



Palacký University
Olomouc

Internal Regulations CAT

CAT-A-20/01

**Amended 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

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

Article 1

Introductory provisions

1. The Czech Advanced Technology and Research Institute is a higher education institute of Palacký University Olomouc (hereafter 'UP'), whose establishment complies with Section 22(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').
2. The 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 falling within the remit of the university. It is devoted to science and research, further scientific development and innovations, and other creative scientific activities (hereafter 'creative activity').
3. Other scientific research groups may enter the institute following a prior agreement between the Dean of the relevant UP Faculty and the Director of the Institute (the 'Director'). The Dean of the relevant UP Faculty and the Director's proposal for accession of a scientific research group will be submitted by the Director for discussion within the Director's Advisory Board (hereafter the 'Director's Board') and subsequently for approval by the Scientific Board of the Institute (hereafter the 'Scientific Board'). In the case of a transfer of a scientific research group to another part of UP, the first and second sentences of this paragraph shall be applied.
4. CATRIN's headquarters is Křížkovského 511/8, 779 00 Olomouc.
5. In its activities, the Institute shall be governed by the UP internal regulations and internal standards as well as by this Statute and the internal regulations and internal standards of the Institute.
6. The institute's bodies are the Director, the Director's Board, the Supervisory Board, the Scientific Board and the Secretary.

Article 2

Mission of the Higher Education Institute

1. The Institute independently and freely participates in creative activities, while collaborating with other domestic and international educational research bodies. It may participate, through its staff and infrastructure, in the educational activities undertaken within the study programmes at UP faculties.
2. The Institute's job is to:
 - a) further develop qualified creative activity, building on the already high level of the creative activity at UP faculties,
 - b) participate in and actively create international research consortia and teams,
 - c) actively contribute to the technology and knowledge transfer, in close cooperation with the UP Science and Technology Park,
 - d) promote UP's international cooperation and activities arising from it.

Article 3

Organizational Breakdown of the Institute

The Institute consists of the scientific research divisions and the technical-administrative division.

Article 4

Scientific Research Divisions

1. The scientific research divisions are organisational units established in particular to implement the key research funding projects. The other purpose of the scientific research divisions is to conduct research and creative activity within the scope of this Statute and other internal regulations and standards of UP.
2. The activities and internal organisation of each scientific 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 scientific research division is managed by its Head who is directly responsible to the Director. The post of Head of the scientific 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.

Article 5

Technical-Administrative Division

1. The technical-administrative division composes of:
 - a) the Administrative Office 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 Director's Board, as well as the management of promotional activities. It is directed by the Secretary.
 - b) the Finance Office, 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 Office, 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 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 the Director appointed and removed by the UP Rector.
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 UP Rector 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 UP Rector 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

Director's Board

1. The Director's Board is an advisory body to the Director. The members of the Director's Board shall be the Director and the Heads of the scientific research divisions. The Director's Board is convened by the Director once a month. In particular, the Director's Board 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) the participation in project implementation within the Institute and the use of the infrastructure.
2. Members of the Director's Board meet twice a year with the senior staff assigned to the scientific research divisions, discussing matters submitted to them by the Director.

Article 8 Supervisory Board

1. The Supervisory Board consists of the Chairperson, who is the UP Bursar, a representative of AS UP, faculty representatives proposed by the Deans, and other members.
2. Other members may include representatives of a maximum of five institutions, acting as external partners, that play a significant role in the Institute's science and research activities. The proposal is submitted by the Chairman with the approval of the Supervisory Board in view of the importance of the partner for the development of the Institute.
3. Members of the Supervisory Board are appointed and removed by the UP Rector.
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 the Institute's annual management report.
5. The Supervisory Board further comments on proposals made by the Rector, the Bursar, the Director or a member of the Supervisory Board.
6. Meetings of the Supervisory Board follow the Rules of Procedure of the Supervisory Board
7. The Supervisory Board meets as needed, at least twice a year. A decision of the Supervisory Board requires a three-fifths majority vote of all its members.

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 consists of the Chairperson, who shall be the Director, and other members, who shall be appointed and removed in accordance with Section 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 scientific disciplines. 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 contribution of the Institute or its staff to the establishment or participation in international research consortia and teams,
 - c) expresses its opinion on the accession of another scientific research team to the Institute,
 - d) expresses its opinion on the transfer of a scientific research team to another UP component,
 - e) discusses other matters submitted by the Director.
5. The manner in which the Scientific Board's meetings are conducted shall be governed by the Rules of Procedure of the Scientific Board.

6. 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 shall include scientific staff, other UP staff and may further include academic staff, provided they participate in the implementation of the study programmes with the consent of the Dean of the particular UP faculty.
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. As part of their work, students of UP faculties contribute to fulfilling the Institute's research tasks. They may participate in performing such research tasks as part of their qualification theses.

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.
2. 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.
3. The draft budget includes in particular:
 - a) the methodology of the distribution of non-investment funds between the scientific research divisions and the technical-administrative division,
 - b) the planned operating costs,
 - c) the distribution of non-investment funds to the scientific 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.
4. 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.
5. Prior to the meeting of the Supervisory Board, the draft budget must be discussed within the Director's Board.

Article 12
Internal Regulations and Internal
Norms of the Institute

1. Internal regulations are the following:
 - a) Statute,
 - b) Organizational Manual,
 - c) Rules of Procedure of the Scientific Board.
 - d) Rules of Procedure of the Supervisory Board
2. Draft internal regulations are submitted to the UP Rector by the Director after discussion within the Director's Board. The Rules of Procedure of the Supervisory Board shall be submitted by the Director after approval from the Bursar.
3. The Institute's internal regulations are issued by the UP Rector after the approval of AS UP.
4. The Institute's Internal Standards are issued by the Director.

Article 13
Transitional and Final Provisions

1. Pending the appointment of the Director, the UP Rector submits the draft internal rules of the Institute directly to AS UP.
2. Grants implemented in UP components may be transferred to the Institute with the consent of the Principal Investigator, the Director, and the Dean of the faculty in which the grant is currently being implemented.
3. 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.
4. 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.
5. This Statute comes into force on the date of approval from the AS UP, taking effect from 1 October 2020.

This amendment was approved by the AS UP on 17 December 2020, came into force on the date of publication and took effect on 1 January 2021.

Olomouc, December 28, 2020

prof. Mgr. Jaroslav Miller, M.A., Ph.D., v. r.
Rector of UP