

## **RULES OF ORGANISATION OF THE CENTRAL EUROPEAN INSTITUTE OF TECHNOLOGY OF MASARYK UNIVERSITY**

*(wording effective as of 1 March 2023)*

*Pursuant to Section 10 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended (hereinafter the "Act"), I hereby issue these Rules of Organisation of the Central European Institute of Technology of Masaryk University:*

### **Part One Basic Provisions**

#### **Article 1**

##### **Subject Matter**

- (1) These Rules of Organisation stipulate, in compliance with the Act and the internal regulations of Masaryk University (hereinafter "MU"), the position and tasks of the Central European Institute of Technology of MU (hereinafter "CEITEC MU" or the "Institute"), the principles of the Institute's organisational structure and management system, the positions, powers and responsibilities of its managing employees and other issues regulated hereby.
- (2) These Rules of Organisation are binding for all employees of MU allocated to work at the Institute.

#### **Article 2**

##### **Position and Tasks of the Institute**

- (1) CEITEC MU is a higher education institute of MU, established pursuant to Section 22 (1) b) of the Act as an interdisciplinary scientific centre with university-wide domain of operation, focusing in particular on the fields specified in the MU's Rules of Organisation.
- (2) At the same time, CEITEC:
  - a) in the sense of the Agreement on Partnership and Cooperation concluded among MU, Brno University of Technology, Mendel University in Brno, University of Veterinary and Pharmaceutical Sciences Brno, Veterinary Research Institute and Institute of Physics of Materials of the Academy of Science of the Czech Republic for the purpose of implementing the project "CEITEC - Central European Institute of Technology", supported within the Operational Programme Research and Development for Innovations, reg. no. CZ.1.05/1.1.00/02.0068, ensures, in the position of the "project organisational unit" pursuant to Art. 10 of the aforementioned Agreement, the fulfilment of obligations of MU, as the project partner;
  - b) in the sense of the Agreement on Partnership and Cooperation concluded among MU, Brno University of Technology, Mendel University in Brno, University of Veterinary and Pharmaceutical Sciences Brno, Veterinary Research Institute and Institute of Physics of Materials of the Academy of Science of the Czech Republic for the purpose of implementing the project "CEITEC 2020", supported from the

National Sustainability Program II, reg. no. LQ 1601, ensures the fulfilment of MU's obligations within the scope of this project.

- (3) Further tasks of the Institute arise from the long-term goals of the Institute's activities (hereinafter the "strategy plan"), approved by the Rector upon the Director's proposal.

#### Article 3

##### **Acting towards Third Parties**

- (1) The Institute may act towards third parties under the designation "Central European Institute of Technology" or under the abbreviation "CEITEC MU" or "CEITEC".
- (2) The Institute is represented towards third parties by the Director, subject to the conditions stipulated by the MU's Statute, MU's Rules of Organisation and these Rules of Organisation.

## Part Two

### **Internal Structure and Management Policy**

#### Article 4

##### **Management Policy**

- (1) CEITEC MU is managed by means of direct line management system, applying the principles of methodological management, participation and consultations.
- (2) The Institute is presided by the Director (Section 34 (3) of the Act).
- (3) The basic management tools include:
  - a) strategy plan;
  - b) regulations;
  - c) budget;
  - d) jobs systemization.
- (4) The strategy plan determines, in line with the long-term strategy of MU, the main goals of the Institute, the measures and tools for their achievement and the indicators of the strategy plan fulfilment.
- (5) Regulations present, in general and normative terms, the employer's binding instructions. The Institute's regulations reflect the common rules of CEITEC adopted pursuant to the Agreement on Partnership and Cooperation of the CEITEC Project.
- (6) The budget represents the plan of the total income and expenses of the Institute, irrespective of the sources of financing. The rules for preparation, administration and changes of the budget are stipulated in regulations.
- (7) The jobs systemization determines the number of planned jobs for employees, segmented according to the organisational structure. The rules for preparation, administration and changes of the jobs systemization, are stipulated in regulations.

