



**SLEZSKÁ
UNIVERZITA
V OPAVĚ**

Rector's Directive No. 10/2019

**Register of Publications and the University
Repository
of the Silesian University in Opava**

Rector's Directive No. 10/2019

Register of Publications and the University Repository of the Silesian University in Opava

Article 1 Introductory Provisions

- 1) This Directive regulates the principles of Registration of Publications and other outcomes of creative activities (hereinafter referred to as "publications") and their preservation as employee work at the Silesian University in Opava (hereinafter referred to as "the University").
- 2) The Publications Module of the University Information System (hereinafter referred to as "IS SU") is used to register publications. The IS SU Repository Module (hereinafter referred to as the "Repository") is used to store them as employee work.

Article 2 Register of Publications and other Outcomes

- 1) Records of published publications are made in the IS SU at <https://is.slu.cz/auth/publikace/edit>.
- 2) For publications, all form items that appear after checking the "Show only mandatory items for RIV" checkbox must be filled in.
- 3) The records are subject to, in the terminology used by the valid Methodology for the Evaluation of Research Organizations and the Evaluation of Programmes of Special Purpose Support for Research, Development and Innovation, approved by the Resolution of the Government of the Czech Republic of 8 February 2017 No. 107 (hereinafter referred to as the "Methodology"), the results of types J, B, C, D, V, P, H, Z, G, A, F, M, W, E, N and R.
- 4) The data on publications referred to in paragraph 3 shall be filled in by the author of the publication from among the university employees, who is the first in the alphabetical order, always no later than on the following dates:
 - a) 31 December of each year (for the preparation of annual reports),
 - b) 31 March of each year (for the submission of benefits to the RIV database).

By mutual agreement or instruction of a Senior Employee, these data may also be filled in by another author or authorized employee.

- 5) In addition to the publications referred to in paragraph 3, it is also possible to register other data in the system, marked in lower case in the drop-down menu "Form type (for RIV result type)". These data must not be checked in the "Transfer result/publication to RIV" checkbox.

Article 3

Retention of Employee Work

- 1) Outcomes that have been accepted for publication (i.e. articles accepted for printing in a journal or proceedings, monographs before submission to the publisher or chapters in them, etc.) and are employee works of university employees, can be saved by the employee in the Repository at <https://is.slu.cz/auth/publikace/edit>.
- 2) The last version that was accepted for publication is saved, i.e. after all comments of reviewers, etc. have been incorporated, but before any modifications made by the editorial office of the journal or the publisher.
- 3) The publication is saved by an author from among the university's employees, who is the first in the alphabetical order. By mutual agreement or instruction of a Senior Employee, the storage may also be carried out by another author or authorized employee.
- 4) The form shall be filled in with the data already known at the time of completion and the relevant file or files shall be uploaded in the "Repository" section by means of a button. In the "Type of work" box, the "Employee" box must be checked; the file version will be marked "Accepted version". The right to read is set to either "no one" or for any of the circles of persons within the university of the choice offered, unless the author, in accordance with his/her legal obligations, is entitled to make the publication available to anyone registered in the IS SU or even to anyone on the Internet. The "Transfer result/publication to RIV" field is not ticked until the publication is published.
- 5) The preferred uploaded file format is the PDF format (produced by the program on the computer, not the scanned printout!).
- 6) Paragraphs 1 to 5 shall apply mutatis mutandis to works of art by employees (photographic, audio-visual, etc.); further details may be laid down by the internal standard of the Head of the Part concerned.

Article 4

Transitional and Common Provisions

- 1) Other requirements for the Register of Publications and their preservation as employee works may be determined by the Heads of the Parts by the internal standard.
- 2) The internal standard referred to in both paragraph 1 and Article 3 (6) shall comply with this Directive.

Article 5

Final Provisions

- 1) This Rector's Directive shall enter into force on the day of its publication on the intranet
- 2) This Directive shall become effective on the day of its validity.

In Opava, date:

doc. Ing. Pavel Tuleja, Ph.D.

Rector

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