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Palacký University  
Olomouc

**Internal Regulations CAT**

CAT-A-20/01

**Statute of the Czech Advanced Technology and  
Research Institute of Palacký University  
Olomouc**

Content	Organization, management, activities and financing of the Higher Education Institute of Palacký University Olomouc
Guarantor	Vice-Rector for Organization and Development
Valid	17 June 2020
Come into effect	1 October 2020

# Statute of the Czech Advanced Technology and Research Institute of Palacký University Olomouc

## Article 1

### Introductory provisions

1. Czech Advanced Technology and Research Institute is a higher education institute of Palacký University Olomouc (hereafter 'UP'), which complies with Section 22(2) of the Act. 1(b) of Act No 111/1998 Sb., on the establishment of schools and amending and supplementing other laws (university law), as amended (hereafter referred to as the 'Higher Education Act'), making it part of it.
2. Czech Advanced Technology and Research Institute (hereafter referred to as 'CATRIN' or 'the Institute') was established under Section 34(2) of the Higher Education Act as an interdisciplinary workplace with a university-wide remit, further developing scientific-research, development, innovation or other creative activities (hereafter 'creative activity'), building on activities undertaken to address projects within the Operational Programme *Research, Development and Innovation* (hereafter 'OP VaVpI'), for project grants of the Centre of the Region Haná for Biotechnological and Agricultural Research (hereafter 'CRH', ID CZ.1.05/2.1.00/01.0007), Regional Centre of Advanced Technologies and Materials (hereafter 'RCPTM', ID CZ.1.05/2.1.00/03.0058), and Biomedicine for Regional Development and Human Resources (ID CZ.1.05/2.1.00/01.0030).
3. Other science-research teams may enter the institute, following a prior agreement between the Dean of the relevant Faculty of UP and the Director of the institute (the 'Director'). The Dean of the relevant Faculty of UP and the Director's proposal for accession of a science-research team will be submitted by the Director for discussion in the Collegium of Director (hereafter the 'Collegium') and subsequently for approval by the Scientific Board (hereafter 'Scientific Board'). In the case of a transfer of a science-research team to another part of UP, the first and second sentences of this paragraph shall be applied.
4. The infrastructure of the institute may also be used by other members of the UP academic community and other UP staff.
5. CATRIN's headquarters is Křížkovského 511/8, 779 00 Olomouc.
6. In its activities, the Institute shall be governed by the internal regulations and internal standards of UP, this Statute, and the internal regulations and internal standards of the Institute.
7. The institute's bodies are the Director, the Collegium, the Supervisory Board, the Scientific Board and the Secretary.

## Article 2

### Mission of the Higher Education Institute

1. The Institute independently and freely develops creative activities, participating in educational activities carried out within the faculties' study programmes while collaborating with other domestic and foreign educational, scientific and research bodies.
2. The institute at the same time:
  - within the meaning of the Framework Partnership Contract and the close cooperation in the operation of CRH concluded between UP, the Research Institute of Crop Production, v. v. i., and the Institute of Experimental Botany of the Czech Czech Academy of Sciences, v. v. i., in order to continue joint scientific research activities under this scientific research centre established by the implementation of the joint project of CRH, supported under OP VaVpI (ID No CZ.1.05/2.1.00/01.0007), secures, as a UP workplace, the position of the coordinator of this science and research centre,
  - a) within the meaning of the Contract establishing a mutual workplace, concluded between UP, the University Hospital in Olomouc (hereafter referred to as 'FNOL'), the Institute of Organic Chemistry and Biochemistry of the CAS, v. v. i., and the University of Chemistry and Technology, Prague, for the implementation of the project Biomedicine for Regional Development and Human Resources (ID No CZ.1.05/2.1.00/01.0030) further develops the UP's role of the coordinator of this project,
  - b) ensures further development of the collaboration between UP and partners of the Institute or its science-research divisions, namely joint research, development and educational activities, including those carried out in joint workplaces.
3. The Institute's job is to:
  - a) develop qualified creative activity, building on the already high level of creative activity at UP faculties,
  - b) to participate in and actively create international research consortia and teams,
  - c) actively contribute to the implementation of the regional innovation strategy, technology and knowledge transfer, in close cooperation with the UP Science and Technology Park,
  - d) to participate, in accordance with the UP<sup>1</sup> Statute, in the preparation and implementation of study programmes,
  - e) to promote international mobility of staff assigned to the Institute and students, within the study programmes in which the Institute is involved, and research and study visits of foreign students and relevant foreign institute experts.

<sup>1</sup>Section 18(5) UP Statute.

### Article 3

#### Organizational breakdown of the Institute

The Institute is divided into the science-research divisions and the technical-administrative division.

