Fakulta rybářství
a ochrany vod
Faculty of Fisheries
and Protection
of Waters

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice
Czech Republic

Vodňany, 19 May 2025

Ref. No. JU/2025/011487

Organizational Rules of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice

Article 1
Introductory Provision

Organizational Rules of the Faculty of Fisheries and Protection of Waters (hereinafter referred to as the Organizational Rules of FFPW USB) of the University of South Bohemia in České Budějovice specifies, pursuant to Act 111/1998 Sb. (hereinafter referred to as the Higher Education Act), the Statute of the University of South Bohemia in České Budějovice (hereinafter referred to as the USB Statute) and the Statute of the Faculty (hereinafter referred to as the FFPW Statute), the internal structure and organization of the Faculty. The Faculty of Fisheries and Protection of Waters of the USB (hereinafter referred to as the Faculty or FFPW USB) is a scientific research Faculty offering tuition at the bachelor's, master's, and doctoral levels with the habilitation and professor rights.

PART I
Bodies of the Faculty

Article 2
Academic Senate of the FFPW USB (hereinafter referred to as AS FFPW USB)

The activities of the AS FFPW USB are defined by the Higher Education Act, the USB Statute and the FFPW Statute, USB, the Electoral Code and the Rules of Procedure of the Academic Senate of the USB (hereinafter referred to as AS USB) and, most of all, of the Academic Senate of the FFPW USB. The powers of the AS FFPW USB include a proactive and supervisory role.

Article 3
Scientific Committee of the FFPW USB (hereinafter referred to as SC FFPW USB)

The competence of the SC FFPW USB is defined by the Higher Education Act, the USB Statute, and the FFPW USB Statute. The SC FFPW USB members are appointed and dismissed by the Dean, subject to approval by the AS FFPW USB. The SC FFPW USB meetings are convoked and presided over by the Dean through his or her authorized Vice-Dean or another member of the SC FFPW USB. The SC FFPW USB deals with conceptual matters involving the Faculty in the field of the educational, scientific, and research activities of the Faculty. It expresses its views on matters placed before it by the Dean, and its decisions take the form of a resolution. The SC FFPW USB is governed by the SC FFPW USB´s Rules of Procedure. The tasks of the SC FFPW USB are defined by the Higher Education Act, possibly by other internal regulations of the USB and the FFPW USB.

Article 4
International Board of the Faculty and South Bohemian Research Center of Aquaculture and Biodiversity of Hydrocenoses, CENAKVA (IBFC)

The IBFC is an independent advice and evaluation authority of the Dean of the Faculty and the Director of

the South Bohemian Research Center of Aquaculture and Biodiversity of Hydrocenoses (CENAKVA). The IBFC consists of a minimum of 7 members and comprises domestic and mostly foreign internationally recognized leaders in the field of science and research, management of science and research centers, or international projects. The IBFC members elect one of their members as a Chairman and a Vice-chairman. The IBFC members are nominated by the Dean in cooperation with the Director of CENAKVA and appointed and dismissed by the Rector of the USB. Negotiations of the IBFC are convened and controlled by the Dean in cooperation with the Director of CENAKVA. The IBFC deals with conceptual issues, in particular the expertise of Faculty and CENAKVA activities evaluations. The outcomes of the meetings are recommendations formulated by the IBFC. The IBFC also comments on questions submitted by the Dean and gives decisions. The IBFC is controlled by the Rules of Procedure.

Article 5
Board of Commerce and Social Relevance of the FFPW USB and CENAKVA (BCSR)

The BCSR holds the position of an independent advisory and evaluation body of the Dean of the Faculty and the Director of the South Bohemian Research Center for Aquaculture and Biodiversity of Hydrocenoses (CENAKVA). The BCSR is an advisory body whose main task is to assess the strategy of the Faculty and the Center in the field of commercialization of knowledge and social relevance. For example, the Board assesses strategic projects and significant commercialization plans, discusses strategic plans, or submits suggestions to Faculty and the Center management to increase the effectiveness of knowledge commercialization with regard to social responsibility and sustainability (commercial, social usefulness of research in relation to meeting the needs of current and future generations). The BCSR brings together domestic personalities from the field of science and research, the commercial sector, and other important entities. The members of the BCSR are nominated by the Dean in cooperation with the Director of CENAKVA. They are appointed and removed by the Rector of the USB. The BCSR meetings are convened and chaired by the Dean in cooperation with the Director of CENAKVA. The outputs of the joint meeting are the recommendations formulated by the BCSR. The BCSR also comments on the issues submitted to it by the Dean or the Director of CENAKVA and decides by resolution. The BCSR is governed by the Rules of Procedure.

