

ORGANIZATIONAL RULES
FACULTY OF VETERINARY MEDICINE
UNIVERSITY OF VETERINARY SCIENCES BRNO

Article 1
Introductory Provisions

In accordance with Article 14 of the Statute of the Faculty of Veterinary Medicine (hereinafter "FVM" or "Faculty"), the University of Veterinary Sciences Brno (hereinafter "VETUNI") is an internal standard of the faculty regulating, in particular, the organizational structure of the faculty and faculty management.

Article 2
Organizational structure of the FVM

- 1) The faculty is divided into sections, joint faculty departments, and the dean's office. The sections are divided into their individual workplaces - institutes, clinics, and clinical laboratories. The faculty includes a veterinary hospital, which includes veterinary activities at individual clinics and other clinical workplaces of the faculty. The faculty is divided into sections, joint faculty departments, and the dean's office.
- 2) The dean is the head of the faculty. The faculty has three vice-deans: vice-dean for education, vice-dean for science, research and international relations, and vice-dean for strategy and development. The vice-deans report directly to the dean, who determines the scope of their work. In case of absence, the dean is represented by the vice-dean authorized by him.
- 3) The dean of the faculty is responsible to the dean for the economic, administrative, and administrative activities of the faculty. The secretary of the faculty is headed by the dean. The administrative, managerial, and economic agenda of the Dean's Office is performed by the Dean's Secretariat.
- 4) The study department of the dean's office provides all activities related to study information, admission to studies, and the study of master's and doctoral study programs. The work of the study department is directly managed by the vice-deans.
- 5) The Dean's advisory body is the Dean's Board. The members of the board are the vice-deans, the student representative and the chairman of the AS FVM or a member of the AS board authorized by him, or other members of the academic community of FVM.
- 6) The section is headed by the section council, which is appointed based on a selection procedure and dismissed by the dean of the faculty. The section council is directly responsible to the dean for its activities. Within the section, the section council coordinates the activities of individual institutes / clinics / clinical laboratories. During his absence, the Section Board is represented by a representative of the Section Board, who is appointed by the Dean on the basis of a proposal from the relevant Section Board. The advisory body of the section council is the section college, whose members are representatives of the section council and heads of institutes / clinics / clinical laboratories of the relevant section.
- 7) The veterinary hospital is headed by a manager who is an academic with a veterinary education ensuring the coordination of veterinary professional activities at clinics and other

clinical workplaces. The head of the veterinary hospital reports directly to the dean of the faculty.

- 8) The section is further divided into institutes, clinics / clinical laboratories, which provide educational, professional veterinary, creative (scientific, research, development, innovation, or other creative activities) and other activities. Institutes / clinics / clinical laboratories are the basic organizational units of the sections and are approved by the Academic Senate of FVM VETUNI. At the head of the institute / clinic / clinical laboratory the head is appointed by the dean of the faculty based on a selection procedure. Within their department / clinic / clinical laboratory, the heads manage and ensure, in particular, educational, professional, veterinary, personnel, creative activities (scientific, research, development, innovation, or other creative activities) or other activities. Heads of institute / clinic / clinical laboratory are not professionally subordinated to the section councils.
- 9) Institutes/ clinics / clinical laboratories are established at the faculty :
 - a) **Section of Morphology and Physiology** (Department of Anatomy, Histology and Embryology; Department of Physiology; Department of Pharmacology and Pharmacy),
 - b) **Section of Pathobiology** (Department of Infectious Diseases and Microbiology; Department of Pathological Morphology and Parasitology; Department of Genetics),
 - c) **Small Animal Diseases Section** (Dog and Cat Diseases Clinic; Birds, Reptiles and Small Mammals Diseases Clinic; Small Animals Clinical Laboratory),
 - d) **Large Animal Diseases Section** (Equine Diseases Clinic; Ruminant and Pig Diseases Clinic; Large Animals Clinical Laboratory).
- 10) A veterinary hospital has been established at the faculty, which is represented by professional veterinary activities at clinics and clinical workplaces of the Small Animal Diseases Section and the Large Animal Diseases Section.
- 11) Individual institutes / clinics / clinical laboratories can be further subdivided into lower specialized units and create additional units needed to ensure administrative, economic and other activities. Their establishment and statute are determined by the organizational rules of individual sections, which, after discussion in the section board, are submitted by the section council to the dean of the faculty for approval. The Dean submits the draft statutes and organizational rules of the sections to the Dean's Board for discussion. The organizational rules and statute of the section contain in particular: organizational structure of institutes / clinics / clinical laboratories within the section, draft staff structure of the section in the field of non-academic staff, internal rules for professional veterinary or other activities, administrative rules of the section, principles of distribution of funds within the section, etc.
- 12) A joint faculty department of the Institute of Veterinary Medicine History is established at FVM, which coordinates and possibly provides teaching of subjects focused on the history of veterinary medicine, the activities of the Museum of the History of Veterinary Medicine and cooperates with the Club of the History of Veterinary Medicine. The head of the department is appointed on the basis of a selection procedure and dismissed by mutual agreement between the deans of both VETUNI faculties. The head of the department is responsible to both deans of the VETUNI faculties for ensuring the activities of the department, proper management of allocated funds and compliance with the internal regulations of both VETUNI.

