

ORGANIZATIONAL REGULATIONS

HUME LAB – EXPERIMENTAL HUMANITIES LABORATORY

Part One Basic provisions

Section 1 Basic provisions

- (1) The HUME Lab – Experimental Humanities Laboratory (hereinafter referred to as the “HUME Lab”) is an interdisciplinary scientific unit of the Faculty of Arts, Masaryk University (hereinafter referred to as the “FF MU”) in the field of humanities and social sciences.
- (2) The name of the unit: HUME Lab – Experimental Humanities Laboratory
 - a) HUME Lab Experimental Humanities Lab
 - b) abbreviation: HUME Lab
 - c) location: Arna Nováka 1, 602 00 Brno
 - d) symbol of electronic connection: humelab.cz
- (3) The HUME Lab is governed by the internal and other regulations of Masaryk University (hereinafter referred to as “MU”), as well as the FF MU, by the FF MU Organizational Regulations and these Organizational Regulations.

Section 2 Purpose of the HUME Lab

- (1) The HUME Lab is a purpose-built facility with infrastructure for teaching, learning, and research. This infrastructure is used for the development of basic and applied research in the humanities and social sciences and offers support for excellent research for Czech and foreign experts. The HUME Lab is open to all FF MU units, for collaboration with other MU units and other units in the Czech Republic and abroad on research projects.
- (2) The HUME Lab is a functional link between physical infrastructure (laboratory rooms, research equipment) and human infrastructure (technical services, research organization and coordination, administration).
- (3) The HUME Lab:
 - a) initiates the development and teaching of research methodology and the building of a knowledge base for experimental research in the humanities and social sciences,
 - b) seeks to involve students in all parts of the research process, thus contributing to their research-oriented education and acquisition of the necessary knowledge and skills,
 - c) implements the development and administration of the HUME Lab’s research equipment,

- d) supports FF MU units in using HUME Lab equipment in research, teaching and presentations,
- e) seeks to establish contact and cooperation with other laboratories and infrastructural facilities for experimental research in the natural sciences and humanities,
- f) creates the facilities and conditions for the preparation of excellent research grants for basic and applied research.

Part Two

Organizational structure

Section 3

The HUME Lab management structure

- (1) The HUME Lab is headed by the unit head.
- (2) Another body of the HUME Lab is the HUME Lab Research Council. The HUME Lab Research Council discusses the long-term plan of the HUME Lab and considers issues related to the HUME Lab's activities.
- (3) Institutes, departments and other entities that regularly use the infrastructure of the unit and participate in its funding form the HUME Lab Research Consortium.

Section 4

Head of the HUME Lab

- (1) The unit head:
 - a) plans and manages the operation of the HUME Lab in accordance with the long-term plan of the faculty and the recommendations of the Research Council,
 - b) coordinates administrative activities,
 - c) makes proposals on personnel matters for HUME Lab staff, including financial compensation, and proposes selection procedures for new staff;
 - d) submits proposals on matters concerning the unit's economic and operational provision,
 - e) manages the research instruments, rooms, and the database of participants (research subjects),
 - f) provides advice on research projects,
 - g) coordinates promotion and development activities, and building the knowledge base of the HUME Lab,
 - h) ensures property management, fire protection and occupational health and safety.
- (2) The head of the unit is appointed and removed by the Dean of the Faculty.

Section 5

The HUME Lab Research Council

- (1) The Research Council is a five-member body headed by the chair.
- (2) The chair of the Research Council is the head of the HUME Lab.

- (3) Other members of the Research Council are appointed by the Dean of the Faculty from among the members of the academic community of the FF MU according to their expertise in relation to the unit's activities.
- (4) The Research Council usually meets once a month to discuss the content and form of the HUME Lab's activities.
- (5) The Research Council carries out tasks submitted by the head of the HUME Lab.
- (6) The Research Council is involved in the ideological direction of the HUME Lab and in maintaining contacts with other research units of a similar nature.
- (7) The Research Council reviews and approves the implementation of research projects at the HUME Lab based on project proposals submitted by researchers, including recommendations for changes to submitted project proposals.

