



## **Dean's Measure No. 8/2026**

### **Rules for the Preparation and Allocation of the Budget/Responsibilities by Individual Revenue Sources at the Faculty of Fisheries and Protection of Waters for 2026**

In order to support the increased autonomy of the individual units of the Faculty of Fisheries and Protection of Waters at the University of South Bohemia (hereinafter "FFPW USB"), such as: Research Institute of Fish Culture and Hydrobiology (hereinafter "RIFCH"), the Institute of Aquaculture and Protection of Waters (hereinafter "IAPW"), the South Bohemian Research Center for Aquaculture and Biodiversity of Hydrocenoses (hereinafter "CENAKVA") and the Dean's Office, as well as their ability to implement the planned development strategy, I hereby issue this Dean's Measure, the primary objective of which is to bring a certain degree of order and stability to the system of budget preparation and the allocation of financial resources and responsibilities at FFPW USB. This Dean's Measure will be updated annually.

#### **A) Rules for the budget preparation:**

**A final budget** broken down to the level of the FFPW USB components listed above, must be prepared for the current calendar year no later than the end of June of the current calendar year (depending on the preparation and approval of the USB budget). The Registrar is responsible for preparing the final budget.

The final budget of FFPW USB is approved by the Dean following its discussion by the Dean's Board. The budget is then immediately submitted to the Academic Senate of FFPW USB for discussion. Upon approval by the Academic Senate of FFPW USB, the final budget becomes effective. The faculty's final budget is followed by the budgets of the individual units of the FFPW USB, down to the level of specific departments, research programs, and laboratories. The directors of the individual units, in cooperation with the Registrar, are responsible for preparing these budgets. The directors discuss these budgets at their respective meetings.

Before the final budget for a given calendar year is drawn up, the directors of the individual units of FFPW USB, or the Registrar in cooperation with the head of the Property and Facilities Maintenance Unit, must submit **a plan of proposed investments and repairs to be funded from FFPW USB resources.**

This plan must be approved by the Dean following its discussion by the Dean's Board (the Registrar is responsible for and coordinates this process). Any additional unforeseen and necessary investments requested by the directors of the individual FFPW USB units or by the Registrar during the calendar year may be implemented only after approval by the Dean following discussion in the Dean's Board (for which the Registrar is responsible and coordinates). The sources of funding for these investments must always be clearly specified.



Other unforeseeable and necessary repairs (i.e., repairs not approved at the same time as the final budget), which will be covered during the year from the budgets of individual departments or the Dean's Office, must always be approved in advance by the Dean and the faculty Registrar.

**B) Rules for distribution of the budget/responsibilities according to individual resources:**

**1) Institutional support for the long-term conceptual Development of Research Organization (hereinafter referred to as "DRO"):**

**Responsibility for the management of DRO funds and for their proper and efficient use at FFPW USB is shared among the directors of the relevant units (RIFCH and IAPW), CENAKVA, and the Registrar.**

**DRO funds must be used for research and development activities and related activities in accordance with Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds, and in accordance with Act No. 328/ 2025 Coll., on Research, Development, Innovation, and Knowledge Transfer, as amended, including its transitional provisions, or in accordance with other binding guidelines.**

DRO funds are structured in a different way for the needs of the RIFCH, IAPW, and CENAKVA:

***a) funds allocated to CENAKVA are dealt with as follows:***

The resources of the CENAKVA are generated as a share of the FFPW USB in the total DRO USB directly related to large research infrastructures or the CENAKVA itself. These funds are not burdened by the coverage of the share of costs of the central offices of the Rectorate of the USB within the system of division of DRO at the FFPW USB.

These funds will be further divided so that 30 % will be allocated to the Dean's Office and 70 % will be used for the needs of the Director of the CENAKVA and research programs.

70 % of the allocated funds will be further divided by the following key:

- 20 % for development activities directly managed by the Director of CENAKVA. Within these funds, the Director of the CENAKVA should give priority to research activities addressing European projects and the preparation of strategic investments for infrastructure development.
- 50 % of the funds will be divided equally among the 4 research programs. These funds are further managed by the heads of individual research programs. The purpose is to ensure the development of the research program.

The funds allocated to the Dean's Office—and thus under the Registrar's administration—will be used, among other things, to cover faculty staff salaries, to support newly established postdoctoral positions, sabbaticals, scholarships to support research, development, and innovation activities for students of all categories (primarily PhD students), and overhead costs.



