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PART ONE
INTRODUCTORY PROVISIONS

Article 1
Definition and validity

(1) This directive is an internal standard of the Faculty of Logistics and Crisis Management (hereinafter referred to as the "FLCM" or "faculty") of the Tomas Bata University in Zlín (hereinafter referred to as the "TBU"), regulates the scope and powers of negotiations, the rights, obligations and responsibilities of employees and the internal organizational and management structure of the FLCM and is based on generally binding legal regulations, in particular Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act) as amended (hereinafter referred to as the "Act"), the TBU Statute (hereinafter referred to as the "TBU Statute") and the FLCM Statute (hereinafter referred to as the "FLCM Statute").

(2) The organizational rules are binding for all employees and all departments of FLCM.

Article 2
Basic Definitions

(1) The Faculty of Logistics and Crisis Management is part of the Tomas Bata University in Zlín pursuant to Section 22(1)(a) of the Act.

(2) According to Article 33, paragraph 1, letter b) of the TBU Statute, the faculty bodies have the right to decide or act on behalf of TBU in matters relating to the internal organization of the faculty.

(3) The registered office of FLCM is Uherské Hradiště, address: Studentské náměstí 1532, 686 01 Uherské Hradiště.

Article 3
Powers and Responsibilities in Negotiations

(1) The powers of the Dean are determined by law, the TBU Statute, or the FLCM Statute.

(2) The Dean is fully represented by a Vice-Dean authorized by him.

(3) In individual cases, the Dean may be represented by an authorized person pursuant to the Dean's instructions (authorization).

(4) The Dean and the Statutory Deputy Dean negotiate with the Rector of TBU on FLCM matters. The Vice-Deans negotiate with the Vice-Rectors of TBU within the scope of their competences.

(5) The right to decide, act and sign on behalf of TBU in matters relating to FLCM is regulated by Article 27 of the FLCM Statute. FLCM employees are not authorised to act externally and sign documents towards third parties unless such authority arises from legal regulations, TBU internal regulations, TBU internal standards, FLCM internal regulations and standards or unless they have been granted a power of attorney to do so.

Article 4
Rights and Obligations of Employees

(1) The rights and obligations of employees are regulated in particular by Act No. 262/2006 Coll., the Labour Code (hereinafter referred to as the "Labour Code") and the TBU Work Regulations, the FLCM Organisational Regulations, the employment contract and the job description (job description) for individual job positions.

(2) Employees are obliged to make decisions and act in accordance with laws, other legal regulations, TBU internal regulations, TBU internal standards, FLCM internal regulations and FLCM internal standards. If this is not possible or appropriate, they shall inform their superior in writing without undue delay.

(3) Senior employees at FLCM are obliged to designate an employee who will represent them during their absence and to issue the designated employee a written authorization defining the scope of powers during the period of representation and the duration of the representation.

(4) Managers at FLCM are obliged to determine a substitute employee and the scope of the substitution in the event of the absence of subordinate employees.

Article 5
Jurisdictional and Labour Disputes

(1) Competency and work disputes shall be resolved primarily by the heads of the relevant departments by mutual agreement. If no agreement is reached, the dispute shall be resolved by their closest senior common superior.

PART TWO
ORGANIZATIONAL STRUCTURE

Article 6
Organizational Structure of the FLCM

(1) The organizational structure of FLCM is regulated by the FLCM Statute, this Directive and its annex, which is the FLCM Organizational Chart.

(2) The Academic Senate of the FLCM (hereinafter referred to as the "AS FLCM") decides on the establishment, merger, fusion, division or abolition of faculty departments upon the proposal of the Dean.

