

## UNIVERSITY INSTITUTE BOARD MEETING MINUTES

06/2025

**Date:** April 30, 2025 at 9:00 am in room no. A508/U17

**Present:** prof. Ing. Michal Sedlačík, Ph.D., Ing. Ondřej Kratina Ph.D., Ing. Robert Moučka, Ph.D., Ing. Tomáš Plachý, Ph.D., Ing. Ivana Bartoníková, Ing. Jana Josefíková, Mgr. Monika Kasálková Primasová, Mgr. Kamila Fabiánová, Mgr. Petra Svěráková, Ing. Klára Sedláčková

**Excused:** 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., assoc. prof. Dr. Ing. Radek Stoček, Ing. Miroslav Mrlík, Ph.D., Ing. Tomáš Sáha, Ph.D., Ing. Viera Pechancová, Ph.D., Ing. Pavel Urbánek, Ph.D., Mgr. Jan Vícha, Ph.D., Ing. Filip Latečka, Ing. Martina Dostálová, Ing. Michal Studený, Ing. Andrea Krácalová, Ing. Petr Večeře, Ing. Alena Vymazalová

### Item 1. Economic and operational section

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#### 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 TBU 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 TBU 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 meeting of the Economic Committee of the Academic Senate of TBU held on April 29, 2025, different versions of the TBU budget allocation for 2025 were discussed, taking into account the exclusion of parts of the budget intended for co-investigators in external projects from the university-wide deductions. The Academic Senate of TBU will meet again on May 6, 2025. Prof. Sedlačík discussed with the Rector the possibility of amending the Rules of Procedure of the Academic Senate of TBU so that UNI would also be part of the Economic Committee.

**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 source of funding and the research area for which they were preferentially acquired. Several questions regarding the publication of this list have been raised by UNI/CPS staff members. The list is available here: [Investice UNI-CPS 2020 2026 1.xlsx](#).

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

- At U11, the access control readers for authorized entry into the building were replaced. The replacement is currently underway at U17.
- A malfunction of the entrance barrier has been reported at the side parking lot. Repairs are scheduled to take place during the week from May 5, 2025.
- On April 22, 2025, a fire drill was conducted at buildings U11 and U17. Based on the findings, the fire safety and occupational health technician was informed about slightly lowering the volume intensity of the audible alarm on the emergency staircase in building U11. Due to some uncertainties regarding the official assembly point at building U17, it was stated that the primary objective is to evacuate all persons from the building. Employees may gather at the side parking lot or on the public sidewalk next to the lower parking area. Members of the Fire Prevention Patrol (PPH) are required to report the status of evacuation (whether the floors were cleared or not) to the fire safety and occupational health technician, UNI/CPS management, or the PPH leader, who will pass this information on to the fire brigade commander.
- Alcohol testers are now available at the receptions of buildings U11 and U17. They can be used in cases of suspected alcohol consumption by employees or students in these buildings. In such cases, it is necessary to follow the Rector's Directive SR 8/2025.
- 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 for proposals has been announced under the OP JAK “Returns” program, which aims to ensure that career interruptions due to maternity/parental leave, long-term illness, or long-term care for a child or a close person do not result in the termination or significant slowdown of the professional advancement of researchers with high potential for qualified employment. Within this call, UNI/CPS prepared and submitted an independent project application on behalf of TBU on April 30, 2025, emphasizing that this represents an excellent opportunity for human resources development.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 Trinec 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). 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 regarding qualification theses, projects, or other activities and contributions focused on sustainability. Dr. Moučka has called on the research area guarantors at CPS and the principal investigators of relevant projects at UNI to submit annotations for such projects by May 7, 2025. As part of the sustainability agenda, the rectorate has allocated an amount of CZK 80,000 for the implementation of ESG measures. Dr. Moučka proposed the creation of a relaxation zone on the terrace of building U17, which has been approved by the fire safety and occupational health technician and the building manager. A discussion took place regarding equipment to protect against wind. Preparation of user rules is also planned.

**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](mailto:sedlackova@utb.cz). Discussions are currently underway to establish a centralized process for the upcoming period.

**For information.**

#### **1.15 Audit for OP JAK RADOST Project**

On April 29, 2025, an on-site inspection was carried out by the grant provider regarding the equipment purchased under the OP JAK RADOST project. The on-site evaluation did not identify any deficiencies.

