

**Directives of the Faculty of Medicine of Masaryk University**  
**c. 1/2021**

***Research groups at LF MU***

In accordance with § 28, paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), as amended by later regulations (hereinafter referred to as the "Higher Education Act"), I issue this Directive.

part one  
**UPDATED**

**I. Subject of modification**

- (1) The purpose of this Directive is to establish rules for the formation and operation of research groups (hereinafter referred to as "RGs") at the MU Faculty of Medicine.

**II. Introduction of the establishment**

- (1) VS is an organisational unit of the LF MU workplace managing its assigned financial resources (budget). VS is managed by an academic staff member (Research Group Leader, WS), who independently resf research topics, manages a team of workers and participates in the training of PhD students, education and professional development of junior researchers.
- (2) VS CAN be modified, depending on the qualification of the VVS, as:**
- a) Junior research group,
  - b) Research Group,
- (3) A specific form of Research Group or Junior Research Group, depending on the qualifications of the Research Group Leader, affiliation and method of funding, is:
- a) Joint Research Group (JRG):
    - i. Two or more institutions, or one institution's workplace, participate in the financing and use of the infrastructure of the research group's workplace. When a JRG is established, an agreement is concluded between the heads of the involved institutions and the institution governing the funding, project strategy, inheritance of research results, and other matters related to the JRG's activities, if any: the aim is to have a balanced representation of the involved institutions/workers in the projects and results of the JRG. The primary affiliation of the JRG is determined by the core staff of the research group

leader.

b) Associate Research Group (ARG):

- i. A research group that is not financed by the worker from institutional sources, but is financed, among other things, from project sources. The associated research group, however, uses the infrastructure of the research group leader's home workplace.

- (4) The conditions for the formation, structure, financing, evaluation and termination of JRGs and ARGs are governed by the rules applicable to the Juniornf, respectively the Research Group

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**FUNDED**

### **III. Sources of funding for the VS**

- (1) **VS** is established as an organizational subunit of the LF MU tribal workplace. It has established its own cost centre, with a display of operations at the operations of tykajidch within the meaning of Act No. 320/2001 Coll., on Financial Control **in Public Administration and on Amendments to Certain Acts (hereinafter referred to as the "Financial Control Act")**, is the head of the research group.
- (2) The financing of the State budget can be vice-sourced, the budget can be created:
  - a) resources allocated from the budget of the tribal office and, in the case of the JRG, of other entities,
  - b) resources allocated by the Faculty of Medicine MU,**
    - i. extraordinary so far for the development of the strategic area,
    - ii. The internal grant agency of the MU Faculty of Arts (in accordance with the valid rules governing the internal grant agency of the MU Faculty of Arts),
    - iii. by other targeted sources,
  - c) resources obtained from MU or from external providers (domestic and foreign).**
- (3) **The calculation of individual VS is determined individually by the head of the tribal workplace for each calendar year of VS at LF MU. For the use of the budget**  
vs. the answer from the head of the research group.
- (4) The research group calculation is made available to the head of the research group, the head of the tribal or involved workplace/institution (in the case of JRG), the secretary and the management of LF MU. In the case of a JRG, a budget with **the source of funding** is established. **The amount of funds allocated to the JRG is determined by** transparent budget rules applied by the head of the relevant workplace.
- (5) The minimum amount of the VS budget from the LF MU workplace budget, under which the given VS falls, is set at the amount corresponding to the salary means for 1.0 FTE of **the VS, including related legal deductions and the creation of the SF.**



- (6) In the case of the establishment of an Associated Research Group, the minimum amount of the VS budget from the budget of the MU LF parent department (or more departments or institutes in the case of a JRG) is set as the difference between 1.0 FTE of the VVS and the amount of the VVS tie/tie of the VVS involved in the projects.
- (7) The financial resources from the budget of the National Research Council can be used to finance salary costs, costs of services and consumables, or other costs directly related to the activities of the research group.

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## **RESEARCH GROUPS**

### **IV. Formation of the research group**

- (1) VSetablishes the foundation of the two-college federation of the national ffzenf selection (VR). The announcement of the VR always includes a statement of the research topic proposed VS.
- (2) A selection procedure for the establishment of the VS may be initiated:
  - a) to the satisfaction of the worker (future VVS) when the following conditions are met;
  - b) to the satisfaction of the head of the LF MU;
  - c) the announcement of the competition by the management of LF MU;
  - d) on the basis of a project call.
- (3) The contractor shall submit the VVS in the framework of the VR:
  - a) a proposal for a research topic and the name of the VS;
  - b) a proposal for financing for a minimum period of one year, including any requirements for the allocation of funds for Part III;
  - c) the proposal of the staff composition (positions, number of positions, expected amount of salary costs) and its justification;
  - d) a list of the necessary infrastructure - the equipment it plans to use in the research. It is advisable to have an agreement in advance within the LF MU on the availability of the equipment and the possibility of its use. If it is an external cooperation with a subject of the MU Faculty of Medicine, a confirmation of cooperation with this subject is required;
  - e) a work plan for a period of 2 years with set milestones;
  - f) the approval of the head of the tribal workplace for the establishment of the VS;
  - g) the name of the LF MU workplace under which the VS is to be established.
- (4) If it is proposed to establish a Junior WS, a proposal for the appointment of a Junior WS mentor must be included in the application.
- (5) The selection procedure for the establishment of the VS is two-round.