(3) **The faculty workplace of FLCM is the Dean's Office, which is divided into sections directly managed by:**

a) Dean

- Dean's Secretariat
- Promotion Officer
- External Relations Officer

- Science, Research and Lifelong Learning Officer
- Project and Financial Manager
- Department Assistants

b) Vice-Dean for Pedagogical Activities

- Study Department
- Student Support Centre

c) Vice-Dean for Creative Activities

- Science and Research Department

d) Vice-Dean for Internationalization

- International Department

e) FLCM Secretary

- Economic Department
- IT Department
- Receptionist

(4) Other faculty departments of FLCM are:

- Institute of Logistics (hereinafter referred to as "ÚL - IL")
- Institute of Crisis Management (hereinafter referred to as "ÚKŘ - ICM")
- Institute of Environmental Security (hereinafter referred to as "ÚEB - IES")
- Institute of Population Protection (hereinafter referred to as "ÚOO - IPP")
- Institute of Societal Security (hereinafter referred to as "ÚBS - ISS")

(5) By decision of the Dean after discussion in the FLCM AS, specialist laboratories and other departments that do not have the character of a faculty department may be established within the FLCM. The relevant decision of the Dean shall determine the name of the department, its characteristics, purpose and responsibilities, the functionality of the department and its classification under the relevant faculty department.

Article 7
Framework Definition of the Activities of the Dean's Offices and Workplaces Directly Subordinate to the Vice-Deans

a) Organizational units and workplaces directly managed by the Dean:

The Dean's Secretariat ensures and coordinates the relations between individual organizational units at FLCM.

Dean's Secretariat mainly:

- ensures a comprehensive agenda related to the activities of the Dean and faculty-wide activities,
- prepares materials for the Dean's meetings,
- organizes meetings of the FLCM management and the Dean's Board, draws up minutes of the meetings,
- manages the administrative operation of the Dean's office,
- ensures the registration, distribution and back-checking of the Dean's correspondence in the information system of the records service (hereinafter referred to as "eSpis (eFile)"),
- maintains an archive of internal regulations and internal standards of the FLCM,
- manages the agenda of communication with faculty workplaces, TBU workplaces and organizations outside the TBU,
- prepares draft agreements on work performed outside the employment relationship for the faculty in accordance with the Labour Code, including reports on these agreements,
- formally processes materials for the National Accreditation Agency in cooperation with the guarantors of study programs,
- ensures the organization and comprehensive preparation of materials for the meetings of the FLCM Scientific Council, including the preparation of minutes of its meetings,
- coordinates the processing of materials for the Annual Report on the Activities of the FLCM from individual departments into a comprehensive material,
- is responsible for the content, accuracy and up-to-datedness of information on the faculty website in the "About the Faculty and Structure" section,
- keeps files of the Dean's Secretariat,
- performs other tasks based on the Dean's instructions.

Promotion Officer:

- comprehensively ensures the activities listed in the annual FLCM Marketing Activities Plan,
- ensures the administrative agenda in the area of promotion of the component,
- coordinates marketing activities for acquiring new students,
- cooperates with secondary schools,

- manages the promotion of lifelong learning (hereinafter referred to as "LLL") and the University of the Third Age (hereinafter referred to as "U3A") in Uherské Hradiště,
- ensures the communication of the faculty on social networks,
- ensures the creation of graphic designs for individual faculty events, including innovations of their designs in accordance with the TBU design manual,
- creates and updates presentations in Czech and English for the purposes of promoting the faculty in the Czech Republic and abroad,
- cooperates in the organization of faculty events - seminars, conferences, expert lectures, workshops, Open Days, etc.,
- communicates with the TBU Rectorate departments in the area of marketing and promotion and with the TBU press officer when performing tasks,
- updates information in the faculty's internal information system in the area of promotion,
- ensures the comprehensive creation, administration and maintenance of the faculty's websites in both Czech and English versions as the faculty webmaster, their regular updating, is responsible for the format of published documents,
- assists in the registration, distribution and back-checking of letter and electronic correspondence in the eSpis information system,
- performs other tasks based on the instructions of the Dean.

External Relations Officer:

- ensures the administrative agenda in the area of external relations of the faculty,
- in cooperation with the institutes, updates information in the internal information system of the faculty in the area of external relations and professional practices,
- organizationally and administratively ensures students' practices and internships in companies and organizations,
- cooperates in the organization of faculty events - seminars, conferences, working meetings, Open Days, etc.,
- communicates with the TBU Rectorate departments in the area of external relations when performing tasks,
- performs other tasks based on the instructions of the Dean.

