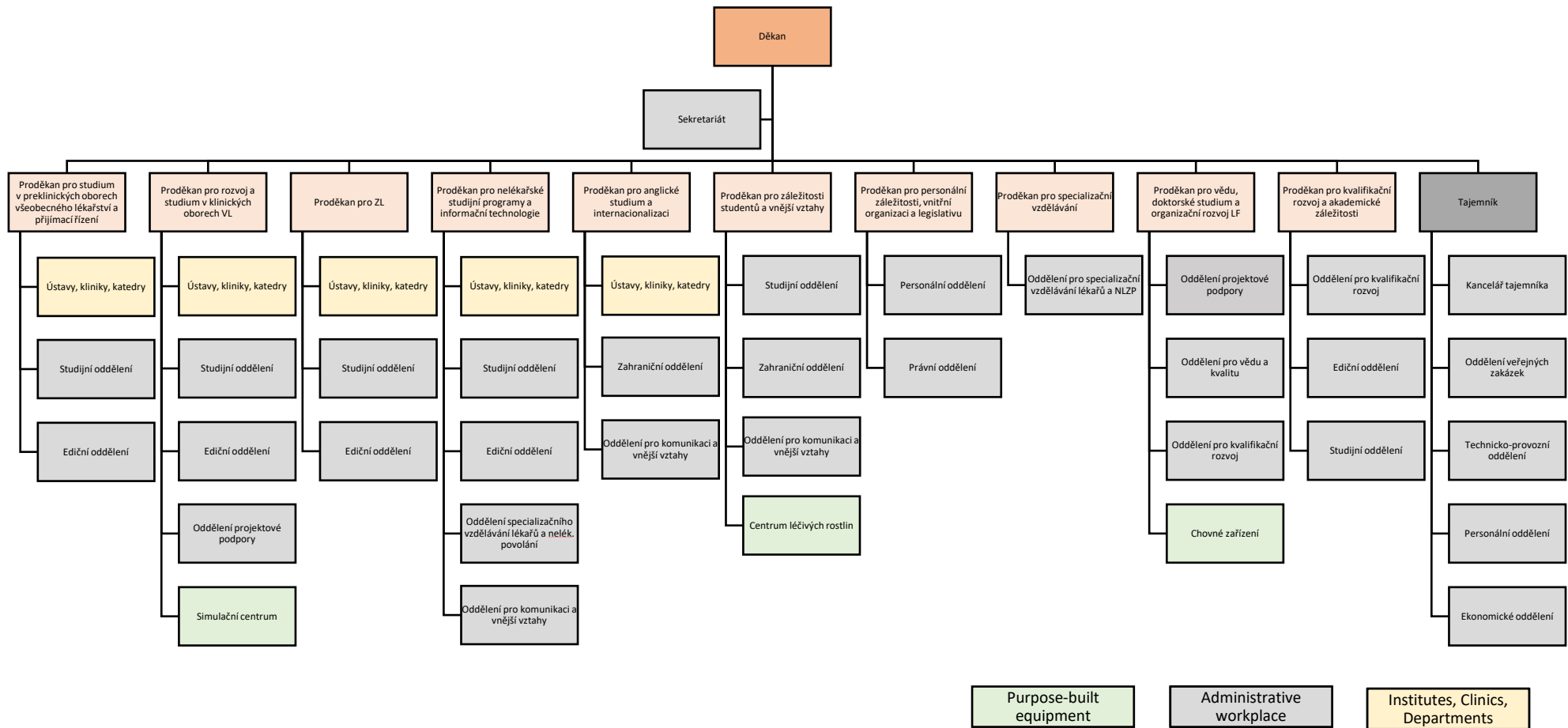
Internal subjects section

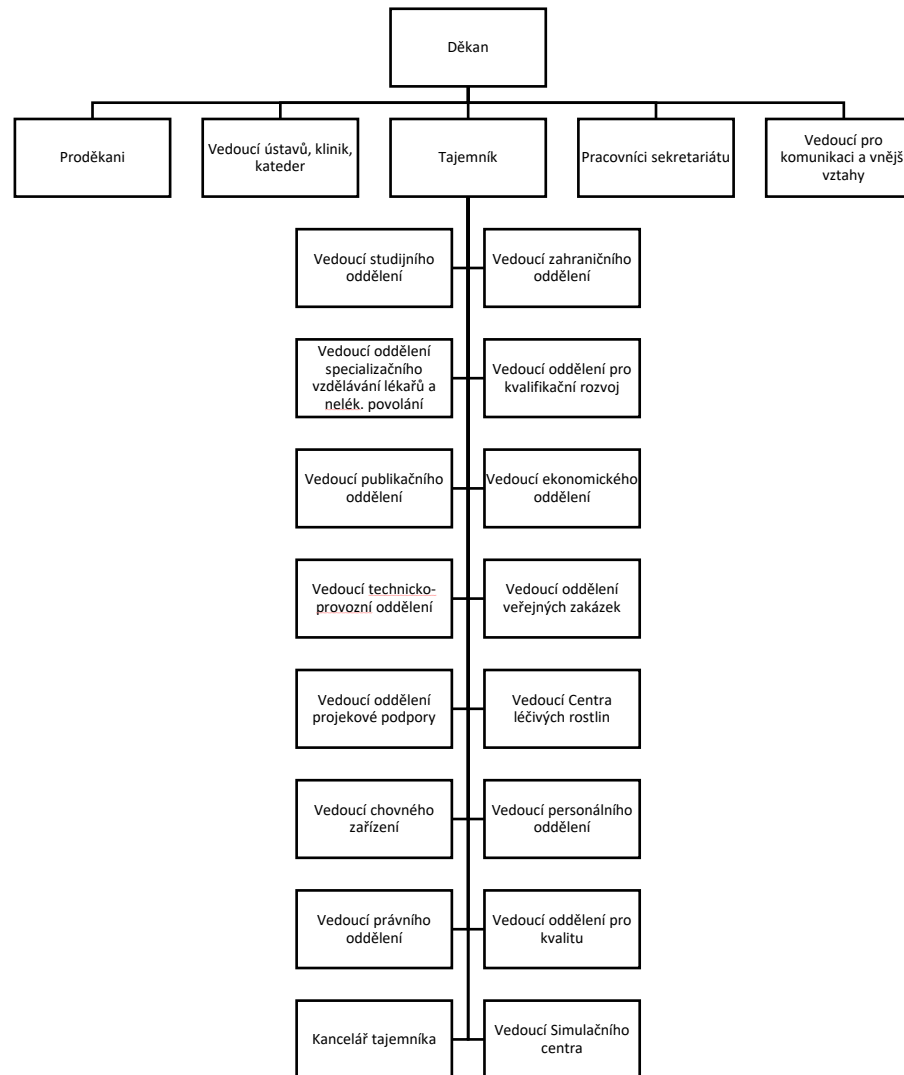
- Fundamentals of Nursing
- Propedeutics
- Pharmacology
- Internal Medicine
- Pediatrics
- Dermatovenerology
- Infectious diseases
- Clinical Oncology
- Neurology
- Medical psychology and psychosomatics
- Psychiatry
- Differential diagnosis
- Practical medicine and geriatrics

Section of surgical objects

- First aid
- Propedeutics
- Surgery, including neurosurgery, urology, etc.
- Orthopaedics and rehabilitation
- Obstetrics and Gynaecology
- Ophthalmology
- Otorhinolaryngology
- Intensive Medicine
- Dentistry (for general medicine)

Methodological management





Annex 4 - Statutes of the Creatic Centre of Excellence

STATUTES OF THE CREATIC CENTRE OF EXCELLENCE

effective from 1 January 2024
(hereinafter referred to as the "Statute")