Article 6
Dean´s Collegium

According to the Statute of the FFPW USB, the **Dean's Collegium** is a permanent advisory body to the Dean. The members of the Collegium are the Dean, Vice-Deans, the Registrar of the Faculty, the Directors of Institutes and CENAKVA, the head of the Management´s section, the Quality Coordinator, or other persons (e.g. the heads of research programs of CENAKVA). The Chairman of the AS FFPW USB is invited as a guest at the meeting of the Dean's Collegium. As a rule, the Dean's Collegium approves all internal regulations and standards of the Faculty or comments on the form of the wording of regulations and standards submitted for approval to other bodies of the Faculty or University. The Dean's Collegium also addresses other issues related to the strategy, development, and operation of the Faculty.

Article 7
Other councils, commissions, and bodies

The Dean of the Faculty, at his discretion or in accordance with the Higher Education Act, other laws of the Czech Republic, or internal regulations of the USB and the FFPW USB compiles / appoints other councils and commissions that solve tasks given by relevant laws, internal regulations of the USB and the FFPW USB or the Dean. The Faculty Registrar, Vice-Deans, and Directors of the Institutes may do the same at their discretion. The permanent bodies include in particular:

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- **Faculty management**, which usually consists of the Dean, Vice-Deans, and Registrar.
- **Disciplinary Commission**, whose competence is regulated by the Higher Education Act, the Statute of the FFPW USB, and the Disciplinary Rules of the FFPW USB. It discusses disciplinary offenses of students enrolled at the Faculty and submits proposals to the Dean for decisions on these offenses. The members of the Disciplinary Commission are appointed and removed by the Dean with the consent of the AS FFPW USB.
- **Dean's Commission for Awarding Extraordinary Scholarships for Talented Students**
- **Collegium of Directors of Institutes and CENAKVA**
- **Property Liquidation and Damage Commission**
- **Councils of Individual Study Programs and Council of Study Programs at the FFPW USB**
- **Expert commissions according to Act No. 246/1992 Coll. for the Protection of Animals Against Cruelty,** as amended
- **Quality Coordinator,** whose competence is defined by the internal regulations of the USB. The Quality Coordinator is appointed and dismissed by the Dean. The Quality Coordinator is responsible for quality documentation at the Faculty, manages the activities of the Council of Study Programs at the Faculty, coordinates quality assurance and evaluation processes in cooperation with Vice-Deans and the Registrar, the USB Internal Evaluation Council, or with scientific councils of the USB and the Faculty.

Article 8
Dean of the Faculty

At the head of the Faculty is the Dean, who acts and makes decisions in matters concerning the Faculty. The position of Dean is provided for in the Higher Education Act, the USB Statute, and the FFPW USB Statute. The Dean is appointed and dismissed by the Rector of the USB upon the recommendation of the AS FFPW USB. The Dean answers for his actions to the Rector and the academic community of the Faculty.

Article 9
Vice-Deans

Vice-Deans and the Dean´s deputy are appointed by the Dean after the AS FFPW USB has delivered an opinion thereon. The Dean entrusts the Vice-Deans with the agenda, which the Vice-Deans manage through sections, subordinate workplaces, or methodically within their competence.

Article 10
Faculty Registrar

The position of Faculty Registrar is defined by the Higher Education Act, the USB Statute, and the FFPW USB Statute. The Faculty Registrar is appointed and dismissed by the Dean after the AS FFPW USB has delivered an opinion thereon. The Registrar reports directly to the Dean. The Registrar answers to the Dean for adherence to the budget and in matters relating to the economic activities of the Faculty.

Article 11
Director of CENAKVA

The highest executive, management, and supervisory body of CENAKVA is the Director, who acts and makes decisions in matters concerning CENAKVA in cooperation with the Directors of Institutes. The Director is appointed and dismissed by the Dean of the Faculty by agreement with the Rector and answers directly to the Dean. If the Dean does not appoint the Director, the Dean takes the position. The Director answers to

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the Dean for CENAKVA's mission fulfillment and its economy.