Project and Financial Manager:

- manages the preparation, implementation and completion of projects in accordance with the conditions of the grant provider and the internal rules of TBU,
- coordinates project teams, communicates with partners, suppliers and other interested parties,
- monitors the fulfilment of project objectives, schedule and budget, including project risk management and their changes in the project,

- ensures administrative and technical support for projects (including maintaining project documentation and reports),
- prepares and processes ongoing and final reports on the implementation of projects for grant providers and TBU management,
- monitors legislative and methodological changes related to project management and ensures their implementation into practice,
- coordinates the management of the budgets of entrusted projects,
- checks compliance with the financial schedules of projects, continuously informs the main project researchers and the faculty management about the status of drawing funds,
- keeps and records all financial documentation related to project budgets,
- is responsible for monitoring and complying with publicity rules according to the established rules of the given projects.

b) Organizational units and positions directly managed by the Vice-Dean for Pedagogical Activities:

The Study Department provides administrative activities associated with the management of the educational activities of students in bachelor's and master's degree programs.

The Study Department in particular:

- ensures the agenda of IS STAG,
- cooperates with the Vice-Dean for Educational Activities in the processing of internal regulations and standards of FLCM, relating to educational activities and the teaching schedule of the academic year,
- manages the agenda of the admission procedure, implements enrolments, organizes student enrolment,
- ensures enrolments for the higher year of study, checks the fulfilment of study obligations, enters data into the student registry,
- ensures the agenda related to study fees, awards scholarships according to the Scholarship Regulations of TBU and FLCM,
- processes study plans, documents for interfaculty teaching,
- ensures the administration of the Council of Study Programs of FLCM, records of accreditation materials,
- assists in managing the agenda of students associated with specific needs,
- performs administration related to the completion of studies, including graduation ceremonies of graduates,
- archives documents and data retention according to the Filing and Disposal Regulations of TBU,
- processes documents for reports related to the pedagogical activities of bachelor's and of the follow-up master's degree,

- performs other tasks according to the instructions of the Dean or Vice-Dean for pedagogical activities.

The Student Support Centre in particular:

- covers activities related to the implementation of counselling for students in the areas of psychology, psychotherapy, law, pedagogy, internationalization, ICT and artificial intelligence,
- protects and unifies the approach of counselling centres implemented at FLCM and helps students navigate the possibilities of counselling in study and life situations.
- cooperates with professional and interest associations of FLCM,
- coordinates activities to support gifted students,
- organizes the implementation of activities aimed at reducing study failure, especially the identification of key subjects and the organization of tutoring courses.

c) Organizational units and positions directly managed by the Vice-Dean for Creative Activities:

The Department of Science and Research:

- provides information support and an agenda for scientific and research projects financed by external domestic and foreign providers,
- coordinates scientific and research cooperation with internal partners,
- ensures the fulfilment of the Personal Bibliographic Database (hereinafter referred to as "OBD - PBD") and reporting to the Register of Information on Results (hereinafter referred to as "RIV - RIR"),
- administers the evaluation of academic staff in the information system for the Evaluation of Academic Staff (hereinafter referred to as "IS HAP"),
- supports and ensures the involvement of students in scientific activity in the form of scientific, creative and organizational forces and Student Scientific and Professional Activities,
- cooperates with the Vice-Dean for Creative Activities in the development and/or updating of internal regulations or internal standards of FLCM regarding creative activities,
- ensures the editorial activities of FLCM and the participation of FLCM in the Library and Editorial Board of TBU,
- cooperates in the preparation of documents for the accreditation and re-accreditation of doctoral study programs,
- participates in preparing materials for national and international evaluations and rankings (MEP, THE, etc.),
- organizes LLL courses at FLCM and U3A in Uherské Hradiště,
- performs other tasks as instructed by the Dean and Vice-Dean for Creative Activities.

d) Organizational units and positions directly managed by the Vice-Dean for Internationalization:

The International Department:

