

Science and Research Project Management

This Decree regulates the procedure for project preparation, the procedure after the evaluation by the provider and project acceptance, the procedure during project implementation, project termination and sustainability (hereinafter referred to as the Project Process) at the University of Hradec Králové (hereinafter referred to as the UHK). The Decree also defines the responsibilities of individual university-wide and faculty workplaces or authorized staff in the field of project management. This Decree is not intended to be used for internal reporting purposes to monitor performance indicators.

The rules set out here apply in particular to scientific, research and other similar projects that fall under the responsibility of the UHK Science and Knowledge Transfer Office (hereinafter referred to as SKTO), an overview of which is contained in the relevant managing act governing the allocation of projects to individual workplaces at the UHK.¹

The Decree applies to these projects in cases where the UHK is in the position of the recipient, but also when it participates in the project as an additional project participant. The co-proposers and co-investigators of these projects are subject to the same obligations laid down in this Decree as the proposers and investigators of projects in which the UHK participates as the main recipient.

In case of an unclear focus of a project, the responsibility for it is decided by the Rector after discussion with the Vice-Rectors responsible for the subject matter at the meeting of the select Rector's Board.

PART ONE

General Provisions

Article 1

Definition of Terms

- 1) For the purposes of this Decree, a **Project** is defined as material, temporal and financial conditions aimed at achieving the stated objective. The objectives and conditions of the Project are defined in the Project documentation.
- 2) The Project can be implemented by only one part of the UHK (the **Individual Project**), or by several parts (the **Interfaculty Project**), or by all parts of the UHK (the **University-Wide Project**). The University-Wide Project is usually coordinated by the UHK Science and Knowledge Transfer Office, unless the involved units agree otherwise.
- 3) The **Project Process** represents the life cycle of each Project, the preparation of the Project, the procedure after the evaluation by the Provider, the acceptance of the

¹ At the time of this Rector's Decree issuing, it is Rector's Decree No. 16 *Determination of the Competence of the Rectorate Offices in the Management of Projects*.

Project, the implementation and termination of the Project, including ensuring the sustainability of the Project if sustainability is required by the Provider.

- 4) The **Provider** of financial support/**Announcer** of the tender for financial support means usually a government body, a natural or legal person, a territorial self-government unit that decides on the provision of funds (hereinafter referred to as the Support) and that provides the Support. The Provider also sets the objectives and conditions for applying for the Project and the principles of the Project management.
- 5) The **Recipient** of financial support/**Applicant** for financial support means a natural or legal person who submits the Project proposal and in whose favour the decision to grant the Support is to be taken by the Provider. The relationship between the Provider and the Recipient is governed by a written contract on granting the Support to the selected Project or a decision to grant the Support (hereinafter referred to as the Legal Act).
- 6) The **Co-Recipient/Participant/Partner** of a Project means a natural or legal person (hereinafter referred to as the Partner) who, together with the Recipient, solves an agreed part of the Project. The relationship between the Recipient and the Project Partner is governed by a written agreement on a part of the Project implementation. The on a part of the Project implementation (e.g., partnership agreement, cooperation agreement, agreement on the use of the Project outputs, etc.) must be made in accordance with the Provider's Legal Act and must confer on the Project Partner the corresponding obligations and responsibilities arising from participation in the Project.
- 7) The **UHK** may be a Recipient or a Partner of the Project.
- 8) The **UHK Units** mean, in accordance with Article 11 of the UHK Constitution, the faculties, the Rectorate and special-purpose facilities and other UHK workplaces.
- 9) The **Workplace** is defined as the employee's main place of work falling under a specific UHK Unit.
- 10) The Project **Proposer** means an employee of the UHK or a future employee of the UHK who prepares the submission of the Project proposal (application) on behalf of the UHK.
- 11) The Project **Investigator** means an employee of the UHK who implements the Project on behalf of the UHK in accordance with the Legal Act on the basis of which the UHK is the Recipient of the grant. The project **Co-Investigator** means a UHK employee who implements the Project in which the UHK is a Partner. A student may also be the Project Investigator or Co-Investigator if the Provider or the Project conditions allow it.
- 12) **The Operation Orderer and the Budget Administrator** mean designated UHK employees whose duties are laid down in the relevant Rector's Decree regulating the rules for the internal control system.² If the Investigator is a student, the head of the relevant UHK Workplace is the Operation Orderer according to the relevant Rector's Decree.³
- 13) **The information system Grants and Projects/Project and Contract Records** (hereinafter referred to as IS GaP/IS PCR) is an information system used at the UHK for electronic recording of Projects. It is accessible online at obd.uhk.cz / iga.uhk.cz/simplifyworks/.

