Charles University, Faculty of Medicine in Hradec Králové

Dean's Directive No. 25/2024

Ref. No. UKLFHK/487695/2024

Name: **Principles for the Acquisition, Renewal, and Management of the Property and Equipment of the Faculty of Medicine in Hradec Králové[1]**

Force: On the day of signature by the Dean
Effect: 1 January 2025

Article 1
Introductory Provisions

1. This Directive establishes the principles of a uniform procedure for the acquisition, renewal, and management of the property and equipment of the Faculty of Medicine in Hradec Králové (hereinafter referred to as the "Faculty").

2. The aim of the Directive is to create conditions for the sustainability, functionality, and development of the information, technological, and technical infrastructure of the Faculty in order to ensure the proper performance of the Faculty's tasks and functions.

Article 2
List of Abbreviations Used

AV	audiovisual equipment
ICT	computer technology (technology for communication and work with information); for the purposes of this Directive and from the point of view of the user at the Faculty, this includes primarily computers, laptops, tablets, printers, copiers, monitors, scanners, and possibly other accessories including software
SW	software
PC	personal desktop computer with a tower (a stand-alone cabinet) or AiO (all-in-one – a PC integrated into the monitor); these are devices used for administrative work, research work, work in the laboratory, together with instruments, and in teaching rooms
NTB	portable personal computer (laptop)
LCD	monitor with the LCD display technology
WGMRP	working group for the management and renewal of property
IM	instrumentation manager
VL+15	Long-Term Increase in the Number of Students of General Medicine at the Faculty (with respect to the Government Resolution: Financial Measure to Increase the Capacity of Medical Faculties)

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[1] Translator's note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

Cooperatio	programme of basic institutional support for science and research at Charles University according to Rector's Directive No. 22/2023 Cooperatio Programme Principles, as amended
IARF	Investment Asset Reproduction Fund
RMPAT	Recovery and Maintenance Plan for the Asset Type
Standards	Standard equipment of departments, teaching rooms, and employees which they are entitled to under this Directive
ISO HKUH	Information Systems Office of the Hradec Králové University Hospital

Article 3
Working Group for the Management and Renewal of Property

1. The working group for the management and renewal of property (hereinafter referred to as the "WGMRP") is an advisory body of the Faculty management established by the Dean on an ad hoc basis for each calendar year for the purpose of assessing and evaluating special requests from the departments in accordance with this Dean's Directive – Principles for the Acquisition, Renewal, and Management of the Property and Equipment of the Faculty of Medicine in Hradec Králové.

2. The WGMRP meets upon the Dean's request at least once a year in connection with the preparation of the Faculty's capital, investment, and operating budget. The preparation and agenda of the meeting is coordinated by the Vice-Dean for Development and Informatics and the Secretary to the Faculty.

3. The members of the WGMRP are appointed by the Dean from among the members of the Dean's Board and the members of the Academic Senate of the Faculty.

4. The WGMRP mainly assesses and evaluates the special requests from departments in order to ensure the needs of the entire Faculty which should provide a significant benefit for the Faculty; the requests are made on the basis of proposals by the Vice-Deans and professional staff members (hereinafter referred to as the "guarantors") who are responsible for the categories of the property concerned; the WGMRP also recommends that requests be included in the Faculty budget. This concerns mainly investment assets and requests not yet systematically addressed in this Directive.

5. As required, the WGMRP meetings are attended by the Vice-Deans and guarantors (without voting rights) who are responsible for the categories of property concerned under Article 4 and manage the sources of funding; they prepare the documents submitted for consideration and, where appropriate, comment on these documents during the meetings.

    The following persons are responsible for the professional assessment of the requests in terms of the purpose served:
- Vice-Deans for Study Programmes;
- Vice-Dean for Research;
- Vice-Dean for Development and Informatics;
- Head of the Simulation Centre (SimCen);
- Head of the Operational and Technical Department (OTD);
- Instrumentation Manager;
- AV Equipment Manager;
- Head of the Computer Technology Centre (CTC); and

- Head of the Medical Library (ML).

The following persons are responsible for guaranteeing financial resources:
- VL + 15 Project Manager;
- Head of the Economic Department (IARF);
- Head of the Grants and International Department (development and research projects, grants, and other external sources; and
- Science and research officer (COOPERATIO).

Article 4
Categories of Property

The Faculty property is classified for the purposes of this Directive into the following categories:

1. By type of property and assigned guarantor:
    a) Computer equipment, including its software (ICT) – Head of the CTC;
    b) AV equipment – AV Equipment Manager;
    c) Furniture – Head of the OTD;
    d) Instrumentation and technical equipment (except for ICT and AV equipment) – Head of the OTD, Head of the SimCen, and instrumentation manager;
    e) Study collection at the Medical Library – Head of the ML;
    f) Building adjustments, reconstruction – Head of the OTD; and
    g) Other small assets and equipment not included in the previous categories – heads of the departments.

