

UNIVERSITY INSTITUTE BOARD MEETING MINUTES

05/2025

Date: 16. 04. 2025 od 9:00 v zasedací místnosti A508/U17

Present: prof. Ing. Michal Sedlačík, Ph.D., prof. Ing. Vladimír Sedlařík, Ph.D., prof. Ing. Petr Humpolíček, Ph.D., prof. Ing. et Ing. Ivo Kuřitka, Ph.D. et Ph.D., prof. Ing. Petr Sáha, CSc., dr. h. c., prof. Ing. Tomáš Sedláček, Ph.D., Ing. Ondřej Kratina Ph.D., Ing. Robert Moučka, Ph.D., Ing. Viera Pechancová, Ph.D., Ing. Pavel Urbánek, Ph.D., Mgr. Jan Vícha, Ph.D., Ing. Ivana Bartoníková, Ing. Filip Latečka, Ing. Martina Dostálová, Ing. Jana Josefíková, Mgr. Monika Kasálková Primasová, Ing. Michal Studený, Mgr. Petra Svěráková, Ing. Alena Vymazalová

Excused: assoc. prof. Dr. Ing. Radek Stoček, Ing. Miroslav Mrlík, Ph.D., Ing. Tomáš Sáha, Ph.D., Mgr. Kamila Fabiánová, Ing. Andrea Krácalová, Ing. Petr Večeře, Ing. Klára Sedláčková

Item 1. Economic and operational section

1.1 Publication of UNI Board Meeting Minutes

The minutes from the UNI Board meeting will be sent to the Board members for comments. Subsequently, they will be distributed to all UNI employees in both Czech and English.

For information.

1.2 Update of the TBU Wage Regulations in Zlín

An amendment to the UTB Wage Regulations is currently being prepared. It is expected to include an increase in the tariff components of wages and a systematization of administrative and technical staff positions. The proposal is expected to be presented by the university management by May 31, 2025, with the amendment likely to come into effect on either September 1, 2025, or October 1, 2025..

For information.

1.3 UTB Budget Breakdown for 2025

The UNI budget is expected to increase by 15% year-on-year compared to the available funds for 2024. Prof. Sedlařík pointed out that purchases from the CirkAréna project will not be administered by the Rectorate, and therefore attention should be paid to avoid an increase in contributions.

For information.

1.4 Representation of UNI/CPS in the Academic Senate of TBU in Zlín

At the Academic Senate meeting held on April 8, 2025, Dr. Pavel Urbánek was elected to the Legislative Committee.

The next meeting of the Senate is scheduled for May 6, 2025. A meeting was held with the Rector regarding the possibility of amending the Rules of Procedure of the Academic Senate so that UNI would be included in the Economic Committee. The Economic Committee discussed the UTB Budget Breakdown for 2025.

For information.

1.5 Review of Investments at UNI/CPS

Prof. Sedlačík presented a list of investments made at UNI/CPS over the past five years, including the sources of funding and the research areas for which these investments were primarily intended. This list was provided to the heads of UNI research centers and CPS research areas. Prof. Sedlařík emphasized the need to take into account project-related subsidies (for example, the TSI instrument was 70% funded by the Zlín Region). A discussion followed regarding investment requirements, co-financing, and the focus of investments, which—apart from asset renewal—should primarily target areas related to environmental issues and aerospace.

The Board agreed on the importance of timely communication of strategic projects and investments. It was proposed to organize dedicated meetings involving the center directors, research area coordinators, and development project leaders. Minutes will be taken from these meetings.

After discussions with the internal auditor, it was agreed that colleagues from other faculties would be involved in the evaluation committee to prevent potential conflicts of interest. Technical specifications will remain fully under the responsibility of UNI/CPS.

For information.