Article 1

Introductory provisions

- (1) CREATIC is a centre of excellence of the Faculty of Medicine within the meaning of Article XIII. XIII of the Organizational Regulations of the Faculty of Medicine of Masaryk University (hereinafter referred to as the "Centre").
- (2) The activities of the Centre are carried out and developed in accordance with the superior faculty and university standards and the terms of the special purpose support - Grant Agreement - project 29286760 - CREATIC (hereinafter referred to as the "Project").
- (3) Part of the Centre is the CZECRIN Large Research Infrastructure (in accordance with Section 2, paragraph 2, letter d) of Act 130/2002 Coll., on support for research, experimental development and innovation. The organisation and activities of the CZECRIN research infrastructure are described in the Centre's Organisational Regulations.
- (4) The Centre shall continue to use exclusively the short name CREATIC after the name of Masaryk University (hereinafter referred to as "MU") or the Faculty of Medicine of Masaryk University (hereinafter referred to as "MU Faculty of Medicine") in both the Czech and English equivalents for the external marking of buildings and rooms where the Centre operates, on its stamp and wherever the Centre acts on its own behalf within the scope defined by these Statutes.
- (5) The working languages of the Centre are Czech and English.
- (6) This Statute is binding on all employees of the Centre.

Article 2

Focus and long-term orientation of the Centre

- (1) The main mission of the Centre is
 - a A major expansion of research and innovation activities to build multidisciplinary excellence to facilitate the availability of advanced therapeutics and treatments ("ATMPs");
 - b creating the conditions and atmosphere for cutting-edge research and innovation by ensuring a high level of autonomy for the Centre;
 - c developing broad international cooperation and

- d Strengthening smart specialisation of the Czech Republic in the field of advanced medicine and pharmaceuticals through the involvement of actors from the academic, public, private and social sectors (in line with the National RIS3 Strategy 2021-2027).
- (2) Given its focus and the nature of its activities, the Centre can create interdisciplinary overlaps and share research and infrastructure teams with other MU and non-MU departments.

Article 3

Internal standards of the Centre

- (1) The internal standards are:
- a Organisational Regulations of the Centre,
 - b Instructions from the Director of the Centre,
 - c Directive.
- (2) The internal standards of the Centre are issued by the Director of the Centre within the scope of his/her competences defined by law, internal standards of MU, LF MU and these Statutes.

Article 4

Management of the Centre and its organs

- (1) The Centre is headed by a Director who is the executive body of the Centre.
- (2) The bodies of the Centre are:
- a Director,
 - b International Scientific Advisory Board (ISAB),
 - c Steering Committee
 - d CREATIC Council.

Article 5

Director of the Centre

- (1) The Director is appointed by the Dean in accordance with Article XIII. point 4. of the MU Faculty of Arts Organisational Regulations.
- (2) The Director is responsible for the comprehensive management of the Institute, the quality of research and educational activities and for the economical, efficient and effective use of the financial resources obtained.
- (3) Exercises managerial authority over all Centre staff and sends Centre staff on business trips. The Director also submits to the Dean proposals for the establishment, modification, termination of employment relationships, including the determination of the salary evaluation of employees under his/her authority. The employment and wage relations of employees are governed by general legal regulations, the MU Wage Regulations and other regulations of MU and LF MU.

- (4) The Director shall issue internal standards of the Centre to set up and manage the Centre in such a way as to ensure conditions for educational and research activities.
- (5) The Director decides on the strategic direction of the Centre and creates tools for the fulfilment of strategic objectives, including financial and motivational tools in accordance with the internal regulations of MU and LF MU.
- (6) If teaching is carried out within the Centre, the Director is responsible for the pedagogical activities and decides on the staffing of the teaching carried out at the Centre.
- (7) The Director represents the Centre in relation to the Faculty. The Director appoints and dismisses the Operations Director and the Scientific Director from among the Centre's staff, whose competences are regulated in the Centre's Organisational Regulations.
- (8) In order to manage the Centre effectively and to create the conditions and atmosphere for excellence in research and innovation, the Director of the Centre may delegate his/her management responsibilities to other Centre staff in accordance with the Centre's Organisational Regulations.
- (9) The Director is authorised to act on behalf of the Faculty and the University when ordering goods and services up to CZK 100,000, excluding VAT, unless an internal standard stipulates otherwise.

