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<b>Issued By:</b>	<b>Assoc. Prof. Mgr. Milan Adámek, Ph.D. – Dean of FAI</b>
<b>Elaborated By:</b>	<b>Assoc. Prof. Mgr. Milan Adámek, Ph.D.</b>
<b>Co-contributors:</b>	<b>Prof. Ing. Vladimír Vašek, CSc., Assoc. Prof. Ing. Radek Matušů, Ph.D., Ing. Michal Pleva</b>
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<b>Signatures of Authorised Persons:</b>	<b>Assoc. Prof. Mgr. Milan Adámek, Ph.D. m. p.</b>

## PART ONE BASIC PROVISIONS

### Article 1 Basic Provisions

The CEBIA-Tech Regional Research Centre Statutes - (hereinafter "CEBIA-Tech Statutes") of the Faculty of Applied Informatics is a set of internal standards of the Faculty of Applied Informatics - (hereinafter "FAI"), which is part of Tomas Bata University in Zlín - (hereinafter "TBU in Zlín"). The CEBIA-Tech Centre is defined by the following basic data:

- a) Name: **Centre for Security, Information and Advanced Technologies**
- b) Full Name: **Tomas Bata University in Zlín, Faculty of Applied Informatics, The Centre for Security, Information and Advanced Technologies**
- c) Abbreviated Name: **The Centre for Security, Information and Advanced Technologies**
- d) Abbreviated Name for International Relations Purposes: **The Centre for Security, Information and Advanced Technologies**
- e) Abbreviated to: **CEBIA-Tech**
- f) Seat: **Nad Stráněmi 4511, 760 05 Zlín 5**
- g) Legal Status: **Department of the Faculty of Applied Informatics, TBU in Zlín**
- h) Establishment: **on the basis of Resolution No. 64/1 of the Academic Senate of FAI TBU in Zlín of 14<sup>th</sup> March 2011**
- i) Domain Name for Electronic Connections: <https://fai.utb.cz/cebia-tech>

**Article 2**  
**Focus and Long-term Orientation**

- (1) Scientific, research, development, educational and other creative activities of CEBIA-Tech, which build on its long tradition and reflect development trends, include:
  - a) Areas include Control and Automation Techniques, Robotic Systems, Information Technologies, Security Technologies, Production Processes and related border fields,
  - b) Scientific disciplines that form the basis of the fields set out in a), especially those focused on the Management of Industrial Processes, Production Economics and the application of Information Technology in Industrial Production Management.

**Article 3**  
**Activities and Support of Activities**

- (1) CEBIA-Tech's creative activities are realised in the whole range - from Basic Research, Applied Research to Development and Operational Activities in relation to working practice needs - with an especial focus on a basic long-term orientation, according to Article 2. These activities are, in particular:
  - a) Resolving internal and external projects within the implementation of Basic Research, Industrial Research and Experimental Development programmes,
  - b) Cooperation with working practice in the form of - in particular, framework agreements on the implementation of research or development activities and ancillary activities, and the organisation of conferences, congresses and exhibition activities.
- (2) CEBIA-Tech performs additional activities in connection with the fulfilment of tasks in the sense of § 20 of Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts - (Act on Higher Education Institutions), as amended (hereinafter only "Law").
- (3) CEBIA-Tech also:
  - a) Promotes cooperative ventures at the international researcher and academic mobility levels, and creates the conditions for such activities,
  - b) Develops relationships - especially with research institutions, industrial partners, universities, and public administration bodies,
  - c) Supports scientific, professional, professional and student institutions activities,
  - d) Supports the intensity, quality and speed of innovation dissemination for practical purposes.
- (4) CEBIA-Tech participates in educational activities in accredited study programmes at FAI:
  - a) Mentoring qualification works using the Centre's infrastructure,
  - b) Professional lectures that are included in the individual subjects of study programmes in agreement with subject guarantors.

- (5) CEBIA-Tech does not have accredited study programmes at any level of university studies.

