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Article 1

Basic provisions

- (1) The Decree applies to the inclusion of all types of results of R&D and creative activities carried out by the TBU staff in databases. Types of results are defined in the currently valid Methodology of Evaluation of Research Organizations and Evaluation of Finished Programmes.
- (2) For the purposes of this internal regulation, the term “component part” shall refer to any organizational unit defined in the TBU Budget Rules.

Article 2

Procedure for inclusion of articles in the Personal Bibliographic Database (OBD)

- 1) All records with the year of publication/implementation in the last full calendar year will be filed into the OBD system in the following year on the date specified by the Vice-Rector for Research, Development and Creative Activities and following current instructions issued by the Research, Development and Innovation Council. The date shall be announced by the Office of Vice-Rector for Research, Development and Creative Activities usually before 15 February of the relevant year.
- 2) The basic records of publication outputs of the J_{imp} and J_{sc} type to be entered into the OBD system shall be created by the TBU Library, and that based on new records in the Web of Science and Scopus databases. New records shall be monitored once per week.

- 3) When entering the record into the OBD database, the TBU Library employee in charge shall fill in the basic bibliographic data that are available from the Web of Science and Scopus databases (authors, title, title of the source journal, year, journal volume, number, numbers of pages, ISSN/ISBN, abstract, language, key words in English, place of publication, information on the conference, UT WoS, EID Scopus) and shall subsequently submit the record to the relevant organizational unit for completion of the type of funding, classification into branches and other data.
- 4) An authorized employee of the component part with which, according to the affiliation specified in the publication, a larger number of internal authors are affiliated, shall be in charge of amending the required records in the OBD system. In the event that the authorship shares are equal, the affiliation of the corresponding author shall be decisive. If the output has an external corresponding author, the order of internal authors shall be a determining factor, by analogy.
- 5) In the event that more authors from different component parts of TBU have participated in the production of the result, each of the component parts shall be informed about the existence thereof in the OBD system.
- 6) The Office of Vice-Rector for Research, Development and Creative Activities shall be responsible for formal accuracy of the records in the OBD system.
- 7) The results shall be entered to the OBD database by each component part that has participated in the production thereof. The rate of participation in the production shall be defined by means of the authors' affiliation with the publication.
- 8) The guidelines for editing of records in the OBD system (mental share, specific information - code of branches in the Information Register for R&D Results (RIV), type of funding, insertion of the post-print of the document and setting up the right to view the full text of the document) are available on the website of the TBU Library¹.
- 9) Authors shall attach the full text of the publication outputs (J_{imp} , J_{sc} , J_{ost} , D) to the record in the OBD system to evidence the existence of the results to enable the evaluation to take place in the RIV system.
- 10) When entering additional data to the relevant records in the OBD system, the author is required to attach the post-print of the relevant article to the record. The post-print shall subsequently be deposited in the TBU Repository of Publications and provided access to according to the status of the journal in the Sherpa/Romeo database². The TBU Library shall verify the status of the relevant journal. In the event that the publisher does not allow free access to the post-print of the article, then this article will only be accessible in the Repository within the TBU computer network.
- 11) The staff in charge at the relevant component parts shall always be informed by the Library about a new record filed.

¹ <https://knihovna.utb.cz/veda-a-vyzkum/vykazovani-vysledku-vav>

² <http://www.sherpa.ac.uk/romeo/>

- 12) Other R&D outputs (i.e. except for outputs indexed in the Web of Science or Scopus databases) listed in Clause 2 Article 2 of this Decree shall be entered by the relevant component parts, which shall adopt an internal procedure for this purpose.
- 13) For the purpose of reporting of the results of R&D and creative activities each author employed at TBU in Zlín is required to have set an ORCID ID identifier³.
- 14) Amendments or alterations to outputs in the OBD system shall solely take the form of alterations to already stored records (i.e. no duplicate records shall be made).

Article 3

Procedure for registration of subjects of legal protection of industrial rights

- (1) The following subjects of legal protection of industrial rights are registered:
 - a) F – Utility model or industrial design
 - b) P – Patent.and the following unprotected subjects of intellectual property:
 - c) Z_{polop} – Pilot plant
 - d) Z_{tech} – Verified technology
 - e) G_{prot} – Prototype
 - f) G_{funk} – Functional sample
 - g) N_{metC} – Certified methodology
 - h) R – Software
- (2) Subjects of legal protection of industrial rights are in accordance with Paragraph (1) a), b) registered and eligible for points if they are registered/a protective document is granted. The number of this document is an unambiguous identification mark for the registered result.
- (3) Basic records for subjects of legal protection of industrial rights in the OBD system in accordance with Paragraph (1) a), b) shall be created by the TBU Technology Transfer Centre based on the registration/a protective document granted. New records of subjects of legal protection of industrial rights shall be updated once per 3 months.
- (4) The TBU Technology Transfer Centre shall enter the following data into the OBD system for protected results in accordance with Paragraph (1) a), b): Basic bibliographic data (Originators, title, date of issue of the protective document, number of the final version of the document, abstract, language, key words in the original language and in English).
- (5) Protective documents related to subjects of legal protection of industrial rights in accordance with Paragraph (1) a), b) are available in publicly accessible databases of the relevant patent offices. The bibliographic records thereof are also available in the TBU Repository of Publications.

³ <https://knihovna.utb.cz/veda-a-vyzkum/identifikatory-autora/orcid-id>

- (6) Basic records in the OBD system which are related to unprotected subjects of intellectual property in accordance with Paragraph (1) c) to h) shall be created by the TBU Technology Transfer Centre. New records of subjects of legal protection of industrial rights shall be updated once per 3 months.
- (7) Registration files of unprotected subjects of intellectual property are in accordance with Paragraph (1) c) to h) available in the TBU Technology Transfer Centre.
- (8) Activities done by the TBU Technology Transfer Centre to the benefit of TBU component parts shall be funded from internal resources of the University.
- (9) Results of the P type shall be reported/updated every year.

Article 4
Final provisions

- (1) This Rector's Decree shall replace Rector's Decree No. 3/2019.