#### Article 5

##### **Organizational Structure**

- (1) The Institute's internal structure is divided into:
  - a) scientific worksites, i.e. research centres, research groups and other worksites;
  - b) administration section;

- c) the Director's office.
- (2) Research centres are established on the basis of the structure of the scientific activities defined in the projects specified in Art. 2 par. 2 hereof. A research centre coordinates the activities of the research groups, within the scope of its scientific field, and is responsible for developing cooperation with the other research centres and other organisations, in particular within the scope of performing the agreements specified in Art. 2 par. 2 hereof. A research centre is also responsible for the management and administration of core facilities, if these are allocated to the given research centre.
- (3) A research group is the fundamental type of a scientific worksite at CEITEC MU. It is established for the purpose of independent carrying out of research within the scope of the pre-defined research topic. The allocation of the research group to the given research centre is determined by a regulation.
- (4) Core facilities can be established for the purpose of independent performance of specialised activities associated with the expert and technical support of scientific activities, in particular in relation to the operation of the research infrastructure, provision of specialised services for research, or combination of both. Core facilities usually constitute a part of a research centre.
- (5) The administration section ensures general internal administration of the Institute, including economic aspects, operation of the Institute, acquisition and administration of its assets, as well as administrative support for the scientific centres. The administration section is divided into departments the structure and responsibilities of which are stipulated by a regulation.
- (6) The Director's office ensures support for the activities of the Director, Scientific Board and advisory bodies, management of the internal communication and management of institutional relations of the Institute. Details pertaining to the scope of activities of the Director's office are stipulated by a regulation.

## Part Three Management of the Institute

### Article 6

#### Management Levels

- (1) The Institute's management levels are defined by the positions of the following managing employees:
  - a) the Institute's Director;
  - b) deputy directors and the head of the Director's office;
  - c) within the scientific worksites: head of research centre, research group leader and head of other worksite;
  - d) within the administration section: the secretary of the Institute, scientific secretary of the Institute, secretary for research infrastructure and heads of departments.
- (2) General tasks of the managing employees at all management levels and irrespective of the specifics of the particular positions include the following:
  - a) managing the work of employees within the scope of their management powers and take care of the employees' expert and professional development;
  - b) taking care of the conceptual development of the relevant worksite's activities in line with the Institute's strategy plan and promoting cooperation with other worksites at the given level;

- c) ensuring responsible, lawful, purposeful and efficient use of financial resources and assets;
  - d) ensuring compliance with applicable legal regulations and further regulations in the course of the relevant worksite's activities.
- (3) The managing employee who performs methodology management tasks pursuant to these Rules of Organisation or pursuant to another regulation is entitled to determine the goals and work procedures of the worksites and employees subordinated to such methodology management and in this respect, assign tasks to these worksites and employees with the knowledge of their direct supervisor in the areas falling within the managing employee's powers and competences.
- (4) The managing employee whose substitution is not expressly regulated by these Rules of Organisation appoints, with the Director's consent, one of the employees within his/her direct management powers as his/her substitute/deputy.

#### Article 7

##### **Director of the Institute**

- (1) The Director of the Institute shall be appointed and dismissed by the Rector. The Director's term of office shall be five years. One person may serve as Director for the maximum of two terms. Upon consulting such matter with MU Academic Senate, the Rector can dismiss CEITEC MU Director before the termination of the term of office. A tender procedure shall be held for the position of the Director.
- (2) CEITEC MU Director reports directly to the Rector. The Rector can authorize a Vice-rector to perform management responsibilities related to the CEITEC MU Director.
- (3) The Director is entitled to decide and act in all matters of the Institute, unless any particular matter is delegated to the position of another managing employee in line with these Rules of Organisation.
- (4) Within the scope of his/her work performance, the Director's powers include the following:
- a) prepare and submit to the Rector for approval the Institute's Rules of Organisation, as well as the strategy plan and its amendments;
  - b) approve the concepts and policies of the Institute's activities in line with the strategy plan;
  - c) determine detailed organisational structure of the Institute in compliance with these Rules of Organisation;
  - d) determine the jobs systemization;
  - e) announce tender procedures for Institute's jobs, including jobs of academic staff,
  - f) approve the Institute's budget and its amendments, unless he/she authorises, by means of a regulation, other managing employees to adopt decisions on such amendments;
  - g) issue regulations of the Institute;
  - h) appoint and recall managing employees of the Institute (Art. 6 (1) b - d)
  - i) establish, amend and terminate employment and jobs performed outside of the scope of employment, determine and amend salaries and decide on remuneration payment to the Institute's employees, unless the Director delegates this power to another managing employee of the Institute by means of a regulation;
  - j) appoint and recall, subject to the conditions stipulated by the Act and the MU's Statute, members of the Scientific Board of the Institute;
  - k) prepare regular evaluations of the fulfilment of the Institute's strategy plan;

