



ORGANISATIONAL RULES

**of the Faculty of Chemistry,
Brno University of Technology**

ARTICLE 1 SUBJECT OF MODIFICATION

These Organisational Rules regulate the organisational and management structure of a part of the public higher education institution – the Faculty of Chemistry, Brno University of Technology (hereinafter referred to as “the Faculty” or “FCH”). In accordance with the provisions of Article 41(2) of the Statutes of the FCH, these Organisational Rules are an internal norm of the Faculty, which is not subject to the approval of an institutionally superior self-governing body of the public higher education institution; as such, they are based on generally binding legal regulations, in particular the Act 111/1998 Coll. on Higher Education and on Amendments and Additions to Other Acts (hereinafter referred to as “the Act”) and from the valid internal regulations and standards of Brno University of Technology.

ARTICLE 2 CHARACTERISTICS OF THE ORGANISATIONAL UNIT

Within the meaning of Section 22(1) of the Act, the Faculty is part of the organisational structure of Brno University of Technology. According to Section 24(1)(b) of the Act, the internal organisation of the Faculty is an autonomous right of the Faculty and belongs to its self-governing competence.

ARTICLE 3 FACULTY ORGANISATIONS

- (1) The bodies of the faculty are
- a. **Self-governing academic bodies, endowed** with decision-making and/or co-decision-making powers, established through a formalized process in accordance with the law and the school’s bylaws:
 - Dean,
 - FCH Academic Senate,
 - FCH Scientific Council,
 - Disciplinary Committee of the Faculty,
 - b. **the Secretary,**
 - c. **advisory bodies**, either permanent or short-term, established in accordance with the provisions of Article 38 of the Statutes of FCH by the Dean of the Faculty. The members of the advisory bodies are called to perform these activities, as a rule, on the basis of appointment by the Dean.
The results of the activities of advisory bodies have the character and value of expert opinions and/or recommendations.

ARTICLE 4
MANAGEMENT STRUCTURE OF THE FACULTY

- (1) The management structure of the faculty consists of the dean, vice-deans, the secretary of the faculty and the directors of the institutes and the Materials Research Centre.
- (2) The powers and authority of the management staff are regulated by law, the Statutes of FCH (in particular Articles 31, 34, 37, 39) and these Organisational Rules.
- (3) The internal organisational and management standards used at FCH as an operational management tool, including the authority to issue them, are defined in Article 41 of the Statutes of FCH. The registry point for all internal standards issued at FCH is the Dean's Secretariat. The place for all internal standards issued at FCH is the Dean's Secretariat.

ARTICLE 5
ORGANISATIONAL STRUCTURE OF THE FACULTY

- (1) The Faculty is organised into the following main organisational units:
 - a. **departments,**
 - b. **Materials Research Centre (CMV),**
 - c. **Dean's Office,**

which may be subdivided, or further subdivided, into sub-organisational units according to their areas of activity and with regard to their mission and subject-matter competence.

ARTICLE 6
DEPARTMENTS

- (1) The Departments are the basic organisational parts of the Faculty, whose function and mission is to ensure the activities under the provisions of Section 1 of the Act. The Departments at the Faculty provide teaching of accredited study programmes and, within the framework of their professional focus, closely cooperate with universities at home and abroad, with partners from industry at regional and international level, participate in the conception and implementation of lifelong learning programmes and, according to their capacity, also carry out additional activities under the provisions of Section 20 (2) of the Act.
- (2) The Departments are organisational units of the Faculty, which manage their allocated resources independently.
- (3) The head of the Department is the Director, who is appointed in the manner and under the conditions laid down in Article 36 of the Statutes of FCH.