Article 12
Directors of Institutes

The highest executive, management, and supervisory body at each Institute is the Director, who acts and makes decisions in matters concerning the Institute. The Director is authorized and relieved of the duties of managing the Institute by the Dean of the Faculty. The Director reports directly to the Dean. If the Dean does not appoint anybody for the position of the Director, the position is assumed by the Dean of the Faculty temporarily. The Director answers to the Dean and the academic community of the Faculty for fulfilling the mission of the Institute. Working together with the Faculty Registrar and the relevant Vice-Deans, the Director is responsible for the economic activities, management, administration, business activities, adherence to contracts and Dean's decisions as well as for the development of the Institute's area of activity. Working together with the Dean, the Director is responsible for the staff development of the Institutes.

Article 13
Heads of Research Program

Research program CENAKVA is managed by the head who acts and makes decisions in matters related to the specific research program. The heads are authorized and relieved of their duties in managing the research programs by the Director of CENAKVA with the Dean´s agreement. The heads answer directly to the Director of CENAKVA and the Dean of Faculty. If the director of CENAKVA does not appoint anyone to manage the research program, the Director of CENAKVA shall temporarily hold this position. The heads answer to the Director of CENAKVA, to the Dean, and the academic community of the Faculty for the fulfillment of the scientific mission of the research program. The heads of research programs directly control individual staff in their research programs after agreement with the heads of laboratories.

Article 14
Heads of Scientific Laboratory or workplace

Laboratories or workplaces are controlled by the head who acts and makes decisions in matters concerning the laboratory program, or workplace. The heads are authorized and relieved of their duties in managing the laboratory by the Director of the respective Institute, subject to approval by the Dean of the Faculty, and answer directly to the Director and by extension to the Dean of the Faculty. If the director does not appoint anyone to manage the laboratory, the Director shall temporarily hold this position. Furthermore, heads of laboratories and workplaces work together closely with Vice-Deans and the Faculty Registrar in fulfilling the mission of the Faculty and ensuring its efficient operation. The heads answer to the Director and the Dean for the fulfillment of the academic mission of the laboratories and the set research programs of the CENAKVA Center. They are responsible for the economic activities, management, administration, business activities, adherence to contracts and measures of the Director, the Faculty Registrar, and the Dean, and for the development of the laboratories or workplaces in their respective areas of activity. Heads of laboratories or workplaces directly manage the individual workers in their laboratories or workplaces.

PART II
Basic workplaces of the Faculty

Article 15
Institutes and CENAKVA

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The principal workplaces of the Faculty are its Institutes and CENAKVA, their respective areas of activity being:

- **Research Institute of Fish Culture and Hydrobiology** (RIFCH) in Vodňany is focused on basic and applied research as well as educational and economic activities in the field of fisheries and water protection. The Institute takes care of the greater part of the tuition given to students enrolled in the doctoral study programs (DSP). Moreover, the staff of the Institute is responsible for tuition in all degrees of study.
- **Institute of Aquaculture and Protection of Waters** (IAPW) in České Budějovice and Nové Hrady conducts scientific, research and economic activities in the field of fisheries and water protection, with a strong focus on promoting fish consumption and the maximum use of raw materials. At the IAPW, there is also developed and conducted research in the field of imaging methods and data processing and analysis techniques, with a focus on their application in fisheries and water protection. Additionally, the Institute primarily provides teaching for the Faculty's bachelor's and follow-up master's degree programs. It also offers training and education for PhD students.
- **South Bohemian Research Center of Aquaculture and Biodiversity of Hydrocenoses** (CENAKVA) based in Vodňany specializes in applied and targeted research related to aquaculture and water quality. It creates conditions for multidisciplinary scientific, development, and institutional research programs solved across the parts of the Faculty.

Article 16
Scientific Laboratories and other workplaces

Scientific laboratories and workplaces are the basic managerial, administrative, and specialist units within the academic part of the Institutes. In terms of their operations, they are subordinate to the director and by extension to the Dean. In carrying out the scientific, educational, and creative mission of the Faculty as well as its economic activities, the laboratories and workplaces also coordinate their activities within the competence of different Vice-Deans and the Faculty Registrar. Laboratories and workplaces design scientific projects, establish relationships abroad, and carry out economic activities. In the case of multidisciplinary and development programs, the laboratories and workplaces or their staff are grouped together in research programs to address their solution within CENAKVA. The heads of projects may bring together workers from different laboratories. The activities of scientific laboratories and workplaces are managed, in respect of professional matters, by laboratory heads. The establishment of a laboratory requires at least 5 persons from among staff members in full-time employment at the Faculty and full-time doctoral students enrolled at the Faculty. Every worker or DSP student is assigned, within the structure of the Faculty, to one laboratory only. He / She may also be assigned to other structures of the Faculty, e.g. the research program of CENAKVA, the Dean's Office, etc.