- l) directly supervise the deputy directors, the head of the Director's office and the heads of research centres;
  - m) perform activities directly entrusted to the Director by the Act, MU's Statute or MU's Rules of Organisation;
  - n) conclude agreements on membership of the Institute in national or international organisations or on strategic partnerships or cooperation with other organisations,
  - o) on behalf of the Rector, conclude agreements on projects which shall be fully financed or co-financed from the Institute's allocated resources , unless otherwise stipulated by MU regulations or contracting authority's requirements,
  - p) assign public procurement contracts for acquiring assets and its management within the scope of the CEITEC MU's financial resources.
  - q) perform other activities expressly entrusted to the Director by these Rules of Organisation or by another regulation of the Institute.
- (5) In individual cases, the Director may reserve decisions in matters otherwise entrusted in line with these Rules of Organisation within the powers of another managing employee at a lower management level.
- (6) In the Director's absence, the Director is substituted within the entire scope of his/her powers and competences by the deputy directors in the order determined by the Director. The start and end of the term of the Director's substitution within the entire scope of his/her powers and competences, including the specification of the authorised deputy director, shall be notified to the Rector in writing.

#### Article 8

##### **Deputy Directors and Head of the Director's Office**

- (1) Deputy directors and the head of the Director's office are managing employees of the Institute who permanently represent the Director in the designated area of powers and competences.
- (2) The deputy director for science:
- a) coordinates the activities of research centres and research groups and is responsible for the overall concept of scientific and other academic activities within the scope of the strategy plan of the Institute;
  - b) is responsible for the concept and coordinated execution of HR policy in the area of science, including matters associated with PhD school programs and Postdocs programs;
  - c) is responsible for the concept of obtaining research projects and grants;
  - d) is responsible for the preparation and execution of internal evaluation of quality and performance in the area of scientific and other academic activities;
  - e) is responsible for the preparation of a proposal of measures reflecting the conclusions of the joint evaluation of CEITEC's scientific excellence;
  - f) subject to discussions with the relevant head of the research centre approves criteria for tenders for the functional position of research group leader;
  - g) approves the concept of focus and activities of newly established research groups, subject to a statement of the head of the relevant research centre;
  - h) ensures methodical management of the heads of research centres and the scientific secretary of the Institute;
  - i) prepares, convenes and presides regular meetings of the heads of scientific worksites.
- (3) The deputy director for research infrastructure:

- a) is responsible for the concept of development and utilisation of research infrastructures;
  - b) coordinates activities of core facilities;
  - c) in cooperation with the deputy director for science participates in the preparation of the overall concept of research and other academic activities within the scope of the strategic plan of the Institute;
  - d) coordinates preparation of all projects involving financing of investments or operational needs of the research infrastructure of the Institute, monitors their implementation;
  - e) in cooperation with the deputy director for science participates in the preparation and implementation of internal assessment of quality and efficiency in the area of research and other academical activities and in the preparation of the proposal of measures related to the core facilities, reflecting the conclusions of the joint evaluation of CEITEC's scientific excellence;
  - f) subject to discussions with the relevant head of the research centre approves criteria for tenders for the functional position of head of core facility;
  - g) approves the concept of focus and activities of newly established core facilities, subject to a statement of the respective head of the research centre;
  - h) ensures methodical management of the heads of core facilities and secretary for research infrastructure;
  - i) prepares, convenes and presides regular meetings of the heads of core facilities.
- (4) The deputy director for administration:
- a) manages the administration section and is responsible for the overall management of the internal administration and financial management of the Institute;
  - b) is responsible for the concept of budget preparation and the Institute's financial management;
  - c) is responsible for the concept of organisational development and provision of support activities;
  - d) is responsible for the preparation of supporting materials for the Director's decisions and plans, reports and information required by regulations of the Institute or MU, or by the agreements specified in Art. 2.2 hereof;
  - e) is responsible for work safety, health protection and fire prevention within the Institute;
  - f) proposes remuneration of the managing employees in the administration section, if applicable subject to agreement with another managing employee at the same management level who executes methodical management with respect to the relevant managing employee.
- (5) The head of the Director's office:
- a) Manages the Director's office ensures support for the activities of the Director, Scientific Board and advisory bodies.
  - b) ensures planning and coordination of the activities of the Institute's management and other advisory bodies;
  - c) coordinates the activities associated with the preparation of the Institute's strategy plan and its evaluation;
  - d) is responsible for the management and administration of the Institute's internal legislation department;