Section 6

Professional technical staff

- (1) Technical specialists are the FF MU employees assigned to work at the HUME Lab and responsible for managing specific technologies and resources.
- (2) The job description of professional technical staff is to provide expert support to users, to develop the entrusted technologies, and to transfer competencies for using the technology to users.
- (3) Technical specialists develop independent research activities focused primarily on the technological, methodological, or user aspects of the equipment.

Section 7

Research Consortium

- (1) Members of the Research Consortium are MU academic units that contribute financially to the HUME Lab budget in the form agreed in a memorandum concluded with the Consortium member.
- (2) Consortium members receive priority access to HUME Lab services and facilities. In addition to conducting original research, this access includes the use of the facility for teaching, presentations, accompanying events and student projects.
- (3) Membership in the Consortium is approved by the HUME Lab Research Council and the Dean of the FF MU. The specific form of involvement and cooperation is agreed individually and regulated by a memorandum.

Part Three

Activities of the unit

Section 8

HUME Lab activities

- (1) The HUME Lab provides operations, development, services, and their coordination in connection with experimental research in the social sciences and humanities.
- (2) The HUME Lab supports educational activities related to experimental research.
- (3) The HUME Lab establishes management, technical, and administrative positions. The professional-technical positions support research by providing expert advice, supervising the use of specialized instruments, and carrying out measurements and

analyses. The HUME Lab management and administrative positions are responsible for the organization, maintenance, development and management of infrastructure services and for the presentation of the HUME Lab to the university, the academic and expert community, and the wider public.

- (4) The HUME Lab manages, maintains, services, restores and develops specialized research equipment.
- (5) HUME Lab activities are subject to regular evaluation. The unit head draws up an annual evaluation report that monitors the quality of the educational, scientific and creative activities supported by HUME Lab infrastructure. This report is primarily intended for the evaluation of HUME Lab activities by the faculty management, but may be used for other purposes. The report is published in the public section of the MU website/published in the MU Information System, after approval by the Dean of the FF MU.
- (6) The indicators for the annual evaluation report are based on generally accepted indicators of the effective operation of research infrastructure.
- (7) Outputs created with the support of the HUME Lab shall carry a dedication to this unit.

Section 9 **Financial management**

- (1) The HUME Lab manages the allocated funds based on the MU budget allocated by the FF MU.
- (2) Members of the HUME Lab Research Consortium are involved in the operation of the HUME Lab. The amount of the contribution will be approved annually at a joint meeting of members of the Research Consortium after the approval of the budget of individual FF MU units for the respective calendar year.
- (3) Additional financial resources for the development and operation of the HUME Lab are secured annually from the financial support of implemented grants, donations, or additional activities such as contract research, contracts for applied research, etc.
- (4) The HUME Lab uses MU property, recorded at the FF MU, HUME Lab, to support its activities.
- (5) The unit head is responsible to the Dean of the FF MU for the efficient use of funds and management of property.
- (6) The wage conditions of HUME Lab employees are governed by applicable laws and regulations, internal MU regulations, and the relevant collective agreement.
- (7) When grant projects are submitted by Consortium members or third parties in which the use of HUME Lab research infrastructure is planned, an appropriate proportion of funds will be allocated for the operation of the HUME Lab and for professional and technical positions.

Part Four Final provisions

Section 10 Final provisions

- (1) I hereby delegate the interpretation of the individual provisions of these Organizational Regulations to the Head of the HUME Lab.
- (2) Compliance with this measure is monitored by the Faculty Bursar.
- (3) These Organizational Regulations come into force upon signature.
- (4) These Organizational Regulations come into effect on 1 April 2020.

Brno, 2 March 2020

prof. PhDr. Milan Pol, CSc.
Dean