
Rector's Directive No. 24/2018

Registration of Creative Activities at Charles University

Date of effect: 1 October 2018

Part I - Introductory Provisions

Article 1

1. This directive governs the rules and procedures for registering, collecting, managing, and using the following data at Charles University (the "University"):

- a) data on the employees and students who are involved (or are to become involved) in creative activities ("authors") ;
- b) data on grants, projects, and other sources of funding, in particular in the area of creative activities and innovation ("register of activities"); and
- c) data on creative outputs ("register of outputs").

2. This directive is based, in particular, on the applicable Czech legislation, guidelines issued by the Government's Research, Development, and Innovation Council ("RVVI"), and internal regulations of the University, in particular the following acts:

- a) Act No. 130/2002 Sb., on the support of research and development (the "Act");
- b) Act No. 111/1998 Sb., to regulate higher education institutions;
- c) Act No. 215/2004 Sb., to amend certain relationships within the area of state aid, and to amend the act on the support of research and development;
- d) Government Decree No. 397/2009 Sb., on an information system for research, experimental development and innovation (the "Government Decree");
- e) Government Decree No. 274/2016 Sb., to regulate accreditation standards in higher education;
- f) Government Decree No. 275/2016 Sb., on areas of study in higher education;
- g) Government Resolution No. 8 of 13 January 2016, to approve the Conception of the Information System for Research, Experimental Development and Innovation for the Period 2016-2020;
- h) Guidelines for the Evaluation of Outputs of Research Organisations and Outputs of Completed Programmes issued under section 35 of the Act (the "evaluation guidelines");
- i) Article 14 (3) and Article 46 (2) of the Constitution of the University;
- j) Code of Procedure for the Internal Evaluation Board of the University; and
- a) Rules for the System of Internal Evaluation and Quality Assurance of Charles University.

3. The records kept in accordance with this directive serve, in particular, for the following purposes:

- a) to document creative activities of the authors and the outputs thereof;
- b) to compile output data sets for the Information System for Research, Experimental Development and Innovation in accordance with section 32 (3) of the Act and section 4 of the Government Decree ("IS VaVal");
- c) to create overviews and analyses for annual activity reports of the University, the faculties, and other units, and for the needs of the management of the University, individual faculties, and other units, including for evaluation, and as a basis for the distribution of revenue of the University in accordance with Article 49 (1) of the Constitution;
- d) to provide background materials for internal evaluation and quality assurance at the University, including background materials necessary for accreditation under Government Decrees No. 274/2016 Sb., to regulate accreditation standards in higher education, and No. 275/2016 Sb., on areas of study in higher education, and in accordance with internal regulations and other regulations of the University;
- e) to acquire full texts of selected outputs for the institutional repository of the University in accordance with the rules stipulated in a special Rector's directive;
- f) to make available selected data; and
- g) for other purposes and projects in which the University engages.

4. Registration is done using the modules of the centralised information system for registering and evaluating creative activities at Charles University ("IS Věda") managed via the Information System of the University ("University IS") by the Computer Science Centre of the University (the "Computer Science Centre").

Article 2

Internal Classification of Academic Fields at the University

1. The registers under this directive and for the purposes of internal quality evaluation at the University adhere to the internal classification of academic fields at the University ("internal classification"), comprising four levels:

a) Panel – in accordance with the evaluation guidelines and the Code of Procedure for the Internal Evaluation Board, internal classification is organised into four panels:

- i. arts and humanities ("HUM");
- ii. social sciences ("SOC");
- iii. natural sciences ("SCI"); and
- iv. medical and health sciences ("MED").

b) Research area – for the purposes of internal quality evaluation at the University, research areas have been established within panels, listing academic fields under letter c) of this paragraph on the basis of the following criteria:

- i. relatedness/closeness of the fields;
- ii. possibility to use uniform evaluation tools across the research area; and
- iii. uniform evaluation parameters.

c) Academic field – academic fields are basic units of internal classification; academic fields must be specified for grants, projects, outputs, and authors in accordance with the rules set out in this directive.

d) Subfield – where it is necessary to subdivide an academic field in order to further differentiate relatedness/closeness among a greater number of programmes of study, subfields are established; it can be stipulated whether it is mandatory to indicate a particular subfield when classifying activities and outputs.