- (4) The Director of the Department comprehensively manages the activities of the Department and the subordinate staff, which are academic staff, scientific and research staff and technical and economic staff, or external staff and staff on study visits or visiting academic staff. The Director of the Department is directly responsible to the Dean of the Faculty for his/her activities.
- (5) Within his/her competence, the Director of the Department shall in particular
- participate in meetings of the Dean's Council,
 - submit proposals to the Dean concerning
 - pedagogical, scientific, research and other professional activities,
 - material and financial security of the Department activities,
 - the functioning and development of the managed workplace,
 - staffing, including proposals to address qualification and pay issues,
 - take care to keep the Department's activities in line with the latest trends in education, research and development,
 - conceive long-term goals and specific objectives in the Institute's activities,
 - create conditions for cooperation between the Institute and partners from industry and academia,
 - manage the Institute in terms of economics, in particular takes care of the efficient and effective use of financial resources, proper management of property and its records,
 - manage the Department in terms of personnel, in particular elaborates the strategy of personnel development, optimizes the professional composition of employees, including ensuring the conditions for their continuous professional growth, evaluates the pedagogical and scientific activities of subordinate staff, ensures compliance with the employer's obligations in the area of occupational safety conditions according to the Labour Code.
 - coordinate the interaction of the different parts of the Department,
 - monitor the status and level of projects assigned to the workplace, conceives and implements the necessary measures, etc.
- (6) The Director of the Department is authorised to act externally only within the scope of his/her material competence defined by these Organisational Rules, otherwise only on the basis of a power of attorney granted by the Dean.
- (7) The list of departments is set out in Annex 1 to these Organisational Regulations.

ARTICLE 7
MATERIALS RESEARCH CENTRE

- (1) Materials Research Centre is the basic and key research infrastructure of the Faculty of Chemistry. CMV provides academic staff of departments and research and technical staff with technical and administrative facilities for the development of scientific, research and other creative activities. All research and development projects, including contract research, are planned and carried out within the CMV, whose administrative staff provide methodological and administrative support to project and contract researchers.
- (2) CMV is an organisational part of the faculty that manages its allocated resources independently.
- (3) CMV shall be headed by a Director, who shall be appointed in the manner and under the conditions laid down in Article 36 of the Statutes of FCH.
- (4) The Director of CMV shall provide comprehensive management of CMV and its subordinate staff, which includes administrative, technical and research staff. The CMV Director is directly responsible to the Dean of the Faculty for his/her activities.
- (5) Within his/her competence, the Director of the CMV shall in particular
 - participate in meetings of the Dean's Council,
 - submit proposals to the Dean concerning
 - scientific, research and other professional activities,
 - material and financial security of the CMV activities,
 - functioning and development of the managed workplace,
 - staffing, including proposals for addressing qualification and salary issues,
 - keep CMV activities in line with the latest trends in research and development,
 - conceive long-term goals and specific objectives for CMV activities,
 - create conditions for CMV cooperation with partners from industry and academia,
 - manage CMV economically, in particular ensuring the efficient and effective use of funds, the proper management of property and its records,
 - manage CMV in terms of personnel, in particular elaborates the strategy of personnel development, optimizes the professional composition of employees, including ensuring the conditions for their continuous professional growth, evaluates the scientific activities of subordinate employees, ensures compliance with the employer's obligations in the area of occupational safety conditions according to the Labour Code,
 - coordinate the interaction of the different parts of CMV,

- monitor the status and level of projects assigned to the workplace, conceives and implements the necessary measures, etc.
- (6) The Director of CMV is authorised to act externally only within the scope of his/her material competence defined by these Organisational Regulations, otherwise only on the basis of a power of attorney granted by the Dean.
 - (7) Materials Research Centre is divided into an office and laboratories. The operation of the individual laboratories shall be managed by the Director of CMV, usually on behalf of the heads of the respective laboratories.
 - (8) The internal division of the Materials Research Centre is set out in Annex 1 to these Organisational Rules.

ARTICLE 8 DEAN'S OFFICE

- (1) The Dean's Office is the executive unit of the Faculty for the provision of economic, administrative and professional administrative and organisational activities.
- (2) The Dean's Office is managed by the secretary of the faculty, who is appointed and dismissed by the dean in the manner and under the conditions regulated by the Labour Code. The competences and powers of the Faculty Secretary shall be determined by the Dean by a measure pursuant to Article 34 of the Statutes of FCH in accordance with the provisions of Section 32 of the Act.
- (3) The Dean's Office is divided into departments. The heads of the departments of the Dean's Office shall fall under the direct management authority of the Secretary of the Faculty. As a rule, the methodological management of the individual deanery departments falls within the substantive competence of the respective vice-deans. The Dean's Secretariat is not a department in terms of its organisational structure; it is a separate department, usually consisting of one position.

