

**Dean's Directive No. 2/2023**

**Reporting and Evidence of Creative Activities at the Faculty  
of Education of Masaryk University**

*(as amended with effect from 1 November 2023)*

*Pursuant to Section 28(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 (hereinafter referred to as "the Act"), I issue this Directive:*

Article 1

**Subject of modification**

- (1) **Purpose: The** Directive regulates the rules of creative activities of the Masaryk University Faculty of Education (MU Faculty of Education), their reporting and recording through the Masaryk University Information System (MU IS) in connection with reporting to the National Register of Information on Results (RIV)<sup>1</sup>.
- (2) Creative activity (CA) at the MU Faculty of Arts is understood as activities in the areas of research, experimental development and innovation (R&D&I) as well as professional (including didactic), artistic activities and their (typically publication) outputs.
- (3) **Responsibility: the** guideline applies to persons employed and students (especially of doctoral study programmes) at PdF MU who are authors of TC results.
- (4) Definition of terms and abbreviations:

CEP - Central Evidence of Projects; a publicly accessible data area containing data on projects for which support is provided under Act No. 130/2002 Coll.

DOI - Digital Object Identifier; provides unique identification of a digital object on the Internet, is immutable and provides a permanent reference to the document

EID - a unique alphanumeric code assigned to all publications indexed in the SCOPUS database

GA ČR - Grant Agency of the Czech Republic

IS MU - Masaryk University Information System

M17+ - Methodology for the evaluation of research organisations and evaluation of programmes of special-purpose support for research, development and innovation, approved by government resolution on 8 February 2017; according to this methodology, the Council for Research, Development and Innovation carries out the evaluation of research organisations and evaluation of programmes of special-purpose support for research, development and innovation

MU - Masaryk University

PdF MU - Faculty of Education, Masaryk University

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<sup>1</sup> The index of information on results is available on the website <https://www.isvavai.cz/> It is one of the information sources for the evaluation of the results of research, experimental development and innovation.

RIV - Register of Information on Results; publicly accessible data area containing data on results achieved in R&D&I research activities supported by Act No. 130/2002 Coll., and since 2008 also data on results achieved by the research organisation in R&D&I activities not supported by Act No. 130/2002 Coll. (e.g. results of R&D&I activities funded from foreign or private/non-public sources)

RMU - Rector's Office of Masaryk University

RVVI - Council for Research, Development and Innovation, an advisory body to the Government of the Czech Republic

TA ČR - Technology Agency of the Czech Republic

TC - creative activity; creative activity means scientific, research, development and innovation, artistic and other professional activities (including didactic) and their outputs

SCOPUS - a multidisciplinary abstract and citation database of peer-reviewed literature available to registered users, operated by Elsevier; the database also offers advanced search and scientometric tools for evaluating science and research

Types of results:

- i) Jimp - an original/review article in a peer-reviewed journal that is included in the Web of Science database with the "Article", "Review" or "Letter" flag
- ii) Jsc - original/review article in a peer-reviewed journal, which is included in the SCOPUS database with the "Article", "Review" or "Letter" flag
- iii) Jost - original/reviewed article in a peer-reviewed journal, which is not included in the WoS or SCOPUS databases
- iv) B - professional book
- v) C - chapter in a professional book
- vi) D - paper in the proceedings

T-representative - representative for creative activities for each department of the Faculty of Arts MU

UT WoS - Accession Number, a 15-digit numeric code assigned to all publications that are indexed in the Web of Science database

URL - Uniform Resource Locator; a character string used to specify the exact location of information resources on the Internet

R&D&I - research, development and innovation

STATEMENT - abbreviation for the Department of Research, Quality and Academic Affairs of the Faculty of Arts MU

WoS - Web of Science, an online academic service founded by Thomson Reuters, currently operated by Clarivate Analytics; provides access to 7 databases: Science Citation Index (SCI), Social Sciences Citation Index (SSCI), Arts & Humanities Citation Index (AHCI), Index Chemicus, Current Chemical Reactions, Conference Proceedings Citation Index: Science, and Conference Proceedings Citation Index: Social Science and Humanities

## Article 2

### Publication strategy at MU and PdF MU

- (1) Masaryk University supports the publishing activities of its employees and students through the Centre for Scientometric Support, which is a consulting and advisory body for MU's publication strategy, and also ensures the collection and derivation of MU research, development and innovation results into the RIV.
- (2) At the Faculty of Education of MU, the Strategy for Supporting Publishing and Research at the Faculty of Education of MU<sup>2</sup>, which is announced annually by the faculty

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<sup>2</sup> [https://is.muni.cz/auth/do/ped/zaznamy/ovvvv/publikacni\\_strategie\\_pdf/](https://is.muni.cz/auth/do/ped/zaznamy/ovvvv/publikacni_strategie_pdf/)

management, serves as a tool to support TC. Through its individual programmes, the faculty financially supports the publication of high quality texts in valuable publishing platforms<sup>3</sup>.

