

The internal regulations of the Czech Technical University in Prague, Czech Institute of Informatics, Robotics, and Cybernetics, were approved by the Academic Senate of the Czech Technical University in Prague on October 31<sup>st</sup> 2018.

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Chairman of the Academic Senate of the  
Czech Technical University in Prague

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# **Statutes**

## **Czech Technical University in Prague**

### **- Czech Institute of Informatics, Robotics, and Cybernetics**

The Czech Institute of Informatics, Robotics, and Cybernetics at Czech Technical University in Prague creates a modern environment for the integration and internationalization of doctoral education, scientific research and transfer of research results into practice. It systematically supports the involvement of top experts and foreign professors. With this in mind, it seeks to strengthen the quality of research and international relations. It seeks to establish scientific research teams and research laboratories with leading top universities and laboratories around the world. It creates the right conditions for effective synergistic use of public funds, structural funds, European and other resources and systematically promotes sustainability of research centres outside Prague.

#### **Article 1**

##### **Basic provisions**

1. The full name of the institute is the Czech Technical University in Prague – Czech Institute of Informatics, Robotics, and Cybernetics.
2. The abbreviated name is the Czech Institute of Informatics, Robotics, and Cybernetics of CTU.
3. The abbreviation CIIRC is used in both Czech and English.
4. CIIRC is a university institute of the Czech Technical University in Prague under Section 34

- of Act No. 111/1998 Coll., the Higher Education Act (the Act).
5. The address of CIIRC is Prague 6, Jugoslávských partyzánů 3.
  6. CIIRC was established on 1 July 2013 by a decision of the Academic Senate of the Czech Technical University in Prague (AS CTU) of 24 April 2013, at the proposal of the Rector of the Czech Technical University in Prague (CTU).
  7. CIIRC is not a legal entity (persona ficta). In matters relating to these Statutes and the internal regulations of CTU the CIIRC Director is authorized to act independently on behalf of CTU.
  8. The main language of science, research and management within CIIRC is English. In other areas, the Czech and English languages are equal.

## **Article 2**

### **CIIRC mission, CIIRC strategic plan**

1. CIIRC carries out scientific, research, development and innovation activities and participates in the preparation and implementation of accredited degree programs of CTU in cooperation with the faculties and other parts of CTU. It is involved in research-related fields, and organizes congresses and conferences.
2. CIIRC develops scientific disciplines in informatics, robotics and cybernetics in the broad sense and with disciplinary overlap.
3. CIIRC offers internships and jobs to foreign applicants. It also supports stays by staff and students of CIIRC abroad, especially mutual exchanges of masters and doctoral students. It informs the international professional community about academic vacancies at CIIRC.
4. CIIRC, in the sphere of its activities and in accordance with the Statutes of CTU, cooperates with other universities, scientific institutions, research institutes, industry and other organizations, both at home and abroad.
5. CIIRC works closely with the faculties and other parts of CTU, based on mutual written agreements between the respective deans or directors and the director of CIIRC, approved by the Rector of CTU. Cooperation applies not only to science, research and teaching activities but also to mutual organizational, technical and economic ties, as well as to the mutual provision of services or labour law issues.
6. CIIRC primarily pursues the following objectives:
  - a. Integration of science and research in informatics, robotics and cybernetics, in interaction with other disciplines.

- b. Creation of joint scientific research teams and laboratories with leading universities and other organizations.
  - c. Provision of common physical space inside CTU to facilitate transfer of knowledge into practice.
  - d. Creation of a motivating environment for supporting business and innovation activities.
  - e. Creation of suitable infrastructure for collaboration with industry, especially with major companies.
  - f. Integration and internationalization of science and research and doctoral education with the participation of leading experts from the Czech Republic and abroad.
  - g. Creation of a national knowledge network and the application of knowledge management in the field of technology that will lead to the establishment of analytical and forecasting capabilities as an effective knowledge support for decision-making authorities.
  - h. To support and develop European research infrastructure in the field of cybernetics, artificial intelligence, machine learning, informatics, robotics, automation and industrial production.
7. The strategic plan of scientific, research, development, innovation, educational and other creative activities of CIIRC (the “strategic plan of CIIRC”) is the basic program document of CIIRC. The strategic plan is mainly used in the design of organizational changes, in the preparation of new development, research and doctoral programs, and in the preparation of agreements with other parts of CTU and outside academia.