## **PART TWO CEBIA-TECH ORGANS**

### **Article 4 CEBIA-Tech Organs**

- (1) CEBIA-Tech Administrative Organs include:
- a) The Centre Director,
  - b) The Centre Administrative Management,
  - c) The Centre Council.
- (2) The Centre Director acts and decides on CEBIA-Tech matters and coordinates the activities of the heads of CEBIA-Tech research programmes and management. The Centre Director's term of office is four years. The Centre Director is appointed and dismissed by the FAI Dean. He is responsible to the FAI Dean for their activities.
- (3) The Centre's management is the advisory body to the Centre Director in matters relating to the internal operation of the Centre in direct connection with the FAI management team. It discusses issues in the research activity fields as regards projects resolved by R&D support providers, and contract research projects. In terms of personnel, it comments on the recruitment procedures for new employees, discusses changes in the personnel composition of research and project teams, and discusses the results of regular and "ad hoc" evaluation procedures for individual employees of the Centre. The Centre's Management members, the Centre Director, the Centre Deputy Director, the FAI Dean, the Research Programme Heads, the Project Manager, and the FAI Secretary. Members of the Centre can be other researchers - included the "Senior" category; or external employees with a professional focus - which is in accordance with the Centre's research programmes.
- (4) The Centre Board is an independent advisory body to the Centre Director. The Council has no executive powers, it only has an advisory role. It formulates professional recommendations relating to CEBIA-Tech Strategic and Conceptual Matters activities. The Centre's Board consists of at least 7 members - none of whom may be a CEBIA-Tech employee. Their term of office is three years. The Centre's Council includes academic as well as commercial sphere representatives. The Centre Council members are appointed by the FAI Dean on the basis of a proposal of the Centre Director. The Centre Board is convened by the Centre Director, at least once a year.

**PART THREE**  
**CEBIA-TECH ORGANISATIONAL AND MANAGEMENT STRUCTURE**

**Article 5**  
**CEBIA-Tech Structure**

- (1) Breakdown of CEBIA-Tech staff:
  - a) The Centre Management Team,
  - b) The Centre's research programmes.
- (2) The management working team controls all of the positions necessary for the Centre's effective management and strategic development. Specifically, this is an economic function (the Centre's Chief Economist, the Centre Manager) and administrative (the Centre Assistant Director). Other activities - especially Human Resources and Intellectual Property Protection, are assured at the university level:
- (3) The Centre's research staff are included in research teams by a structure corresponding to the Centre's research programmes. These are led by research programme leaders. The research programmes' leaders are responsible for the following activities:
  - a) Professional supervision of individual research teams within a given research programme, motivation of individual research teams to create high-quality R&D results,
  - b) Motivation of individual research teams to create high-quality R&D results,
  - c) Regular evaluation of research team results and their presentation,
  - d) Setting up mechanisms for the Intellectual Property rights protection and the commercialisation of R&D results in coordination with the Knowledge Transfer Manager,
  - e) Coordination of team activities in resolving interdisciplinary research tasks,
  - f) The creation of Intellectual Property Rights Protection in coordination with the Technology Transfer Centre so as to maximise the possibilities of in response to application sphere demands commercialisation.

**PART FOUR**  
**CENTRE MANAGEMENT RULES**

**Article 6**  
**Distribution of Financial Funds**

- (1) The Centre manages the allocated FAI funds and other funds that it may have at its disposal in accordance with the TBU Statute, the FAI Statute, the TBU Budget and the FAI Budget.
- (2) The distribution of the Centre's funds is carried out on the basis of the Rules for the Distribution of FAI Funds; these rules are in accordance with FAI's strategic intentions.
- (3) The Cost Centre of the FAI Centre manages the allocated funds on the basis of the distribution of FAI Funds independently. The distribution of the Centre's funds may not be compiled as a deficit.

**Article 7**  
**Property and Management**

- (1) In order to ensure its activities, the Centre manages TBU's property, which is registered at FAI under the Centre's cost centre.
- (2) The Secretary and the Director of the Centre are responsible to the Dean for the efficient use of funds and the proper management of TBU's assets allocated to FAI under the Centre's cost centre.
- (3) Management Control is carried out with a periodicity of at least six months and the FAI Secretary is responsible for ensuring this.

**PART FIVE**  
**FAI EVALUATION**

**Article 8**  
**Evaluation**

- (1) CEBIA-Tech participates in the quality assurance of educational, creative and related activities and their regular evaluation according to the Quality Assurance System Rules for the provision of educational, creative and related activities and the internal evaluation of the quality of educational, creative and related activities at TBU.