1.6 Review of Building Conditions

- In building U11, access readers for authorized entry were replaced. Replacement in building U17 is expected within two weeks.
- Due to the walking distance to the U4 canteen, placing a vending machine in building U17 is being considered. It would dispense pre-packaged meals from the canteen, which would continue to be ordered via the WebKredit app. Meals would be reserved specifically for the ordering employee and would not be available to others. The machine has a capacity of 120 meals and could also serve students who have limited access to lunch during scheduled classes, including part-time students attending on Saturdays.
- UNI/CPS will newly be able to use one office space in building U6 (estimated 2–3 workstations).

For information.

1.7 OP TAK

Within the evaluation process of the OP TAK project “University Technology Center for Practice,” Activity B – the purchase of investment instruments and establishment of laboratories (total funding CZK 34.95 million, with 50% co-financing) will be supported.

Activity A – provision of R&D services for companies – was not recommended for funding. The application will be revised and resubmitted if a relevant call is announced.

For information.

1.8 OP JAK – Research Environment

The project proposal for OP JAK “Research Environment” titled “Supporting the Development of a Diversified Excellent Research Environment at TBU in Zlín” has been submitted to the managing authority. UNI/CPS plans to participate in all 5 key activities planned by TBU. Although the probability of success is low (86 applications submitted with a total budget of CZK 3.6 billion), this ensures readiness for future calls.

For information.

1.9 OP JAK – Returns

A call has been announced under OP JAK “Returns,” aimed at ensuring that career interruptions due to maternity/parental leave, long-term illness, or extended care for a child or close person do not result in termination or significant delays in the professional careers of researchers with high potential. UNI/CPS will submit a separate project proposal under UTB for this call, as it represents an excellent opportunity for human resources development.

Dr. Mrlík has prepared a preliminary project draft and supporting materials, which will be discussed with the directors of UNI and CPS.

R: dr. Mrlík, prof. Sedlařík

1.10 ERDF kvalita – Modernization of Infrastructure and Better Academic Tools (MILAN)

The project was approved to start on January 1, 2025, with the UNI/CPS budget (CZK 6,269,116.44) not being reduced by the provider. The planned procurement period is from March to August 2025. The following six devices are planned to be purchased:

- a) An instrument for measuring specific surface area, pore size distribution analysis, and gas/vapor adsorption studies
- b) A device for measuring absorbance, fluorescence, and luminescence using monochromator-based microplate readers for determining viable cell concentrations and distinguishing live, dead, or non-

- metabolizing cells
- c) A reactor and cell setup for photocatalysis – classroom for multiplatform application development
 - d) A lock-in amplifier for analyzing highly noisy signals and noise analysis
 - e) A cutting mill
 - f) Cryogenic mill

For information.

1.11 Cirkular Economy R&D Centre

As of April 1, 2025, staff appointments for the CirkArena project have begun. This is a research and development center focused on the circular economy, bringing together innovation teams and capacities with the ambition to integrate its facilities in Třinec into the system of national reference laboratories. The main areas of focus include construction waste recycling, waste streams specific to the Moravian-Silesian Region (e.g., vehicle dismantling – involving the research area Rubber Technology), and biowaste (TBU will be involved in two of three planned activities, through the Environmental Technologies and Nanomaterials and Advanced Technologies research areas). Prof. Sedlařík presented the project through a presentation, followed by a discussion of the project's benefits and commitments for UNI. To finance the project's sustainability, UNI plans to gradually build a dedicated fund.

For information.

1.12 Sustainability

It is necessary to collect information on qualification theses, projects, or other activities and contributions focused on sustainability.

As part of sustainability efforts, an amount of CZK 80,000 has been allocated by the Rectorate for ESG-related measures.

Dr. Moučka proposed the creation of a relaxation zone on the terrace of building U17, which has been approved by the Occupational Safety and Fire Protection departments and the building administrator.

R: dr. Moučka

1.13 Purchases

Due to administrative processes, it is recommended that purchases from external grants with an annual budget be completed no later than September 30, 2025.

For information.

