

Measure of the Dean of the Faculty of Informatics No. 4/2023**COOPERATION WITH INDUSTRIAL PARTNERS OF THE FACULTY OF
INFORMATICS**

(as amended with effect from 23 January 2023)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue the following measure:

Article 1**Subject of modification**

- (1) This measure regulates the rules of cooperation with industrial partners (hereinafter referred to as "SPP") at the Faculty of Informatics of Masaryk University (hereinafter referred to as "Faculty").
- (2) Collaboration with the subjects of the application sphere in the field of studies and study programmes, research and development, strategy and development is considered a strategic priority in all basic activities of the Faculty.
- (3) The development of cooperation with application sphere subjects brings the possibility of involvement of students and faculty employees in solving real problems of the application sphere, increases the chances of graduates for good employment and improves their position on the labour market. Another benefit is also the cooperation in the development of study programmes and the adjustment of the graduate profile of the faculty according to the needs of the application sphere.
- (4) The cooperation with the subjects of the application sphere (http://www.fi.muni.cz/for_partners) is always implemented on the basis of bilateral agreements with partners.
- (5) The basis of cooperation with an application entity (hereinafter referred to as "partner") is always the common interest of the faculty and the partner. The faculty offers partnership on three levels:
 - a) *SME partner,*
 - b) *Partner,*
 - c) *Strategic partner.*See Annex 1 for details.

Article 2**Procedure for establishing cooperation**

- (1) The partner is interested in long-term cooperation with the faculty. He/she is contacted or contacts one of the faculty employees (hereinafter referred to as the "primary contact person").
- (2) The initial contact person will preliminarily ascertain the extent and seriousness of the interest, the seriousness of the potential partner, etc.

- (3) The information about the potential partner will be discussed with the Vice-Dean for Relations with Industry (hereinafter referred to as the "Vice-Dean") or with other persons authorized by the Vice-Dean. In the case of a potential *Strategic Partner*, the proposal will be submitted through the Vice Dean for approval by the Faculty Management.
- (4) If the faculty is interested in entering into a partnership, the Vice-Dean, in cooperation with the primary contact person and the head of the relevant department, will designate a person who will further conduct communication with the partner (hereinafter referred to as the "primary contact person").
- (5) The main contact person will discuss the terms of cooperation with the prospective partner, including the appropriate level of partnership (*SME partner, Partner, Strategic partner*).

Article 3

Conclusion of the contractual relationship

- (1) The main contact person, in cooperation with the Research Support, Projects and Cooperation with Industrial Partners Unit or the Faculty Secretary, will prepare a draft cooperation agreement and an annual agreement concerning the financial aspects of the partnership. The main contact person will ensure that the draft agreements are discussed with the partner.
- (2) A prerequisite for long-term cooperation is successful advocacy at a minimum:
 - a) 5 final papers in the *SME partner* category,
 - b) 10 final works in the *Partner* category,
 - c) 15 final papers in the *Strategic Partner* category,
 during each of the 2 consecutive calendar years, with this condition expected to be met after the first 23 months of cooperation at the latest. Failure to meet the number of successfully defended theses within the specified period may be grounds for termination of cooperation with the partner.
- (3) Prior to the conclusion of an agreement concerning the financial aspect of the partnership, an initial idea of the partner's contribution to the SPP after deduction of the so-called mandatory overhead costs, which are intended to cover the joint operating costs of the faculty, including costs incurred in connection with the SPP and the mandatory minimum profit, must be established:
 - a) 31% of revenues in the *SME partner* category,
 - b) 29% of revenue in the *Partner* category,
 - c) 27% of revenue in the *Strategic Partner* category.
 The funds provided by the partner are primarily intended for expenses related to the partner's cooperation with the faculty's students (scholarships, travel, laboratory equipment, etc.); other types of expenses must be consulted in advance with the vice-dean and the secretary of the faculty.
- (4) In the case of partners with a long-term focus on cooperation with doctoral students and a financial contribution of at least CZK 400,000 per year in the case of a *Strategic Partner* or CZK 250,000 in the case of a *Partner* or *SME Partner*, the total amount of mandatory overhead costs may be set lower than the amount specified in para. The amount of the mandatory overhead costs so agreed upon may not be lower than the amount corresponding to the coefficient of the so-called common operating costs in a given calendar year, and at the same time such

agreement must be made before the conclusion of the agreement concerning the financial aspect of the partnership for a given calendar year.