### Article 4

#### Science-research divisions

1. The science-research divisions are coordinating organisational units established in particular to jointly coordinate the key research funding projects. The other purpose of the science-research divisions is to conduct research and creative activity, within the limits of this Statute and other internal regulations and standards of UP.
2. Activities and internal organisation of each science-research division shall be governed by the internal regulations and internal standards of UP and the internal regulations and internal standards of the Institute.
3. Each science-research division is managed by its Head who is directly responsible to the Director. The post of Head of the science-research division is to be filled on the basis of a competition held in accordance with the Rules of Selection Procedure for UP Academic Staff.
4. The science-research divisions are the following:
  - a) CATRIN–CRH,
  - b) CATRIN–RCPTM,
  - c) CATRIN–Institute of Molecular and Translational Medicine (hereafter ‘CATRIN–IMTM’).

### Article 5

#### Technical-administrative division

1. The technical-administrative division composes of:
  - a) the Administrative Department, which provides the management of the Director's agenda, the administration of grant projects in support of science, research, innovation and technology transfer, the organisation of meetings of the Scientific Board, the Supervisory Board and the Collegium, and promotional activities. It is directed by the Secretary.
  - b) the Finance Department, which keeps accounts in relation to the management of the Institute, monitors the withdrawal of the Institute's budget, keeps a record of assets entrusted to the Institute within UP and prepares accounting documents for the UP Information System. It is directed by the Secretary.
  - c) the Human Resources Department, which processes the personnel agenda of all UP employees assigned to the institute, provides care for employees, processes tax returns of the income of natural persons of employees assigned to the institute, ensures the implementation of statutory contributions (in particular social security contributions and a contribution to state

employment policy, and contributions to universal health coverage) and ensures the annual clearance of the tax. It is directed by the Secretary.

2. The technical-administrative division is headed by the Secretary, who is responsible to the Director, who ensures his selection. The post of Secretary of the Higher Education Institute is to be filled following a competition according to Rules of Selection Procedure for UP Academic Staff.

### Article 6

#### Director

1. The Institute is headed by a Director appointed and removed by the Rector of UP.
2. The appointment of the Director shall be based on an international competition held under the Rules of Selection Procedure for UP Academic Staff.
3. The Director is responsible to the Rector of UP for the proper and economical operation of the Institute.
4. The Director shall act for UP within the scope set out in the UP Statute.
5. The Director presents to the rector of UP the strategic intention of the Institute's creative activity, the annual plan for its implementation, the Institute's annual activity report and the Institute's annual management report.

### Article 7

#### Collegium of the Director

1. The Collegium is an advisory body to the Director. The members of the Collegium shall be the Director and the Heads of the science-research divisions. The Collegium is convened by the Director once a month. In particular, the Collegium discusses:
  - a) the budget of the Institute, submitted for approval to the Supervisory Board,
  - b) the Institute's annual activity report and the Institute's annual management report, submitted for approval to the Supervisory Board,
  - c) the contribution of the Institute, or its staff as appropriate, to the establishment or participation in international research consortia and teams,
  - d) the Director's proposal for the establishment of new organisational units of the Institute,
  - e) operational matters and matters of creative and complementary activity,
  - f) participating in the coordination of project implementations within the Institute and the use of infrastructure.
2. Members of the Collegium meet twice a year with the senior staff assigned to the science-research division, discussing matters submitted to them by the Director at these meetings.

### Article 8

#### Supervisory Board

1. The Supervisory Board consists of a Chairperson, who is the Bursar of UP, and the other members.
2. Other members of the Supervisory Board shall be appointed and removed by the Rector of UP, i.e. one member on a proposal from the Chairman of the Academic Senate of UP (hereafter referred to as 'AS UP'), one member on a proposal from the Dean of the Faculty of Medicine and Dentistry of UP, one member on a proposal from the Dean of the Faculty of Science, one member on a proposal from the Chairman of the Board of Directors of the CATRIN-CRH Council, one member on a proposal from the Managing Board of CATRIN-RCPTM, one member on a proposal from the Supervisory Board of CATRIN-IMTM, one member on a proposal from the Director of FNOL, and one member on a proposal from the Director of the Institute of Organic Chemistry and Biochemistry of the CAS (hereafter 'IOCB'), v. v. i. Except for members of the Supervisory Board appointed on the proposal of the FNOL Director and the IOCB Director, members of the Supervisory Board must be employees of UP.
3. A member appointed under paragraph 2 may be removed by the Rector of UP of his own motion, but only after prior consultation with the person who proposed the appointment.
4. The Supervisory Board approves the Institute's budget, including the methodology and draft allocation of the Institute's funds, presented by the Director and approves the Institute's annual activity report and annual management report.
5. The Supervisory Board meets three times a year. A decision of the Supervisory Board requires a three-fifths majority vote of all its members to be adopted.