1.14 Personal Protective Equipment

if any employee is missing personal protective equipment or has equipment in unsatisfactory condition, this information must be sent to: sedlackova@utb.cz. Discussions are currently underway to establish a centralized process for the upcoming period.

For information.

1.15 Employee Benefits

A new item has been added to the list of employee benefits – the board game "Nezapomeň na nohy" (Don't Forget on Your Legs), which can be purchased with a 30% discount: <https://www.utb.cz/sleva-na-hru-nezapomen-na-nohy/>

For information.

1.16 Audit for OP JAK RADOST Project

On April 29, 2025, an on-site audit will take place by the grant provider, focusing on the equipment purchased within the OP JAK RADOST project.

For information.

1.17 Business Trips

We remind all staff to strictly follow the procedures when undertaking business trips. Each trip must be approved in advance by the relevant supervisor, financial officer, and budget administrator. Before booking accommodation or flights, it is necessary to resolve all procurement requirements from public funds in compliance with internal regulations.

For information.

1.18 Instrument Logs

All users are reminded to comply with the obligation to record usage in the instrument logs. In the event of any damage, it must be reported immediately to the responsible person and to Ing. Josefíková so that corrective actions can be initiated without delay.

For information.

1.19 Customs Office Inspection – Zlín Region

On April 10, 2025, an inspection was carried out by the Customs Office for the Zlín Region at buildings U11 and U17. It focused on checking the inventory of fermented denatured alcohol with 1% medical gasoline, and the disinfectant UNISANOL. The inspection was completed without any objections or required measures.

For information.

1.20 Tax-Exempt Products

As of March 5, 2025, UTB in Zlín has received a new "Decision on Issuance of a New Permit for the Receipt and Use of Selected Tax-Exempt Products." According to Act No. 462/2024 Coll., effective from January 1, 2025, the designated usage locations have been expanded to include buildings U11, U17, and U15.

For information.

1.21 Email Accounts upon Termination of Employment or Interruption of Studies

Directive SR/5/2025 states that upon termination of employment, access to the email account will be automatically blocked the following day, and the account will be deleted after 60 days. Prof. Humpolíček emphasized that this also applies to students who interrupt their studies.

For information.

1.22 Enhancing Extraction Efficiency in the Mixing Room

Prof. Sedláček requested measures to enhance the efficiency of air extraction in the mixing room.

For information.

Item 2. Educational Section

2.1 Amendment to the Higher Education Act

An amendment to the Higher Education Act has been approved, under which, from September 1, 2025, PhD students in full-time study programs at TBU will receive increased stipends so that their total countable income reaches at least 1.2 times the minimum wage. In this context, an interpretation by the Ministry of Education, Youth and Sports (MEYS) is expected, clarifying whether stipends can also be paid from DK RVO or SVV sources.

On April 15, 2025, a lecture was held by JUDr. Veronika Smutná, Ph.D., focusing on this amendment and its implications for doctoral studies.

In connection with the above, an internal regulation on the rules for PhD admissions and regular evaluations will be developed in cooperation with doctoral program guarantors. Discussions are currently underway on the basic concept for restructuring doctoral studies. The aim is to create support tools for students while also defining the conditions under which TUB may terminate a student's study.

At the vice-deans' meeting, the issue of tuition fees for foreign students was discussed. Individual faculties are expected to submit their position on this matter by the end of April 2025. UNI plans to set the tuition fees for foreign students equivalent to the financial contribution TBU receives for Czech students.

For information.

2.2 New Vocational Secondary School Program: Shoemaker and Plastics Technician

In 2025, in cooperation with FRC and ČOKA, a new secondary school study program with a high school diploma titled Shoemaker and Plastics Technician will be launched at the Secondary Industrial School of Polytechnics – Vocational Training Center in Zlín. A regional information campaign is currently underway, and 30 applications have been submitted so far.

For information.

