

Charles University

Rector's Directive No. 51/2025

Title: **Personal Research Identifiers, Register of Outputs, and Internal Classification of Creative Activities at Charles University**

Responsible department: **Research Support Office of the Rectorate of Charles University**

Date of effect: **22 October 2025**

Personal Research Identifiers, Register of Outputs, and Internal Classification of Creative Activities at Charles University

PART ONE INTRODUCTORY PROVISIONS

Article 1 Introductory Provisions

1. The present directive sets out rules and procedures in the following areas of administration of research, development, and innovation (“R&D&I”) at Charles University (“University”):
 - a) internal classification of academic fields (“internal classification”),
 - b) register of the personal identifiers of academic staff and researchers, students in doctoral programmes of study, and other persons who are involved in R&D&I (“register of identifiers”),
 - c) register of data on R&D&I outputs (“register of outputs”), and
 - d) collection of R&D&I outputs in full-text version.
2. The procedures applied and data collected hereunder serve, in particular, for the following purposes:
 - a) documentation of creative and project activities at the University,
 - b) creation of data batches which contain data on outputs for the research, experimental development, and innovation information system under Section 32 (3) of the Research Support Act and Section 4 of the Government Decree (“IS VaVa”),
 - c) creation of overviews and analyses for the purposes of annual reports on the activities of the University, faculties, and other units (“units of the University”), for the purposes of the management of the University and the units of the University, including evaluation, and as the basis for the allocation of revenues under Article 49 (1) of the Constitution of Charles University,
 - d) collection of materials for quality assurance and internal evaluation at the University, including materials required for accreditation under Government Decree No. 274/2016 Sb. and the internal and other regulations of the University,
 - e) collection and the saving and making accessible selected data and outputs in full-text version in the institutional repository of the publication activities of the University (“institutional repository”), and
 - f) for the purposes of the preparation and implementation of other projects in which the University is involved.
3. The activities under paragraph 1 are performed in the required scope, in particular, using the Věda centralised information system (“IS Věda system”) operated by the Computer Science Centre and other University systems.

Article 2 Relevant Regulations

The present directive follows from:

- a) Act No. 130/2002 Sb., to regulate support for research, experimental development, and innovation from public funds and to amend certain related acts (Research, Experimental Development, and Innovation Support Act), as amended (“Research Support Act”),
- b) Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), as amended,

- c) Government Decree No. 397/2009 Sb. on the research, experimental development, and innovation information system,
- d) Government Decree No. 274/2016 Sb. on the accreditation standards in higher education,
- e) Guidelines for the evaluation of research organisations and outputs of completed programmes published under Section 35 of the Research Support Act; and
- f) Constitution of Charles University (Article 14 (3) and Article 46 (2)),
- g) Code of Procedure for the Internal Evaluation Board of Charles University, and
- h) Rules for the System of Internal Evaluation and Quality Assurance of Charles University.

PART TWO

INTERNAL CLASSIFICATION

Article 3

Internal Classification Structure

1. The internal classification hierarchy is structured in four levels:
 - a) panel,
 - b) research area,
 - c) academic field, and
 - d) subfield.
2. The internal classification also contains links to other classifications and categorisations of fields, in particular:
 - a) links expressing the similarity of content between an academic field and the categories used by Web of Science and Scopus (“external databases”),
 - b) links expressing the relation or affinity between an academic field or subfield and a programme of study implemented at the University,
 - c) links expressing the relation or affinity between an academic field or a subfield and the field of the associate or full professorship appointment procedure implemented at the University,
 - d) a definite link between an academic field and one specific field in the IS VaVaI code list.

Article 4

Definition and Changes of Internal Classification

1. In accordance with the national evaluation guidelines and the Code of Procedure for the Internal Evaluation Board of Charles University, the internal classification is divided into the following panels:
 - a) Arts and Humanities (“HUM”),
 - b) Social Sciences (“SOC”),
 - c) Natural Sciences (“SCI”),
 - d) Medical and Health Sciences (“MED”),
 - e) Engineering and Technology (“ENG”), and
 - f) Agricultural and Veterinary Sciences (“AGR”).
2. Academic fields are grouped into research areas, in particular, on the basis of closeness or affinity of the field, the possibility of using identical evaluation tools, and the application of identical evaluation parameters.