2. In addition, internal classification includes relations to other systems of structuring and categorisation by field, in particular the following:

- a) a loose relation implying relatedness/closeness between an academic field and the categories used in the Web of Science and Scopus databases;
- b) a loose relation implying relatedness/closeness between an academic field or, where relevant, a subfield, and a programme of study offered at the University;
- c) a loose relation implying relatedness/closeness between an academic field or, where relevant, a subfield, and a field for the associate professorship appointment procedure or a field for the full professorship appointment procedure offered at the University;
- d) a loose relation implying relatedness between an academic field and an area of study; and
- e) a close relation between an academic field and one and only field in the code list of IS VaVal.

3. Furthermore, internal classification includes information on the types and sub-types of outputs common in the respective research areas.

4. The form and content of internal classification have been determined on the basis of academic discussions across the University, and are managed by the Research Support Office, under the authority of the competent Vice-Rector who, usually annually, launches a feedback survey for the submission of comments regarding any updates to internal classification.

5. The internal classification currently in force is available in electronic form in the OBD module Evaluation of IS Věda karlos.cernoch@post.cz ("Hodnocení systému IS Věda").

Part II - Register of Authors

Article 3

Authors are primarily registered in the Whols personnel system and in the Student Information System. The data on authors entered in these systems are further used, in accordance with this directive, in the IS Věda system, and are complemented, via this system, by the additional data referred to in this directive.

Article 4

Assignment of Persons to Academic Fields of Internal Classification

1. For the purposes of internal quality evaluation, it is necessary to assign authors to the academic fields of internal classification.

2. Authors are required to enter assignment details provided that during the evaluation period they satisfied the following criteria:

- a) their involvement rate within their employment relationship, with a pay band stipulated by the implementing regulation on internal evaluation under Article 7 (19) of the Rules for the System of Internal Evaluation and Quality Assurance (the "Implementing Regulation"), or with an employment contract with an agreed contractual pay and an ensuing right to

membership in the academic community, is or was, with respect to a faculty or other unit, equal to (or higher than) the so-called minimum involvement rate of core staff, as determined by the Implementing Regulation on internal evaluation; or
b) they are or were doctoral students and had, for at least one day in a given period, the status of student under the Higher Education Act; or
c) they are or were internal authors of an output registered in the register of outputs; or
d) they are or were internal investigators in a grant/project registered in the register of activities.

3. The assignment of other employees or students who are expected to participate in the creative activities of a faculty or other unit can be done on a voluntary basis.

4. The coordinator for the internal quality evaluation of creative activities for the whole faculty or other unit, or a person designated by the coordinator for a basic unit of a faculty, records the assignment in IS Věda, within the deadline stipulated by the competent Vice-Rector.

5. An author must be assigned to at least one and no more than three academic fields. If an author qualifies for assignment at several faculties, this limitation applies to each faculty individually, and the author may be assigned to the same or different academic fields at the respective faculties depending on the actual situation.

Article 5

Personal Identifiers for Researchers

1. In order to ensure unique identification of the author of a published output, the following personal identifiers (“identifiers”) are used in addition to the personal number assigned by the University:

- a) ORCID ID;
- b) ResearcherID of the Web of Science database; and
- c) Scopus Author ID of the Scopus database.

2. The identifiers are registered via IS Věda.

3. The guidelines issued under Article 13 (4) (a) or Article 13 (6) (c) of this directive, or a special Rector’s directive may stipulate the tasks which require the use of an identifier in the register of authors.

Part III - Register of Activities

Article 6

1. Activities are registered in the GAP module of IS Věda (“GAP module”).

2. The GAP module is the central site for the registration of all operations referred to in Article 7, except for the projects of the Grant Agency of the University covered by the operations under Article 7 (1) (c) of this directive. Such projects are primarily registered in a separate application of the Grant Agency of the University, which automatically feeds selected data into the GAP module, where they are available for reading only.