- (3) An essential part of the evaluation of TC results is their complete and high-quality reporting via the IS MU and subsequent submission to the RIV. Representatives of individual departments for creative activities (T-representatives) are responsible for ensuring this goal. Methodological support is provided by the Department of Research, Quality and Academic Affairs (RQA).

### Article 3

#### The practice of scientific publishing

- (1) When conducting research and publishing at MU, it is advisable to take into account the documents Good Practice in Scientific Publishing<sup>4</sup>, MU Directive No. 5/2015 Research Ethics at MU<sup>5</sup> and MU Directive No. 6/2015 Code of Ethics for Academic and Professional Staff at MU<sup>6</sup>.
- (2) In accordance with the documents referred to in paragraph 1), authors should follow the principles:
- publish their results honestly, clearly and without manipulation or falsification of data,
  - publish original texts that have not yet been published elsewhere and reference all sources and relevant research used,
  - truthfully reflect the contribution of individual co-authors to the published text.
- The scientific text should meet the principles of reliability, honesty, responsibility, balance, originality and transparency (traceability of primary data and repeatability of research).
- (3) Masaryk University strongly recommends that authors avoid the following problematic practices:
- a) pragmatic publishing strategies aimed at artificially enhancing personal credit and personal interests at the expense of the dissemination of scientific knowledge,
  - b) Publish in journals with poor or no peer review, or in predatory journals<sup>7</sup>,
  - c) attribution of authorship to persons who are not considered authors according to established good practice,
  - d) plagiarism (including self-plagiarism)<sup>8</sup> in the sense of deliberately copying someone else's text and passing it off as one's own, as well as careless or inaccurate citation of the literature used.
- (4) When reporting a result for the purposes of national evaluation, registration of results in electronic databases and evaluation of scientific results of a faculty or university, the affiliation of the work, which the author has indicated in the published text, is decisive. It should be correctly stated when the publication is submitted to the press. Unless the form of the affiliation is explicitly regulated by the publisher, the following format is recommended for authors from the lowest unit to the highest:
- a) CZ: name of department/institute, Faculty of Education, Masaryk University, Brno
  - b) EN: Name of department/institute, Faculty of Education, Masaryk University, Brno

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<sup>3</sup> For more information on the support of publishing at PdF MU, please visit <https://portal.muni.cz/ped/vyzkum-a-projekty/podpora-vyzkumu/publikacni-cinnost>

<sup>4</sup> <https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/>

<sup>5</sup> [https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM05-15/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM05-15/)

<sup>6</sup> [https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM06-15/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM06-15/)

<sup>7</sup> MU has published documents on predators:

- MU's attitude towards so-called predatory publishers and professional journals: <https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/>
- Masaryk University's attitude towards the MDPI publishing house: <https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/>
- Publications Plch, L. & Kratochvíl, J. (2017). Questionable journals. <https://kuk.muni.cz/vyuka/materialy/predatori/>

<sup>8</sup> Read more: <https://www.muni.cz/o-univerzite/uredni-deska/plagiatorstvi>

If the publisher does not allow this notation (limited number of characters), the highest unit (Masaryk University) takes precedence. In case of shared affiliation to two organisations, addresses must be given separately.

- (5) Funders require the exact attribution of results to the funding source (typically a grant, a subsidy programme). The attribution must include the name of the funder and the project code in the form as it appears in the contract with the funder or in the CEP database<sup>9</sup>.