3. Subfields are defined only for the purposes of a more detailed distinction of links to programmes of study or fields of the associate and full professorship appointment procedure which have already been implemented or the implementation of which is planned in the near future.
4. The following rules apply to the definition of links under Article 3 (2):
 - a) each category used in external databases must be assigned to at least one academic field,
 - b) each programme of study implemented at the University must be assigned to at least one academic field or subfield,
 - c) each field of the associate and full professorship appointment procedure implemented at the University must be assigned to at least one academic field or subfield, and
 - d) each academic field must be assigned to one specific field in the IS VaVal code list, where the DETAILED FORD level is preferred for the selection, but if it is not possible to make the selection due to the difference in the approach to the classification, an item from the FORD level may also be selected as a link.
5. Decisions to change the content of the internal classification are made by the Vice-Rector responsible for the given area, in particular, on the basis of the materials provided by the board for the respective research area¹.

Article 5

Application of Internal Classification

1. Assignment to the internal classification in accordance with the rules hereunder applies to:
 - a) academic staff and researchers of the University assigned to faculties and higher education institutes,
 - b) students in doctoral programmes of study implemented by a unit of the University or in the implementation of which a unit of the University is involved,²
 - c) science and research projects,
 - d) applications and implemented projects within internal science and research projects, and
 - e) outputs of creative activities.
2. The units of the University ensure that the respective members of the academic staff³ and researchers have an unambiguous designation in the personnel system of the University for the purposes of determining the category of persons assigned under paragraph 1 (a).
3. Each person under paragraph 1 (a) is assigned by the unit of the University in IS Věda to one to three academic fields to which the person's activities are to contribute. The assignment is usually valid until the end of the employment relationship. A change may be made only upon the turn of a calendar month.
4. The persons under paragraph 1 (b) are automatically assigned to academic fields on the basis of affinity under Article 3 (2) (b) in the IS Věda system. If a person is assigned to more than one academic field, the unit of the University may specify the assignment and will ensure that a person is not assigned to more than three fields.

¹ Article 7 (3) (e) of Rector's Directive No. 22/2023, Principles for the Cooperatio Programme, as amended by Rector's Directive No. 46/2025.

² Article 22 (4) of the Constitution of Charles University.

³ For further information, see Rector's Directive No. 15/2020, The Concept of "Academic Staff" at Charles University.

5. In the case of concurrent employment or study relationships on the basis of which a person complies with the requirements under paragraph 1 (a) or (b), the maximum limit of three fields applies to each of these relationships separately.
6. Unless the unit of the University specifies otherwise, a person assigned to more than one field participates in each of the fields equally.
7. Further details on the classification of persons under paragraph 1 (a) and (b) and their designation under paragraph 2 are provided in separate guidelines published by the head of the Research Support Office of the Rectorate.
8. Details of the assignment of research and science projects under paragraph 1 (c) are provided in a special Rector's directive and the related guidelines.
9. Details of the assignment of applications and implemented projects within internal science and research programmes under paragraph 1 (d) are provided in a special Rector's directive and the related guidelines.
10. Details of the assignment of the outputs of creative activities under paragraph 1 (e) are provided in Article 8 (5).

PART THREE REGISTER OF IDENTIFIERS

Article 6

Personal Research Identifiers

1. For the purposes of an unambiguous designation of a person who contributes to creative activities at the University, the following personal identifiers ("identifiers") are used in addition to the personal ID number assigned by the University:
 - a) ORCID ID,
 - b) Web of Science ResearcherID,
 - c) Scopus Author ID, and
 - d) IS VaVaI researcher identifier (vedidk).
2. Identifiers are registered in the IS Věda system.
3. The guidelines published under this directive or another Rector's directive may set out the tasks the performance of which requires an identifier in the register.