- coordinates and administratively ensures student and employee (academic staff, technical staff (THP), scientific and research staff) mobility within the framework of the Erasmus+ project, or other exchange stays within other projects,
- administratively ensures the processes of nostrification at FLCM,
- ensures the promotion of study programs in English and, in cooperation with the relevant departments, ensures the recruitment of students to these study programs,
- ensures and organizes the admission procedure to study programs in English,
- ensures administrative work associated with the management of the educational activities of students in study programs conducted in English in the study agenda information system (hereinafter referred to as "IS STAG"),
- performs tasks according to the instructions of the Dean and Vice-Dean for Internationalization.

e) Faculty Secretary

In addition to the general duties stipulated by law and the FLCM Statute and instructions from superior bodies, the Faculty Secretary performs other management and control functions, in particular:

- in accordance with the FLCM Financial Distribution Rules and according to the Dean's decision, distributes financial resources to individual workplaces,
- ensures the activities of workplaces within his direct management competence,
- in cooperation with the TBU Legal Department, keeps records of contracts related to the activities and activities of the faculty,
- methodically manages the management of faculty workplaces,
- is responsible for coordinating processes and outputs according to the EU Regulation on the Protection of Personal Data (hereinafter referred to as "GDPR"),
- in cooperation with the TBU Rectorate, ensures the activities of OHS and FP (fire protection) at the faculty,
- is responsible for the performance of risk management activities at the faculty.
- performs other tasks based on the Dean's instructions.

As part of the performance of activities in the area of risk management, as a risk management manager (secretary), he/she ensures in particular:

- identification and evaluation of potential risks at FLCM that could occur and have an impact here,
- regular analysis and evaluation of already identified risks at the faculty,
- preparation and regular updating of the FLCM Risk Map,
- preparation of documents for the FLCM management on the status of risk management,

- preparation of documents for the transfer of risks to the university-wide level, in this area he/she cooperates closely with the risk management manager at TBU,
- professional guidance of guarantors of individual risks at the faculty,
- supervision of the management of identified risks and control of compliance with approved strategies for eliminating these risks or reducing their impact, in cooperation with guarantors of individual risks, including evaluation of the effectiveness of the measures taken,
- processing of information for the preparation of regular monitoring reports and reports on risk management for the faculty,
- preparation and maintenance of relevant documentation in the area of risk management in a designated information system for risk management.

Article 8

Framework definition of the activities of organizational units and workplaces directly managed by the secretary

The Economic Department in particular:

- monitors the management of institutes, organizational units and workplaces with allocated operating and wage funds,
- provides documents for the TBU Economic Department in the area of invoicing, travel reimbursements, small expenses, internships and excursions,
- assists the TBU Rectorate in recording faculty property, its transfers within the faculty institutes, depreciation and sales,
- assists in the agenda of additional activities, including the registration of contracts,
- processes documents for the analysis of the faculty's management,
- ensures warehouse management,
- provides documents for the acquisition of investments and the agenda of services,
- monitors the use of other personal costs at the faculty workplaces,
- performs other tasks based on the instructions of the faculty secretary.

The IT Department ensures in particular:

- the operation of the faculty's computer network,
- the operation of computer classrooms used by students and teachers at the faculty,
- maintenance of computer stations (hereinafter referred to as "PCs"), installation of programs and their updates, including antivirus programs,
- minor PC repairs, in the event of major defects and malfunctions, communication with the service organization is ensured,
- technical assistance at conferences, seminars, workshops, in the processing of research results, project activities and other events of the faculty,
- training of faculty employees in commonly used MS Office programs,

- technical support for the administration of the faculty computer network,
- preparation of documents for public contracts in accordance with the relevant directive and instructions of the bursar for the purchase of information and office equipment,
- other activities according to the instructions of the secretary.

Receptionist ensures in particular:

- reception operation, including registration of visitors, provision of basic information to students, employees and the public,
- reception, registration and distribution of incoming mail and parcels, including courier service parcels,
- sending outgoing mail and handing it over to the relevant carrier,
- management of the internal postal service and coordination of the distribution of internal correspondence between individual TBU departments,
- keeping records of delivered and sent mail in accordance with TBU internal regulations, including electronic records,
- organization and coordination of visitor access to the faculty premises in accordance with security regulations,
- ensuring basic administrative support associated with the activities of the reception and mailroom,
- operating the mailroom and dispatch room for the faculty in accordance with applicable regulations,
- management of the faculty's landline (call forwarding, provision of basic information).