Article 3
Organization of training activities

- 1) Educational activities include pedagogical and study activities.
- 2) Pedagogical activity is directly managed and coordinated by the vice-dean for education (for the master's study program), or Vice-Dean for Science, Research, and International Relations (for the doctoral study program). It is provided through subject guarantors and other staff providing teaching of individual subjects. Course guarantors are not professionally subordinated to the heads and section councils. Course guarantors are appointed and removed by the dean of the faculty.
- 3) A study subject is a taught subject that is part of a study program in the field of veterinary medicine approved by the FVM Scientific Council.
- 4) Study activity is a fundamental right and duty of every university student.

Article 4
Organization of the faculty's creative activities

- 1) Creative activity is a fundamental right and duty of FVM academic staff. It is implemented within the framework of academic freedom of science, research, and publication of their results. Creative activity is mainly scientific, research, development, and innovation activity.
- 2) To solve scientific research tasks, scientific research teams are created, which participate in solving a specific grant task. The term grant task means any contractually agreed scientific research activity carried out at the faculty.
- 3) The team is headed by the researcher of the grant project. Professionally, the members of the grant team are managed by the researcher. The admin of the grant project is professionally responsible to the project sponsor. Organizationally, the researcher of the grant project and the team staff are subject to the head and section council of their workplace.

Article 5
Faculty staff

All faculty staff are obliged to respect other organizational units of the faculty and their tasks and to coordinate their activities so that the faculty carries out its activities at the required level of quality. Other levels of management define and specify the organizational rules of individual sections. In case of disagreement within or between sections, the relevant vice-dean decides professionally. In case of disagreement with the vice-dean's decision, the dean of the faculty decides with the final effect.

Article 6

Faculty budget

- 1) **Operating resources.** The operating funds allocated to the faculty within the university budget for a given year are primarily intended to ensure the quality educational activities of the faculty and the related operation of sections and their departments / clinics / clinical laboratories. Operating funds are distributed at the faculty among the individual organizational units of the faculty on the basis of and in accordance with the faculty budget for the given year. The division of operating funds into institutes / clinics / clinical laboratories within the section is carried out by the section council after discussion with the heads of the workplaces of the given section. The heads of institutes / clinics / clinical laboratories are responsible for managing the operating resources of institutes / clinics / clinical laboratories in a given calendar year.
- 2) **Funds provided for research and other projects.** Funds provided for research and other projects are remitted directly to the researcher of another research or other project, which is responsible for the management of them to the Dean.
- 3) **Means of professional veterinary activity.** The management of funds for excellent veterinary activities and institutes / clinics / clinical laboratories is governed by generally binding legal regulations, internal regulations of the university, and other rules set by the dean.
- 4) **Means of supplementary and other activities.** The management of additional and other activities of institutes / clinics / clinical laboratories is governed by generally binding legal regulations, internal regulations of the university (VETUNI) and other rules set by the dean.

Article 7

Transitional and final provisions

- 1) The current Organizational Rules of the Faculty of Veterinary Medicine VETUNI of 15 November 2017 are repealed.
- 2) These FVM Organizational Rules come into force and effect on the day of their approval by the FVM AS, ie on 27 January 2022.

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Dean of FVM VETUNI