PART FOUR REGISTER OF OUTPUTS

Article 7

Outputs Entered in the Register of Outputs and Classification Thereof

1. The IS Věda system is the primary source of data on the outputs of the University.
2. The register of outputs is classified according to the types of outputs on the basis of the guidelines for the register of outputs published by the head of the Research Support Office of the Rectorate, which reflect, in particular, the requirements set out in Section 4 of the Government Decree, the national evaluation guidelines, and other guidelines of the Government Research, Development, and Innovation Council ("R&D&I Council") and other needs of the University.
3. The guidelines for the register of outputs also set out the assignment of individual types and subtypes of outputs to the categories of outputs used in the evaluation of creative activities at the University, which include the following:

- a) research publications,
 - b) applied outputs, and
 - c) other outputs.
4. The collection of data on outputs is performed on a regular basis in annual intervals on the date of termination of the preparation of a data batch for IS VaVaI for the previous year. Output entries made after this date are included in the batch for the following year of data collection.

Article 8

Requirements for the Register of outputs

1. Each output in the IS Věda system is represented by a single entry.
2. An entry must be made within three months of the date of release or other publication of the output in another form, before the date announced for the termination of the collection of data for the given year. If the output is to be saved and made accessible in the institutional repository, the output entry must be made no later than 1 week before it is to be saved and made accessible in the institutional repository also if the output has not yet been released or published in another form.
3. The scope of the data registered on the individual outputs is provided in the guidelines for the register of outputs.
4. Each output may be registered only for the author's employment or study relationship which is related to the educational and/or creative activity at the University within which it was created.
5. Each registered output is assigned to academic fields based on the internal classification according to the following rules:
 - a) An output must be assigned to one academic field. The output is assigned to a research area on the basis of this primary assignment and, if it is included in a data batch for IS VaVaI, it is reported in the corresponding field according to the IS VaVaI code list.
 - b) The output may be assigned to up two other academic fields. This secondary assignment is used together with the primary assignment for defining the relation or affinity of outputs with the programmes of study and for other purposes which do not require only a definite link.
 - c) If an output is assigned to an academic field divided into subfields, the output must be assigned to at least one, but no more than three, subfields of the given academic field.
6. An entry is always administered by one department, usually the department of the author who made the entry. For the purposes of creating a correct and complete output entry with authors from different departments of the University, the respective editor and coordinator for the register of outputs are obliged to cooperate with the editors and coordinators for the register of outputs from the units of the University whose employees or students are co-authors of the given output.
7. If it is necessary to register the co-authorship share in an output for the internal purposes of a unit of the University, the management of the unit may decide on the internal use of "mental share" according to the following rules:
 - a) Mental share is defined as a co-authorship share in the given output expressed as a percentage for each author who is an employee or student of the University, where the sum of mental shares of all authors, including authors outside the University, of an output registered in one entry is 100%. The mental share of authors who are not employees or students of the University is determined collectively for all external authors.

- b) If authors from a unit of the University which uses mental shares are listed in an entry administered by another unit of the University, the respective unit enables completion of the data on the mental shares in the entry.
8. For the purposes of the internal evaluation of the quality of creative activities in which authors from more than one unit of the University were involved, the share of the unit of the University is determined on the basis of the share of the number of authors from the individual units of the University in the output after deducting the share of the external authors, where the value of “mental shares” under paragraph 7 is not taken into account in this case.
9. For the purposes of the internal and national evaluation of the quality of creative activities, the internal Web of Science or Scopus entry identifier is registered for the outputs registered in these databases.
10. Depending on the persons authorised under Article 11, the entries are approved by the editor at the level of the administering department, the sectional coordinator at the level of the section, and by the coordinator at the level of the unit of the University. Entries approved at the individual levels are designated by the appropriate status, where the approval process is carried out so that the target status is achieved as soon as possible.
11. Entries with the status “Accepted” are published in the public interface of the IS Věda system without any attached documents.