Article 9
Framework organizational structure and definition of the activities of the institutes

(1) The Institute is an independent workplace of the FLCM. The Institute ensures educational and creative activities, as well as related organizational, planning, control and recording activities, within their defined scope of competence.

(2) The Institute is headed by the Director of the Institute, who is appointed and dismissed by the Dean. The director of the institute is superior to all employees organizationally assigned to the given workplace.

(3) The Director of the Institute usually appoints his/her deputy (after consultation with the Dean), who represents him/her to the extent determined by the Director of the Institute.

(4) The Director of the Institute acts and acts on behalf of the institute, is subject to the authority of the dean and is directly responsible to the dean for his/her activities. The director of the institute is also particularly:

- responsible for the pedagogical and scientific level of the institute,

- responsible for the growth of the scientific qualification of the institute's employees, their scientific and publishing activities, creates conditions for the development and implementation of these activities,
- responsible for the professional level of study subjects guaranteed by individual guarantors of study subjects and for the method of their teaching,
- performs observation activities in teaching,
- convenes and leads working sessions of the institute,
- responsible for the content, accuracy and timeliness of information on the faculty's website in the section related to the given institute,
- responsible for proper attendance records of all subordinate employees,
- responsible for compliance with the internal standards of the TBU concerning FP and OHS at the institute,
- performs other tasks based on the instructions of the dean or authorized Vice-Dean.

(5) The Secretary of the Institute is appointed and dismissed by the director of the institute. He/she represents the director of the institute in the areas assigned to them. The secretary of the institute usually:

- ensures the acquisition of data for the creation of schedules and the processing of these data,
- performs other tasks according to the instructions of the director of the institute.

(6) The Assistant of the Institute in particular**:**

- manages the administrative agenda of the institute,
- administratively and organizationally ensures the institute's meetings,
- prepares and organizes state final exams, including the submission of final theses by students,
- - ensures the agenda in IS STAG, is responsible for the up-to-datedness of the list of teachers of the given institute,
- archives documents according to the TBU Filing and Disposal Rules,
- performs work activities to ensure the pedagogical process and scientific and research activities according to the framework order of the director of the institute,
- within the institute, performs the agenda with ensuring the registration, distribution and back-checking of letter and electronic correspondence in the eSpis information system,
- performs other tasks according to the instructions of the director of the institute and the Dean.

PART THREE
FINAL PROVISIONS

(1) The AS FLCM discussed and approved SD/02/2025 Organizational Regulations of the Faculty of Logistics and Crisis Management, Tomas Bata University in Zlín in Zlín on 30 June 2025. This directive enters into