Article 7

Content and Formalities of the Register of Activities

1. The register encompasses the following operations :

- a) projects funded from the special-purpose support under section 3 (2) (a), (b), and (d) of the Act;
- b) internal projects of the University funded from the special-purpose support for specific university research under section 3 (2) (c) of the Act;
- c) internal projects, programmes, and other internal instruments of the University for the funding of science and research activities from the institutional support under section 3 (3) (a) of the Act;
- d) foreign and international grants, including projects being funded as per section 3 (3) (b) of the Act;
- e) projects implemented within RDI operational programmes;
- f) projects of contractual and collaborative research;
- g) any other grants and projects to support science, research, and other creative activities;
- h) any “de minimis” aid;
- i) participation in research infrastructures and other similar research groups; and
- j) licence agreements (both acquired and provided) to industrial property.

2. The register includes the following:

- a) projects under paragraph 1 (a) and (b) commenced in 2010 or later;
- b) projects, programmes, and other instruments under paragraph 1 (c) commenced in 2010 or later;

- c) projects under paragraph 1 (d) carried out since 2012;
- d) projects under paragraph 1 (e) and (g) carried out since 2015;
- e) projects under paragraph 1 (f) carried out since 2011;
- f) aid under paragraph 1 (h) received since 2013;
- g) research infrastructures under paragraph 1 (i) involving the faculties and other units of the University from 2017 onwards;
- h) agreements under paragraph 1 (j) effective since 2015; and
- i) basic information on project applications (for both approved and rejected projects) in operations under paragraph 1 (a), (d), (e), and (g) submitted from 2019 onwards.

3. The basic mandatory data to be registered include the following:

- a) identification number (number of the project, grant, contract, etc.) and text identification (title or summary of the subject-matter);
- b) start date and end date of the implementation (or effective period of the contract);
- c) name of the principal investigator (or person in charge);
- d) name of the faculty or other unit involved in the implementation;
- e) a list of all foreign organisations involved in the project, including the country;
- f) basic identification details of the support provider, or of the contracting party;
- g) identification of the grant programme ;
- h) basic financial details (usually the total amount of the grant or project, or the total value of the contract, and the proportion of funding for the faculty or other unit); and
- i) a list of envisaged clinical studies involving human subjects undertaken as part of the project, and information on the registration status in the respective register.

4. The records on operations under paragraph 1 (a) to (g) include classification into academic fields in accordance with internal classification under the following conditions:

- a) assignment to one academic field is always mandatory. If there are any overlaps among fields, it is possible to record assignment to several academic fields;
- b) if assignment is made to academic fields which have subfields, it is possible to record no more than three subfields for a particular academic field. If a subfield is required for a particular academic field, at least one subfield must be selected;
- c) in the case of projects registered in IS VaVal, the faculty (or other unit where appropriate) is required to ensure, in cooperation with the principal investigator, that the assignment to a field in IS VaVal is consistent with the assignment of the project within internal classification and compliant with the conversion rules for academic fields at the University and the IS VaVal code list of academic fields, as set out for internal classification.

5. The guidelines issued under Article 13 (4) (a) of this directive set out other mandatory, conditionally mandatory, and optional data that are registered within the respective operational areas.

6. When entering records, priority is given to the code lists of IS Věda; other values are used only if the necessary value is not included in the code list. When entering the data on investigators who are employees or students of the University, it is mandatory to use the persons code list, into which the records from the central personnel register of the University are automatically fed.

7. Access to and management of records are governed by the following basic rules:

- a) the records can be accessed solely by the designated persons of a faculty or other unit;
- b) where several faculties or other units are involved in grants and projects, the respective faculties or other units each make a separate record.

8. A Rector's directive or guidelines issued under Article 13 (4) (a) of this directive may set out, for certain operations or parts thereof, different rules on access and management.

Part IV - Register of Outputs

Article 8

1. Outputs are registered in the module OBD of IS Věda ("OBD module").

2. The OBD module is a primary source of data on the outputs of the University.

3. Data are collected continuously throughout the year. The records on outputs entered after the data collection deadline announced by the University coordinator for a particular year are not included in the data set prepared for IS VaVal for the year. Such records are included in the data set for the following year.

Article 9

Content and Formalities of the Register of Outputs

1. It is mandatory to collect data on all kinds of outputs as defined in the valid evaluation guidelines, with the structuring specified in the guidelines issued under Article 13 (6) (c) of this directive.

2. The extent of the data on individual outputs is set out in the guidelines issued under Article 13 (6) (c) of this directive, in particular on the basis of the requirements set out in section 4 of the Government Decree, the guidelines, and other instructions given by the RVVI, and any other needs of the University.