Article 9

Outputs in Full-Text Version

1. The IS Věda system is also used for saving full texts of selected outputs, in particular, for the following purposes:
 - a) checking the entries saved,
 - b) evaluating creative activities,
 - c) performing the obligations set out by the provider of the funding for the project within which the output was created, and
 - d) saving and making the full texts accessible in the institutional repository in a systematic manner.
2. The full texts of selected outputs saved in the IS Věda system may also be saved in the inter-university database of outputs⁴ on the basis of the decision of a dean or director of a unit and compared with the texts of other outputs. The results of the comparison are always made accessible to the authors of the output and coordinators at the units of the University at which the authors created the outputs within their employment or study relationships. The inter-university database of outputs does not serve for the release of outputs in full-text version or the publication thereof in another form. Upon notification from the author, the coordinator may exclude the given output in full-text version from being exported from the inter-university database of outputs if such export could infringe copyright.
3. Files with outputs in full-text version in the IS Věda system must include the scope of the right to use the output in full-text version (licence). In the case of published full texts, the scope of the right may be limited under the terms and conditions of the licence agreement entered into between the publisher and the author of the output or the University. Files with outputs in full-text version are made accessible in the IS Věda system only in the scope defined in the setting of the access right for each individual file.

⁴ For example, systems for the detection of plagiarism in works for hire used by the University on the basis of valid agreements.

**PART FIVE
INSTITUTIONAL REPOSITORY**

Article 10

**Process of Saving and Making Output Entries, Full-Text Versions, and other Attachments
Accessible in the Institutional Repository**

1. Entries, including attached files, are saved and made accessible in the institutional repository provided that the output entry in the IS Věda system meets all of the following requirements:
 - a) at least one output in full-text version is attached to one of the versions according to the open access and self-archiving guidelines⁵,
 - b) it has been confirmed in the IS Věda system that the author is not infringing the rights of the publisher, editor, or another third party by saving or making the output or the full text version available in the institutional repository,
 - c) it has been confirmed in the IS Věda system that the author is not infringing the rights of co-authors or copyright holders, if any, by saving or making the output or the full-text version available in the institutional repository,
 - d) one of the options for the availability of the output in full-text version according to the open access and self-archiving guidelines has been set.
2. The requirements for the selection of entries which are saved and made accessible in the institutional repository under paragraph 1 and other rules are provided in the open access and self-archiving guidelines at Charles University, published by the director of the Central Library of Charles University (“Central Library”).

**PART SIX
ORGANISATION, RESPONSIBILITY OF USERS OF REGISTERS, AND ACCESS TO THE CONTENT
OF THE REGISTERS**

Article 11

Organisation at Units of the University

1. The dean and the director of a higher education institute:
 - a) appoints within the unit of the University:
 - i. the coordinator for the register of identifiers,
 - ii. the coordinator for the register of outputs,
 - iii. the open access coordinator, and
 - iv. the coordinator for the evaluation of creative activities; and
 - b) if necessary, may also appoint one or more:
 - i. deputy coordinators under letter (a).
2. The roles of coordinators under paragraph 1 (a) may be combined at the unit of the University, if necessary, but they must always be entrusted to persons who are employed at the given unit of the University, and performed by a single person.
3. The dean of a faculty which is divided into sections may also decide to appoint:
 - a) sectional coordinators for the register of outputs, and
 - b) sectional coordinators for the assignment of persons to fields.

⁵ The guidelines are accessible to all employees and students of the University in the institutional repository (<https://publications.cuni.cz/>).

4. Paragraphs 1 to 3 apply with the necessary modifications to the other units of the University.
5. The management of the units of the University ensures that the description of the persons appointed under paragraph is updated appropriately in the personnel register of the University.
6. A managing employee at the department of the faculty to which employees or students who are involved in creative activities are assigned appoints an editor for the register of outputs, editor for the register of identifiers, and an editor for the assignment of person to fields, and informs the respective coordinator for the register of outputs of such appointments or any related changes. This obligation does not apply to the Catholic Theological Faculty, Protestant Theological Faculty, and the Hussite Theological Faculty at which the obligations of the editors are performed by the coordinator.
7. The coordinators and editors at the units of the University are collectively referred to as “administrators at the unit of the University”.