#### Article 4

### Reporting and recording of creative activities

- (1) The Methodology for the Evaluation of Research Organisations and the Evaluation of Programmes of Special Purpose Support for Research, Development and Innovation (hereinafter referred to as M17+)<sup>10</sup>, its annex Definition of Types of Results<sup>11</sup>, the Frascati Manual 2015<sup>12</sup>, issued by the OECD in 2015, and other relevant documents of the RVVI or RMU.
- (2) The application Publications<sup>13</sup> has been created within the IS MU to record the results of the TC. The author of the result or the home creator is responsible for creating a complete record of the TC result in this application.<sup>14</sup> Each MU home author is personally responsible for completing the record of his/her work in the IS within 3 months of its full publication.<sup>15</sup>
- (3) For transfer to the RIV, the author will only mark records of results that have arisen from a working or study relationship with MU, meet the definition of a result according to M17+ and meet the 5 basic characteristics of research and development activity: novelty, creativity, uncertainty, systematicity and repeatability. In the case of co-authorship of a result with authors from other MU economic centres, it is necessary to agree on the percentage of the authors' shares and on the organisational unit for which the result will be reported (usually depending on the distribution according to the main sources of funding for the result). In the case of cooperation with non-university departments, their share of the result may also be reported, but always so that the departments' shares at MU are 100 %.
- (4) According to the RMU recommendations, only the following types of results should be submitted to the RIV:
  - peer-reviewed article (Jimp, Jsc and Jost types),
  - professional book (type B),
  - chapter in a professional book (type C),
  - paper in peer-reviewed proceedings (type D).For all other types, the transfer to the RIV is determined by whether it is the result of a scientific research project (from the support providers GA CR, TA CR, Ministry of the Czech Republic, etc.), which was promised in the project application or in the interim/final report of the project.
- (5) For results intended for submission to RIV, it is conditionally mandatory to provide the URL (link to the full text of the result in Open Access mode or to the homepage of the result) and the DOI (Digital Object Identifier), if any. Links to the university repository (see below) can also be included as URLs.

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<sup>9</sup> National database of the Central Project Register available from <https://www.isvavai.cz/>

<sup>10</sup> Methodology available at <https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796>

<sup>11</sup> Ibid.

<sup>12</sup> <http://www.oecd.org/sti/inno/Frascati-Manual.htm>; Czech translation of the key chapter 2 on the TAČR website: [https://www.tacr.cz/dokums\\_raw/ck/FRASCATI\\_MANUAL.pdf](https://www.tacr.cz/dokums_raw/ck/FRASCATI_MANUAL.pdf)

<sup>13</sup> <https://is.muni.cz/auth/publikace/>

<sup>14</sup> A domestic creator is a creator who has achieved a result within the framework of an employment relationship (employment, FTE, FTE) or a study relationship with the research organisation that submits the result to the RIV. The decisive factor is whether this employment or study relationship lasted at the time of the creation of the result, not in the year of its submission to RIV. It is also a condition that the affiliation to the MU Faculty of Arts is stated in the publication.

<sup>15</sup> Pre-publication electronic publication such as "online first", "article in press" "early access" or "E-Pub" is not seen as a final form of publication.

- (6) For records of scientific articles registered in the international databases WoS and SCOPUS it is mandatory to fill in the UT WoS identification code (= Accession Number in Web of Science) and EID (= record identifier in SCOPUS database). In case of registration of an article in both databases, both identifiers must be filled in.
- (7) Any corrections or additions to records already entered into RIV in the past (the record is assigned a RIV code) **must be** consulted in advance and individually resolved with the department. REPORT.
- (8) Authors can use the university repository<sup>16</sup> to archive the full text of the results. MU authors are entitled to deposit in the repository any of their works that exist in written form (paper or electronic) and that have been published, unless prevented by law or other conditions. In doing so, they are obliged to comply with the provisions of MU Directive No. 4/2013 Repository of Employee Works<sup>17</sup> and MU Directive No. 10/2013 Intellectual Property (as in force from 1 January 2021)<sup>18</sup>. The management of the MU Faculty of Arts recommends the inclusion of employee works in the repository, but does not stipulate it as an obligation.

#### Article 5

#### Process for checking and submitting data to RIV

- (1) The system of checks of records entered in the IS MU is set up at the PdF MU as follows:
  - a) *the author* checks his own records,
  - b) *the project investigator* controls the publications attributed to the project,
  - c) The relevant *lecturer* (for B.Sc. and M.Sc. students) and *supervisor* (for Ph.D. students) check the records of their students,
  - d) *The T-representative, or head of department*, checks the records of employees and learners in his/her department. If the author/creator of the result is both an employee and a student of PdF MU in a given year, his/her employment relationship takes precedence for the records of the TC.
  - e) *The guarantor of the result*<sup>19</sup> is responsible for the identical reporting of data to RIV by co-authors from all research organisations across the country (it is recommended to send a sample entry from IS MU).
- (2) After the deadline for the completion of the new data entry into the IS MU, set by the sec. STATEMENT (usually by the end of January each year), the T-representative of each department shall ensure that the publication records belonging to his/her department are checked and corrected, if necessary, by the deadline set by the department. REPORT (normally by the end of February).
- (3) Checking of records intended for RIV is focused on:
  - the "home author" flag for all employees/students of PdF MU,
  - the corresponding result field selected from the Frascati Manual codebook,
  - completed organizational unit Faculty of Education (or other MU faculty),
  - Functional URL and DOI that link to the full text of the result.
- (4) For records that will not be submitted to RIV, the T-representative will check the completion of scientific conferences (co-)organised by the department and the registration of all internal and external prizes and awards given to staff/students of the department.
- (5) Subsequently, the T-representative generates a list of completely filled-in records of his/her department from the IS MU, separates them into results to be submitted to RIV and submits them to the REPORT department clerk by a specified deadline.