(6) *in the* first round of the selection procedure, an evaluation of the fulfilment of the formal requirements is carried out

**of the requirement O VS. formation, then the adsorption capacity is determined**

Workplace: the LF MU for the proposed VS with regard to financing, infrastructure and equipment.

(7) **The second round of the selection procedure takes place in the form of a personal meeting before the selection committee, which is established by the Dean of LF MU for these purposes. The selection committee consists** of at least five members:

a) Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Science of the Medical Faculty of Masaryk University;

**b) the head of the LF MU department of which the proposed VS is to be a part** (in the case of a large number of potential departments: one representative per department is always represented);

**c) representative of the academic community of** the Faculty of Medicine MU;

**d) external scientific-research worker of the semi-autonomous In the field of research established by VS;**

e) LF MU secretary.

(8) **The chairman of the selection committee is the Vice-Dean for Science, Doctoral Studies and**

Organisational development of LF MU.

(9) **selection of the committee shall be decided on the basis of a non-public votef**

by an absolute majority vote of all the members of the selection committee.

(10) **The selection committee is entitled to recommend the establishment of the VS to the head of the MU Faculty of Medicine on the basis of a vote. The head of a given LF MU workplace has the right to reject the establishment of a VS at that workplace. In the case of**

the recommendation of approval by *the* selection committee and rejection of the decision by the head of the relevant

**the LF MU workplace will be allowed to establish a VS within the framework of another LF MU workplace, i.e.**

**In the case of an agreement between the VVS and the head of this workplace.**

(11) **in the** case of a positive recommendation of the selection committee and the consent of the head of the LF MU tribal workplace, the secretary prepares a deed of establishment VS.

structures containingfd:

a) the workplace, under which it is to be established;

**b) Name VS;**

c) name and UCO VVS;

d) the name and UCO of the VVS representative;

e) the level and sources of funding of the SG for the year and the plan for the following year.

(12) On the basis of this establishment document, a cost centre will be established

in the economic and personal information system of the MU Faculty of Economics, related contracts will be modified or established and financial control will be set up according to the Financial Control Act, the budget will be modified. the setting up workplace(s) and the set budget *VS.*



## V. Structure of the research group

- (1) The structure of the VS can be made up of:
  - a) **VVS;**
  - b) academic and/or research staff;
  - c) administrative and infrastructure staff
  - d) undergraduate (or) postgraduate students;
- (2) Neither the minimum nor the maximum size of the VS<sup>[</sup> is specified. The size of the VS is determined individually on the basis of the results of the evaluation of **the VS**, the available financial resources for the activity of **the VS** and the needs of the research project to be solved.

## VI. Research Group Leader

- (1) **the university** carries out scientific, managerial, educational and teaching activities.
- (2) The head of the tribal workplace can delegate to the
  - a) VVS: to carry out the evaluation of the members of the VS tax;
  - b) scheduling of the working time of the tax member VS;
  - c) the approval of the leave of absence of a member of the taxpayer VS;
  - d) proposals for rewards for members of the VS;
  - e) the basis for decision-making in the personal affairs of the VS, i.e. the involvement of Participation in the selection process for the positions of the VS tax, participation in the recruitment of non-academic members of **the VS**, proposal for the termination of the employment-legal relationship of the VS members to the head of the LF MU's prfslusneho workplace.
- (3) VVS is obliged to
  - a) not to be responsible for the observance of professional and ethical standards in the framework of his/her research activities and the research activities of VS;
  - b) not to be responsible for the efficient, effective and economic use of the financial resources of the general government tax;
  - c) contribute to the payment of the MU Faculty of Medicine's operating costs in accordance with MU internal regulations;
  - d) to dedicate publication outputs in accordance with the internal regulations of LF MU;
  - e) to create conditions for the successful solution of projects solved in the framework of VS;
  - f) to submit a summary of the results of the work to **the** head of the

- LF MU on an annual basis;
- g) comply with the obligations arising from the Financial Control Act.

## VII. Qualifications for the VVS

(1) A juniorfm can be a person who meets the following conditions:

- a) the minimum level of education attained corresponds to the Ph.D. degree (maximum time since obtaining the Ph.D. degree is 8 years, or it can be a person up to 40 years of age, taking into account the possible career break);
- b) research activity at R2 level;
- c) significant publication activity in the given field, corresponding to the junior stage of the career,
  - i. at least one first-authored publication with IF above the median of the field (the number and quality can be adjusted in the selection process according to the practices and publication level of the field);
- d) foreign experience at a research facility for more than six months;
- e) An independent, attractive and competitive scientific programme with the potential to succeed in international competition;
- f) vest mobility vs.