3. Access to, entering, and management of records are governed in particular by the following rules:

a) One record only corresponds to any output in the OBD module.

b) A record must be entered within three months of the publication of the output (or of making the output available to the public), but no later than by the data collection deadline announced for that year.

c) Every output may be registered only with respect to such employment or study relationship of the author that is linked to his or her studies and/or creative activities at the University, and on the basis of which the output was created.

d) When entering records, priority is given to the code lists of IS Věda; other values are used only if the necessary value is not included in the code list. When entering the data on authors who are employees or students of the University, it is mandatory to use the persons code list, into which the records from the central personnel register of the University are automatically fed.

e) Every registered output is assigned to academic fields in accordance with internal classification and the following rules:

i. Assignment to one academic field is mandatory. Based on such primary assignment, the output is, if included in the data set for IS VaVal, shown in the corresponding field according to the code list of IS VaVal and assigned to a corresponding research area for the purposes of internal quality evaluation at the University.

ii. It is possible to assign the output to two more fields. Such secondary assignment is used, in conjunction with the primary assignment, to establish relatedness/closeness between the outputs and programmes of study, as well as for other purposes not requiring solely a close relation.

iii. If the assignment is made to academic fields which have subfields, it is possible to assign the output to no more than three subfields of an academic field. If a subfield is required for a particular academic field, at least one subfield must be selected.

f) A record is always managed at one workplace (usually the basic unit of the author who entered the record); if the recorded output involves authors from several faculties or other units, the relevant data processing officer and coordinator for the register of outputs are required to cooperate with data processing officers and coordinators for the register of outputs from other faculties or other units whose employees or students have co-authored the output, in order to synergise the production of correct and complete records.

g) A record can be edited by the owner and the superordinate managers to the extent corresponding to the record approval stage (i.e., based on the record status). The records approved on the respective levels are marked as having a particular status, with a view to achieving the final status as soon as possible. Records with the final status can be edited only by users with the rights of a coordinator.

h) All records are available for reading to all users who have signed in. The records with the "Accepted" status are published (without attached files) on the public interface of IS Věda.

4. If it is necessary, for the internal needs of a faculty or other unit of the University, to register the co-authorship share with respect to outputs, the dean or director of other unit can stipulate that the so-called "intellectual share" will be used internally, in accordance with the following rules:

a) An intellectual share is defined as a co-authorship share in a particular output, expressed as a percentage for each author who is an employee or student of the University; the sum of intellectual shares of all authors, including authors outside the University, is 100% for a particular record. For authors who are not employees or students of the University, an intellectual share is determined collectively for all of them.

b) If the authors from a faculty or other unit which uses intellectual shares on the basis of a decision of the dean or director are named in a record managed by another faculty or unit, such faculty or unit will allow them to enter details in the record about their respective intellectual shares.

5. For the purposes of internal quality evaluation of creative activities, if authors from more than one faculty or unit participated in the creation of outputs, the share of a faculty or other unit will be determined on the basis of the proportionate number of participating authors from individual units, after deducting the share of external authors; the so-called "intellectual shares" under paragraph 4 are not taken into account. Guidance for the calculation of a share of external authors will be set out in the Implementing Regulation on internal quality evaluation of creative activities.

6. For the purposes of internal and national quality evaluation of creative activities, in the case of outputs registered in the Web of Science or Scopus databases, it is necessary to register the internal identifier of the record from such database.

7. In addition, the OBD module is used to store full texts of selected outputs, in particular for the following purposes:

a) to check the records entered;

b) to allow for evaluation of creative activities; and

c) to fulfil the conditions stipulated by the provider of funding for the project within which the output was created.

8. The full text files will be made available solely to designated persons and solely to the extent allowed by the access rights set for each respective file. The Rector will make provisions, in a special directive, for other uses of uploaded full texts of outputs and any publication thereof in the digital repository of the University managed by the Central Library.

9. Based on a decision made by a dean or director of other unit, the full texts of selected outputs uploaded in the OBD module can be also uploaded to the interuniversity database of outputs and compared with the texts of other outputs. The results of such comparison are always made available to the authors of the outputs and coordinators from the faculties and other units of the University where these authors are employed or pursue their studies. The interuniversity database of outputs is not intended for the publication of or for otherwise making available the full texts of outputs. If copyright infringement could occur, the coordinator can remove the full text of an output from the export for the interuniversity database of outputs, upon the author's request.