- e) coordinates the cooperation between the Institute and other units of MU, in particular the Rector's Office of MU, as well as other organisations;
- f) is responsible for formal accuracy of all written documents submitted to the Director for signing;
- g) coordinates and supervises the implementation of the Director's decisions;
- h) in relation to the administration section executes the methodical management powers within the scope of his/her powers and competences, if prescribed by a regulation.

#### Article 9

##### **Heads of Scientific Worksites**

- (1) The head of a Research Centre:
  - a) presides the research centre and represents it within the structure of the Institute;
  - b) is responsible for the concept of development of the research centre's activities, including the proposal of strategic investments in the research infrastructure, in line with the Institute's strategy plan;
  - c) is responsible for seeking and development of opportunities of scientific cooperation within the Institute, MU, CEITEC and with other organisations, in particular with the aim of obtaining research projects, grants and cooperation with the application sphere;
  - d) submits the draft budget for joint activities of the research centre;
  - e) makes statements with respect to the draft budgets of the research groups falling within his/her powers and competences;
  - f) makes statements with respect to the focus and activities of the research groups approved upon their establishment and evaluates the activities of research groups on an ongoing basis;
  - g) directly supervises research group leaders.
- (2) The research group leader:
  - a) presides the research group and is responsible for the overall management of the research group's activities in line with the strategy plan of the Institute, the concept of the research group focus and activities approved upon its establishment and the approved budget of the research group;
  - b) prepares the draft budget of the research group;
  - c) defines the criteria for tenders for the research group employees in line with the regulations and the jobs systemization;
  - d) proposes the establishment, changes and termination of employment of the employees allocated to the research group, as well as their remuneration.
- (3) With respect to the heads of the other worksites, the provisions of paragraph 2 above shall apply accordingly.

#### Article 10

##### **Managing Employees in the Administration section**

- (1) The secretary of the Institute is an managing employee who is responsible for assisting with the execution of the powers of the deputy director for administration and who:
  - a) is responsible for the overall preparation and administration of the Institute's budget;

- b) is responsible for the overall coordination of the operational matters of the Institute, including its cooperation with the Administration of the University Campus Bohunice;
  - c) within the administration section coordinates the activities and executes methodical management of the specified departments, if prescribed by a regulation;
  - d) in the absence of the deputy director for administration, substitutes the deputy director within the entire scope of his/her powers and competences.
- (2) The scientific secretary of the Institute is an managing employee who is responsible for assisting with the execution of the powers of the deputy director for science and who:
- a) is responsible for organisational and professional aspects of the overall preparation of concepts falling within the powers and competences of the deputy director for science; and
  - b) within the administration section coordinates the activities and executes methodical management of the specified departments, if prescribed by a regulation.
- (3) Secretary for research infrastructure is an managing employee who is responsible for assisting with the execution of the powers of the deputy director for research infrastructure and who:
- a) Is responsible for organisational and professional aspects of the overall preparation of concepts falling within the powers and competences of the deputy director for research infrastructure; and
  - b) Within the administration section coordinates the activities and executes methodical management of the specified departments, if prescribed by a regulation.
- (4) The head of a department:
- a) presides the department and is responsible for the overall management of the department's agenda in line with the regulations;
  - b) is responsible for cooperation with the other worksites within the methodical management structure in line with the MU's Rules of Organisation.

