

MUNI

**Masaryk University
International Scientific Advisory Board**

...from the perspective of the administration

Michal Petr

Centre for Scientometric Support and Evaluation, Research Office, Masaryk Univ

MUNI ISAB in a nutshell

- Established in 2016.
- Advisory body → **strategies**, not the research evaluation.
- Four internationally recognised members.
 - Appointed by the Rector.
 - Six years tenure (but the replacement is very beneficial).
- **Persons in charge:**
 - Vice-rector for Research and Doctoral Studies (strategic and scientific mission).
 - One administrator (Research Office).
- **100% & 24/7 support**
 - Problems with flights, hotels... around the on-site visit.

ISAB members as of April 2023



Josef Jiříčný (chair)

Director, Institute of Molecular Cancer Research, University of Zurich



Marie-Janine Calic

Professor for Eastern and South Eastern European history
Ludwig-Maximilians-Universität München



Peter Williamson

Honorary Professor of International Management
Fellow and Director of Studies in Management at Jesus College, University of Cambridge



Viktor Kunčák

Associate Professor of Information technologies and machine learning
École polytechnique fédérale de Lausanne (EPFL)
(before: **Thomas A. Henzinger**)

ISAB mission


- To participate in the development of MU's research **strategy**.
- To provide the Rector and the MU management with independent, open, trustworthy, highly professional and timely scientific **assessment** of specific academic matters.
- To raise awareness of MU in the scientific **community**.

ISAB anchored in university legislation (1)

- Masaryk University Organizational Regulations.
- Statutes of the Masaryk University.
- Statutes of the Masaryk University International Scientific Advisory Board and its Appendix.

ISAB anchored in university legislation (2)

Measure and Annex to the measure

 MASARYKOVA
UNIVERZITA

Masaryk University Measure No. 7/2017

Statutes of the Masaryk University International Scientific Advisory Board

(in the version effective from 1 October 2017)

In accordance with Section 10, Paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act"), I issue the following Measure:

Article 1
Subject Matter

By this Measure, I issue the Statutes of the Masaryk University (MU) International Scientific Advisory Board (MU), which forms Appendix No. 1 to this Measure.


Article 2
Final Provisions

- (1) I authorise the Vice-rector for Research to interpret the individual provisions of this Measure.
- (2) This Measure belongs to the methodological management area "Coordination and planning of research/creative activities".
- (3) Compliance with this Measure is checked by the Vice-rector for Research and the Head of the Research and Development Office of MU Rector's Office.
- (4) This Measure comes into force upon publication.
- (5) This Measure comes into effect on 1 October 2017.

Appendices: No. 1 - Statutes of the Masaryk University International Scientific Advisory Board

Brno, 19 September 2017

Mikuláš Bek
Rector

 MASARYKOVA
UNIVERZITA

Appendix No. 1 to MU Measure - Statutes of the Masaryk University International Scientific Advisory Board

Statutes of the Masaryk University International Scientific Advisory Board

Article 1
Introductory Provisions

The Masaryk University International Scientific Advisory Board (hereinafter referred to as the "Board") is an independent committee made up of internationally-recognised scientists who are among the best in their fields. The Board is an advisory body to the Rector.

Article 2
Membership

- (1) The Board shall consist of at least four members, one of whom shall be appointed by the chair of the Board. The Board is further supplemented by a secretary.
- (2) The secretary is usually a renowned international scientist working on a long-term contract at Masaryk University (MU), such as the ERA Chair. The secretary is responsible for coordinating the work of the Board and preparing the content of regular meetings.
- (3) The members are appointed and approved to represent the main scientific focuses of MU.
- (4) The term of office of members shall be six years and the number of seats shall be unlimited. Members are appointed by the Rector.

Article 3
Mission

The Board's mission is threefold:

- a) to participate in the development of MU's research strategy;
- b) to provide the Rector and the MU management with independent, open, trustworthy, highly professional and timely scientific assessment of specific academic matters;
- c) and to raise awareness of MU in the scientific community.

Article 4
Activities

In particular, the Board's objectives include:

- a) critical feedback on selected reports and strategy papers submitted to the Board;
- b) consultancy in the field of MU research focuses;
- c) supervision of the doctoral education system;
- d) supervision of the rules of the internal Grant Agency of MU;
- e) consultancy in the field of commercial research and cooperation with industry;
- f) involvement in the internal evaluation of MU research;

- g) consultancy in the field of internationalisation strategy and strategic partnerships of MU;
- h) consultancy in the field of research infrastructure development;
- i) consultancy on the recruitment and career development policy for researchers;
- j) consultancy in the field of the administrative structure within MU;
- k) other comments and advice that may be requested by the Rector of MU after consultation with the chair of the Board.