ARTICLE 9 DEANERY DEPARTMENTS AND THEIR REMIT

- (1) **The Dean's Secretariat** provides comprehensive administrative services and facilities for the performance of the Dean's management activities, and possibly also for the activities of some other members of the faculty's management structure (vice-deans, secretary), in particular:
 - provides a filing service,
 - provides administrative and organisational support for the meetings of the advisory bodies,

- mediates the flow of information from the management level towards the lower organisational units of the faculty,
- performs tasks in the field of internal legislation and coordination of methodological management,
- provides various types of office and handling, etc. work, including data preparation etc.

The member of the Secretariat is supervised by the Dean and is directly responsible to the Dean of the Faculty for his/her activities.

(2) **Study and Research Affairs Office** comprehensively ensures activities related to the main subject of activity and the mission of the Faculty, in particular it carries out

- performance of all activities related to studies at the faculty, in particular, e.g. activities resulting from the provisions of Part Five of the Act, i.e. administrative activities related to the admission procedure, enrolment in studies, study schedule, examinations, interruption and termination of studies, maintenance of student records, etc.,
- agenda related to student mobility abroad,
- all activities related to the habilitation procedure and the procedure for appointment as professor,
- activities in the field of international mobility of teaching, scientific and research staff – planning and implementation of foreign trips, internships, conferences, stays of foreign scientists at the faculty, etc.

The Head of Department is directly responsible to the Secretary of the Faculty. In terms of methodology, the head of the department is managed by the relevant vice-dean(s).

(3) **The Economic Department** is responsible for performance of all professional economic agendas related to the activities and operation of the faculty, in particular compulsory activities as they result from Act No. 563/1991 Coll. on Accounting as amended and related laws, as well as from the valid internal regulations of the BUT, project rules, etc., in particular

- compiles and provides evidence and data for analysis and monitoring purposes,
- comprehensively ensures the management of the economic agendas and accounting of the faculty in accordance with the law,
- ensures the development of budgets and prices, the proper conduct and effectiveness of internal audit and control in accordance with Act No. 320/2001 Coll. on financial control, investment management, etc.,
- continuously cooperates and provides assistance to the economic department of the Rector's Office and the BUT Bursar.

The Head of the Economics Department is directly responsible for his/her activities to the Secretary of the Faculty.

(4) **The Personnel Department** ensures the execution of the personnel and payroll agenda, in particular

- performs professional administrative activities in the field of employee relations in accordance with Act No. 262/2006 Coll., the Labour Code as amended and the relevant implementing regulations, including analytical activities for superior authorities and state administration bodies,
- ensures activities in the field of payroll and remuneration of employees according to generally applicable legislation and according to the internal regulations of the BUT,
- administers the social affairs of employees to the extent provided for by generally applicable labour law and the valid Collective Agreement of the BUT.

The Head of the Personnel Department is directly responsible for his/her activities to the Secretary of the Faculty.

(5) **The Information Services Department** performs all activities related to the comprehensive administration of the Faculty's information system, in particular

- analyses information flows, proposes a strategy for the development of information systems (IS) and information and communication technologies (ICT) and implements projects to fulfil the approved information strategy,
- system and technical responsibility for the operation and maintenance of the Faculty's IS and ICT,
- cooperates with the Centre for Computer and Information Services of the BUT on the development and operation of the central components of the information system and the operation of services reserved for the FCH,
- provides operational support and training to users of the Faculty's information system within the scope of the Operating Rules of the Information Services Department,
- participates in the creation and updating of the faculty's website,
- provides operation of the laboratory of printing processes, printing and reprographic services,
- ensures the operation of the campus library.