**b) Funds allocated to the RIFCH and IAPW are dealt with as follows:**

Resources that fall under the management of directors of relevant parts and the Registrar also comprise wage resources allocated to the given part and the Dean's Office in addition to operating costs (material, services, travel expenses or minor tangible/intangible assets, etc.). The overheads are administrated by the Dean's Office. Distribution of the DRO resources among laboratories, workplaces, or for the use of the Registrar, resp. directors of the given part lie strictly within the authority of the relevant director and Registrar.

Before the actual distribution of DRO among the FFPW USB parts, the corresponding amount of funds is earmarked for the share of costs of the central workplaces of the Rector's Office of the USB.

The remaining part of funds will be then divided from 70 % among the parts of the FFPW USB and 30 % will be allocated to the Dean's Office.

This amount which shall be distributed among the individual parts will be divided according to the following key: 75 % for the points achieved in the previous five-year period (for granting the appropriate number of the points is decisive organizational classification of the employee on January 1 of the given year), 22 % for the volume of funds raised from R&D projects in the previous year (projects are allocated to the part according to the project coordinator and projects across the faculty are not included – e.g. LRI, etc.) and 3 % of revenues from complementary activities realized in the previous year (tenders from complementary activities are divided according to the tender coordinator).

The ratio in which DRO funds will be shared within the lower units (laboratories and workplaces) is the responsibility of the directors of the individual parts.

The funds, which are allocated to the Dean's Office and therefore managed by the Registrar, will be used, besides other things, for personal expenses of employees of the FFPW USB, for scholarships to support students' research, development, and innovation activities intended for PhD students, overhead costs, depreciation expenses procured from own resources, etc.

**2) Contribution for educational activities index A+K (hereinafter referred to as "Contribution"):**

**Contribution management and responsibility for its proper and effective drawing are distributed at the FFPW USB among directors of relevant parts (RIFCH and IAPW), IEEAIC, and the Registrar. The contribution must be applied to activities related to the funding of activities/expenses spent on studying at FFPW USB - students of Bachelor, Master, and PhD studies.**

Resources that fall under the management of directors of relevant parts and the Registrar also comprise wage resources allocated to the given part and the Dean's Office. The possible distribution of the resources among laboratories, workplaces, or for the use of the Director, or the Registrar lies strictly within the authority of a relevant Director and the Registrar.



The contribution will be divided from 50 % among the individual parts and 50 % will be allocated to the Dean's Office.

The amount of the Contribution for the parts will be divided among them, depending on the lecturers' participation share in the tuition with respect to individual Institutes and the Dean's Office for the calendar year 2024.

The funds, which are allocated to the Dean's Office and therefore managed by the Registrar, will be used, besides other things, for personal expenses of employees of the Faculty, overhead costs, depreciation expenses purchased from own resources, formation of the Operating Resources Fund, etc.

Formation of the Operating Resources Fund is taken into account mainly concerning the parts of the Faculty.

### 3) Scholarships:

**Scholarship management (it means scholarships for PhD students granted by the Ministry of Education, Youth, and Sports) and responsibility for drawing in accordance with the Scholarship Regulations of USB fall under the Vice-Dean for study affairs.**

### 4) Projects:

**Project management and responsibility for their proper and effective drawing are distributed at the FFPW USB among responsible project coordinators. The FFPW USB projects may be executed or submitted only with the approval of the director of the relevant part, IEEIC, or by the Registrar. Projects must always be approved by the Dean.**

For the purposes of this Measure, two kinds/types of projects are distinguished:

- a) Projects directly acquired and executed by laboratories (e.g. Grant Agency of the Czech Republic, Grant Agency of the University of South Bohemia, National Agency for Agricultural Research, etc.) – a project investigator is directly responsible for the project management as well as effective and proper drawing from the project;
- b) Central projects (e.g. project of Large research infrastructure of the CR; Science, Research and Education Operational Programme, Program for the support of strategic management of USB, etc.) – projects are primarily managed from the center; an investigator of the given project part (e.g. the Head of the research program, activity, etc.) is directly responsible for its management as well as effective and proper drawing.

### 5) Complementary Activities (hereinafter referred to as "CA"):



Fakulta rybnářství  
a ochrany vod  
Faculty of Fisheries  
and Protection  
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Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice  
Czech Republic

**CA must be implemented at the FFPW USB in compliance with the valid Rector's Ordinance and the Dean's Measure associated with complementary activities.**

The Dean can decide about exceptions.

This Measure cancels the Dean's Measure No. 27/2024

This Dean's Measure takes effect on June 5, 2026.

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