## Part Four

### CEITEC Scientific Board and Advisory Bodies

#### Article 11

#### CEITEC Scientific Board

- (1) The powers and competences of the Scientific Board of the higher education institute CEITEC (hereinafter the "Scientific Board") arise from the provisions of Section 34 of the Act.
- (2) The chair of the Scientific Board is the Director who appoints and recalls, with the consent of the MU's Academic Senate, the other members of the Scientific Board. The Scientific Board may, upon proposal of the chair of the Scientific Board, elect from among its members one or more deputy-chairs of the Scientific Board.
- (3) The Scientific Board exercises its powers in particular by means of:
  - a) discussing the proposed strategy plan of the Institute and the evaluation of its fulfilment;



- b) discussing the results of the internal evaluation of the quality of the scientific and other academic activities and the proposal of measures reflecting the conclusions of the joint evaluation of CEITEC's scientific excellence;
- c) making statements with respect to the intention to establish or cancel a research group or a research centre;
- d) making statements with respect to other intended material decisions and with respect to any other issues proposed by the Director.

#### Article 12

##### **Director's Board**

- (1) The Director's board is a permanent conceptual advisory board of the Director that consists of the members of the Institute's management (Art. 13), heads of research centres and chairs of committees. The Director's board is presided by the Director.
- (2) The Director's board discusses in particular:
  - a) proposals of the Director's decisions in the matters falling within the Director's reserved powers and competences pursuant to Art. 7.4 a) to i) above, except for decisions of personnel nature;
  - b) materials submitted to the Scientific Board (Art. 11.3 above).

#### Article 13

##### **Institute Management**

The Institute management is a permanent operative advisory and coordination body of the Director, consisting of the deputy directors and the head of the Director's office.

#### Article 14

##### **Committees and Other Advisory Bodies**

- (1) A committee can be established as a specialised advisory body for a certain field of specialisation. The chair and members of a committee are appointed and recalled by the Director. Committees assist the relevant managing employees with the resolution of issues falling within the scope of their powers and competences and are entitled to directly submit their reports and recommendations within the Director's board.
- (2) The Director can also appoint, from among the Institute's employees, a representative of the management focusing on certain fields who has a similar position as a committee in the course of executing his/her tasks.

#### Article 15

##### **Minutes of Meetings of Advisory Bodies**

Minutes shall be taken of meetings of the Scientific Board and advisory bodies and these minutes shall be made available in the MU information system.

## Part Five

### **Common, Transitional and Final Provisions**

#### Article 16

##### **Common Provisions**

- (1) These Rules of Organisation shall not affect any special regulations or terms and conditions stipulated in legal regulations and other regulations of MU or arising from any contractual obligations of MU the nature of which implies that they pertain to

any issues regulated by these Rules of Organisation, even though they are not expressly mentioned herein.

- (2) Any disputes regarding powers and competences arising among managing employees shall be resolved by means of mutual agreement of these managing employees; if such amicable solution cannot be reached, the dispute shall be resolved by their common supervisor or, as the case may be, by the Director.

Article 17

**Transitional Provisions**

The first term of the Institute's Director's office within the sense of Article 7.1 shall start on 1 January 2020.

Article 18

**Final Provisions**

- (1) These Rules of Organisation repeal the Rules of Organisation of the Central European Institute of Technology of Masaryk University dated 26 October 2020 and effective as of 1 November 2020.
- (2) I hereby authorise the Director of the Central European Institute of Technology MU to interpret and construe individual provisions of these Rules of Organisation.
- (3) These Rules of Organisation fall within the methodical management scope "Internal management and organisation".
- (4) Compliance with these Rules of Organisation shall be supervised by the managing employees of the Central European Institute of Technology MU at all management levels.
- (5) These Rules of Organisation shall become valid as of the execution date hereof.
- (6) These Rules of Organisation shall become effective as of 1 March 2023.

Signed electronically by

*Martin Bareš*  
*Rector*