### **Article 3**

#### **Bodies of CIIRC**

1. Assembly
2. Director
3. Scientific Director
4. Scientific Council
5. Treasurer
6. Director's Committee
7. International Advisory Board

## **Article 4**

### **Structure of CIIRC**

1. CIIRC is composed of departments.
2. A department constitutes an organization unit.
3. A list of departments is a part of the Organizational Structure of CIIRC, attached in Annex 1 hereto.
4. Proposed changes to the Organizational Structure are governed by Article 6.10c of these Statutes.

## **Article 5**

### **CIIRC employees**

1. Employees of CIIRC are divided by type of their work into academic staff, non-academic staff, and technical-administrative or economic staff.
2. Academic staff is subject to the Career Rules of CIIRC, which is an internal regulation of CIIRC.

## **Article 6**

### **CIIRC Assembly**

1. The Assembly is an internal academic institution of CIIRC.
2. The members of the CIIRC Assembly are all the CIIRC Senior Scientists in accordance with the Career Rules of CIIRC who are employed at CIIRC. The position of a CIIRC Senior Scientist is further defined in the Career Rules of CIIRC.
3. Membership in the CIIRC Assembly is not available to the CIIRC Director, the CIIRC Scientific Director and the CIIRC Treasurer.
4. The head of the CIIRC Assembly is the Chairman, who is elected by the Assembly from among its members.
5. Between its meetings, the CIIRC Assembly is represented by the Board of the CIIRC Assembly, which is elected by the CIIRC Assembly from among its members.
6. The Board of the CIIRC Assembly is the executive body of the CIIRC Assembly.

7. The Rector of the Czech Technical University, the Chairman of the Academic Senate of CTU, the Chairman of the CTU Board of Directors, the CIIRC Director and the CIIRC Scientific Director or their authorized representatives have the right to attend meetings of the CIIRC Assembly. They have the right to speak at the meetings whenever they request to do so.
8. The CIIRC Assembly usually meets four times per calendar year. Meetings shall be convened by the Board of the CIIRC Assembly. An extraordinary meeting of the CIIRC Assembly may be convened at the proposal of the Rector of CTU, or at the proposal of one third of the members of the Assembly, or the CIIRC Director.
9. The meeting of the CIIRC Assembly is open to employees of CIIRC under Article 5 of the Statutes and members of the CTU academic community, unless the CIIRC Assembly decides otherwise concerning a certain item of its agenda.
10. The CIIRC Assembly or the Board of the CIIRC Assembly under a mandate from the CIIRC Assembly:
  - a. Approves the CIIRC Director's proposals for internal CIIRC regulations, prior to their forwarding by CIIRC Director to the Rector of CTU. The Rector decides whether to submit them to the AS CTU for the final approval.
  - b. Approves the CIIRC Director's proposals for the directives of CIIRC prior to their issue by the CIIRC Director.
  - c. Approves the proposals of the CIIRC Scientific Director submitted by the CIIRC Director for the establishment, merger, division or dissolution of CIIRC departments defined in Article 1, Section I, paragraph 1.a. of the Organizational Structure of CIIRC.
  - d. Approves the Strategic Plan of CIIRC prepared in accordance with the Strategic Plan of CTU.
  - e. Approves the budget of CIIRC and the financial management of CIIRC.
  - f. Approves the annual report on economic performance of CIIRC and the annual report on the CIIRC activities.
  - g. Discusses CIIRC Scientific Director's proposals for members of CIIRC Promotion Committee.
  - h. Discusses the CIIRC Director's proposals for members of CIIRC Scientific Council.
  - i. Discusses the CIIRC Director's proposals for the establishment of CIIRC executive officers.
  - j. Delivers to the CIIRC Director or to the Rector of CTU initiatives, particularly for higher quality management and activities of CIIRC.
11. The CIIRC Assembly is governed by its Rules of Procedure which are a CIIRC directive.

## **Article 7**

### **Scientific Council of CIIRC**

1. Appointment to and powers of the Scientific Council of CIIRC are governed by Section 34 with reference to Sections 29 and 30 of the Act.
2. The members of the Scientific Council of CIIRC are appointed by the CIIRC Director after a discussion in the CIIRC Assembly and after approval by the AS CTU, from the ranks of CIIRC employees and other relevant experts. At least one third of the members of the Scientific Council of CIIRC are not members of the academic community of CTU. The CIIRC Director is a member of the Scientific Council of CIIRC.
3. The term of office of the Scientific Council of CIIRC is four years.
4. The Chairman of the Scientific Council of CIIRC is the CIIRC Scientific Director.
5. Membership in the Scientific Council of CIIRC expires:
  - a. At the end of the term of office of the Scientific Council under paragraph 3.
  - b. Upon the date of receipt of a written statement to the CIIRC Director in which the member resigns from membership.
  - c. Upon the date of approval by the AS CTU of the proposal of the CIIRC Director to dismiss a member, after prior discussion in the CIIRC Assembly.
  - d. Death of the member.
6. The Scientific Council of CIIRC discusses the Strategic Plan of CIIRC and matters submitted to it by the CIIRC Director or the CIIRC Scientific Director.
7. The Scientific Council of CIIRC is governed by its Rules of Procedure, which is an internal regulation of CIIRC.