2.3 Current Numbers of PhD Students at CPS

Current numbers of students enrolled in doctoral programs conducted at CPS:

Biomaterials and Biocomposites: 22 students

Nanotechnology and Advanced Materials: 19 students

For information.

2.4 Doctoral Study Programs

In the field of Nanotechnology and Advanced Materials, student evaluations by supervisors have been completed, and the program's Subject Area Board met on April 11, 2025. In Biomaterials, evaluations were conducted by the Subject Area Board in February 2025, with the next round expected in approximately six months.

R: Ing. Studený, guarantors DSP

Item 3. Personnel Section

3.1 Recruitment Procedures

Currently, there are no open recruitment procedures.

For information.

3.2 Creativity, Intelligence & Talent pro the Zlín Region

In 2025, support for registered and approved candidates is ongoing in accordance with the program's rules. The current program is scheduled to conclude at the end of 2025. TBU will seek to renew the program for the coming years.

For information.

3.3 Agreements on Work Performed Outside Employment (DPP)

As of January 1, 2025, the non-taxable limit for insurance contributions under DPP agreements has been increased to CZK 11,499.

It still applies that if an employee works 80 hours or more, they become entitled to vacation leave.

For information.

3.4 Personal Bonuses from RP Funds

Personal bonuses for employees funded from RP have been extended under the same conditions until June 30, 2025.

For information.

3.5 Personnel Changes

Ing. Kristýna Kalodová will terminate her employment on April 30, 2025.

Ing. Lucia Zacharová, Ph.D., will terminate her employment on May 31, 2025.

For information.

3.6 Issuance of Directive SR/10/2025 on Evaluation of Academic and Research Staff

Effective April 1, 2025, Directive SR/10/2025 on the evaluation of academic and research staff was issued. Internal regulations of departments should be aligned or created within four months of the directive's effective date.

For information.

Item 4. Creative Activities section

4.1 Reporting Results in OBD

Creative activity results for 2024 have been entered into the OBD system and will now be submitted to the RIV.

For information.

4.2 Collection of Outputs for Module 1

After discussion, selected outputs have been chosen for representation in Module 1- [Modul 1 2025.xlsx](#). Responsible staff will soon be contacted to provide justifications for the selected outputs.

R: dr. Vícha

4.3 UTB Memberships

By March 31, 2025, an updated overview of TBU's memberships in clusters, associations, and consortia had to be submitted - [UTB členství klastry sdružení platformy konsorcia aktualiz.2021.xlsx](#). If any additional consortia need to be included, please contact dr. Vícha.

For information.

4.4 IGA Projects

Due to the amendment of the Higher Education Act, it will be necessary to verify that students' roles in IGA projects are related to their dissertation work. This is linked to changes in doctoral student funding starting September 1, 2025.

For information.

4.5 International Evaluation Panel

Supporting documentation for the International Evaluation Panel (MEP), based on which UTB may receive DKRVO funding in future years, has been sent to the Ministry of Education (MEYS). The evaluation will conclude with a site visit likely taking place on May 13–14, 2025. It is important to keep all shared documents up to date and ensure current activity data (especially for Module M3) are reflected on the website.

For information.

4.6 HR Award (Capacity Development for R&D at TBU)

The self-assessment report for the HR Award has been approved, and the university is now waiting for the site visit date from the European Commission evaluators. Suggested dates were early September 2025, though the evaluators propose a later date. A working group meeting for site visit preparation has already taken place.

For information.

4.7 Research Data Management

In cooperation with the university library, a system for storing research data is being developed, not only for data management plan purposes. Each research direction will have an assigned data steward, and data will preferably be stored in Zenodo. An internal CPS storage system directly connected to lab equipment is also being discussed. A webinar on the Web of Science Research Assistant tool is scheduled for April 22, 2025, from 13:00–15:00.
For information.

