



**Measure of the Director
of the Central European Institute of Technology of Masaryk University
No. 7/2023**

Signature Rules of CEITEC MU

(effective as of 1st September 2023)

Pursuant to Article 7.4 g) of the Rules of Organisation of the Central European Institute of Technology of Masaryk University (the "Rules of Organisation"), I hereby issue the following measure:

Article 1

Introductory Provisions

- (1) This Measure stipulates binding rules of signing deeds and documents listed in Art. 4 below, executed in the course of the activities of CEITEC MU, as well as the rules pertaining to specimen signatures at CEITEC MU (hereinafter the "Institute") as a part of Masaryk University (hereinafter "MU").
- (2) This Measure shall not cover the cases of signing in the course of preliminary/informal negotiations, not constituting legal acts performed on behalf of the Institute.
- (3) The scope of signing authorizations is specified with respect to documents in analogue and digital form by means of a qualified electronic signature or by means of mechanic signature (see Art. 2 b) below).
- (4) Employees of the Institute are only authorized to sign on behalf of the Institute on the following grounds:
 - a. the Law;
 - b. the Rules of Organisation of MU;
 - c. the Rules of Organisation of CEITEC MU;
 - d. this Measure.

Article 2

Definitions

For the purposes of this Measure, the following terms shall have the meaning defined below:

- a) **document:** any piece of information recorded in writing, in a visual, audio or any other form, analogue or digital;
- b) **signature:**
 1. authentic signature made on paper (a list of signature specimen is kept by the HR department as a part of the employees' personnel files);
 2. qualified electronic signature - used for signing electronic documents constituting legal acts of the University/Institute;

3. mechanic signature - document confirmation after login in electronic tools used by the University (both within and outside the University). Unless otherwise stipulated by applicable legal regulations, a signature for the purposes of this Measure includes an expression of consent in authenticated environment in the systems such as INET, IS, EZAK, etc.

Article 3

General Provisions

- (1) This Measure follows the provisions of the Rules of Organisation of MU and the Rules of Organisation of CEITEC MU. Each person who signs a deed or document thus expresses their identification with the contents thereof. Such person is deemed to be familiar with the contents of such deed or document, to have verified it and to agree with it. Thus, such person is fully responsible for the correctness thereof. The signature of an authorized person of a deed or document shall not release the employee who produced such deed or document from any responsibility.
- (2) All managing employees of CEITEC MU have the signature power in the cases where their subordinates have the signature power. This rule shall not apply in the case of documents that require both the signature of the subordinate employee and the managing employee or in the case where it would be contrary to the Financial Inspection Rules.
- (3) Each employee of CEITEC MU who submits a printed (hard copy) document to their supervisor for signature is required to verify such document with their own signature or initial. An initial may be attached either to the document itself or to its cover sheet.
- (4) In the case of electronic documents to be signed, such documents must be submitted through the MU Document Management System or through another information system of MU (e.g. EZAK). If the Director electronically signs a document outside the information systems of MU, such document must be sent in electronic form to director@ceitec.muni.cz. Such document must be sent by the head of the given worksite or by a person delegated by him/her. In such a case, the head of the worksite must be copied on the e-mail.
- (5) In the cases where the signature power of an employee is transferred, during the authorized employee's absence, to a deputy, it is necessary to state the text "v zastoupení" ("in representation") or the abbreviation "v.z." in front of the deputy's signature when signing any documents.
- (6) The signature power pursuant to Art. 4 hereof cannot be delegated further to any other persons.

Article 4

Signature Powers of Specific Roles and Positions

- (1) **Deputy Director for Administration** is authorized to sign, on behalf of the Director, all documents delegated hereunder to line subordinate employees (pursuant to Art. 3.2 hereof), as well as the following:
 - a. In the field of personnel agenda:
 - i. Description of work activities;
 - ii. Timesheets;
 - iii. Agreements on job completion (DPP);
 - iv. Agreements on work performance (DPC);
 - v. Agreements on home office work;
 - vi. Appointment to the position;