Part V

Organisational Arrangements for Registration of Creative Activities

Article 10

Organisational Arrangements at Faculties and Other Units

1. In order to ensure registration of creative activities at individual faculties and other units, the deans and directors make the following arrangements:

- a) they appoint a coordinator for the register of identifiers;
- b) they appoint a coordinator for the register of activities and, where appropriate, research officers in charge of specific operations within the register of activities;
- c) they appoint a coordinator for the register of outputs;
- d) they designate a circle of persons authorised to inspect all records in the register of activities of a faculty or other unit;
- e) they decide whether the records in the register of activities will be made available to principal investigators of projects (or to persons in charge) and other members of investigation teams; and
- f) they duly ensure that attributes of the appointed coordinators are updated in the personnel register of the University.

2. It is possible to merge the coordinators' posts referred to in paragraph 1 (a) to (c) at a faculty or other unit where appropriate; however, such posts are always entrusted to persons employed at a faculty or other unit.

3. In order to ensure registration of outputs, the heads of basic units of a faculty to which the employees or students involved in the creative activities are attached, appoint a data processing officer for the register of outputs, and they inform the faculty coordinator for the register of outputs of such appointment or changes to such appointment.

Article 11

Responsibilities of Authors

1. For the purposes of the register of identifiers under Article 5 of this directive, the authors are required to enter their identifiers in the register in IS Věda, either themselves or with the help of a coordinator of the faculty or other unit, on the date they enter their first output in the register of outputs, but in the case of employees and doctoral students no later than within two months of the commencement of their employment or study at the University.

2. The responsibility for the recording of the output in the OBD module rests with the author of the output; if the record is in the storage for pre-imported records, the author always uses and completes the pre-imported version of the record. The author can discharge this duty himself/herself or he or she can be represented by another employee of the same basic unit of a faculty or other unit of the University, or by another person according to the rules set out by the dean or director. In the case of collectives of authors, this responsibility rests with the first author among those who are employees or students of the University, in the same order in which the authors are named in the output. The faculty or other unit can further modify this rule in the case of outputs with no involvement of authors from other faculties or other units of the University.

3. In addition, the author of an output has in particular the following responsibilities:

- a) responsibility for the completeness, correctness, and accuracy of the record on the output that constitutes a complete bibliographical description of the output and indicate the link of the output to the source of funding and a field in accordance with internal classification;
- b) to upload the full text of the output if:
 - i. the output was created while investigating a project funded within a programme which prescribed the publication of outputs in the open access mode;

- ii. the output is to be presented for a peer review evaluation; or
- iii. such duty has been prescribed at the faculty or other unit by the dean or director for the purposes of internal checks of the records entered;
- c) to provide the data processing officer or coordinator at a faculty or other unit with a document confirming the accuracy and completeness of a record if there are doubts about certain types of outputs which cannot be traced in the basic databases used by the RVVI when checking the records;
- d) to present an output for check on request, in accordance with sections 12 and 13 of the Act;
- e) to ensure that the text of the output intended for publication which was created in the course of employment or studies of the author at the University includes affiliation to the University and faculty or other unit, in accordance with the format set out in Appendix 1 to this directive;
- f) to continuously rank the principal outputs over the past monitored period in the OBD module, with a view to preparing accreditation documents and selecting outputs for the internal and national evaluation of creative activities.

4. If the check under paragraph 3 (c) or (d) is carried out at a time when the author is no longer an employee or student of the University, the respective duty of the author is assumed by the data processing officer for the register of outputs referred to in Article 10 (3) of this directive.

5. Persons responsible for the investigation of projects and grants (in particular principal investigators) and for the preparation and discharge of obligations arising from the registered contracts are required to cooperate as necessary with the workers engaging in the registration of activities.

Article 12

Responsibilities of Designated Persons at Faculties and Other Units

1. The coordinator for the register of identifiers has in particular the following responsibilities:

- a) to provide advice and guidance to the authors on how to manage profiles and use personal identifiers;
- b) to continuously check that the identifiers have been entered in the register and if not, to ensure, in cooperation with the authors, that they are entered;
- c) to inform the authors of the duty to enter, for all their publications, primarily the English version of the affiliation as set out in the Appendix to this directive, as well as the English name of the workplace in accordance with the applicable dean's directive if such directive exists;
- d) to cooperate with coordinators for other registers; and
- e) to cooperate as necessary with coordinators and other stakeholders involved in internal quality evaluation at the University.