² At the time of this Rector's Decree issuing, it is Rector's Decree No. 7/2009 *Internal Control System at the UHK*.

³ At the time of this Rector's Decree issuing, it is Rector's Decree No. 7/2009 *Internal Control System at the UHK*.

Article 2

Basic Definition of Duties

In connection with the Project management and administration at the UHK, the following responsibilities are set out:

- 1) At the level of the UHK, the activities related to the Project Process are coordinated and methodically managed by the UHK Science and Knowledge Transfer Office which is responsible for:
 - a) Setting internal deadlines for the Project preparation;
 - b) Information and methodological assistance throughout the Project Process;
 - c) Registration of Projects and project documentation in the IS GaP/IS PCR in case of a University-Wide Project or a Rectorate Project coordinated by the UHK Science and Knowledge Transfer Office;
 - d) Formal checking of the Project proposals;

- e) Ensuring signatures of the UHK authorized representative and sending via the UHK data box if required by the Provider;
 - f) Checking the publication of the Projects on the UHK website.
- 2) At the level of individual faculties, the Project-related activities are coordinated by the faculty Science Offices or authorized staff members. These Science Offices or staff members are responsible for:
- a) Informing the UHK Science and Knowledge Transfer Office with sufficient time in advance (with regard to meeting other deadlines) of the intention to submit the Project proposal, of the intention to submit an interim or final report, of the intention to submit an application or other Project document to the Provider, or of facts that have or may have a negative impact on the implementation of the Project;
 - b) Providing assistance to the relevant university-wide Workplace (paragraph 1 of this Article) throughout the Project Process;
 - c) Providing information and methodological assistance within the relevant Unit;
 - d) Registration of Projects and Project documentation in the IS GaP/IS PCR (except for Projects where the UHK Science and Knowledge Transfer Office is the coordinator);
 - e) Proper use of the Support, timely and complete preparation of interim and final reports, sustainability reports or implementation reports, if relevant to the Project. The Science Office is also responsible for the preparation of documents and communication with the audit and control bodies. It is also responsible for ensuring compliance with applicable legislation, the UHK internal regulations and managing acts and the Provider's rules – this all in relation to the Project or the part of the Project relevant to the Unit concerned;
 - f) Provision of assistance to the UHK Science and Knowledge Transfer Office in the annual accounting of the grant (e.g., provision of outputs from the Electronic Information System (hereinafter referred to as the EIS) Magion including outputs of Project Partners, information on refunds, information on transfers to the Special-Purpose Fund, etc.);
 - g) Submitting a request to secure the Rector's signature at least 5 working days before the deadline set for signing documents. The process is regulated in Annex 1 to this Decree;

- h) Submitting a request for sending documents by the data box (e.g., partial and final reports, change requests, project proposals, etc.) to the UHK Science and Knowledge Transfer Office at least 5 working days before the deadline set for the documents sending. The request must be accompanied by the Transmission Letter signed by the Vice-Dean for R&D of the relevant faculty (for template, see Annex 2 of this Decree) and the Provider's information on the method of sending (address, envelope marking, or, e.g., if a data message title or FAO is required). The process of sending documents by the data box is regulated in Annex 3 to this Decree;
 - i) Publication of projects on the UHK website.
- 3) The management of the allocated Support is governed in particular by the applicable legislation, the Provider's rules, the Legal Act and the UHK internal regulations and managing acts.
 - 4) Co-financing (co-participation) and pre-financing of the Project is provided by the Unit that participates in the implementation of the Project at its own expense, in accordance with the conditions set by the Provider. In case of the University-Wide Projects, the Project is financially and materially divided into individual components so that the amount of co-financing can be determined.
 - 5) Non-eligible costs and penalties incurred in connection with the Project implementation are borne by the Unit implementing the Project. In case of the University-Wide Projects, the Project is financially and materially divided into individual components so that any non-eligible costs and penalties can be allocated to the individual Units of the UHK.
 - 6) Persons involved in the preparation, solution or control of the Project are obliged to maintain confidentiality according to the managing act regulating the management of intellectual property at the UHK.⁴

Article 3

Competence of University-Wide Workplaces

- 1) The following competencies and roles of selected university-wide workplaces are identified in relation to the Project management. The list below is indicative only and includes the most common activities in each phase of the Project.
- 2) It is strongly recommended that the Project Investigator or Co-Investigator communicate the given activities with the workplaces listed below at various stages of the Project Process, if they are relevant to the Project.
- 3) If at least one international partner is involved in the Project, the UHK Science and Knowledge Transfer Office notify the International Office about the Project (preferably at the stage of the Project application submitting).