## **Article 8**

### **CIIRC Director**

1. The CIIRC Director is appointed and dismissed by the Rector of CTU after a selection procedure conducted in accordance with the Rules of Selection Procedure of the CTU.
2. The CIIRC Director is responsible directly to the Rector of CTU and reports to the Rector for the smooth running of CIIRC.
3. The CIIRC Director is authorized to enter into legal relations on behalf of CTU in the range

- defined by the Statutes of CTU, the Rector's orders and internal regulations of CTU.
4. The CIIRC Director is authorized to make decisions and act on behalf of CTU in labour relations of CIIRC in accordance with Article 30, paragraph 4, of the Statutes of CTU.
  5. Following standard procedures, the Rector delegates to the CIIRC Director the power to decide and act on behalf of CTU when submitting, preparing and implementing science and research projects of CIIRC to the same extent as the Deans of CTU faculties.
  6. The CIIRC Director shall submit to the Rector:
    - a. Annual reports upon their approval by the CIIRC Assembly.
    - b. Draft internal rules for approval in accordance with the Statutes of CTU. They are listed in Article 20 of these Statutes.
  7. The CIIRC Director establishes the scope of activity of CIIRC departments with the exception of the departments defined in Article 1, Section I, paragraph 1.a. and 1.b. of the Organizational Structure of CIIRC.
  8. The CIIRC Director shall appoint and recall the CIIRC Scientific Director under Article 9 of these Statutes and the CIIRC Treasurer under Article 12 of the Statutes and appoints heads of CIIRC departments.
  9. The Director shall appoint and recall members of:
    - a. The Committee of the CIIRC Director.
    - b. The Scientific Council of the CIIRC under Article 7, paragraph 2 of the Statutes.
  10. The CIIRC Director issues CIIRC directives after their approval by the CIIRC Assembly.
  11. The Director shall submit an internal budget and financial management principles of the CIIRC to the CIIRC Assembly for approval.
  12. The other powers of the CIIRC Director are set out in Articles 30 and 36 of the Statutes of CTU, in Articles 19 and 20 of the Organizational Rules of CTU and in orders of the Rector of CTU.
  13. To the specific extent set by these Statutes or by the CIIRC Director, the CIIRC Director shall be represented by the CIIRC Scientific Director or the CIIRC Treasurer or by other CIIRC officers authorized by the CIIRC Director.

## **Article 9**

### **CIIRC Scientific Director**

1. The CIIRC Scientific Director is appointed and recalled by the CIIRC Director subject to a selection procedure held in accordance with the Rules of Selection Procedure of CTU.
2. The CIIRC Scientific Director is directly subordinated to the CIIRC Director.
3. The CIIRC Scientific Director determines the scope of activity of each department defined in Article 1, Section I, paragraphs 1.a. and 1.b. of the Organizational Structure of CIIRC.
4. The CIIRC Scientific Director appoints the members of:
  - a. The International Advisory Board of CIIRC.
  - b. The Promotion Committee of CIIRC pursuant to Article 17 hereof.
5. The CIIRC Scientific Director proposes to the CIIRC Director the appointment and recall of departments executive officers defined in Article 1, Section I, paragraphs 1.a. and 1.b. of the Organizational Structure of CIIRC.

## **Article 10**

### **Committee of the CIIRC Director**

1. The Committee of the CIIRC Director is the advisory board of the CIIRC Director, which discusses technical, organizational and economic issues related to the regular operations of the Institute.
2. The members of the committee are appointed by the CIIRC Director from among employees of CIIRC.
3. By virtue of their offices, the CIIRC Treasurer and the CIIRC Scientific Director are members of the Committee of the CIIRC Director. Members of the CIIRC Assembly authorized by the CIIRC Assembly or the Board of the CIIRC Assembly have the right to attend any meeting of the Committee of the CIIRC Director.
4. Meetings of the CIIRC Director's Committee may be attended by others at the discretion of the CIIRC Director.



## **Article 11**

### **International Advisory Board of CIIRC**

1. The International Advisory Board of CIIRC is a board consisting of internationally recognized experts. They are appointed and recalled by the CIIRC Scientific Director.
2. The International Advisory Board of CIIRC issues its opinion on the direction of CIIRC under Article 17, paragraph 4 of these Statutes.
3. The International Advisory Board of CIIRC is governed by its Rules of Procedure, which is a directive of CIIRC.