Article 12

Organisation at University Level

1. The head of the Research Support Office appoints:
 - a) the University coordinator for the register of identifiers, and deputy coordinator, where necessary,
 - b) the University coordinator for the register of outputs, and deputy coordinator, where necessary,
 - c) one or more University research officers for the evaluation of creative activities.
2. The director of the Central Library appoints the University open access coordinator and deputy coordinator, where necessary.
3. The University coordinators and University research officers are collectively referred to as “administrators at University level”.

Article 13

Access to the Content of the Registers at the Units of the University

1. The dean or director of another unit, vice-dean responsible for the given area, secretary to a faculty, and the head of the department of the dean’s office responsible for the given area have read-only access to all entries at the given unit of the University.
2. The dean or director of another unit, Vice-Dean for Research, and evaluation coordinator have access to all data and documents made accessible to the given unit of the University within the evaluation of creative activities.
3. The sectional coordinator for the register of outputs has access to all entries in the register of outputs which are administered by the departments assigned to the given section in the scope associated with the current status of the entry. Details are provided in the guidelines for the register of outputs.
4. The sectional coordinator for the assignment of persons to fields has access to all entries on the assignment of persons who are assigned to departments in the given section.
5. The editor for the register of outputs has access to all entries in the register of outputs which are administered by the given department in the scope associated with the current status of the entry. Details are provided in the guidelines for the register of outputs.
6. The editor for the register of identifiers has access to all entries in the register of identifiers of persons whose relationship to the given department has been registered.

7. The editor for the assignment of persons to fields has access to all entries on the assignment of persons whose relationship to the given department has been registered. Details are provided in the guidelines published under Article 5 (7).
8. Each employee or student of the University has the following forms of access:
 - a) read-only access rights to the basic summary of the content of the internal classification,
 - b) access to the entry on his or her own personal research identifiers in which the person may add the identifiers which, however, only remain accessible in read-only format to the employee or student after approval by the coordinator,
 - c) access to entries in the register of outputs in which the person is listed as the owner in the scope set out in the guidelines for the register of outputs, and
 - d) read-only rights to all entries in the register of outputs.
9. Access rights under paragraphs 1 and 2 are granted automatically on the basis of designation of the roles of the given persons in the personnel system of the University.

Article 14

Responsibilities Held by all Users of the IS Věda System

1. The code lists in the IS Věda system are preferred for making entries. If a given code-list field allows entering values not included in the code list, they may be entered only if the required value is not included in the code list.
2. The code list of persons which automatically contains the entries in the central personnel register of the University must be used when entering data on employees or students of the University.
3. User support for all users of the IS Věda system is provided primarily through the built-in remote user support tool (HelpDesk).

Article 15

Responsibilities of Employees and Students

1. Employees and students are obliged to ensure, themselves or with the coordinator's assistance, that their personal identifiers are entered in the register of outputs in the IS Věda system on the date of entering their first output as authors or co-authors. Academic staff, researchers, and students in doctoral programmes of study must fulfil this obligation within two months of the creation of their employment or study relationship with the University.
2. The author of an output is responsible for making the output entry. The author of an output may fulfil this obligation himself or herself or may be represented by another employee of the unit of the University according to the rules set out by the given unit of the University.
3. In the case of outputs created by more than one author, the obligation under paragraph 2 must be performed by the first member of the team of authors who is an employee or a student of the University based on the order in which the authors are listed for the output ("author of an output"). A unit of the University may regulate this rule differently for outputs to which authors from other units of the University have not contributed.
4. Authors must provide the official institutional affiliation in the following form "name of the University, name of the unit of the University" for all outputs created within their employment or study relationship with the University. The Czech version of the affiliation is provided for outputs in the Czech or Slovak languages and the English version of the affiliation is provided for outputs in other languages. If it is necessary to shorten the affiliation according to the

editorial rules or other reasons, the abbreviations of the units of the University in the given language are used⁶.