2. The coordinator for the register of activities has in particular the following responsibilities:

- a) he or she has access to all records in the GAP module at a faculty or other unit;
- b) he or she has the responsibility for due registration of activities at a faculty or other unit as a whole;
- c) if no research officer has been appointed at a faculty for specific operations, to ensure that records for such operations are entered in a timely and due manner;
- d) to provide training and advice for research officers in charge of specific operations on how to enter and use records in the GAP module;
- e) to deal with technical problems, in cooperation with the University coordinator, which can arise during registration;
- f) to ensure, in cooperation with the University coordinator, user access for other users at a faculty or other unit;
- g) to ensure, in cooperation with the University coordinator, suitable conditions for the implementation of the decision of a dean or director under Article 10 (1) (d) and (e) of this directive;
- h) to ensure data imports in operational areas where such imports are possible;
- i) to prepare overviews and analyses for the needs of a faculty or other unit;
- j) to cooperate with other workplaces at a faculty or other unit in discharging the tasks arising from the specific monitored operations, in particular when collecting data for the register of outputs;
- k) if no research officer has been appointed at a faculty or other unit for specific operations, to ensure that records for such operations are entered in a timely and due manner;
- l) to cooperate with coordinators for other registers;
- m) to communicate with the University coordinator and University research officers, and to participate in training and methodology meetings; and
- n) to cooperate as necessary with coordinators and other stakeholders involved in internal quality evaluation at the University.

3. The research officer in charge of specific operations within the register of activities ensures that records for such operations are entered in a timely and due manner.

4. The data processing officer for the register of outputs has in particular the following responsibilities:

- a) to provide consultations for individual authors on how to enter records in the OBD module;

- b) to carry out data imports from external sources into the storage for pre-imported records;
- c) to check the records entered by authors who are employees or students at a basic unit of a faculty;
- d) to check whether the records entered by the authors correspond to the outputs published, and whether they comply with the guidelines and other guidance from the RVVI, including the responsibility to classify an output in a specific type in accordance with the guidelines;
- e) to ensure, in cooperation with the authors, that the full text of the output is uploaded, as well as other additional details and annexes, in the completed record if the output has been selected for a peer review evaluation;
- f) to decide whether the records on outputs will be included in the data set for IS VaVal for a specific year; and
- g) to cooperate as necessary with coordinators and other stakeholders involved in internal quality evaluation at the University.

5. The coordinator for the register of outputs has in particular the following responsibilities:

- a) to ensure training for data processing officers and other users of the OBD module in the current evaluation guidelines, other guidance from the RVVI, and in the University-wide guidelines issued under Article 13 (6) (c) of this directive;
- b) to provide advice to the data processing officers on how to enter and use records in the OBD module;
- c) to ensure, in cooperation with the authors and data processing officers, that the full text of the output is subsequently uploaded, as well as any other additional details and annexes, in the completed record if the output has been selected for a peer review evaluation;
- d) to set access rights for data processing officers;
- e) he or she is responsible for the formal inclusion of outputs in the data set for IS VaVal for a particular year;
- f) to set a deadline for authors and data processing officers to finish the collection of data for a particular year;
- g) to prepare data sets for IS VaVal for a particular year within the deadlines set by the University coordinator;
- h) to prepare overviews and analyses for the needs of a faculty or other unit of the University;
- i) to carry out random checks on selected outputs;
- j) to cooperate with the coordinators for other registers;
- k) to communicate with the University coordinator for the register and to participate in training and methodology meetings organised by the University coordinator;
- l) in collaboration with the University coordinator, to deal with technical problems which may arise during registration;
- m) to cooperate as necessary with coordinators and other stakeholders involved in internal quality evaluation at the University; and
- n) to discharge also the duties of a data processing officer at theological faculties and other units of the University.

6. If a data processing officer or coordinator for the register of outputs identifies mistakes or irregularities in a record on output entered in the OBD module, he or she will return it to the author for correction. If there is a risk of delay, the coordinator or data processing officer will correct the record himself/herself. The changes made are automatically recorded in the history of the record which is accessible to the user who had entered the record, as well as to the data processing officer and coordinator.

