# ORGANIZATIONAL PLAN of
## the School of Management
## Section I.
## Basic provisions
## Art. 1

1) The organizational rules of VŠM (hereinafter referred to as the "organizational rules") are drawn up in accordance with § 48 par. 1 letter f) Act no. 131/2002 Coll. on universities and on the amendment of certain laws, as amended, and regulates the organizational structure, management and scope of its workplaces.

2) The organizational rules are binding for all employees, including employees who perform work on the basis of agreements performed outside the employment relationship and students of VŠM.

3) The name and seat of the school are established in Art. 1 of the Statute of the University of Management (hereinafter referred to as the "school statute").

## Section II.
## Organizational Division of
## the School Art. 2

The school is divided into the following workplaces:
1. rectorate
2. section of academic activities (academic employees)
3. study department
4. department of information technology and PR
5. academic library

## Section III.
## Art. 3
## Managing (academic) Officials and Other Leading Employees of
## the Faculty

1) The managing academic officers of the school are:
a) rector
b) vice-rectors.

2) The leading employees of the school are:
a) head of the study department,
b) head of the library.

# Art. 4 The Rector
## of the School

1) The position and powers of the rector of the school are governed by § 47c of the Act on Universities and the Sixth Section, Art. 14 of the Statute of the University of Management (hereinafter referred to as "the school").

2) Rector of the school:

a) imposes tasks on school workplaces according to Art. 2 of these organizational rules,

b) issues internal regulations of the school,

c) develops and updates the school's long-term plan in cooperation with the Board of Directors of VŠM,

d) in cooperation with the Board of Directors of the VŠM, prepares the Report on the management of the VŠM,

e) prepares a report on the school's activities,

f) directly manages the vice-chancellors, the rector's secretariat, the department of information technology and PR, the academic library and, together with the vice-chancellor for pedagogical affairs, the department of academic activities,

g) approves domestic and foreign trips of faculty employees,

h) concludes employment contracts

3) The rector of the school can delegate the management of the school's workplaces on the substantive side to the vice-rectors and senior staff of the school.

4) The rector can establish commissions such as:

a) scholarship commission,

b) pedagogical committee,

c) editorial board,

d) ethics commission

e) disciplinary commission

# Art. 5
## Vice-rectors and Senior Staff of the School

1) The status and powers of vice-chancellors are governed by § 10 par. 11 of the Act on Universities and the Sixth Section, Art. 14 of the Statute of the University of Management.

2) There are two vice-rectors. The decision on the appointment of the vice-rector and the decision on the dismissal of the vice-rector is subject to the opinion of the Academic Senate of VŠM.

3) The rector of the school determines the areas of activity of vice-chancellors, senior staff and IT staff mainly within the following areas:

a) educational activity of first and second level and rigorous procedure,

b) scientific research activity,

c) international cooperation

d) cooperation with the public,

e) promotion of the school,

f) editing and publishing activities of the school.

4) The field of educational activity of the first and second degree of study mainly includes:

a) preparation and course of the admission procedure,

b) the organization of studies in accordance with the study schedule of the school,

c) a comprehensive agenda regarding rigorous works and rigorous exams.

d) activities of study advisors,

e) schedule of teaching hours and compliance with the teaching schedule,

f) carrying out hospitalizations,
g) preparation of accreditation materials at the school.

5) The field of scientific research mainly includes:
a) increasing the qualification and professional level of university teachers,
b) cooperation with other schools and universities in the field of project submission,
c) increasing the publication activity of teachers.

6) The field of international cooperation mainly includes:
a) relations with foreign universities (especially with the City University of Seattle),
b) ensuring the academic mobility of students, teachers and administrative staff within Erasmus,


7) Cooperation with the public mainly includes:
a) communication and cooperation of the school with state authorities,
b) cooperation with practice, especially when it comes to the implementation of guest lectures at the school,
c) cooperation in submitting and solving bachelor's and diploma theses,
d) cooperation with some associations such as AmCham (American Chamber of Commerce), SAAIC, etc.
8) The area of school promotion mainly includes:
a) ensuring relations with the wider public and building the image of the school,
b) promotion of the school through the school website,
c) building and operating the school's internal technical infrastructure,
d) promotion of the school through professional institutions and media.
9) The editing and publishing activities of the school mainly include:
a) development of the school's editorial plan,
b) ensuring the publication of teaching texts in electronic and printed form,
c) cooperation with the publishing house Wolter Kluwers in securing an electronic database of study literature.

# Section IV.

# Art. 6

# Rector's Secretariat

The rector's secretariat ensures organizational and administrative work related to the activities of the rector, individual committees, vice-rectors and senior staff of the school. In particular:
a) organizationally and administratively ensures work related to the activities of individual school bodies, as well as the organization of their meetings,
b) ensures the organization of the rector's personal contact with vice-rectors and other school employees,
c) ensures, in cooperation with the department of personnel work and payroll accounting, the requirements specified in art. 6a,
d) is responsible for the technical and material equipment of the rector's secretariat.

# Art. 6a
# Department of Personnel Work

1) The College of Management is classified as a non-profit organization. Keeps accounts in accordance with Act 431/2002 Coll. on accounting and in terms of accounting procedures and the accounting framework for accounting units that are not founded or established for the purpose of business.