5. The author of an output is responsible for complete, correct, and truthful data in an output entry, which create a complete bibliographical description and express the link to the source of financing and assignment to the internal classification.
6. The author of an output must ensure that the output is entered in the IS Věda system in full-text version in the following cases:
 - a) the output was created during the implementation of a project financed within a programme which requires the publication of outputs in open access form and the output is not accessible in this form through another repository,
 - b) the output is to be submitted for peer review evaluation,
 - c) this obligation is defined by the unit of the University for the purposes of an internal check of the entries, or
 - d) the author requests that the output be saved and made accessible including the full-text version and other prescribed attachments in the institutional repository.
7. The author of an output which is to be saved and made accessible in the institutional repository must ensure and confirm, using the procedure described in the open access and self-archiving guidelines, that the saving of the output in full-text version in the institutional repository does not infringe the rights of the publisher, editor, other third party, or the co-authors.
8. The author of an output is also obliged to:
 - a) provide a document to the editor or coordinator which proves that the entry is correct and complete in the case of doubts in relation to certain types of outputs which cannot be retrieved from the basic databases used by the R&D&I Council for checking entries,
 - b) submit the output to be checked under Section 13 of the Research Support Act upon request. If the check is performed when the author is no longer an employee or student of the University, this obligation is transferred from the author to the editor, and
 - c) prove the facts under paragraph 6 (a) or (b), where necessary.
9. Academic staff, researchers, and students of doctoral programmes of study are obliged to regularly update the order of the most significant outputs in the previous relevant period for the purposes of the preparation of accreditation materials and the selection of outputs for the internal and national evaluation of creative activities.⁷

Article 16

Responsibilities of the Administrators at the Units of the University

1. The editor for the register of outputs performs, in particular, the following tasks:
 - a) providing consultancy on making entries to the individual authors of outputs;
 - b) cooperating with the authors of outputs on attaching the output in full-text version and other additional data or attachments to a completed entry if the output is selected to be submitted for peer review evaluation;
 - c) being responsible for the following:
 - i. checking the entries made by employees or students of the given department of the faculty,

⁶ The official names and abbreviations are provided in Appendix No. 1 to the Constitution of Charles University.

⁷ The number of the most significant outputs listed and the duration of the relevant period are provided in the guidelines for the register of outputs.

- ii. verifying that the entries are correct in terms of their compliance with the published outputs, the national evaluation guidelines, and other instructions of the Government Research, Development, and Innovation Council, and
 - iii. assigning the output to the correct type of outputs according to the national evaluation guidelines; and
 - d) deciding on the assignment of outputs to a data batch for IS VaVal for the given year.
2. The editor for the register of identifiers performs, in particular, the following tasks:
 - a) providing consultancy on creating, administering, and registering personal research identifiers to persons who are subject to the obligation under Article 15 (1) and who are assigned to the given department of the faculty, and
 - b) being responsible for the following:
 - i. checking the entries made by employees or students of the given department of the faculty, and
 - ii. verifying that the entries are correct and correspond to actual facts.
3. The editor for the assignment of persons to fields is responsible for fulfilling the obligation under Article 5 (1) (a) and (b) within the given department of the faculty.
4. The sectional coordinator for the registration of outputs performs, in particular, the following tasks:
 - a) providing consultancy to editors from the departments in the given section, and
 - b) checking the entries made by the respective employees and students.
5. The coordinator for the register of identifiers performs, in particular, the following tasks:
 - a) providing consultancy to authors and support in terms of methodology in the area of the administration of profiles and the indication of personal identifiers,
 - b) checking that identifiers are present in the register and ensuring the completion thereof if they are missing,
 - c) contributing to the centralised administration of profiles, if permitted,
 - d) notifying the authors of the obligation to provide affiliation under Appendix No. 1 to the Constitution of Charles University for their publications and, preferably, the English version of the name of the department, if the English version of the name exists,
 - e) cooperating with the coordinators for other registers, and
 - f) participating in training and meetings to discuss methodology.
6. The coordinator for the register of outputs:
 - a) is responsible, in particular, for the following:
 - i. maintaining the register of outputs of the given unit of the University as a whole in due form,
 - ii. announcing the deadlines for authors of outputs and editors for the termination of the collection of data for the given year,
 - iii. formally assigning the outputs to a data batch for IS VaVal for the given year,
 - iv. setting the access rights of the editors and sectional coordinators appointed under Article 11 and other rights, if any, according to the guidelines for the register of outputs,
 - v. preparing the data batch for IS VaVal for the given year within the deadlines set by the University coordinator, and
 - vi. creating overviews and analyses for the purposes of the unit of the University;
 - b) collaborates with:

- i. the University collaborator for the register of outputs to resolve issues with the register related to methodology and issues which arose in the course of the registration,
 - ii. the editors at the given unit of the University to whom the coordinator provides training and consultancy on making the entries, guidelines for the register of outputs, the applicable national evaluation guidelines, and other instructions of the R&D&I Council,
 - iii. the open access coordinator to ensure that the output entry is correct and complete in terms of the content as well as formal aspects for the purposes of saving and making the output entry accessible in the institutional repository,
 - iv. the research officer for the register of participation in R&D&I in the resolution of common issues related to participation in extensive research infrastructure and use thereof,
 - v. research officers for the register of projects and research officers for competitions if outputs of creative activities are created within the respective operational areas, and
 - vi. coordinators for other registers;
 - c) participates in training and meetings convened to discuss methodology; and
 - d) performs the obligations of the editor at the Catholic Theological Faculty, Protestant Theological Faculty, the Hussite Theological Faculty, and other units of the University.
7. The open access coordinator:
- a) is responsible for the following:
 - i. checking whether an entry which is to be saved and made accessible in the institutional repository meets the requirements under Article 15 (7) and complies with all other necessary formal requirements described in the open access and self-archiving guidelines,
 - ii. collecting and reporting data on the open access fees paid at the unit of the University, and
 - iii. coordinating the implementation of the institutional open access policy at the unit of the University;
 - b) provides training and consultancy to authors on:
 - i. saving and making output entries and full-text versions accessible in the institutional repository, and
 - ii. publishing outputs in open access form, including prevention of the use of ethically questionable publication platforms;
 - c) collaborates with:
 - i. the University open access coordinator in the resolution of issues related to methodology and to the use of the institutional repository,
 - ii. the University open access coordinator on the development of the institutional policy and open access support tools, and
 - iii. the coordinator for the register of outputs and authors to ensure that the output entry is correct and complete in terms of the content as well as formal aspects for the purposes of saving and making the output entry accessible in the institutional repository.
8. The coordinator for the evaluation of creative activities:
- a) is responsible for the following:

- i. coordinating the administrative and organisational activities related to the evaluation of creative activities, and
 - ii. coordinating the internal debate on the content of the internal classification and formulating the conclusions reached on behalf of the unit of the University;
 - b) participates in the meetings convened by the Vice-Rector for Research; and
 - c) collaborates with the Rectorate on tasks related to the evaluation of creative activities.
9. The deputy coordinator performs the competences of the coordinator in the scope of the coordinator's instructions.
10. All administrators at the units of the University also collaborate with:
- a) the Computer Science Centre in the further development of and modifications to the IS Věda system and in the resolution of technical issues related to the use thereof, and
 - b) the Central Library in the resolution of technical issues related to the use of the repository.
11. If the editor or coordinator for the register of outputs finds mistakes or inconsistencies in an output entry, he or she returns the entry to the author for revision. If there is a risk of delay, the coordinator or editor revises the entry himself or herself. The changes made are automatically saved in the history of the entry which is available to the user who made the entry in the register and the respective editor and coordinator.
12. If the open access coordinator finds mistakes or inconsistencies in the output entry related to the file containing the full-text version or another attachment which is to be saved or made accessible in the institutional repository, the coordinator returns the file to the author for revision.
13. For the purposes of checking and verifying that output entries are correct, in particular with regard to the national evaluation guidelines and other rules set out by the R&D&I Council, the coordinator at the unit of the University and the University coordinator may use the comparison of entries in the IS Věda system and the output entries in the inter-university database of outputs at any time in the course of the collection data and propose to the authors and editors (and in the case of the University coordinator to the coordinators at the units of the University) that the data on the output entered in the IS Věda system be corrected .
14. The unit of the University which made an entry or was obliged to make the entry in the given register is responsible for entering correct data and is liable for any damage caused by entering incorrect data.
15. The unit of the University is responsible for entering correct information in the personnel system of the University on the governance structure of the unit and ensures that in the case of any changes, all materials required for updating the information are provided on time so that the collection of data for the registration and evaluation of creative activities and other processes and registers hereunder are not affected.