## **Article 12**

### **CIIRC Treasurer**

1. The CIIRC Treasurer is appointed by the CIIRC Director following a selection procedure conducted in accordance with the Rules of Selection Procedures at CTU.
2. The Treasurer manages the director's office, as well as the economy and internal administration of CIIRC. The Treasurer acts on behalf of CIIRC in areas defined by the CIIRC Director.
3. The Treasurer ensures the management of CIIRC funds in accordance with generally binding legal regulations, internal regulations of CTU, the Rector's orders and directives of the CTU bursar, in accordance with the internal budget and financial principles of CIIRC.
4. The Treasurer reports to the CIIRC Director for the effectiveness, efficiency and economy of CIIRC operations.

## **Article 13**

### **Appointment of CIIRC executive officers**

1. The positions of the CIIRC Treasurer, executive officers of research departments and other positions according to decisions of the CIIRC Director are staffed through selection procedures. In such cases, the Rules of Selection Procedures for Staff Academic Positions at CTU, with regards to Article 4.3 of the Rules, will be applied.
2. The appointment of CIIRC executive officers will be addressed by the CIIRC Director and the CIIRC Scientific Director with the CIIRC Assembly while

respecting CIIRC contractual obligations.

## **Article 14**

### **Budget and economic management of CIIRC**

1. CIIRC has its internal financial management according to the Organizational Structure of CIIRC.
2. The CIIRC budget is approved by AS CTU as balanced, within the budget approval process of CTU, of which the CIIRC budget is a part.
3. The funding of CIIRC includes state subsidies granted on the basis of professional performance of CIIRC (scientific and pedagogical) according to the budget and economic rules of CTU.
4. CIIRC also manages other obtained grant funding for research projects, as well as funds obtained from contract research, supplementary activities, from donations, foundations and suchlike.

## **Article 15**

### **Supplementary activities of CIIRC**

1. In connection with the fulfilment of its main tasks, CIIRC is also engaged in supplementary activities according to Section 20 paragraph 2 of the Act. On the basis of concession documents and a business licence, it can perform expert activities, organize educational events, lectures, seminars and scientific conferences and develop other business activities based on its core mission.

## **Article 16**

### **Annual reports**

1. The CIIRC Director submits once a year to the Rector of CTU an annual report on economic performance of CIIRC and an annual report on the activities of CIIRC.
2. The evaluation of the activities of CIIRC is also based on quantified parameters used in the budgetary rules for the allocation of funds for scientific, research, development, artistic or other creative activities, according to the evaluation standards adopted by CTU as a basis for creating the budget.

3. The annual activity report will be posted on the publicly available website of CIIRC.
4. The CIIRC Director, based on the instructions of the Rector, shall carry out at intervals of three to five years an evaluation of the management quality of CIIRC and of implemented programmes of scientific research, development and other creative activities under the standard European methodology, i.e. the processing of detailed self-evaluation reports and their subsequent assessment by the International Advisory Board of CIIRC.

## **Article 17**

### **Promotion Committee of CIIRC**

1. The Promotion Committee considers meeting the requirements for achieving the career levels according to the Career Rules of CIIRC.
2. The Promotion Committee of CIIRC has three members.
3. The Promotion Committee of CIIRC is appointed by the CIIRC Scientific Director from among members of the CIIRC Assembly and other academic staff upon discussion with the members of the CIIRC Assembly.
4. The Promotion Committee of CIIRC is governed by the CIIRC Promotion and Evaluation Procedures directive and Career Rules of CIIRC.

## **Article 18**

### **Official Noticeboard of CIIRC**

1. The official noticeboard is used for the disclosure of information concerning the activities of CIIRC in accordance with Article 45, paragraphs 1 and 2 of the Statutes of CTU.
2. Article 45, paragraphs 3 through 6 of the Statutes of CTU applies to the Institute as appropriate.

## **Article 19**

### **CIIRC stamps**

1. CIIRC uses a round stamp with a small national emblem of the Czech Republic and the text “Czech Technical University in Prague” and the “Czech Institute of Informatics, Robotics and Cybernetics”.
2. The use of round stamps with text under paragraph 1 is regulated by the Bursar’s directive.

## **Article 20**

### **Internal regulations of CIIRC**

The internal regulations of CIIRC are:

1. CIIRC Statutes
2. Rules of Procedure of the Scientific Council of CIIRC
3. Career Rules of CIIRC

Annex to the Statutes is the Organizational Structure of CIIRC.