- (5) A complete record of the partnerships formed will be established and maintained at the Research Support, Projects and Cooperation with Industrial Partners Unit (original contracts are on file with the Registrar).

Article 4

General cooperation support provided to the partner

- (1) Irrespective of the level of partnership and other contractual arrangements, the Faculty normally provides the following mutual cooperation support to the partner through the Research Support, Projects and Cooperation with Industrial Partners Unit:
- a) basic administrative-management communication with the partner - management of the contractual agenda, invitations to meetings and other SPP events, maintaining an up-to-date database of contacts (two-way, i.e. also informing the partner in case of changes on the part of the faculty, the same in case of changes at the partner), invitations to send materials to the web/newsletter, invitations to conclude contracts treating the financial aspect of cooperation for the next calendar year, etc,
 - b) finding consultants - faculty employees - guaranteeing the proper writing and management of student theses commissioned in cooperation with the partner, establishing communication between these consultants and the partner, when writing the thesis it is necessary to specify exactly which of the faculty employee - partner employee pair is the supervisor and who is the consultant of the thesis, this division must be described in the preliminary assignment of the thesis in IS MU, the preliminary assignment of the thesis must be marked with the label "CAP", the same label must be subsequently applied to the final thesis, the FI employee is always responsible for providing the student with assistance regarding the requirements for the form, complexity and other elements of the BP/DP, his/her task is also to monitor the timeframe for the proper completion of the final thesis and to inform the main contact person in case of detection of possible problems with the progress of the work that are not directly caused by the student,
 - c) presentation of the partner on the CAP website based on the documents prepared by the main contact person in cooperation with the partner (the main contact person is responsible for their continuous updating),
 - d) partner listing in the SPP Annual Report,
 - e) presentation of the partner on designated areas,
 - f) ensuring the promotion of partner events held in cooperation with the faculty.
- (2) In the event of changes that have any impact on the substantive or economic aspects of the cooperation, the main contact person (or any other person who becomes aware of them) shall inform the Research Support, Projects and Cooperation with Industrial Partners Department immediately (e.g. change of contact details by the partner, change of partnership level, termination of cooperation,).

Article 5

Specific cooperation support provided to the partner

- (1) Based on a partner's membership in a particular SPP category or contractual arrangements, additional mutual cooperation support may be provided to the partner.
- (2) This support is provided, unless otherwise agreed, by the main contact person in cooperation with the Research Support, Projects and Cooperation with Industrial Partners Unit. This includes:
 - a) the opportunity to comment on course curricula, curriculum development and graduate profiles according to the needs of the application sphere,
 - b) the opportunity to participate in faculty colloquia and seminars of professional groups,
 - c) the possibility of organising a professional seminar for faculty students led by a faculty partner,
 - d) identifying areas with potential for joint project submissions,
 - e) cooperation in the implementation of special events for the partner: student competitions, prizes, student sponsorship, etc., usually on the basis of separate contractual relations.

Article 6

Final provisions

- (1) As of the effective date of this measure, Dean's Instruction No. 2/2019 on cooperation with FI industrial partners as effective from 15 April 2019 is repealed.
- (2) I entrust the interpretation of the individual provisions of this measure and its continuous updating to the Vice-Dean for Relations with Industry.
- (3) Compliance with this measure is monitored by the Research Support, Projects and Cooperation with Industrial Partners Unit.
- (4) This measure shall enter into force on the date of its publication.
- (5) This measure shall enter into force on 23 January 2023.

Jiri Zlatuska
Dean FI
signed electronically

Annexes: No. 1 Definition of partnership types