Article 6

International Scientific Council of the Centre

- (1) The International Scientific Advisory Board (ISAB) is an external advisory and evaluation body supporting the strategic development and quality improvement of the Centre's research and educational activities. Its members are at least 5 internationally recognised experts covering the Centre's research areas of expertise, who are not legally bound to LF MU or any other partner of the Project.
- (2) ISAB members are appointed by the Director on the proposal of the Steering Committee in accordance with the Project Consortium Agreement.
- (3) The ISAB of the Centre monitors the development of the Centre and the quality of its outputs on a long-term basis, and regularly discusses annual activity reports and annual strategic plans submitted by the Director. For the duration of the Project, the ISAB also serves as the International Scientific Council of the Project.
- (4) ISAB members also act as ambassadors for the Centre, promoting its visibility, helping to spread its reputation and its involvement in international partnerships.
- (5) At least once every three years, ISAB conducts a detailed local evaluation of the Centre and its components and individual research groups.
- (6) The term of office of ISAB members is three years. Membership in ISAB is honorary. Members of the ISAB shall be entitled to reimbursement of expenses related to participation in ISAB meetings in accordance with the relevant regulations.
- (7) The ISAB shall be convened by the Director of the Centre as required, but at least once a year. The rules of procedure for the conduct of meetings and the manner in which the ISAB conducts its business shall be laid down in the Rules of Procedure of the International Scientific Council of the Centre, which shall be issued in the form of Guidelines by the Director of the Centre.

- (8) Membership of ISAB is terminated:
- a by appeal or
 - b by resigning from his/her post, notified in writing to the Director of the Centre.

Article 7
Steering Committee

- (1) The Steering Committee includes experienced experts who identify and monitor the risks, timelines and budget of the Centre. The Steering Committee also assesses the functionality of the Centre's organisational structure and comments on the Centre's business model. In the event of a dispute between the Project partners, it decides on the resolution of the problem by voting.
- (2) The Steering Committee is composed of 1 representative of the LF MU management and 1 representative of each Project partner. A member of the Steering Committee for LF MU is appointed and dismissed by the Dean of LF MU, members of the Steering Committee for the Project partners are appointed and dismissed by a person legally authorised to act on behalf of the partner.
- (3) The Steering Committee of the Centre acts according to the Rules of Procedure of the Steering Committee, which are issued in the form of Guidelines by the Director of the Centre.
- (4) The Steering Committee meets every six months.

Article 8
CREATIC Council

- (1) The CREATIC Council (hereinafter referred to as the "Council") is an advisory body to the Director. The Council is appointed by the Director and its members are expert advisors ("key optional leaders") relevant to the research programmes, scientific and other key areas.
- (2) The Council shall be chaired by the Director. The Council discusses in particular the long-term concept and development strategy of the Centre, including strategic investments, human resources development policy, annual reports on the activities of the Centre and strategic plans for the development of existing and scientific direction of research programmes, including their modification, termination or creation of new ones. The Council shall ensure the coordinated development of the Centre's educational and research activities and research infrastructure capacities.
- (3) The Council shall meet at least once every 3 months.
- (4) The Council acts in accordance with the Rules of Procedure of the Council, which are issued in the form of Guidelines of the Director of the Centre.

Article 9
Internal structure of the Centre

- (1) The organisational structure of the Centre, the scope, powers and mutual relations of the Centre's bodies are regulated by the Centre's Organisational Regulations.

Article 10

Assets and management of the Centre

- (1) The Centre is an independent department of the Faculty managing its allocated budget and project resources in accordance with the superior regulations.
- (2) The Centre seeks to diversify its resources as much as possible to ensure the stability and long-term sustainability of all organisational components and activities.
- (3) The Centre obtains funds for its activities within the budget of MU and the Faculty, earmarked funds, grants and national and international projects. To a lesser extent, the Centre uses free capacities for contract research and complementary activities.
- (4) The Centre's budget must be balanced or in profit.

Article 11

Evaluation of the Centre's activities

- (1) Once a year, the Director shall submit an annual report on the Centre's activities and management to the Centre Council and ISAB.
- (2) At least once every three years, the Centre and its teams are evaluated by ISAB. It evaluates its long-term strategy and its implementation, the composition and quality of its teams, the quality of all activities and outputs, the achievement of short- and long-term objectives and financial sustainability.
- (3) Individual staff members are then evaluated annually in accordance with MU internal regulations.

Article 12

Final provisions

The interpretation of this Statute is entrusted to the Vice-Dean for Personnel Affairs, Internal Organisation and Legislation of the MU Faculty of Arts.