(2) you may be a person fulfilling the following conditions:

- a) minimalnf education corresponds to a Ph.D. degree;
- b) research activity at the R3 level - expertise at the national, preferably international competitive level;
- c) at least 1 currently solved external project In the role of principal investigator or co-investigator;
- d) sufficient publication activity (the number and quality of publications can be adjusted in the selection process according to the practices and publication level of the field),
  - i. 20 original papers, of which at least 10 as first or corresponding author, 5 in journals with IF, of which 3 as first or corresponding author and 1 above the median of the field in the WoS,
  - ii. in the case of a first-authored original publication in the first quartile of the field of die wos, the minimum number of original papers is 10, of which at least 5 as first or corresponding author,
  - iii. sufficient citation rate in WoS - 35 citations without self-citations (VVS in preclinical fields), 25 (internal medicine fields), 10 (surgical fields),
  - iv. H-index > 15 for VVS over 40 years (taking into account industry practices);
- e) actively involved in the framework of the International Scientific Cooperation;**
- f) regular active participation in international professional conferences;

g) vest mobility vs.

### VIII. Evaluation of the research

#### group Regular

#### evaluation

- (1) Regular evaluation of all research groups is carried out once a year. Evaluation VS is always associated with the evaluation of the corresponding WS.
- (2) Regular evaluation is carried out by the head of the relevant LF MU department.
- (3) The aim and part of the regular evaluation of VS is:
  - a) qualitative evaluation of the scientific performance of VS,
  - b) qualification development of junior members VS,
  - c) personal interests VS,
  - d) financing and project strategy VS,
  - e) the fulfilment of the milestones of the long-term work plan VS.
- (4) The output of the regular evaluation is the record of the evaluation interview with the VVS.

#### Strategic evaluation

- (5) Once every 5 years a strategic evaluation of the VS is carried out (except for the Junior VS).
- (6) The strategic evaluation is initiated and managed by the Head of the in cooperation with the Vice-Dean for Science and Doctoral Studies of LF MU.
- (7) Part of strategic evaluation is:
  - a) assessing the achievement of long-term objectives VS. the implementation of its work plan,
  - b) assessing the strategy of the activities of the SC,
  - c) evaluation of the competence of the VS and its programme, performance and maintainability,
  - d) presenting the objectives and plans for the next five years, including the financing plan and the project strategy,
  - e) **Recommendations for the development and focus of the work of the VS in the following period.**
- (8) **For the purposes of strategic evaluation of the VS, at least one researcher who is not employed by the MU Faculty of Arts and one foreign researcher are invited to evaluate the VS.**  
scientist VS.
- (9) **On the basis of the output (record) from the strategic evaluation and the negotiations with the SSC, the**  
subsequently decided by the Vice-Dean for **Science, Doctoral** Studies and Organization  
**the development of the MU Faculty of Medicine on the continuation of activities, on the conditional continuation or on the termination**  
VS.

#### Evaluation of lunlorni VS

(10) The junior VS. is

tedafter the first three-year period  
means of aninternational evaluation.

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by

(11) The evaluation of the VS can be carried out in the form of a remote peer review  
of the performance to date and the submitted plan of progress in the activity.

- (12) The purpose and soucastf of the evaluation is:
- a) weighing the sustainability and competence of Juniornf VS,
  - b) to consider the continuation of its research programme in the form of a Research Group.
- (13) On the basis of the output (record) from the evaluation of the Junior VS it is recommended:
- a) In the activity of VS,
  - b) conditional delay in the VS activity for a defined period of time,
  - c) denial of Junior VS.

#### **IX. The disappearance of the research group**

- (1) The Dean of VS will cancel if:
- a) The employment of the WS LF MU will be terminated;
  - b) VS. not even partially financed from external sources for more than 12 months;
  - c) to the satisfaction of VVS;
  - d) if, for a decisive period or on the basis of an evaluation, the set objectives have not been met;
  - e) on the basis of a serious breach of professional or ethical rules by VVS.
- (2) In the case of a decision to abolish a VS, a maximum period of twelve months is set for the settlement of the VS obligation, for which the VS and the head of the establishment are responsible.

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#### **CONFIDENTIAL PROVISIONS**

#### **X. Establishment**

- (1) The Vice-Dean for Science, Doctoral Studies and Organisational Development of the MU Faculty of Medicine is responsible for the interpretation of the individual provisions of this Directive and updates to this Directive.
- (2) The dean of the MU Faculty of Medicine controls compliance with this guideline.
- (3) On the effective date of this Directive, the LF MU Directive No. 4/2020 - Research Groups at LF MU is deleted.
- (4) This Directive shall enter into force and effect on 1 April 2021.

In Brno, 9 March 2021

prof. MUDr. Martin Repko, Ph.D.  
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