Finance Office

- Project preparation: To consult on budget setting and correct allocation of the Project costs to budget items, including the determination of the type of costs

⁴ At the time of this Rector's Decree issuing, it is Rector's Decree No. 01/2024 *Intellectual Property Exploitation at the University of Hradec Králové*.

(investment/non-investment). To inform about and consult on co-financing within the framework of the upcoming Project.

- **Approval of the Project:** To inform about the approval of the Project, including the amount of the grant, the budget composition, co-financing and the rules of the financial management of the Project. To request the assignment of an accounting order. To request the establishment of a separate bank account for the Project, if necessary. To inform about the terms of the Legal Act.
- **Project implementation:** To inform about planned investment purchases. To consult on the accounting of the Project costs (in particular, the split of investment and non-investment costs).
- **Project termination and sustainability:** To inform about the financial settlement of the Project, including the potential obligation to repay the underspent grant. To consult on the keeping records of the assets acquired from the Project. To consult on the closure of the accounting order.

Human Resources and Payroll Office

- **Project preparation:** To consult the time capacities of the planned members of the implementation team.
- **Project approval:** To inform about the preparation of employment contracts and agreements to work outside the scope of employment. To consult on the setting up of timesheets and their approval.⁵
- **Project implementation:** To communicate the conclusion of employment contracts. To submit signed agreements on work performed outside the scope of employment for registration by deadlines established by the Human Resources and Payroll Office.⁶
- **Project termination and sustainability:** To inform about any changes to employment contracts as a result of the Project termination. To consult on the preparation of final and employment records. To consult in a timely manner on the possibility of taking leave under the Project employment contracts, agreements to perform work and agreements to complete a job.

Legal Office

- **Project preparation:** To consult on legal issues of setting up partnership agreements, cooperation agreements or preliminary contracts. To consult on intellectual property treatment. To consult on obligations arising from the Provider's rules for the given type of the Project.
- **Project Approval:** To consult on the preparation of partnership and other agreements related to the Project. To consult on the preparation of documents required for the issuance of the Legal Act, if legal advice is required. To ensure approval of draft agreements by the UHK Legal Office according to the relevant Rector's Decree.⁷

⁵ At the time of this Rector's Decree issuing, it is governed by the Bursar's Communication No. 04/2023 *Determination of 2024 Payout Dates*.

⁶ At the time of this Rector's Decree issuing, it is governed by the Bursar's Communication No. 04/2023 *Determination of 2024 Payout Dates*.

⁷ At the time of this Rector's Decree issuing, it is Rector's Decree No. 7/2022 *Contract Circulation (Including Amendments) and Provider's Decisions on Subsidies or Contributions from Public Budgets*.

- Project implementation: To consult on the preparation of possible amendments to partnership and other agreements related to the Project. To consult on the preparation of contracts with suppliers. To communicate the publication of contracts and orders in the Register of Contracts.
- Project termination and sustainability: To consult on the settlement of obligations from the partnership agreements. To consult on the use of the outputs generated within the Project from the legal point of view. To consult on the preparation of contracts for the sustainability phase.

Public Procurement Office

- Project preparation: To inform about major public procurement in the upcoming Project.
- Project Approval: To consult on and set up the planned procurement regime for the Project.
- Project implementation: To consult on and provide assistance in the implementation of public procurement.

Department of Information Technology

- Project preparation: To inform and consult on planned purchases of IT and AV equipment, especially in terms of operation, including not only acquisition but also commissioning costs. To include training of responsible staff (if the Provider's conditions allow it). To consult on ensuring operation of the equipment after the end of the Project.
- Project approval: To inform about the parameters of the approved Project in terms of the IT and AV equipment purchase schedule.
- Project implementation: To consult on the preparation of technical specifications for the equipment to be purchased. To consult on and arrange for its acceptance, installation and commissioning or possible training of responsible staff.
- Project termination and sustainability: To inform about the management of the acquired equipment after the end of the Project.