7. For the purposes of checks and verifications as to whether the records on outputs are accurate, in particular in the light of the guidelines and other guidance from the RVVI, the coordinator from a faculty or other unit and the University coordinator may, at any time during the data collection stage, use the comparison of the records entered in the OBD module with the records on outputs contained in the interuniversity database of outputs; and based on such a comparison, they can ask the authors and data processing officers (or the University coordinator can ask the coordinators at faculties and other units) to correct the data on outputs entered in the OBD module.

8. The responsibility for the accuracy of the data entered and any damage caused by the entry of incorrect data or by failure to enter the records rests with the faculty or other unit which had entered, or was required to enter, the record in the respective register.

Article 13

Organisational Arrangements at the University Level

1. At the University level, the Research Support Office serves as the methodology and coordination unit for the registers under this directive; the head of the department appoints the following persons:

- a) the University coordinator for the register of activities;
- b) the University research officers in charge of specific operations within the register of activities, except for the operations under Article 7 (1) (f), (h), and (j) of this directive;
- c) the University coordinator for the register of outputs; and
- d) the University coordinator for the register of identifiers.

2. With respect to the register of activities, the necessary background documents for guidelines and guidance are prepared by the following bodies, by their own University research officers:

- a) The Finance Department of the Rectorate for the operations under Article 7 (1) (h) of this directive; and

b) The Centre for Knowledge and Technology Transfer for the operations under Article 7 (1) (f) and (j) of this directive.

3. With respect to the register of outputs, the Central Library of the University provides the necessary background documents for guidelines and development of the system to facilitate publication in open access mode.

4. The University coordinator for the register of activities has in particular the following responsibilities:

- a) to prepare University-wide guidelines and binding recommendations concerning the register of activities;
- b) to provide training and advice on how to carry out registration and operate the GAP module for the coordinators of the register at faculties and other units, and to deal with their requests;
- c) to prepare overviews and analyses for the whole University for the needs of the management of the University;
- d) to adjust the settings and content of the respective code lists of the GAP module;
- e) to cooperate as necessary with the Computer Science Centre in the specification of technical adjustments to be made to the register and in finding solutions to technical problems; and
- f) to cooperate as necessary with coordinators and other stakeholders involved in internal quality evaluation of creative activities at the University.

5. The University research officers in charge of the register of activities have in particular the following responsibilities:

- a) to provide guidance to the coordinators for the register and to the research officers in charge of specific operations at the faculties and other units;
- b) to communicate with the providers within the specific operations in order to acquire information needed for the purposes of registration;
- c) to cooperate as necessary with the Computer Science Centre in the specification of technical adjustments to be made to the register and in finding solutions to technical problems; and
- d) to cooperate as necessary with coordinators and other stakeholders involved in internal quality evaluation at the University.

6. The University coordinator for the register of outputs has in particular the following responsibilities:

- a) to communicate with the RVVI and individual providers, including to transmit the University data sets for IS VaVal to individual providers within the deadlines stipulated by these providers;
- b) to announce binding deadlines for faculties and other units of the University by which the data sets for IS VaVal are to be transmitted;
- c) to prepare University-wide guidelines and recommendations concerning data collection, including the recording of the outputs in IS VaVal, with due regard to the legislative developments in this area, changes to the evaluation guidelines, updates to other guidelines of the RVVI, and to the needs of the University;
- d) to provide training and advice on how to carry out registration and operate the OBD module for the coordinators of the register at faculties and other units, and to deal with their requests;
- e) to inform the coordinators of the register at faculties and other units of any updates to the evaluation procedures and to other guidelines of the RVVI for a particular year;
- f) to manage and update a website which provides information on data collection and the recording of outputs in IS VaVal;
- g) to manage the setting and content of the respective code lists of the OBD module;
- h) to prepare overviews and analyses for the whole University as required by the management of the University;
- i) to cooperate as necessary with the Computer Science Centre in the specification of technical adjustments to be made to the register and in finding solutions to technical problems; and
- j) to cooperate as necessary with coordinators and other stakeholders involved in internal quality evaluation at the University.