Article 17
Research Programs (RP)

The research programs as specialized units of CENAKVA are solved by research teams which consist of excellent academic, research, and technical staff across laboratories, workplaces, and Institutes of the Faculty. Every employee in the research program must have his/her basic position in a laboratory or at a workplace. The research programs are directly controlled by the Director of CENAKVA. The conduct of individual research programs, whether in terms of content or results, is the responsibility of the respective heads of the RPs concerned, the Director of CENAKVA, the Directors of Institutes, and the Dean.

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Article 18
Organization of the Institutes and CENAKVA

These organizational units consist of the following Institutes, scientific laboratories, workplaces, and research programs:

RIFCH in Vodňany

- **The Office of the RIFCH Director** with its registered office in Vodňany is managed by the Director of RIFCH. The Office of the Director ensures the tasks of the Institute and ensures the activities of the Director of the RIFCH, especially in the areas of the administrative and operational agenda of the Director.
- Laboratory of Freshwater Ecosystems (LFE)
- Laboratory of Intensive Aquaculture (LIA)
- Laboratory of Reproductive Physiology (LRP)
- Laboratory of Molecular, Cellular and Quantitative Genetics (LMCQG)
- Laboratory of Germ Cells (LGC)
- Laboratory of Environmental Chemistry and Biochemistry (LECB)
- Laboratory of Aquatic Toxicology and Ichthyopathology (LATI)
- Genetic Fisheries Center (GFC)
- Experimental Fish Culture Facility (EFCF)

IAPW in České Budějovice and Nové Hrady

- **The Office of the IAPW Director** with its registered office in České Budějovice is managed by the Director of the IAPW. The Office of the Director ensures the tasks of the Institute and ensures the activities of the Director of the IAPW, especially in the areas of the administrative and operational agenda of the Director.
- Laboratory of Controlled Fish Reproduction and Intensive Fish Breeding (LCFRIFB)
- Laboratory of Nutrition (LN)
- Processing Unit and Shop with Fish and Aquaculture Products (PUSFAP)
- Laboratory of Machine Vision Processing in Aquaculture and Water Protection (AquaVision)

CENAKVA and research programs

- **The Office of CENAKVA director** based in Vodňany is managed by the Director of CENAKVA. The Office of the Director ensures the tasks of the Center and ensures the activities of the Director of CENAKVA, especially in the areas of the administrative and operational agenda of the Director.
- RP 1 Reproductive and genetic procedures for fish biodiversity conservation and aquaculture
- RP 2 “New” pollutants in the environment and their effect on freshwater ecosystems
- RP 3 Sustainable aquaculture with responsible water and nutrient management
- RP 4 Freshwater ecosystems in the era of global change.

Article 19
Dean's Office directly managed by the Dean and heads of individual sections

The section is the highest organizational unit of management at the FFPW USB. It is established in the interest of comprehensive management of a coherent set of activities of the same nature. The section is further divided into offices and workplaces.

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Dean´s section

- **The Dean's Office** with its registered office in Vodňany is managed by the Dean. The Dean's Office ensures the tasks of the Faculty and ensures the activities of the Dean and possibly also the Vice-Deans, especially in the areas of the Dean's administrative agenda, personnel activities, investment, and commercial activities.
- **The Property and Facilities Maintenance Unit** based in Vodňany is controlled by the head and is subordinate to the Dean of the Faculty. The office is responsible for the investment, management, IT, and maintenance of accommodation premises, car fleet, and other assets of the Faculty (buildings, land, etc.). It also ensures material and technical supplies and agenda of health and safety protection at work at the Faculty.

Registrar´s section

- The economic workplace is managed by the head. The workplace manages the operations and internal administration of the Faculty, supervises the implementation of the activities of the Dean's office of the Faculty, and cooperates on solving all projects.

Vice-Dean for Study Affairs' section

- **Department of Study´s Affairs**is controlled by the head and under the authority of the Vice-Dean for Study Affairs. This office secures study agenda at the Faculty except for LLL.