PART TWO

Project Process

Article 4

Project Planning and Preparation

- 1) Depending on the announced call for the Projects, the UHK Science and Knowledge Transfer Office determines the procedure and internal deadlines for the preparation of the Project documentation.
- 2) If the faculty is the bearer of the information about the call/competition and the procedure and internal deadlines according to paragraph 1 of this Article have not yet been established, the faculty is obliged to inform the UHK Science and Knowledge Transfer Office without delay through the faculty Science Offices or authorised staff members (paragraph 2 of Article 2). Subsequently, the procedure under paragraph 1 of this Article is followed.
- 3) The Proposer is obliged to notify his/her intention to submit a Project proposal to the relevant faculty Science Office or authorised staff who will then inform the UHK Science and Knowledge Transfer Office within the deadlines set out in paragraph 1 of this Article. In the event that the Proposer is from a Rectorate workplace, the same procedure is followed in relation to the UHK Science and Knowledge Transfer Office.
- 4) The Project proposal is prepared by the Proposer in the form required by the Provider. The Proposer is obliged to comply with the applicable legal regulations of the Czech Republic, the EU, the UHK internal regulations (including faculty regulations) and the Provider's rules. The Project proposer is also responsible for the correctness, feasibility (both material and financial), material necessity and consistency of the Project objectives with the strategic objectives of the UHK and the relevant Unit. The Proposer of the Project or its part for the relevant Unit is responsible for ensuring that the individual members of the planned research team have agreed, in a demonstrable written form, to serve on the research team to the extent proposed and that they also meet the conditions for involvement in the implementation of the Project from the point of view of the level of time commitment, or meet other conditions laid down by the Provider and the UHK internal regulations and managing acts.
- 5) The basic responsibilities in the preparation of the Project are set out in the *Basic Definition of Duties* (Article 2) and the competences are set out in the *Competence of University-Wide Workplaces* (Article 3) of this Decree.
- 6) Determination of the amount of the Project indirect costs is governed by the managing act regulating the rules of calculation of indirect costs in the activities of the UHK.⁸
- 7) The final form of the Project proposal and the Transmission Letter (for template, see Annex 2 to this Decree) signed by the Vice Dean for R&D of the relevant faculty is entered into the IS GaP in accordance with the process set up under paragraph 1 of Article 4. At the same time, the original of the Transmission Letter (hard copy) is handed

⁸ At the time of this Rector's Decree issuing, it is Rector's Decree No. 05/2020 *Determination of the Rules for the Calculation of Indirect Costs in the Activities of the University of Hradec Králové*.

over to the UHK Science and Knowledge Transfer Office. If the Project proposal is to be approved via the IS PCR, the Transmission Letter is not required. A formalities check is ensured according to the set process (paragraph 1 of Article 4). The proposer is notified of any potential deficiencies and modifications to the Project proposal are recommended to him/her. If the proposer does not take the recommended modifications to the Project proposal into account, the suggestions and comments and with the Project documentation are uploaded to the IS GaP/IS PCR. A written request must be submitted by the Vice-Dean for R&D of the relevant faculty for submission of the Project despite the failure to incorporate the recommended modifications. If the deficiencies are serious, they may lead to the Project non-submission, which is decided by the Rector on the proposal of the Vice-Rector for Science, Research and Knowledge Transfer.

- 8) The UHK Science and Knowledge Transfer Office ensures that the Project proposal is sent/submitted to the Provider within the deadline set by the call in the prescribed form and in the manner specified by the tender Announcer.
- 9) In case of modifications to the Project application prior to its submission (paragraph 8 of this Article), the faculty Science Office or authorised staff members, in cooperation with the proposer, ensure that the data on the submitted Project are updated in the IS GaP/IS PCR, including the uploading of the final version of the Project application. In case of the Projects coordinated by the Rectorate, this will be done by the UHK Science and Knowledge Transfer Office.