7. The University coordinator for the register of identifiers has in particular the following responsibilities:

- a) to provide training and advice on how to carry out registration and operate the relevant modules in IS Věda for the coordinators of the register at faculties and other units;
- b) to manage and update a website which provides information on how to create and register identifiers;
- c) to cooperate as necessary with the Computer Science Centre in the specification of technical adjustments to be made to the register and in finding solutions to technical problems; and
- d) to cooperate as necessary with coordinators and other stakeholders involved in internal quality evaluation at the University.

Article 14

Technical Support and Assistance

1. The Computer Science Centre is responsible for the technical side of the operation of IS Věda, including the preparation of technical documentation and user documentation; furthermore, the Computer Science Centre provides training on the operation of the respective modules of the system, as well as technical support (including built-in tools for user support), for the following persons:

- a) University coordinators;

- b) University research officers; and
- c) coordinators at faculties and other units.

2. With respect to user support, all users of the registers use, by way of priority, the HelpDesk (a remote user support tool) which is part of IS Věda.

Part VI

Article 15

Repeal

1. Upon entry into effect of this directive, the following Rector's directives are repealed:

- a) No. 28/2016 – Introduction of Personal Identifiers for Unique Identification of Authors of Published Outputs at Charles University;
- b) No. 53/2017 – Central Register of Grants, Projects, De Minimis Aid, and Other Sources of Funding, in Particular in the Area of Research, Development, and Innovation; and
- c) No. 31/2017 – Register of Outputs of Creative Activities.

Article 16 Final Provisions

1. The appendix to this directive sets out a list of official affiliations of the University.

2. This directive becomes effective on 1 October 2018.

In Prague on 21 June 2018

Prof. MUDr. Tomáš Zima, DrSc., MBA

?

Appendix

Official Affiliations of Charles University

1. With respect to all outputs created in the course of employment or studies at University, the authors are required to state the official institutional affiliation in the language of the output as follows: name of University, name of faculty/unit, for example: "Univerzita Karlova, 3. lékařská fakulta", or "Charles University, Third Faculty of Medicine". 2. The form of the affiliation is set out in Appendix No. 1 to the Constitution of Charles University. If it is necessary to shorten the affiliation in order to comply with the publisher's rules or for other reasons, the following Czech or English abbreviations will be used:

Czech name	Czech abbreviation	English abbreviation
Univerzita Karlova	UK	Charles Univ
Katolická teologická fakulta	KTF UK	Charles Univ, Fac Cathol Theol
Evangelická teologická fakulta	ETF UK	Charles Univ, Fac Protest Theol
Husitská teologická fakulta	HTF UK	Charles Univ, Fac Huss Theol
Právnícká fakulta	PF UK	Charles Univ, Fac Law
1. lékařská fakulta	1. LF UK	Charles Univ, Fac Med 1
2. lékařská fakulta	2. LF UK	Charles Univ, Fac Med 2
3. lékařská fakulta	3. LF UK	Charles Univ, Fac Med 3
Lékařská fakulta v Plzni	LFP UK	Charles Univ, Fac Med Pilsen
Lékařská fakulta v Hradci Králové	LFHK UK	Charles Univ, Fac Med Hradec Kralove
Farmaceutická fakulta v Hradci Králové	FaF UK	Charles Univ, Fac Pharm
Filozofická fakulta	FF UK	Charles Univ, Fac Arts
Přírodovědecká fakulta	PřF UK	Charles Univ, Fac Sci
Matematicko-fyzikální fakulta	MFF UK	Charles Univ, Fac Math & Phys
Pedagogická fakulta	PedF UK	Charles Univ, Fac Edu
Fakulta sociálních věd	FSV UK	Charles Univ, Fac Soc Sci
Fakulta tělesné výchovy a sportu	FTVS UK	Charles Univ, Fac Phys Edu & Sport
Fakulta humanitních studií	FHS UK	Charles Univ, Fac Human Charles Univ, Inst Hist

Ústav dějin Univerzity Karlovy a archiv Univerzity Karlovy
Centrum pro otázky životního prostředí
Centrum pro teoretická studia
Centrum pro ekonomický výzkum a doktorské studium

ÚDAUK
COŽP UK
CTS UK
CERGE-EI UK

Charles Univ, Environm Ctr
Charles Univ, Ctr Theoret Study
Charles Univ, CERGE-EI