

UNIVERSITY INSTITUTE BOARD MEETING MINUTES

07/2025

Date: May 14, 2025 at 9:00 am in room no. A508/U17

Present: prof. Ing. Michal Sedlačík, Ph.D., prof. Ing. et Ing. Ivo Kuřitka, Ph.D. et Ph.D., Ing. Ondřej Kratina Ph.D., Ing. Tomáš Plachý, Ph.D., Ing. Pavel Urbánek, Ph.D., Mgr. Jan Vícha, Ph.D., Ing. Filip Latečka, Ing. Ivana Bartoníková, Ing. Jana Josefíková, Ing. Michal Studený, Ing. Andrea Krácalová, Ing. Petr Večeře, Ing. Alena Vymazalová, Ing. Klára Sedláčková

Excused: prof. Ing. Vladimír Sedlařík, Ph.D., prof. Ing. Petr Humpolíček, Ph.D., prof. Ing. Petr Sába, CSc., dr. h. c., prof. Ing. Tomáš Sedláček, Ph.D., Assoc. prof. Dr. Ing. Radek Stoček, Ing. Miroslav Mrlík, Ph.D., Ing. Robert Moučka, Ph.D., Ing. Tomáš Sába, Ph.D., Ing. Viera Pechancová, Ph.D., Ing. Martina Dostálová, Mgr. Monika Kasálková Primasová, Mgr. Kamila Fabiánová, Mgr. Petra Svěráková

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 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

At the meeting of the Academic Senate of TBU on May 6, 2025, the TBU budget for 2025 was approved. Compared to the original proposal, the UNI's budget was increased by approximately CZK 1 million by adjusting the mechanism for calculating contributions from the faculties to university-wide units. Under this adjustment, financial resources that are "forwarded" to project partners after receiving a project grant will not be included in the calculation, as they place minimal burden on the rectorate's operations.

For information.

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

The TBU Academic Senate will meet again on May 27, 2025, when a number of items will be discussed from both economic (e.g., "Annual Report on TBU Economic Management for 2024", "Medium-Term Budget Outlook for TBU for 2026 to 2027") and legislative (e.g., "Statute of TBU in Zlín", "Study and Examination Regulations of TBU in Zlín") areas. Prof. Sedlačík has discussed with the Rector the possibility of amending the Rules of Procedure of the Academic Senate so that UNI is included in the Economic Commission. This item will also be on the agenda of the mentioned meeting of the Academic Senate.

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 will be carried out as soon as possible. Recently, the parking lots near building U17 have often been used by individuals who do not utilize the building's infrastructure. Therefore, starting from June 1, 2025, a new system will be introduced: individuals who do not have their own access cards and wish to use the parking lot to visit U17 must be registered in advance at the U17 reception by the employee they are planning to visit. If this does not happen, the reception staff will not allow them to enter the parking lot.
- A pyrolysis unit is currently being installed in the U17 technology hall.
- 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.

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

The submission of applications under the OP JAK "Returns" call has been closed. The aim of this call is to help ensure that career interruptions due to maternity/parental leave, long-term illness, or long-term care for a child or close person do not result in the termination or significant slowdown of the professional development of researchers with high potential for qualified employment.

As part of this call, UNI/CPS prepared and submitted an independent project application on behalf of TBU on April 30, 2025, considering it an excellent opportunity for human resource development.

The Ministry of Education, Youth and Sports (MEYS) allocated CZK 1.3 mil. for the call, while the submitted applications (30 in total) requested CZK 1.635 mil..

R: dr. Mrlík, prof. Sedlářík

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 Circular 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). 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

A review of fund utilization across individual projects has taken place. Ing. Vymazalová pointed out that some projects have not yet begun utilizing their allocated funds.

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

Within the DNS system, a tender for the purchase of common chemicals has been processed and completed — the expected delivery time is approximately 5 weeks (by June 17, 2025). Prof. Kuřitka expressed his thanks for the administration.

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 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.

1.16 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.

1.17 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.

1.18 Improving towing efficiency

Prof. Sedláček requested measures to enhance the efficiency of air extraction in the mixing room. Negotiations have been initiated with the HVAC supplier, OIM, and TPO to design a technical solution for laboratory U17/017.

Ing. Latečka pointed out insufficient exhaust performance in laboratory 130.

Ing. Josefíková informed that during the summer, part of the ventilation system for the fume hood exhaust in laboratories L321–L327, 070, and L449 will be replaced.

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..

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

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 MPSV OPZ+

TBU has joined the implementation of the OPZ+ project "Diverse and Flexible Work Culture at TBU in Zlín", which aims primarily to improve internal communication, strengthen a diverse and flexible work culture, establish a university-wide policy for taking maternity and parental leave for employees, and support their return to work.

As part of the UNI involvement, individuals were invited to complete anonymous questionnaires within three focus groups.

For information.

3.3 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.

3.4 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.

3.5 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.

3.6 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.

3.7 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 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

The documents for evaluation by the International Evaluation Panel (MEP), based on which TBU may receive funding for DKRVO in the coming years, have been submitted to the Ministry of Education, Youth and Sports (MEYS). The evaluation will conclude with a site visit by the reviewers, scheduled for May 13–14, 2025.

The documents submitted by UNI for the MEP were reviewed by MEYS only in terms of formal aspects.

At UNI, the site visit by the evaluators took place on May 14, 2025, from 14:15 to 16:15. The meeting was attended by several staff members and students, and included a brief tour of the pilot plant. The UNI management would like to thank all participating employees for their approach and contribution to the evaluation process.

For information.

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

As part of the HR Award renewal process, the self-assessment report has been approved. A one-day site visit by evaluators from the European Commission is scheduled for September 22, 2025.

For this visit as well, the working group will identify employees and students from the categories required by the evaluators who will participate in the site visit. The working group for this project will meet on May 15, 2025.

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.

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 Submitted Project Proposals

As part of the TA CR M.Era Net 3 call, 6 project proposals have been submitted.

For information.

4.10 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, 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 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 EAIE 2025

Ing. Studený informed about the possibility of participating in the EAIE 2025 in Sweden. It is an educational fair, and the rectorate offers to cover the cost of one entry per faculty.

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). Mgr. Svěráková requested the submission of media-relevant outputs. In case of needing to pick up promotional materials from UNI/CPS for distribution to partners, it is necessary to arrange this (or inform in advance about the date) well in advance.

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 Book Don't Forget Your Legs

UTB employees can take advantage of a 36% discount on the book *"Don't Forget Your Legs"*. For more information: <https://www.utb.cz/zamestnanec/zamestnanecke-benefity/slevy/sleva-v-host-vydavatelstvi-na-knihu-nezapomen-na-nohy/>

For information.

6.7 Visits

On May 12, 2025, a delegation from Bhutan visited 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 36th Meeting of Directors of Science and Technology Parks in the Czech Republic on June 5, 2025, organized by the Czech Association of Science and Technology Parks (Společnost vědeckotechnických parků ČR, z.s.) in cooperation with the COMTES FHT Science and Technology Park in Dobřany. CTT's participation is based on a mandate from the Director of UNI. The center will also present the OP JAK POCEK project.

CTT will attend the Meeting of Mayors and Deputy Mayors of the Zlín Region on June 14, 2025, at the invitation of the First Deputy Governor. The main focus will be on cooperation with industry in the Zlín region, as well as collaboration with the Technological Innovation Center Ltd. in 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 28, 2025

Date: May 14, 2025

Prepared by: Ing. Martina Dostálová

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