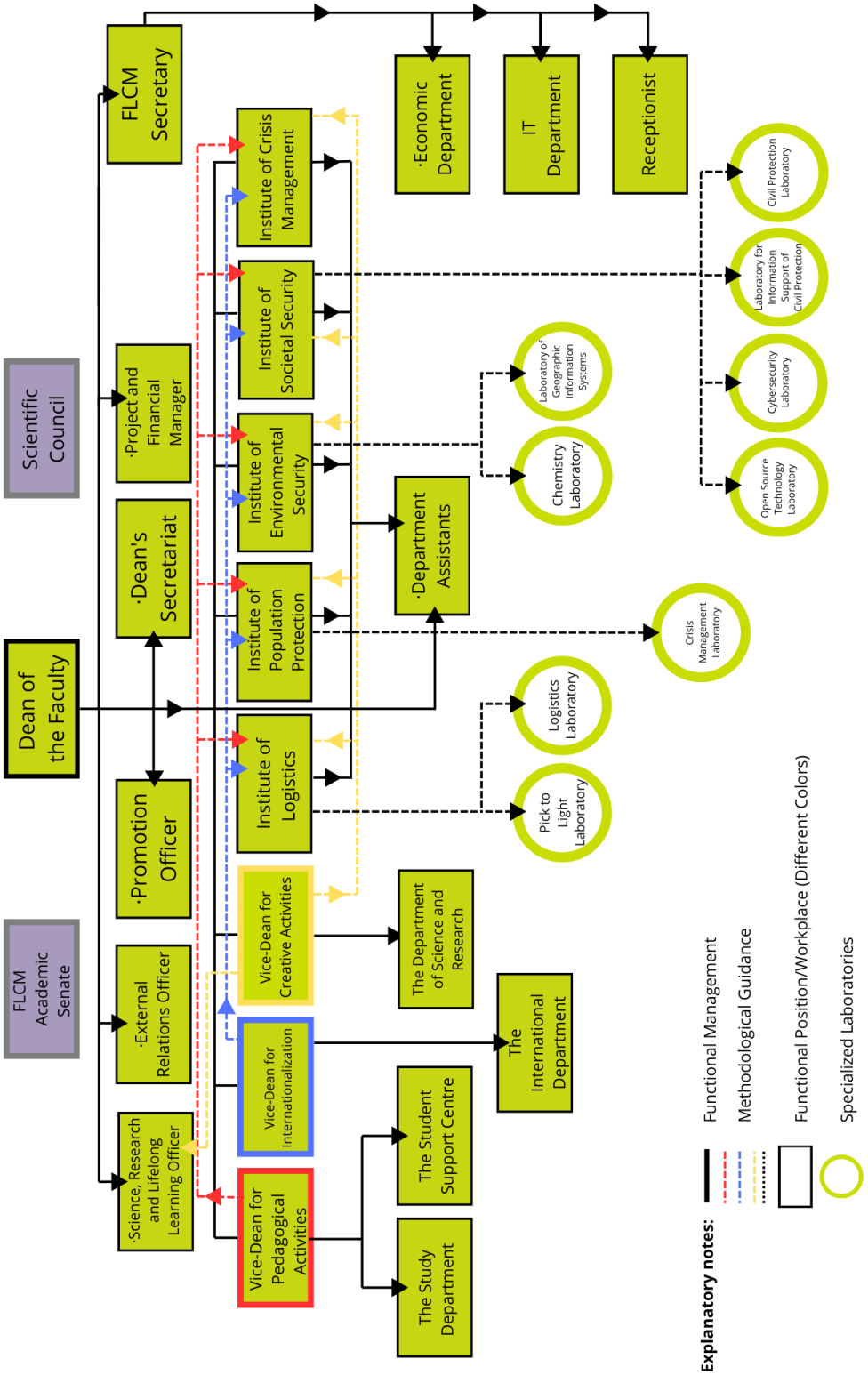
force on this date. The directive enters into force on the date of publication on the official noticeboard of the faculty.

(2) This Dean's Directive SD/02/2025 replaces the Dean's Directive SD/05/2020 Organizational Regulations of the Faculty of Logistics and Crisis Management.

Ing. Jan Strohmandl, Ph.D., o. h.
FLCM Academic Senate Chairman

prof. Ing. Zuzana Tučková, Ph.D., o. h.
FLCM Dean

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Scientific Council
FLCM Academic Senate
Dean of the Faculty
FLCM Secretary
·Project and Financial Manager
·Dean's Secretariat
·Promotion Officer
·External Relations Officer
·Science, Research and Lifelong Learning Officer
Institute of Crisis Management
Institute of Societal Security
Institute of Environmental Security
Institute of Population Protection
Institute of Logistics
Vice-Dean for Creative Activities
Vice-Dean for Internationalization
Vice-Dean for Pedagogical Activities
·Economic Department
IT Department
Receptionist
·Department Assistants
The Department of Science and Research
The International Department
The Student Support Centre
The Study Department
Laboratory of Geographic Information Systems
Chemistry Laboratory
Logistics Laboratory
Pick to Light Laboratory
Crisis Management Laboratory
Civil Protection Laboratory
Laboratory for Information Support of Civil Protection
Cybersecurity Laboratory
Open Source Technology Laboratory
Explanatory notes:
Functional Management
Methodological Guidance
Functional Position/Workplace (Different Colors)
Specialized Laboratories