Article 5
Cooperation with the Rector and MU management

- (1) The Board meets regularly at least once a year and meets with the Rector and MU senior management.
- (2) Once a year, the Board creates a written report, which will be submitted to the Rector's Board and the MU Board of Trustees.
- (3) The Vice-rector for Research is the appointed representative of MU senior management in all ongoing communication with the Board.

Article 6
Meetings, Administrative Support and Members' Rewards

- (1) If necessary, the chair of the Board may convene a face-to-face meeting or teleconference, which is beyond the scope of the planned annual meetings organised with the Rector and MU senior management.
- (2) Administrative support of the Board will be provided by the Research and Development Office at the MU Rector's Office.
- (3) Membership of the Board may be rewarded by financial compensation.

1 / 2

2 / 2

ISAB's main activities

- **Supervision** of the doctoral education system.
- **Involvement in the internal evaluation of MU research.**
- Critical **feedback** on selected reports and strategy papers (incl. rules of Internal Grant Agency of MU).
- **Consultancy** and supervision (research focuses, commercial research and cooperation with industry, internationalisation strategy and strategic partnerships, research infrastructures, recruitment and career development policy etc.).
- Other comments and advice that may be requested by the Rector of MU after consultation with the chair of the Board.

Annual meetings

- Preparatory online meeting – ca. April.
 - Sometimes only newsletter...
- On-site visit (in person meeting) – ca. November.
 - Usually, 1,5 working days + travel in and travel out.
 - Overall presentation of university news (focused on R&D).
 - Specific presentation/s based on the meeting topic.
 - Meeting with relevant university/faculty representatives (deans, vice-deans, doctoral students). If possible, without superiors.
 - Closed meeting for ISAB members only (wrap-up meeting).
 - Brief introduction of the main conclusions to the university management.
 - Joint dinner and social programme.

Meeting planning – main recommendations

- Plan a year ahead (topic, possible dates).
- **Define main topic to discuss** (doctoral studies, institutional evaluation, university research supporting scheme, etc.).
- **Actively involve other participants as soon as possible** (university management, faculty representatives etc.).
- Don't forget the budget. 😊

Other suggestions

- **ISAB newsletter** – in Q2, we usually send a special newsletter to keep ISAB informed.
- To engage an **independent person** from the university (for example scientist from abroad) as an intermediary and an informal contact person to ISAB („secretary“).

Planning the meeting

Q1 Planning the meeting

- Find suitable dates
- Discuss the topics with the university management
- Save the date
- Budget and sources (eligible and non-eligible costs)

Q2 Preparation phase

- Involve other university representatives
- Tentative programme (incl. meeting rooms, catering, social programme)
- Prepare contracts with ISAB members
- Newsletter

Planning the meeting

Q3
Organization
phase

- Singing contracts.
- Travel arrangement.
- Accomodation and catering.
- Social programme.
- Contact relevant persons about preparing the presentations, supporting documents, etc.

Q4
Final
phase

- Send supporting documents (reports, etc.) on month ahead.
- Double check.
- On site visit.



After the meeting

- Written report.
 - Distribute to the relevant management members and staff (as open as possible).
- The accounting part – check the budget, remuneration, covering extra costs etc.
- Thank all ISAB members and university representatives and other involved participants.
- Communication and medialisation of the on-site visit.
- Start to plan the next meeting! 😊

Budget and contracts

- **All costs** of ISAB members are **covered** (renumeration, accommodation, per diems, travel in/out + taxi, travel during the meeting etc.).
- **Non-eligible** costs are usually part of the budget (joint dinners, social events, gifts, etc.).
- **Contract** is based on Civil Code, Section 1746 („nepojmenovaná smlouva“ dle §1746, odst. 2).

Budget example

ISAB:

- Remuneration: 22 000 CZK (ca. 940 eur).
- Travel costs: up to 25 000 CZK + taxi from/to airport.
- Per diems (inc. accommodation, on-site travel, catering): 230 EUR per day (EU legislative).

Other:

- Catering.
- Venue.
- Gifts.
- Social programme.

Beyond ISAB: research evaluation

- **Internal evaluation of research and doctoral studies 2022** → instead of one-time disciplinary panels, some faculties/institutes started their own ISABs as regular advisory body.

MUNI