**For information.**

#### **1.16 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.**

#### **1.17 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.**

#### **1.18 Tax-Exempt Products**

As of March 5, 2025, TBU 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.**

#### **1.19 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.**

#### **1.20 Enhancing Extraction Efficiency in the Mixing Room**

Prof. Sedláček requested measures to enhance the efficiency of air extraction in the mixing room. Negotiations have been initiated with the ventilation (HVAC) supplier to propose a technical solution for the air handling system in laboratory 017/U17.

**For information.**

### **Item 2. Educational Section**

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#### **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..

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 TBU 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.**

## **Item 3. Personnel Section**

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### **3.1 Recruitment Procedures**

Currently, four selection procedures are open at UNI/CPS for the positions of research staff (male/female). More information is available on the website: <https://kariera.utb.cz/>.

**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**

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### **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 the discussion, the results for representation in Module 1 were selected and appropriately justified.

[Modul 1 2025.xlsx](#)

**R: dr. Vícha**

### **4.3 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.**

### **4.4. Directive Updates**

CTT, in cooperation with the Economic Department and the Legal Department of TBU, has prepared a proposal for an update to the Rector's Directive SR/39/2023, "Internal Fund for Supporting Innovation Activities," and, in collaboration with the Legal Department, a proposal for updating SR/9/2024, "Use and Protection of Intellectual Property Rights Arising in Connection with the Creative Activities of Employees and Students of TBU in Zlín." The proposals for the updates are awaiting final approval. The proposal for the update to SR/9/2024 also includes the recordkeeping and management of intellectual property, as well as non-protected research and development results, including the reporting of required data and information to OBD. The proposal for the update to SR/39/2023 has removed most abbreviations, simplified the directive, removed the annex, and included a verbal addition, especially to the article concerning the Purpose and Rules for the Use of the Innovation Fund.

**For information.**

### **4.5 International Evaluation Panel**

Supporting documentation for the International Evaluation Panel (MEP), based on which TBU may receive DKRVO funding in future years, has been sent to the Ministry of Education (MEYS). The evaluation will be concluded with a site visit by the evaluators, which will take place on May 13–14, 2025. The materials for the MEP at UNI were commented on only from the formal perspective of the MEYS. The site visit at UNI is scheduled specifically for May 14, 2025, from 02:15 pm to 04:15 pm, during which employees and students will be invited to participate in the meeting.

**For information.**

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

As part of the HR Award defense, the self-assessment report was approved. The date for the one-day site visit by the European Commission evaluators is scheduled for September 22, 2025. For this meeting, a working



group will define employees and students based on the categories required by the evaluators, who will participate in the site visit.

**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. On April 22, 2025, from 13:00 to 15:00, a webinar on the Web of Science Research Assistant tool was held.

**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 New Project Proposals**

When planning to submit a new project, please inform the research area guarantor, UNI director, CPS director, and financial officer. Project topics must align with UNI's strategy for the relevant research area.

In the case of submitting a project application within EU calls, where a university's Participant Identification Code (PIC) from an institution other than TBU is used/mentioned, it is necessary to inform the Director of UNI and simultaneously the Office of the Vice-Rector for Creative Activities. Send all project-related information (decision on approval, contracts, amendments) to: [ekonom@uni.utb.cz](mailto: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.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.**

#### **4.10 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**

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#### **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 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.**

### **5.6 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.**

### **5.7 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**

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### **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 Experience Science**

A scientific festival called "Experience Science" took place at the Faculty of Technology (FT).

**For information.**

### **6.7 Visits**

From April 28, 2025, to May 2, 2025, CPS is hosting a visit from Mapúa University from the Philippines. On April 29, 2025, lectures on specialized topics took place.

On May 12, 2025, a delegation from Bhutan is likely to visit CPS.

**For information.**

### **6.8 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.**

### **6.9 CTT Activities**

CTT will participate in the Meeting of Mayors and Deputy Mayors of the Zlín Region on June 14, 2025, based on an invitation from the First Deputy Governor, with a primary focus on cooperation with practice in the Zlín region and also as part of collaboration with the Technological Innovation Center Ltd. Zlín.

**For information**

### **6.10 Shared Calendar**

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

**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 Centre

**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: May 14, 2025

Date: April 30, 2025

Prepared by: Ing. Martina Dostálová

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