Article 5

Procedure after Evaluation of the Project by the Provider

- 1) Upon notification of acceptance or non-acceptance of the Project proposal, the proposer and the Science Office or authorised staff members of the relevant faculty inform the UHK Science and Knowledge Transfer Office, unless the proposer is informed directly by the Project Provider or the coordinating partner. In this case, the proposer informs the Science Office or authorised staff members of the relevant faculty and the UHK Science and Knowledge Transfer Office.
- 2) If the Project is accepted, the faculty Science Office or authorised staff members (the UHK Science and Knowledge Transfer Office in case of a Rectorate Project) ensure, in cooperation with the proposer, the updating of the Project documentation, in particular the incorporation of changes and modifications proposed by the Provider, and the preparation of the necessary documents for the issuance of the Legal Act (for definition of the Legal Act, see paragraph 5 of Article 1).
- 3) The faculty Science Office or authorized staff members ensure, in cooperation with the proposer, that the Project documentation is updated in the IS GaP/IS PCR.

Article 6

Project Implementation

- 1) The Project Investigator is obliged to implement the Project in accordance with the Legal Act, if already issued or made, the Project conditions, the Provider's methodological guidelines, the UHK internal regulations and managing acts so that its objectives are fulfilled and its outputs are achieved.
- 2) The Project implementation follows, in particular, the procedures set out in the *Basic Definition of Duties* (Article 2).
- 3) The Project funds may only be used to cover eligible costs related to the Project and in accordance with the Project application and the rules set out in paragraph 1 of this Article.
- 4) The correct, efficient, effective and economical use of the grant is the responsibility of the Investigator. In case of the Project involving several Units, there is a designated Investigator in each Unit involved who is responsible for the part of the Project implemented at that Unit.
- 5) If serious facts are identified that have or may have a negative impact on the implementation of the Project, the faculty Science Office or the authorised staff members of the Unit concerned are informed immediately, and the UHK Science and Knowledge Transfer Office is also informed. The UHK Science and Knowledge Transfer Office or the faculty Science Office or the authorised staff members inform their superiors (the Vice-Dean for R&D of the relevant faculty and/or the Vice-Rector for Science, Research and Knowledge Transfer) and prepare, together with the Investigator, proposals for corrective measures.
- 6) The Project outputs that the Recipient is obliged to forward to the Register of Information on Outputs (hereinafter referred to as the RIO) must be entered by the Investigator into the Personal Bibliographic Database (PBD) according to the managing act regulating the tasks and responsibilities in collecting data for the RIO on behalf of the UHK⁹ or according to the instructions of the UHK Science and Knowledge Transfer Office (especially in the preparation of interim and final reports on the Project implementation, when the outputs are part of the reports and the UHK confirms the accuracy and completeness of the data).

The originator of the R&D output submits to the UHK Science and Knowledge Transfer Office a confirmed *Registration Form* for the following types of outputs: functional sample, software, pilot operation, proven technology, prototype, certified methodology, specialized public database, research report; or a confirmed form entitled *Notification of the R&D Output* for the following types of outputs: patent, utility model, and industrial design.¹⁰

- 7) The Rector is entitled to terminate the Project early on the basis of:
 - a) A written request from the Investigator submitted with the approval of the Dean of the relevant Unit;
 - b) A written request submitted by the Dean of the faculty within which the Project is being implemented, and after discussion with the Investigator;

⁹ At the time of this Rector's Decree issuing, it is Vice-Rector's Instruction No 03/2020 *Tasks and Responsibilities in Data Collection for RIO on behalf of the UHK*.

¹⁰ At the time of this Rector's Decree issuing, it is Rector's Decree No. 01/2024 *Intellectual Property Exploitation at the University of Hradec Králové*.

- c) A written request submitted by the Vice-Rector competent for the area within which the Project is being implemented, and after discussion with the Investigator and the Dean of the relevant faculty;
 - d) Own initiative after discussion with the Investigator and the Dean.
- 7) In case of early termination of the Project, it is necessary to settle the obligations determined by the Legal Act, partnership agreement, agreement on the use of the Project outputs or other similar agreements between the partners involved and to update the Project documentation in the IS GaP/IS PCR.

Article 7

Termination of the Project Implementation

- 1) The Project must be terminated in accordance with the Provider's terms and conditions as set out in the Legal Act. At the same time, all Project orders are terminated and the authorizations granted in connection with the Project implementation cease, except where the sustainability of the Project is required.
- 2) The Project termination is without prejudice to the liability for non-eligible costs and penalties incurred as a result of audits carried out by audit bodies, even after the Project implementation has been terminated.
- 3) The faculty Science Office or authorized staff ensure, in cooperation with the Investigator, the update of the Project documentation in the IS GaP/IS PCR (in particular, the recording of the final report with annexes, the outputs from the EIS Magion and other relevant documents). In case of a Rectorate Project, this will be ensured by the UHK Science and Knowledge Transfer Office.

