

Distribution of administrative work at the Institute of Mathematics and Statistics (IMS)

- [Vladimíra Chudáčková](#) → chudacko@math.muni.cz

Economy (cash payments, budget, orders, invoices, receipts, DNS), Records and sales of textbooks, Payments by credit card, Project administration, Administration of mathematical correspondence courses.

- [Radka Paliánová](#) → palian@math.muni.cz

Project administration, Human resources, JHC economy, IMS, JHC business trips, Building maintenance Management of technical workers Property records and inventory, Key record, Documents and shredding system – deputy Chudáčková, Safety and health protection, fire fighting, Scholarships.

- [Hana Šlesingerová](#) → slesingerova@math.muni.cz

Project administration, PS - postgraduate students (doctoral exams), associate professor and professor procedure, Master's degree examinations (teaching, professional), diploma thesis, Maintenance of IMS web pages (keeping a list and aliases of PS), Bachelor's degree examinations (teaching, professional), bachelor thesis, journal Archivum Mathematicum.

- [Martina Kolníková](#) → kolnikova@math.muni.cz

Study and working stays of foreign and domestic guests, Project administration.

Pedagogical Secretary

- [Jan Vondra](#) → vondra@math.muni.cz Technical support of education