Vice-Dean for Science and Research´s section

- **Office of Science and Research** is controlled by the Vice-Dean for Science and Research. The workplace secures the agenda of the science and research, the Editorial Board, and the Library.

Vice-Dean for International Relations section

- The **Office of International Relations** is headed by the Vice-Dean for International Relations, who cooperates with the officer responsible for the foreign agenda. This workplace provides employees and students with services related to foreign activities in which the faculty is involved.

Vice-Dean for Open Science´s section

- The Open Science workplace is managed by the Vice-Dean for Open Science. It provides employees and students with services related to data and metadata management, data opening and sharing, and open access to infrastructure at the FFPW USB.

Management section

- The Management section and its workplaces are managed by the head of the Management section. The Management section includes the following workplaces:
- **The Office of Project Managers** is based in Vodňany and is controlled by the head. The Office administrates and controls Faculty projects.
- **International Environmental Educational, Advisory and Information Center of Water Protection (IEEAIC)** is based in Vodňany and is controlled by the head. The IEEAIC provides lifelong learning, short-term courses and workshops for the Faculty, public relations, marketing, web of the Faculty, popularization of scientific and research results, and external relations.

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PART III
Employees and Students at the Faculty

Article 20
Students

The rights and obligations of students are defined by the Higher Education Act, the USB Statute, the FFPW USB Statute, the Electoral Code and the Rules of Procedure of the USB Academic Senate (hereinafter referred to as the AS USB), the Electoral Code and the Rules of Procedure of the Academic Senate of the FFPW USB, the Study and Examination Code of the USB, the Study and Examination Rules of DSP at the FFPW USB as well as other internal FFPW USB rules. The consequences of non-performance of obligations on the part of a student as well as the consequences of conduct that contravenes internal rules of the Faculty or of the USB, are defined by Sections 64 to 69a of the Act and by the Disciplinary Rules for the FFPW USB students. In addition to their academic obligations, students are vested with proactive and supervisory powers at the Faculty.

Article 21
Academic Workers

Their rights and obligations are defined in the Higher Education Act, Statute of the USB, Statute of the FFPW USB, Elections and Procedure Rules of the AS USB and the AS FFWP USB, Employment contract, Study and Examination Regulations of USB, Study and Examination Regulations of DSP of FFPW USB and other internal regulations of the Faculty and university including these Organizational Rules of FFPW USB. Academic workers have initiative and control functions within their competencies. Academic staff is responsible for fulfilling the science-pedagogic mission of the Faculty and the defined research focuses and goals of the laboratories, research programs, and projects. Academic staff must achieve at least a master's degree education. Academic staff may apply once in 7 years for up to 6 months of sabbatical leave (according to § 76 of the Higher Education Act).

Each academic worker must meet the requirements defined in the Career System of the FFPW USB during the calendar year to secure the quality of science and teaching at the Faculty.

Article 22
Research Workers

They are important for the science development of the Faculty and the science demands are higher than the minimal scientific demands of academic workers. **Every research worker must meet the requirements defined in the Career System of the FFPW USB during the calendar year to secure the quality of science at the Faculty.** Research workers are not obligated to provide the tuition and lead student theses and they do not have a statute of academic staff. Scientific staff must achieve at least a Ph.D. or CSc. or equivalent degree.

Article 23
Employees, Heads, and Hierarchy at the Faculty

1. All Faculty employees have their work responsibilities set by their immediate superiors in a job description, which shall be acknowledged by each FFPW USB employee, and his/her immediate superior with their respective signatures.
2. All employees, who are in the position of a head according to the job description, as well as relevant persons in managerial positions mentioned in these Rules are obliged and authorized to assign tasks to

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workers at the different workplaces, laboratories, and research programs, to check whether the tasks are being carried out, to propose special rewards as well as to request to sanction workers, should there be legitimate reasons therefore.

3. Faculty heads answer to the academic community of the Faculty for fulfilling their mission, which must serve to promote the development of the Faculty.
4. Any dispute between employees shall be dealt with by a superior closest to them in the hierarchy, in case of needs another superior according to the hierarchy.
5. Unless otherwise specified, the managerial hierarchy at the FFPW USB is as follows: Dean, Vice-Dean, Registrar, Director, Heads of laboratories, research programs, or workplaces.

Article 24
Organizational and Managerial Structure of the Faculty

The organizational and managerial structure of the Faculty is a part of Annex 1 to these Organizational Rules.

