



čj. 09/0412/18

Vodňany 3rd May 2018

Dean's measure No. 22/2018

Internal provision conducting flow of documents

I.

All employees of Faculty of Fisheries and Protection of Waters (FFPW USB), who are responsible to issue, authorize and conduct flow of documents, must follow provision of bursar No. K 33 from 4th January 2010, and must follow provision of rector for realization of internal checking system No. R 66 from 30th October 2006.

II.

According to rector's provision No. R 66 from 30th October 2006, for realization of internal checking system, by article 4.1.1., the dean sets the following signature authorisations.

This dean's measure comes into effect on 3rd May 2018.
This measure replaces dean's decision No 17/2015.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of FFPW USB

Attachment No. 1 – signature authorisation



Attachment No. 1 Signature authorization

Document	Signed by
Studium:	
diploma	dean
diploma supplement	dean
decision on admission to study	dean
protocol of admission in case of entrance examinations	chairman of admission committee, dean
protocol about duration of state exams, defense of Ph.D. thesis	chairman of committee, members of committee
study index	vice-dean for study affairs
confirmation of leaving study	vice-dean for study affairs
assignment of final thesis	vice-dean for study affairs, directors
invitation for entrance exams	study officer
invitation for enrollment to study	study officer
confirmation of study	study officer
proof of payment of an application fee associated with study	study officer
other documents within the communication with students, study applicants, offices, etc. (except for cases mentioned separately)	study officer
<u>Decision on issues related to study:</u>	
requests for review of a decision	dean (in case of positive statement)/rector (in case of negative statement)
permission to interrupt study during a semester	dean
recognition of exams	dean
approval of scholarship	dean
assessment of fees related to study according to § 58 paragraph 3 and 4 of the Law on Higher Education	dean
non-compliance of requirements in accordance with § 56 paragraph 1 b)	dean
disciplinary offence	dean
expulsion of study according to § 67 of the Law on Higher Education	dean
<u>Request for:</u>	
assignment / cancellation of a subject	applicant, teacher, vice-dean for study affairs
entry into study after its interruption	applicant, vice-dean for study affairs
approval of scholarships	applicant, chairman of scholarship's committee, dean
other requests connected to study at the FFPW USB	applicant and guarantor of a subject according to the nature of the request, supervisor, directors,



	chairman of the FC for DSP and vice dean for study affairs or dean
Current accounting documents:	
domestic travel order - group	employee, immediate supervisor, budget administrator, responsible person for operation
domestic travel order - small	employee, immediate supervisor, budget administrator, responsible person for operation
foreign travel order	employee, immediate supervisor, budget administrator, responsible person for operation
foreign journey - data	employee, immediate supervisor, director
order / order more sources	applicant, responsible person for operation, budget administrator
received invoice	responsible person for operation, budget administrator
settlement of purchase for cash - one / more sources	employee, budget administrator, responsible person for operation
proposal for the payment of rewards	proposer, responsible person for operation, budget administrator, dean
prescription of payments of scholarships	vice-dean for study affairs, budget administrator
Request forms:	
request for payment of participation fee	applicant, responsible person for operation, budget administrator
request for payment of deposit	applicant, responsible person for operation, budget administrator
request for issue of obligation	applicant, responsible person for operation, budget administrator
request for transfer of property	transferring / accepting, head of transferring / accepting unit
Payroll documents:	
agreement to complete a job/ agreement to perform work	employee, dean (or registrar), responsible person for operation, budget administrator
timesheet	employee, immediate supervisor
timesheet AWP/AWA	employee, the person responsible for accepting work
holiday form	employee, immediate supervisor
indisposition leave	employee, immediate supervisor
request for time off	employee, immediate supervisor
Bilateral agreement	dean
Erasmus:	
Erasmus financial agreement study stay / internship Erasmus	applicant, vice-rector for international relations
request for a permission to leave for a journey	applicant, responsible person for operation, budget



and payment of deposit	administrator, dean
financial agreement teaching stay / internship Erasmus	applicant, vice-rector for international relations
invitation letter	dean, vice-dean for foreign relations
acceptance letter, confirmation of duration and course of internship	vice-dean for foreign relations
IP:	
sub-project plan	guarantee, dean
final report	guarantee, dean
financial agreement	applicant, responsible person for operation, budget administrator
change of budget, performance	guarantee, dean
Other:	
Contracts (supplier, customer and other)	dean
Cover letters, statements, opinions on headed paper with a stamp of the FFPW USB	dean
Cover letters, statements, opinions on headed paper with a stamp of the FFPW USB - interim project's reports	registrar
Cover letters, statements, opinions on headed paper of the part of the faculty stamped by the relevant part of the faculty	directors
Project of experiments	members of committee, head of experiment, head deputy, dean