Article 8

Project Sustainability Phase

- 1) After the Project is terminated, the Investigator is obliged to ensure the Project sustainability (or the implementation of the outputs) to the extent specified in the Legal Act and under the conditions set by the Provider. The Investigator or his/her authorised team member is also obliged to provide assistance to the staff of the UHK Science and Knowledge Transfer Office.
- 2) The costs associated with the sustainability of the Project are financed by the relevant Unit. In case of the University-Wide Projects, the Project is financially and materially divided into individual components so that the costs associated with sustainability can be determined.
- 3) Reports on the progress of the Project during the sustainability period are prepared by the Project Investigator according to the Provider's conditions. The Investigator ensures that the reports are entered into the IS GaP/IS PCR.

Article 9

Control Activities

- 1) Anyone involved in the Project implementation or management has the obligation to inform the Project Investigator without delay and in a provable manner of any fact that could affect the proper implementation of the Project or its sustainability, if required by the Provider.
- 2) Publicly funded Projects may be subject to inspection by audit bodies.
- 3) Mandatory external audits of Projects may be part of the control activity, depending on the Provider's requirements.
- 4) The cost of the external audit is borne by each of the Units involved in the Project (in case of multiple Units involved, the cost is shared equally between the Units audited) or may be an eligible cost of the Project.
- 5) The Investigator is responsible for the preparation of documents for the audit body for the duration of the Project and after its termination. In case of termination of the Investigator's employment after the termination of the Project, the Vice-Dean for R&D of the relevant faculty designates a person in charge (in case of a Rectorate Project, the person in charge is designated by the Vice-Rector for Science, Research and Knowledge Transfer). The responsible Workplaces of the relevant faculty and the Rectorate cooperate in the preparation of the documents for the audit body.
- 6) The cooperation provided to the Internal Audit is dealt with by the relevant Rector's Decree.¹¹

Article 10

Recording and Archiving

- 1) In its position of the Recipient or the Partner, the UHK is obliged to keep original documents related to the Project implementation in accordance with the Provider's terms and conditions and internal regulations for the necessary period of time after the termination of the Project in accordance with the Provider's terms and conditions, unless legislation provides for a longer period of time for certain types of documents.

¹¹ At the time of this Rector's Decree issuing, it is Rector's Decree No. 09/2008 *Internal Audit Ensuring*.

- 2) The basic Project documentation (in particular the Project proposal, interim reports, change requests, final report – evaluation, the Legal Act, the Transmission Letters and other relevant documents) is recorded in the IS GaP/IS PCR.
- 3) All original labour-law documents (employment contracts, agreements to perform work, agreements to complete a job), including timesheets (and job descriptions, if any), are collected, filed and processed by the Human Resources and Payroll Office which is also responsible for their archiving.
- 4) The documents related to the output evidencing (*Notification of the Research and Development Output, Registration Form*) are collected and registered at the UHK Science and Knowledge Transfer Office which also ensures their transfer to the UHK Registry for archiving.
- 5) Agreements (on the provision of Support, on cooperation, on the use of the output, etc.) between the UHK and the other party, signed by both parties, are forwarded by the UHK Science and Knowledge Transfer Office to the Legal Office which is responsible for their entry into the Magion EIS, archiving and possible publication in the Register of Contracts, if publication is the responsibility of the UHK.

PART THREE
Other Provisions

Article 11

Special, Repealing and Final Provisions

- 1) This Decree may be derogated from if the Provider of the funds to be used for the Project so provides.
- 2) Violations of the obligations under this Rector's Decree are considered as violations of the obligations arising from the legal provisions related to the work performed by the employee.
- 3) This Rector's Decree comes into force and effect on the date of signature by the Rector of the UHK.
- 4) This Rector's Decree repeals the Rector's Decree No. 8/2015.

In Hradec Králové on 7 November 2024

Assoc. prof. RNDr. Jan Kříž, Ph.D.
Rector

Annex 1 – Ensuring the Rector's Signature on Contracts Relating To Scientific and Research Activities and on the Agenda Relating to Projects

Annex 2 – Transmission Letter

Annex 3 – Documents Sending by Data Box