### Article 9

#### Scientific Board

1. For the Scientific Board, Sections 29 and 30 of the Higher Education Act apply mutatis mutandis.
2. The Scientific Board has 18 members, consisting of a Chairperson, who shall be the Director, and other members, who shall be appointed and removed in accordance with Paragraph 34(5) of Higher Education Act by the Director with the approval of AS UP.
3. The members of the Scientific Board are prominent representatives of the fields in which the Institute pursues creative activities. At least one third of the members are persons other than members of the UP academic community.
4. The Scientific Board primarily:
  - a) approves the Institute's draft strategic intent for creative activities and the Director's draft annual implementation plan,
  - b) approves the design of study programmes in the form of an intention, and later in the form of an application for authorisation to implement study programmes in which the Institute is to participate in collaboration with the Faculties of UP, in terms

- of the Institute's involvement in such study programmes,
- c) approves the contribution of the Institute, or its staff, to the establishment or participation in international research consortia and teams,
- d) approves the accession of another science-research team to the Institute,
- e) approves the transfer of the science-research team to another UP component,
- f) discusses other matters submitted by the Director.
5. The Director convenes meetings of the Scientific Board at least twice a year.

### Article 10

#### Staff and students

1. Staff assigned to the Institute are in an employment relationship with UP. Their status is governed by legislation, in particular the labour code, as well as the internal regulations and internal standards of UP.
2. The institute includes academic, research and other UP staff. Academic staff employment contracts shall be concluded on the basis of a competition in accordance with the Rules of Selection Procedure for UP Academic Staff.
3. Employees assigned to the Institute are required to respect the internal regulations of UP and the Institute, the internal standards of UP and the Institute, and are required to respect the good name of the UP.
4. The Institute's task is to allow UP students, especially Ph.D. students, to participate in research projects carried out at the Institute and to process their final thesis under the supervision of staff assigned to the Institute. Students contribute to fulfilling the Institute's research tasks as part of their work.
5. Students studying within the study programmes that the Institute is involved in are enrolled in one of the UP faculties that is implementing the study programme. Such study programmes are implemented and funded by internal agreements between the Institute and the relevant Faculties of UP and in cooperation with them.

### Article 11

#### Institute's budget and management

1. The Director shall decide on the economic operation of the Institute. The Supervisory Board approves the Director's proposal for an annual distribution of the Institute's funds to its organisational units. The Institute manages its resources according to its budget, which is part of the UP budget. Funding for the operation of the Institute from a contribution from the State budget for educational and creative activities, support for research, experimental development and innovation from public funds according to Law No 130/2002 Sb., on support for research, experimental development and innovation from public funds and on the amendment of some related laws (Law on support for research, experimental development and innovation), in the version of later regulations and

subsidies from the State budget as allocated to the Institute according to the allocation methodology approved by the AS UP as part of approving the UP budget for the calendar year in question, is distributed by the Director to the Institute's different science-research and other organisational units on the basis of a draft prepared by the Secretary using a similar methodology within the meaning of Art. 5, par. 1 of Annex 2 to the UP Statute

2. The Institute also manages funds raised to deal with science-research projects, as well as funds raised from complementary activities, donations, endowments and so on.
3. The budget of the Institute is drawn up as a balance between the revenues from the allocated funds of UP and the Institute's own certified financial resources and the costs of the Institute's planned activities.
4. The draft budget includes in particular:
  - a) the methodology of the distribution of non-investment funds between the science-research division and the technical-administrative division,
  - b) planned operating costs,
  - c) distribution of non-investment funds to the science-research divisions and the technical-administrative division,
  - d) the principles of the withdrawal of the investment funds in relation to the UP Investment Property Reproduction Fund including the investment plan,
  - e) the budget shares of other UP funds and their composition.
5. The draft budget is prepared by the Secretary. The budget is approved by the Supervisory Board, to which the draft budget is submitted by the Director.
6. Prior to the meeting of the Supervisory Board, the draft budget must be discussed within the Collegium.

## **Article 12**

### **Internal regulations and internal norms of the Institute**

1. Internal regulations are the following:
  - a) this statute,
  - b) Organization rules,
  - c) Rules of Procedure of the Scientific Board.
2. Draft internal regulations are submitted to the Rector of UP by the Director after discussion within the Collegium.
3. The Institute's internal regulations are issued by the Rector of UP after the approval of AS UP.
4. The Institute's internal standards are issued by the Director.

## **Article 13**

### **Transitional provisions**

1. For the transitional period, i.e. from the establishment of the Institute until 31 December 2022, at the latest, the science-research division continues to appropriately follow:
  - a) the Statute of CRH in the case of CATRIN–CRH,
  - b) the Statute of RCPTM in the case of CATRIN–RCPTM,
  - c) the IMTM management model in the case of CATRIN–IMTM,
 which are regarded as the internal standards of the Institute.
2. Pending the appointment of the Director, the Rector of UP submits the draft internal rules of the Institute directly to AS UP.

## **Article 14**

### **Final provisions**

1. The powers of the Institute and its organs, which derive from the Higher Education Act and are not governed by this statute, may be adapted in stages in accordance with the relevant decisions of the UP Autonomous Authorities.
2. This Statute was approved by AS UP on 17 June 2020 on the basis of the resolution of AS UP dated back to 13 February 2019.
3. This Statute comes into force on the date of approval from the AS UP, taking effect from 1 October 2020.