Article 17

Responsibilities of Administrators at University Level

1. The University coordinator for the register of identifiers:
- a) is responsible, in particular, for the following:
 - i. preparing overviews and analyses according to the requirements of the management of the University,
 - ii. setting the respective code lists in the IS Věda system and the content thereof,
 - iii. setting read-only access rights at University level, and

- iv. administering and updating the website with information on the creation and register of identifiers;
 - b) provides training and consultancy on issues related to methodology and the use of the IS Věda system to the coordinators for the register of identifiers at the units of the University.
 - 2. The University coordinator for the register of outputs:
 - a) is responsible, in particular, for the following:
 - i. preparing the guidelines for the register of outputs and binding instructions for the register of outputs, including the reporting of outputs in IS VaVal, with regard to legislative changes in this area, changes to the national evaluation guidelines, updates of other instructions of the R&D&I Council, and the needs of the University,
 - ii. announcing the binding deadlines for the units of the University for transferring the data batches for IS VaVal,
 - iii. preparing overviews and analyses according to the requirements of the Rector or the Vice-Rector for Research,
 - iv. setting the respective code lists in the IS Věda system and the content thereof,
 - v. setting read-only access rights at University level, and
 - vi. communicating with the respective department of the Government Office of the Czech Republic responsible for the activities of the R&D&I Council and individual providers, including transferring the data batches for IS VaVal on behalf of the University to the individual providers within the time limits set by these providers;
 - b) provides training and consultancy to register coordinators at the units of the University in the following areas:
 - i. the guidelines for the register of outputs and the operation of the parts of the IS Věda system concerned; and
 - ii. the national evaluation guidelines and other instructions of the R&D&I Council.
 - 3. The University open access coordinator:
 - a) is responsible, in particular, for the following:
 - i. preparing and developing the internal regulations and open access and self-archiving guidelines,
 - ii. creating and developing the institutional open access policy at the University and ensuring the compliance thereof with the requirements and obligations in the area of open access at the national and international level,
 - iii. preparing and developing the concept of open access institutional support tools,
 - iv. coordinating processes related to monitoring and analysing data on the open access fees paid at the University, and
 - v. preparing overviews and open access analyses according to the requirements of the management of the University;
 - b) provides open access training and consultancy to coordinators on saving and making output entries and outputs in full-text version accessible in the institutional repository and on open access at the University; and
 - c) collaborates with the University publishers in the area of open access and assists in ensuring compliance of the individual publishing policies.

4. The deputy University coordinator performs the competences of the University coordinator in the scope of the coordinator's instructions.
5. The University research officer for the evaluation of creative activities performs the following tasks:
 - a) providing support in terms of methodology to the administrators involved in the assignment of persons to fields and other participants in the evaluation (in particular the units and evaluation bodies), and
 - b) providing support in terms of methodology to the administrators involved in the assignment of persons to fields and other participants in relation to the use of IS Věda system in collaboration with the Computer Science Centre.

Article 18

Technical Aspects and Support

1. The technical aspects of the operation of the IS Věda system, including the compilation of materials for the technical and user documentation, fall under the competence of the Computer Science Centre, which also provides training in the use of the system modules and technical support, including in built-in user support tools, to:
 - a) University coordinators,
 - b) University research officers, and
 - c) coordinators at the units of the University.
2. The operation of the institutional repository system, including the compilation of materials for the technical and user documentation, are in the competence of the Central Library, which also provides training in the use of the institutional repository.
3. The Computer Science Centre is responsible for the operation of all technical infrastructure enabling the operation of IS Věda, including the compilation of materials for continuously renewing and improving the technical infrastructure, and also for the user support related thereto.

PART EIGHT FINAL PROVISION

Article 19

Effect

The present directive comes into force on the date of execution and becomes effective on 22 October 2025.

Prague, 20 October 2025

prof. MUDr. Milena Králíčková, Ph.D
Rector of Charles University