4.8 Project Sustainable Leather production

A consortium is being established for the Sustainable Leather Production project involving the Czech Republic, Greece, Poland, Botswana, and Zimbabwe. The project will focus on establishing training units for leather processing.

For information.

4.9 Submissions to GAČR (Czech Science Foundation)

In response to the call for proposals with a submission deadline of April 3, 2025, a total of 20 project proposals were submitted by UNI.

For information.

4.10 New Project Proposals

When planning to submit a new project, please inform the research area guarantor, UNI director, center director, and financial officer.

Project topics must align with UNI's strategy for the relevant research area.

Send all project-related information (decision on approval, contracts, amendments) to: ekonom@uni.utb.cz, where they will be handled by Ing. Josefíková, Ing. Vymazalová, and Ing. Dostálová.

Always include the full tender documentation with project proposals.

All projects must be registered in the GAP system. Under the “team” tab, include the names of all individuals involved in drafting the proposal (100%) – this does not refer to the final project team.

Detailed information and public calls for R&D projects are available at:

www.vyzkum.cz;

<http://www.msmt.cz/mezinarodni-vztahy/vyzkum-a-vyvoj-1/verejne-souteze-a-vyzvy-ve-vavai>;

<http://www.utb.cz/veda-a-vyzkum/aktualni-vyzvy>

<https://www.agentura-api.org/cs/radce/vsechny-vyzvy/>

Ongoing.

4.11 Interim Reports on RP Projects for 2024

Interim reports have been submitted, and all projects are progressing according to the planned schedule. Project leaders will receive evaluations in due course.

For information.

Item 5. Internationalization

5.1 Support for International Collaboration

As part of the Internal Competition for Supporting International Cooperation for 2025, the university-wide commission has selected 5 international collaboration applications at UNI/CPS for support.

For information.

5.2 Memorandums with Foreign Institutions

Based on the POKROK project, 6 new collaborations with foreign institutions will be established as part of Activity 6, confirmed through signed memorandums. Dr. Urbánek, as the internationalization specialist in the project, will provide information about this activity to Dr. Mrlík to keep track of it in the internationalization area.

R: dr. Urbánek

5.3 Mobility Registration

All incoming interns must be reported in advance to Ing. Studený. Arrivals and guest lectures by UNI/CPS staff must be recorded for the needs of Module M3.

R: Ing. Studený

5.4 Registration of Foreign Partners at UNI/CPS

Given the expansion of international collaboration at UNI/CPS in recent years, it is necessary to update the list of foreign partners.

R: dr. Mrlík

5.5 Collection of Erasmus+ Requests

A call for applications for teaching mobility under the Erasmus+ program for the academic year 2025/2026 has been announced. Two individuals have applied.

For information.

5.6 Erasmus+ KA171.

A part of the project application under KA171 for the Asia-Philippines region was submitted by UNI/CPS, and a complete application for TBU has been sent to the provider by the International Department of the Rector's Office.

The expected evaluation deadline is June 2025.

For information.

5.7. Illegitimate Influence

On April 14, 2025, a meeting of vice-deans for internationalization at TBU took place. The issue of illegitimate influence was discussed, and potential methods were outlined, especially regarding ensuring the safety of internationalization as it is currently handled at other Czech universities. TBU will address this matter in 2025.

For information.

5.8 Cooperation with Scientific Institutions in China

The Ministry of Education (MEYS) does not explicitly forbid cooperation with scientific institutions in China. However, it is not recommended, and it is important to review the list created by MEYS, which outlines institutions that have significant collaborations with the Chinese government. Cooperation with these institutions is discouraged. Institutions that do not follow this recommendation may face sanctions in terms of national and international grant applications. Collaboration with selected Chinese institutions may lead to the exclusion of submitted projects from competitions.

For information.

Item 6. Promotion Area

6.1 Summer School within the TwinVECTOR project

From 15th to 19th September 2025, a summer school will take place at UNI/CPS as part of the TwinVECTOR project, titled "From Theory to Practice: Market-Driven Battery Energy Storage System Operation." The lecturers will be project partners from AIT Austrian Institute of Technology.