- vii. Cancellation of the appointment to the position;
 - viii. Proposal for concluding an Contract of employment and Contract of employment of all employees except for the position – Research Group Leader, Head of Core Facility, Head of Research Centre, Head of Director's Office, Deputy Director for Administration, Deputy Director for Research, Deputy Director for research infrastructure;
 - ix. Proposal for Amendment to employment Agreement and Amendment to employment Agreement of all employees except for the position – Research Group Leader, Head of Core Facility, Head of Research Centre, Head of Director's Office, Deputy Director for Administration, Deputy Director for Research, Deputy Director for research infrastructure;
 - x. Bonuses of all employees except for the position – Research Group Leader, Head of Core Facility, Head of Research Centre, Head of Director's Office, Deputy Director for Administration, Deputy Director for Research, Deputy Director for research infrastructure;
 - xi. Termination of Employment of all employees except for the position – Research Group Leader, Head of Core Facility, Head of Research Centre, Head of Director's Office, Deputy Director for Administration, Deputy Director for Research, Deputy Director for research infrastructure;
 - xii. Confidentiality Agreements of all employees except for the position – Research Group Leader, Head of Core Facility, Head of Research Centre, Head of Director's Office, Deputy Director for Administration, Deputy Director for Research, Deputy Director for research infrastructure;
 - xiii. Documents on benefits provided by CEITEC MU/MU;
 - xiv. Unpaid Leave Application;
 - xv. Request for release to the camp;
 - xvi. Material Liability Agreement.
- b. In the field of economic issues/assets agenda:
- i. Director's order for inventory.
- c. In the field of operation agenda:
- i. Tender documents;
 - ii. Appointment of a committee for assessment and evaluation of bids;
 - iii. Training curriculum in OHS and FP;
 - iv. Order for OHS and FP;
 - v. Inspection report of OHS and FP.
- d. In the field of research, study and innovation agenda:
- i. Non-disclosure Agreement (NDA) / Confidential Disclosure Agreement (CDA)
 - ii. Data Transfer Agreement (DTA)
 - iii. Notification of the Originator of Industrial Property/ Know-how Record Sheet
 - iv. Scholarship Proposal
 - v. Internship contract

(2) **Secretary** is authorized to sign the following, on behalf of the Director:

- a. In the field of economic issues/assets agenda:
 - i. Confirmation of acceptance of entrusted assets pursuant to Section 255 (1) / Agreement on liability for loss of entrusted assets pursuant to Section 255 (2) of Act No. 262/2006 Coll., the Labour Code;
 - ii. Protocol on transfer of assets;
 - iii. Protocol on transfer of assets;

- iv. Cover letter to a public tender;
 - v. Cover letter to a contract according to §1746 of the Civic Code;
 - vi. Cover sheet to orders;
 - vii. Cover sheet to contracts.
- b. In the field of public procurement tenders:
- i. Appointment of steering committee members for envelope opening procedure;
 - ii. Call for bid submission;
 - iii. Protocol on qualification assessment;
 - iv. Decision on disqualification of a bidder;
 - v. Decision on cancellation of the public contract;
 - vi. Decision on selection of the most suitable bid;
 - vii. Evaluation protocol.
- (3) **Head of Director's Office** is authorized to sign the following on behalf of the Director:
- a. Time sheet;
 - b. Approval of stay at the worksites of CEITEC MU in UKB buildings outside the usual working hours;
 - c. Employees' absence (attendance records) - for employees of the given department.
- (4) **Head of the Administrative Section and Head of the Director's Office** are authorized to sign the following on behalf of the Director:
- a. Approval of stay at the worksites of CEITEC MU in UKB buildings outside the usual working hours - for employees of the given department;
 - b. Employees' absence (attendance records) - for employees of the given department.
- (5) **Head of HR department or HR manager** is authorized to sign the following on behalf of the Director:
- a. Confirmation of acceptance of entrusted assets - employee card / ITIC / X card.
- (6) **Head of the Operations department or manager of public procurement** is authorized to sign the following on behalf of the Director:
- a. Request for written explanation of bids;
 - b. Written report of the contracting authority on the course of the tender;
 - c. Explanations relating to the tender documentation;
 - d. Call for tender offers.

Article 5

Qualified Electronic Signature

- (1) A qualified electronic signature is generated for the Director, Deputy Director for Administration, Secretary and Head of the Operations department.
- (2) The creation of a qualified electronic signature for any employees other than those listed in paragraph 1 above must be approved by the Secretary upon request of the head of the relevant worksite.
- (3) The list of persons with qualified electronic signatures, including information of the validity of such signatures, is recorded in the INET system (<https://inet.muni.cz/app/cert/admin>).

Article 6

Final Provisions

- (1) When signing documents, the authorized persons are obliged to proceed in compliance with the Methodological Guidelines No. 3/2019 "Director's Signature Book".
- (2) The head of the Director's Office shall be responsible for the interpretation of this Measure.
- (3) This Measure revokes Measure of the Director 10/2021 Signature Rules of CEITEC MU.
- (4) The head of the Director's Office shall be responsible for the supervision over the compliance with this Measure.
- (5) This Measure shall become valid as of the execution date hereof.
- (6) This Measure shall become effective as of 1 September 2023.

In Brno

Pavel Plevka
Acting Director