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<sup>16</sup> Help for MU Repository: <https://is.muni.cz/auth/napoveda/ucitel/repozitar>  
The PdF MU coordinator for the repository is Mgr. Foltánová.

<sup>17</sup> [https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM4-13/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM4-13/)

<sup>18</sup> [Smernice MU c.10 2013 - Dusevni vlastnictvi ucinna od 1.1.2021 .pdf \(muni.cz\)](#)

<sup>19</sup> A guarantor is one of the authors of a result, designated by the authoring collective, who is responsible for a given data output related to the result data being submitted. Usually this is the researcher responsible for the project in question; for a published result, it is usually the corresponding author.

- (6) The clerk performs one more check of the records, communicates any discrepancies and adjustments with the guarantor/author of the result.
- (7) Publication results are submitted to RIV in bulk for the entire MU by the Centre for Scientometric Support in accordance with the deadlines of individual support providers for submitting data to RIV.

Article 6  
**Common, transitional and final provisions**

- (1) This Directive cancels Dean's Directive No. 4/2020 Reporting and Recording of Creative Activities of Departments effective from 1 September 2020.
- (2) This regulation is linked to the following related documents:
  - a. *Methodology of evaluation of research organisations and evaluation of programmes of special purpose support for research, development and innovation* published at [www.vyzkum.cz](http://www.vyzkum.cz) in the section Evaluation of R&D&I
  - b. *Frascati Manual 2015*  
<http://www.oecd.org/sti/inno/Frascati-Manual.htm>
  - c. *Act No. 130/2002 Coll., on the support of research, experimental development and innovation from public funds and on the amendment of some related acts, as amended*  
<https://www.vyzkum.cz/FrontClanek.aspx?idsekce=954510>
  - d. *MU Directive No. 4/2013 Repository of Employee Works*  
[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM4-13/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM4-13/)
  - e. *MU Directive No. 10/2013 Intellectual Property at MU (as amended effective 1 January 2021)*  
[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM10-13/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM10-13/)
  - f. *MU Directive No. 5/2015 Research Ethics at MU*  
[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM05-15/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM05-15/)
  - g. *MU Directive No. 6/2015 Code of Ethics for MU Academic and Professional Staff*  
[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM06-15/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM06-15/)
  - h. MU document: *good practice in scientific publishing*  
[https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/Zasady\\_vedeckehe\\_publikovani\\_na\\_MU\\_final.pdf](https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/Zasady_vedeckehe_publikovani_na_MU_final.pdf)
  - i. Document MU: *MU's attitude towards so-called predatory publishers and professional journals*  
[https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/Vyzkum\\_a\\_predatorske\\_casopisy.pdf](https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/Vyzkum_a_predatorske_casopisy.pdf)
  - j. Document MU: *MU's position on the MDPI publishing house*  
[https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/Postoj\\_MU\\_k\\_vydavatelstvi\\_MDPI\\_2023-02.pdf](https://is.muni.cz/auth/do/rect/metodika/VaV/65890653/Postoj_MU_k_vydavatelstvi_MDPI_2023-02.pdf)
  - k. Pdf MU: *Strategy of Publishing Support at PdF MU*  
[https://is.muni.cz/auth/do/ped/zaznamy/ovvvv/publikacni\\_strategie\\_pdf/](https://is.muni.cz/auth/do/ped/zaznamy/ovvvv/publikacni_strategie_pdf/)
- (3) I entrust the interpretation of the individual provisions of this Directive to the Vice-Dean for Research and Academic Affairs.
- (4) I am entrusting the Vice-Dean for Research and Academic Affairs with the ongoing updating of this directive.
- (5) Compliance with this policy is monitored by the Vice Dean for Research and Academic Affairs.
- (6) This Directive shall enter into force on the date of signature.
- (7) This Directive shall enter into force on 1 November 2023

In Brno, 30 October 2023

doc. PhDr. Mgr. Simona Koryčánková, Ph.D.  
*Dean of PdF MU*