For information.

6.2 UNI Promotion

Any suggestions, comments, and updates for publication on the UNI – CPS, FRC, and CTT websites are welcome. Topics for media publications are also welcome. The pages can also be found on social media platforms such as CPS (Facebook, Instagram, LinkedIn) and FRC (Facebook, X). Prof. Sedlařík suggested creating/updating a promotion concept for UNI/CPS to ensure it has the appropriate level, concept/vision, reflects the target audience, and complements the current themes being addressed. For this purpose, Dr. Moučka will propose this promotion concept in collaboration with other employees involved in promotional activities of the units and projects, which will then be discussed with senior employees. Dr. Moučka also appealed to the heads of research directions to become more actively involved in promotional/popularization events of CPS and to respond to employees/students who actively volunteer for these activities.

R: dr. Moučka, Mgr. Svěráková

6.3 Collaboration with Czech Television

Czech Television will produce a series of short popular science documentaries about prestigious and interesting European projects carried out at research centers in the Czech Republic. Project leaders of such initiatives can contact Mgr. Svěráková for dissemination of project results.

R: Mgr. Svěráková

6.4 K 2025 Fair in Düsseldorf

UNI/CPS will participate in the K 2025 fair in Düsseldorf, focusing on the plastics and rubber industry. The fair will take place from 9th to 15th October 2025. This is an important area for the promotion of UNI/CPS, which is crucial for current projects, as well as an opportunity to create partnerships for future projects and contractual research orders. Dr. Moučka has requested the involvement of all research directions in the presentation.

R: dr. Moučka

6.5 Science Fair

From 5th to 7th June 2025, UNI/CPS will actively present at the Science Fair in Prague. The content of the presentation and staffing on-site are currently being arranged.

For information.

6.6 Celebrations for the 150th Anniversary of Tomáš Baťa's Birth

In 2026, celebrations will be held for the 150th anniversary of Tomáš Baťa's birth.

For information.

6.7 Show-off

Student Nithiya Hanna Wilson won first place in the Show-off presentation competition.

For information.

6.8 International week

V termínu 07. – 11. 04. 2025 proběhl na TBU International Week.

For information.

6.9 Shared Calendar

A CPS calendar has been prepared and shared in the Outlook application.

For information.

6.10 CTT Activities

CTT Representatives participated in the National Conference of the Transfera.cz Association on 19th – 20th March 2025.

On 13th March 2025, the 14th meeting of the Innovation Infrastructure of the Zlín Region platform, ZLINNOVATION, was held at the Technology Innovation Center Ltd. Zlín. This platform connects key

players in the innovation ecosystem of the Zlín Region. CTT, as a member of the platform, attended the meeting.

From March 24th to April 14th, a series of educational workshops were held, organized by the Center for Creative Industries and Entrepreneurship UPPER in collaboration with the Faculty of Multimedia Communications at TBU and the Center for Technology Transfer. <https://fmk.utb.cz/aktuality-akce/dusevni-vlastnictvi-v-praxi-workshopy-v-galerii-g18/>: April 14, 2025 – Intellectual Property as a Marketing Tool. For information.

6.11 Schedule for Regular Website Updates for UNI – CPS, FRC, and CTT

Month	Research area
April 2025	Biomaterials
May 2025	Rubber Technology
June 2025	Materials and Technologies for Energy Storage
July 2025	Nanomaterials and Advanced Technologies
August 2025	Footwear Research Center

6.12 website CPS

The research direction leaders have been asked to submit text for the purpose of creating a profile on the CPS website.

R: dr. Moučka

Next meeting date: April 30, 2025

Date: April 16, 2025

Prepared by: Ing. Martina Dostálová

Verified by: prof. Ing. Michal Sedláčik, Ph.D., m.p.