**PART SIX**  
**INFORMATION SYSTEMS**

**Article 9**  
**Information System Components**

- (1) The FAI Information System is created in accordance with the TBU information system concept so as to provide comprehensive information services at the FAI level in the sense of Article 39 of the TBU Statutes.

**PART SEVEN**  
**COMMON AND FINAL PROVISIONS**

**Article 10**  
**Validity and Effectiveness**

- (1) This Statute shall enter into force and effect on the day of its issue by the FAI Dean.

**Article 11**  
**Annex**

- (1) Annex No.1 - CEBIA-Tech Regional Research Centre Code of Ethics.

Assoc. Prof. Mgr. Milan Adánek, Ph.D. m. p.  
Dean FAI

## **CEBIA-Tech Regional Research Centre Code of Ethics**

### **Part I.**

#### **CEBIA-Tech – General Principles and Approaches**

CEBIA-Tech applies the following basic principles to all staff; these are in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers:

- (1) All Employee Categories shall be recognised as members of professional groups and shall be treated accordingly.
- (2) CEBIA-Tech shall, in no way whatsoever, discriminate against employees on the basis of their sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, or social and economic conditions.
- (3) CEBIA-Tech shall assure and ensure the most conducive research or research-education environments and provide the appropriate equipment, resources and capabilities; in particular, for remote collaboration with research networks, and shall ensure compliance with national or sectoral rules on Health and Safety in Research.
- (4) CEBIA-Tech shall ensure that the working conditions of employees, including disabled workers, are flexible enough to allow them to perform their research and work successfully, in accordance with the applicable national law and their collective agreement. The aim being to provide working conditions that enable employees of both sexes to combine family and work, children and career development.
- (5) CEBIA-Tech shall ensure that employee performance is not conditioned by the volatility of employment contracts; and therefore, expends every effort to improve employees' working conditions by applying and complying with the principles and conditions set out in the EU Temporary Work Directive.
- (6) CEBIA-Tech continuously creates a gender balance at all staff levels – including Control and Management levels, and equal pay for equal work. This balance is achieved on the basis of an equal opportunities policy at the time of recruitment and during further career development stages – while, however, giving priority to Quality and Ability criteria.
- (7) CEBIA-Tech ensures that all employees – at all stages of their careers and regardless of their contractual situation, are provided with equal opportunities for professional development and the upgrading of skills and competences.
- (8) CEBIA-Tech ensures that academics and researchers at all stages of their careers, benefit from the exploitation of the results of their research and its development through legal protection; in particular, through the adequate protection of Intellectual Property Rights; including Copyrights.
- (9) CEBIA-Tech ensures the determination of the person to whom employees will be able to turn to at the beginning of their careers in matters related to the performance of their work duties.
- (10) CEBIA-Tech recognises – in full; the generally desirable, representation of staff in the relevant CEBIA-Tech, FAI and TBU information, advisory and decision-making bodies, in order to defend and promote their individual and collective interests at a

professional level, and to contribute effectively to CEBIA-Tech's activities, FAI and the whole of TBU.

## **Part II.**

### **General Principles for all CEBIA-Tech Staff**

CEBIA-Tech employees must maintain a high standard of observance of Human Moral Principles and Ethical Principles in their work; they shall fully respect the principles of the CEBIA-Tech Code of Ethics and its parent document, i.e. the TBU Code of Ethics; they require the same from their co-workers.

- (1) CEBIA-Tech employees shall respect and comply with all applicable laws and the Charter of Fundamental Rights and Freedoms and follow the internal regulations of CEBIA-Tech, FAI and TBU.
- (2) CEBIA-Tech employees do not advocate – or cover up, unethical behaviour and actions; even if such behaviour or actions would be justified by their purposes, obedience and loyalty.
- (3) CEBIA-Tech employees shall respect the uniqueness of each person – regardless of origin, ethnicity, race, color, gender, sexual orientation or religious and political beliefs.
- (4) CEBIA-Tech employees shall respect human dignity and equal rights for all without distinction; they shall not discriminate, nor not use weapons and violence against their surroundings, and shall avoid or prevent conflicts.