The Head of the Information Services Department is directly responsible for his/her activities to the Secretary of the Faculty. Methodological management is provided by the dean or the relevant vice-dean, or the methodological competence of a higher

factually competent unit of the Rectorate is applied through internal standards with university-wide binding force.

(6) **The Operations Department** provides all services of a material and technical nature, or technical and economic services necessary for the day-to-day running of the Faculty, in particular

- mailroom services, partial transport and supply services,
- ensures the operation of the glass workshop,
- ensures concierge service or security of buildings,
- maintenance and repair of buildings and technical equipment of buildings,
- cleaning services, inspection services, etc.,
- maintenance of other areas of the premises, i.e. pavements, parking and other areas of the premises,
- maintenance of greenery,
- ensures the conditions for the supply and distribution of all types of energy on the premises,
- ensures the operation of boiler houses, distribution of electricity, drinking and utility water, or gas distribution in the premises, as well as the distribution of deionised water to laboratories,
- ensuring the operation of the wastewater treatment plant, controlling the purity of wastewater and activities related to waste management,
- comprehensively ensures agendas in the field of fire protection, occupational safety and health and energy.

The Head of the Operations Department is directly responsible for his/her activities to the Secretary of the Faculty.

(7) **The Department of Strategic Development and Quality** provides support to the management of the faculty in the area of strategic management and quality management of the educational and scientific research process, in particular through.

- preparation and production of analyses and related documents in order to develop the Faculty's strategy,
- preparation, development and evaluation of the Faculty's strategic documents, in particular the Faculty's strategic plan and plans for its implementation,
- preparation of internal and external analyses aimed at supporting faculty management decision-making,
- analysis of bibliometric data and other qualitative and quantitative indicators of research and educational activities,
- checks on the completeness and accuracy of the reporting of research results,

- preparation of documents for evaluations, periodic reports and statements,
- administrative support for accreditation of educational programmes,
- technical and methodological support for educational activities,
- marketing and promotion,
- managing the content of the faculty's website,
- organising working, professional, social and other events organised at the faculty level (meetings, workshops, conferences, seminars, program and service for domestic and foreign visitors, etc.),
- cooperation with the media, PR, media strategy of the faculty,
- sponsorship and fundraising activities.

The Head of the Department of Strategic Development and Quality is directly responsible to the Secretary of the Faculty.

ARTICLE 10 FINAL PROVISIONS

- (1) These Organisational Rules of the Faculty of Chemistry BUT were approved by the Academic Senate of the Faculty of Chemistry on 29 June 2021 and come into force on 1 September 2021.
- (2) These Organisational Rules repeal and replace the original Organisational Rules of the FCH, effective from 1 September 2015.

In Brno, 29 June 2021

prof. Ing. Martin Weiter, Ph.D.

Dean FCH BUT

These Organisational Rules were approved by the AS FCH BUT on 29 June 2021.

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doc. Ing. Pavel Diviš, Ph.D.

Chairman AS FCH BUT

LIST OF ANNEXES:

Annex No. 1 – List of institutes and internal division of the Materials Research Centre

ANNEX 1 LIST OF INSTITUTES AND INTERNAL DIVISION OF THE MATERIAL RESEARCH CENTRE

Departments

- Department of Physical and Consumer Chemistry (16120)
- Department of Chemistry of Materials (16130)
- Department of Chemistry and Environmental Technology (16140)
- Department of Food Chemistry and Biotechnology (16150)

Materials Research Centre:

- Office (16200)
- ÚFSCH Laboratory (16220)
- Biocolloid Laboratory (16221)
- Laboratory of Organic Electronics and Photonics (16222)
- Laboratory of Photochemistry and Plasmochemistry (16223)
- ÚCHM Laboratory (16230)
- Laboratory of Inorganic Materials (16231)
- Laboratory of Metals and Corrosion (16232)
- Laboratory of Bioplastics (16233)
- ÚCHTOŽP Laboratory (16240)
- Laboratory of Analytical and Environmental Chemistry (16241)
- Advanced Materials Synthesis Laboratory (16242)
- ÚCHPBT Laboratory (16250)
- Laboratory of Biotechnology and Biomaterials (16251)