

Directive of the Dean of the Faculty of Medicine

Č. 1/2011

About the functioning of academic centres

I Preject of modification

a) This Directive regulates the activities of academic centres as working groups and professional interest associations of academic staff of the Faculty of Medicine.

II Purpose and principles of academic centres

- a) The purpose of the Academic Centres is to support the cooperation of academic staff in the fields of science, research and teaching.
- b) Academic centres may be established in particular for the purpose of:
- cooperation between staff of departments having the same or related activities
 - cooperation of LF academic staff in research requiring collaboration of experts from different disciplines
 - creation of a platform for communication with experts outside MU
- c) The activities of academic centres must not conflict with the long-term plan of MU and LF MU.
- d) Academic centres may use the name of the medical faculty to promote their activities.
- e) LF employees may also exercise their academic freedoms outside the structure of the academic centres regulated in this Directive.

III Application for the establishment of an academic centre

- a) At least three academic staff members of the Faculty of Arts may jointly apply for the establishment of an academic centre.
- b) The Academic Centre must be established for the purpose of cooperation between at least three departments of the Faculty of Arts.
- c) The Academic Centre is always established for a fixed period of at least two years and at most five years.
- d) Applicants must submit an application for the establishment of an academic centre in writing to the Dean of the Faculty of Arts, and the application must include:
- The centre's constitution, in which applicants shall state the purpose for which the academic centre is being established, the objectives, the content of the activities and the project of the centre's activities for the duration of the centre's duration
 - List of founding members of the Centre
 - Proposal for the Head of the Centre

- The duration for which the centre is established, with a minimum duration of 2 years and a maximum duration of 5 years
- List of founding members of the Centre with their signatures

- Plan for the economy of the centre, if the centre will have the financial means
- Statement by the head of the department that will be substantially affected by the Centre's activities. If there are more than one such site, applicants shall attach statements from all heads of the sites concerned

IV Deciding on an application for establishment of an academic centre

- a) The dean decides on the application for the establishment of an academic centre. The dean shall consider the application and submit the application for discussion at the vice-deans' meeting within 4 weeks of its receipt. The dean may request the participation of the founding members of the centre or their representative at the meeting of the vice-deans.
- b) After the discussion according to the previous paragraph, the dean may instruct:
 - To approve the application for the establishment of the centre
 - Return the application for completion or amendment
 - Reject the request
- c) If the application is approved under the previous paragraph, the dean shall determine the date on which the centre is established and shall appoint a centre manager from among the members of the centre.
- d) If the application is returned for completion, the dean will set a deadline by which the application must be completed or changes made. If the founding members fail to deliver the supplementary information or amended proposal to the Dean within the time limit, the application shall be deemed not to have been submitted.
- e) If the application is rejected, the founding members of the centre may apply for the establishment of a centre with a similar subject of activity no earlier than 12 months after the application for the establishment of the centre has been delivered to the Dean.
- f) The dean's instruction to establish, return the application for completion or amendment, and deny the application shall be delivered in writing to the proposed center head and electronically to all founding members of the center.

DISSOLUTION OF THE CENTRE

- a) The Centre is closing down:
 - On expiry of the period for which it was established.
 - The day the number of members of the centre is less than three
 - By decision of the dean on the basis of a request from the head of the centre
 - By decision of the dean on the basis of a request from the head of the LF department within which the centre operates
 - By decision of the Dean in case of long-term passivity of the centre
 - Before the expiry of the period referred to in the preceding paragraph, the head of the centre may request an extension of the period for which the centre was established. The provisions on the application for the establishment of an academic centre shall apply to the request for an extension of the period.

Leading centres

- a) The head of the centre is appointed by the dean. Unless the dean decides otherwise, the head of the centre is not entitled to a management allowance.
- b) Centre Manager:

- manages and organises the activities of the Centre
- keep records of the members of the Centre
- manages the Centre's financial resources

- has an advisory voice on employment matters for staff paid from the Centre's funds
- c) The Head of the Centre is responsible for the management and activities of the Centre to the Dean of the Faculty of Arts. In the event that the funds of the Centre are managed as a contract of a department of the Faculty of Arts other than the Dean's Office, the Head of the Centre is responsible for the activities of the Centre to the Dean of the Faculty of Arts and for the management to the senior staff of this department.
 - d) The head may be removed by the dean, in particular on the proposal of the head of the department in which the centre's funds are held or on the proposal of a supermajority of the centre's members.

VII Membership of the Centre

- a) Membership of the Academic Centre is voluntary and there is no fee. An academic employee of Masaryk University may become a member of the Centre, even if he/she is not an employee of the Faculty of Arts.
- b) The Head of the Centre decides on the admission of a member upon request. The decision to accept the applicant as a member of the Centre shall be delivered to the applicant in writing at the Institute and shall have immediate effect.
- c) The founding members listed in the charter become members of the Centre when the application for the establishment of the Academic Centre is approved.
- d) Membership in the Centre shall cease upon withdrawal from the Centre, expulsion from the Centre and termination of the Centre. A member of the Centre shall notify the Head of the Centre in writing of the termination of his/her activity in the Centre. A member of the Centre may be expelled by decision of the Head of the Centre. Termination of membership of the Centre shall not terminate the employment relationship of the expelled member with the LF.

VIII Financial resources of the Centre

- a) The Centre disposes of funds as a cost centre (contract) of the Dean's Office or as a cost centre (contract) of one of the LF departments.
- b) The management of the Centre's funds is governed by the general regulations on the management of funds within the University.

IX Commitments paid from the financial resource centres

- a) Staff whose salaries are fully or partly covered by the Centre's funds are employees of the department within which the Centre's funds are managed.
- b) The general rules for the recruitment of academic staff whose salaries are paid from the Centre's funds apply.

X Centre and institutional activities faculty support

- a) Members of the Centre have the right to present the results of their work on the LF website and in the LF premises.
- b) The Head of the Centre shall report annually to the Dean on the activities of the Centre, including information on:
 - Results achieved in scientific or teaching activities
 - Events organised by the centre

- Cooperation with other departments
 - Current list of Centre members
 - Planned activities of the Centre for the next calendar year
- c) LF provides the following services to academic centres as institutional support:
- Website management
 - Distribution of electronic correspondence, invitations, and information via faculty and university information systems
 - Managing the funds the centres receive for their activities,
 - Support in handling the personnel agenda
 - Providing space for medical faculties and educational activities organised by the centres
 - Legal advice
- d) In order to support exceptionally beneficial activities of the centre, the dean may decide, at the request of the head of the centre, to allocate funds, space, the possibility of using the faculty infrastructure, or other necessary forms of institutional or personal assistance.

XI Efficiency

- a) This Directive shall enter into force on 19.1.2011.