2) The activities of the department of personnel work (RPP) and the payroll accounting office at VŠM are ensured by the secretary of the rector and two external colleagues.

3) RPP and the payroll accounting office mainly ensure:

a) comprehensive personnel documents of school employees,

b) preparation of employment contracts and amendments to employment contracts,

c) cooperation with academic officials of the school in ensuring, performing and implementing personnel activities,

d) processing of documents related to vacations, sick leave cards, attendance records, meal allowances, etc.),

e) managing the agenda of employees' personal files,

f) preparation of personnel materials for selection procedures,

g) participation of employees in social, sickness and health insurance,

h) at the end of the employee's employment, ensuring a record of handing over the agenda and any property that was loaned to them,

i) processing of supplier and customer invoices, cash operations in EUR and foreign exchange operations, bank statements, property records and internal documents,

j) processing of monthly VAT statements, monthly financial statements and annual financial statements and tax return,

k) monitoring and processing of cost and revenue reports,

l) control of income from school fees and monitoring of compliance with the internal records of VŠM in the ESO program.

## Art. 7
## Section of Academic Activities.

1) The section of academic activities falls under the purview of the Vice-Rector for Pedagogical Affairs, who is responsible for its functioning to the Rector of the school.

2) The section of academic activities includes ensuring the educational process, exams, handling individual student requests, ensuring teaching by internal and external teachers and ensuring feedback from students on the quality of teaching.

3) The functioning and running of the academic activities section is governed by the internal regulation "Study Regulations of VŠM".

## Art. 8
## Study Department

1) The study department mainly ensures:

a) administrative activities related to the educational process at school,

b) administrative admission procedure,

c) enrollment of students, interruption and completion of studies,

d) keeps the relevant agenda and records of internal and external study students,

e) performs administrative work related to the completion of courses, handles student requests during the course of study and keeps relevant records,

f) organizationally and administratively ensures the agenda of state exams,

g) performs administrative work in connection with the evaluation of students during and at the end of their studies,

h) prepares a certificate of study,

i) prepares relevant reports and statistics,

j) ensures administrative activities connected with the granting and recording of credits,

k) organizationally ensures matriculation and graduation of students and graduates of the faculty,

l) arranges the agenda related to the provision of social, motivational and pregnancy scholarships,

m) carries out the agenda related to tuition and fees.

2) The study department is managed by the head of the study department, who is actually managed by the rector.

## Art. 9
## Department of Information Technology
## and PR

1) The Department of Information Technology and PR mainly ensures:

a) management of the school's information and communication system,

b) management of computing and audiovisual technology,

c) taking care of the school's software and hardware and its records,

d) server management,

e) online technical support for teachers and students for distance learning,

f) building and operating the school's internal technical infrastructure,

g) ensuring relations with the wider public on the administrative side,

h) creating a website and FB,

i) promoting the school externally and creating a favorable image of the school,

j) administrative support in the field of ICT for school employees and students in the framework of teaching and state exams.

2) The department of information technology and PR is managed by the rector.

## Art. 10
## Academic library

Č Library security is ensured by the head of the library. The head of the library in particular:

a) ensures the operation of the library,

b) cooperates with libraries and information centers of universities, scientific research centers and other organizations at home and abroad,

c) is responsible for the library's lending order and opening hours,

d) submits requests to the rector for updating the library fund,

e) is responsible for the quality and publication of teaching texts from a technical point of view.

f) is responsible for registering the publishing activities of teachers and registering publications in CREPČ,

g) the head of the library is represented in his absence by a library employee authorized by him.

## Section V.
## Art. 11
## Internal Regulations of
## Faculty

1) The school's internal regulations are drawn up in accordance with Act no. 131 on universities and amendments to certain laws.

2) Internal regulations are published on the school's website in the "Internal regulations" section.

3) The rector of the school is responsible for the correctness of the creation, publication and updating of internal regulations.

4) Internal regulations signed by the rector, or by the chairman of the Board of Directors of VŠM, they are kept in printed form at the rector's secretariat.

# Art. 12
# Council for the Internal Quality System
# at VŠM

1) The organization of the internal quality system at the school is covered by the Council for the Internal Quality System at VŠM (hereinafter referred to as the "Quality Council"), which has at least seven members.

2) The functioning of the Quality Council is governed by the internal regulation "Council for the Internal System of the Governorate at VŠM".

# Art. 13
# Final Provisions

1) Managing and leading employees of the school inform subordinate employees of the school's internal regulations and guidelines and are responsible for publishing them on the school's website.

2) All employees of the school are obliged to comply with generally binding legal regulations, internal regulations and guidelines of the rector, including these organizational rules, applicable to their work or studies.

3) These organizational rules were approved by the Administrative Council of VŠM on 6/14/2022 after the positive statement of the Academic Senate of VŠM on 7/6/2022, thereby becoming valid and effective.


Dr.h.c. prof. Ing. Edita Hekelová, PhD. [1]
rector of VŠM


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[1]The organizational order in printed form is accessible at the secretariat of VSM.