## **Part III.**

### **General Principles for Academic and Research Staff**

- (1) Academic and research staff shall regard scientific, research and creative work in general as an integral contribution to the development of human knowledge, culture, innovation and the common good, and shall defend it against unjust challenges or abuse; they shall carefully observe and disseminate the principles of reliable and trustworthy scientific, research and other creative work in public, as well as among their collaborators.
- (2) Academic and research staff shall continuously develop their abilities; as well as expand and deepen their knowledge and skills in the field of their professional orientation.
- (3) Academics and researchers shall remain critical of their work results, acquired knowledge and conclusions; and objectively, critically - but collegially, approach the results of their collaborators, and be open to discussions and arguments.
- (4) Academics and researchers shall advocate, with a sense of their professional responsibility - freedom of thought, research, expression, exchange of views and information. In their scientific, research or other creative work; they do not advocate biased ideological or irrational approaches; or reject anything that may offend human dignity, or threaten the proper functioning and development of human society.
- (5) Academics and researchers shall focus their research or other creative activities on broadening and expanding the boundaries of human knowledge, by developing values, technical innovations as well as other areas in order for their results to benefit society.

- (6) Academics and researchers shall always make sure that these activities do not endanger their colleagues, society, the environment, or material, cultural and ethical values.
- (7) Academics and researchers shall be aware of their responsibility for the objectivity, reliability and accuracy of their research and respects the limits of the methods used.
- (8) Academics and researchers, when publishing their knowledge and results, shall pay attention to their completeness, verifiability and objective interpretation.
- (9) Academics and researchers shall - after publication of their results, keep the primary data and documentation for the usual time in the relevant field, unless prevented by other legitimate obligations or regulations.
- (10) Academics and researchers shall ensure the efficient and effective use of the funds provided to him for research or other creative activities.
- (11) Academics and researchers shall not duplicate research carried out elsewhere; unless it is strictly necessary to verify, supplement or compare its results.
- (12) Academics and researchers shall hand-on or transmit their results - unless they are subject to legitimate secrecy; to the wider scientific or professional public. They shall act in a deliberate manner to acquaint them with the general scientific, only after it has been verified and published in professional media.
- (13) Academics and researchers shall present themselves as the author or co-author of results only if they have achieved them or contributed to them in a significant creative way; and shall consistently avoid any form of plagiarism.
- (14) Academics and researchers shall, in their publications, objectively acknowledge any and all contribution(s) of their colleagues and predecessors, and shall always quote a clear and precise reference to the relevant source when quoting.
- (15) Academics and researchers shall also cite any and all substantial work(s), that are not in accord with their results and opinions.
- (16) Academics and researchers shall not fragment their results, i.e. they do not divide them unnecessarily into publications in order to increase their number.
- (17) Academics and researchers shall take all necessary and possible steps to correct any error that they have discovered in their publications, and shall not seek to conceal or disguise any such error.
- (18) Academics and researchers shall perform assessments, reviews or other evaluation activities assigned to them personally, and do so independently and carefully.
- (19) Academics and researchers shall protect the intellectual property of the authors of any assessed manuscripts, project proposals, reports, etc.; they shall not use the data contained in the evaluated documents for any purpose other than to prepare the relevant opinion and shall not provide them to a third party.
- (20) Academics and researchers shall not intentionally prolong an evaluation period in order to achieve benefits for themselves - or benefits for a third party.
- (21) Academics and researchers shall refuse to draw up a scientific or expert opinion if the conclusions would be influenced by their personal interest or shall make this clear; they shall avoid any deliberate conflicts of interest.



- (22) Academics and researchers shall elaborate expert opinions responsibly, and always only from the thematic area of their field; they are thus not subject to external pressures.
- (23) Academics and researchers shall in the course of evaluations and opposition proceedings, reviews, etc., base themselves - if possible, on objective criteria; they must observe the rules of the contracting authority, and require the same from others in the given proceedings.
- (24) Academics and researchers shall acquaint themselves with national, sectoral or institutional regulations governing training and/or working conditions; including Intellectual Property Rights regulations.
- (25) Academics and researchers shall - in all circumstances, use safe working practices in accordance with national laws - including the necessary Health and Safety measures and the avoidance of Information Technology disaster consequences - including the preparation of sound contingency strategies. They should also be familiar with national law requirements regarding Data Protection and Confidential Information Protection and take the requisite steps to ensure that they are complied with at all times.
- (26) Academics and researchers shall take care of the continuous development of their skills and abilities, eg through formal training, courses, conferences or e-learning.