PART IV
Final Provisions

Organizational Rules were approved by the Dean´s Collegium of the FFPW USB on 5th May 2025 and by the Academic Senate of the FFPW USB on 19th May 2025. The Organizational Rules come into effect on 20th May 2025.

These Organizational Rules cancel the Organizational Rules of the FFPW USB of 1st January 2025.

David Gela, PhD, m. p.
Chairman of the AS FFPW USB

Prof. Tomáš Policar, m. p.
Dean of the FFPW USB

Annex No. 1: Organizational and Managerial Structure of the Faculty

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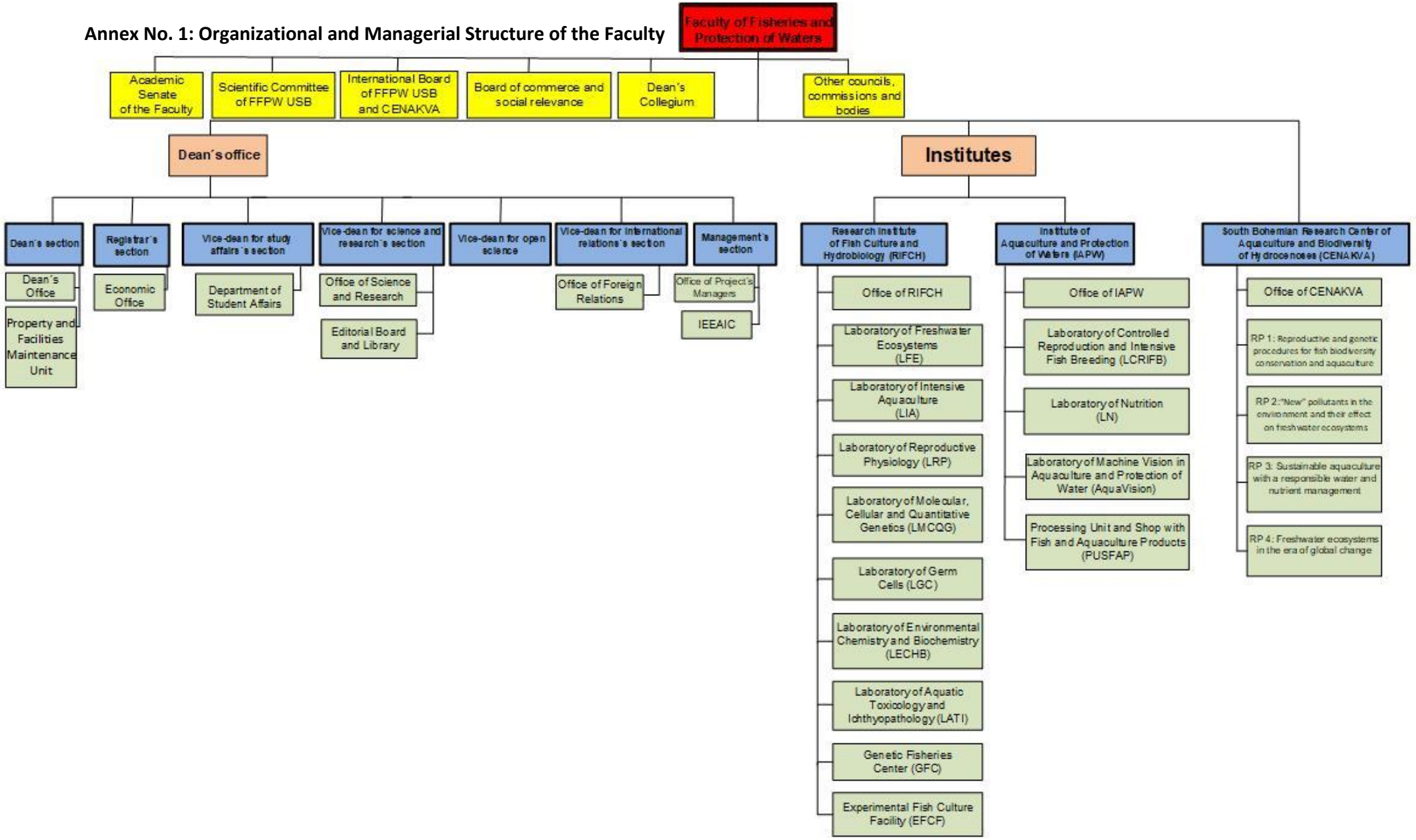
Annex No. 1: Organizational and Managerial Structure of the Faculty