2. By method of financing and entitlement to the acquisition:
    a) Specialized property and equipment (costly instruments, technology, equipment, and supplies of an investment nature of all categories, subject to mandatory assessment by the WGMRP; paid for centrally from the investment resources of the Faculty). All requests must be submitted to the Helpdesk for consideration by the WGPMR by the specified deadline;
    b) Standard or centrally managed property and equipment of a non-investment nature (assessed and dealt with by the guarantor on an ongoing basis – see (1) (a) – (c), (e) and (f) of this Article; paid for centrally; in the case of standard equipment for employees or departments (which they are entitled to) it is specified in the Standards. Requests are to be submitted to the Helpdesk on an ongoing basis);
    c) Common property and equipment of a non-investment nature not falling under (b) of this paragraph (to be paid for from departmental funds). It is recommended that acquisition be discussed with the guarantor or the request be submitted to the Helpdesk; and
    d) Small property and equipment of a consumable nature (paid for from departmental funds) is not subject to this Directive with the exception of the items specified below. Requests do not have to be submitted to the Helpdesk.

3. By purchase price (the limits for tangible and intangible property may change according to current legislation; the current limits are set by Rector's Directive No. 56/2023, as amended). The definition of tangible and intangible property corresponds to the categorisation of property given by the accounting rules. The Economic Department decides on the inclusion of property in the following categories:

   a) **Intangible fixed assets:** Assets with a useful life of more than one year and a valuation of more than CZK 80,000;

   b) **Tangible fixed assets:** Assets with a useful life of more than one year and a valuation of more than CZK 80,000;

   c) **Small tangible fixed assets:** Separate movable assets and sets of movable assets with a separate technical and economic purpose the useful life of which is longer than one year and the valuation of one item is CZK 5,000 or more and at the same time does not exceed CZK 80,000; and

   d) **Small intangible fixed assets:** Mainly intangible results of research and development, software, valuation rights, and other intangible assets the useful life of which is longer than one year and the valuation of one item is CZK 7,000 or more and at the same time does not exceed CZK 80,000.

4. By the source of funding:

   a) Non-investment operating funds of the department (allocated to departments according to approved rules, in particular according to the share in teaching and contribution from research);

   b) Central institutional investment and non-investment resources of the Faculty (contributions from the Ministry of Education, Youth, and Sport, research funds allocated within the University, VL+15, FRIM, fund, …); and

   c) Non-institutional resources of the Faculty (extraordinary external resources, e.g., research and development projects, grants, foreign teaching, and other economic activities of the Faculty, etc.).

Article 5
Common Provisions

1. The departments of the Faculty submit requests for the acquisition of property which is paid for from central resources (see Article 4 (2) (a) and (b)) exclusively via the web-based Helpdesk application, according to the defined classification. The request is submitted by the head of the department or an employee authorized by him. The head of the department is responsible for the submission of the request and the request is deemed to have been entered with his approval.

2. Departmental requests are collected continuously throughout the year and are continuously evaluated by the relevant guarantors according to the type of assets (Article 4 (1)). In evaluating the requests, the guarantors are primarily guided by the Standards and the RMPAT as amended and they evaluate the purposefulness and cost-effectiveness of the requests taking into account whether the property is needed, whether the request is justified, what the degree of importance is, and the financial possibilities (coverage). Depending on the classification of the requests into categories, the guarantors either approve and implement them or submit them together with their opinion to the WGMRP for consideration.

3. Requests requiring consideration by the WGMRP (in particular requests for specialized property according to Article 4 (2) (a)) must be always submitted via the Helpdesk by **31 January** of the year for which the budget is being prepared (unless otherwise specified by the Dean for that year). The evaluated requests will be forwarded by the WGMRP together with its comments to the Faculty management for approval and inclusion in the Faculty budget (the final budget is approved by the Academic Senate of the Faculty). Departments are notified of the results of the approval process through the Helpdesk. Approved requests are then implemented in the next procurement procedure.

4. Requests which require consideration by the WGMRP and were submitted after the deadline in the given year will be considered in the following year unless they are cancelled by the person or department submitting them in the Helpdesk.

5. If a department insists on a rejected request, the request may be updated and resubmitted for the following year at the earliest. All requests are archived in the system.

6. The current Standards and RMPAT for each area, department, and asset type are or will be published on the Faculty website and will be further developed and updated upon the completion of the construction of the Mephared 2 building, in accordance with the given conditions and needs of the departments, facilities, and equipment of the building. The guarantors are responsible for the development and updating of the Standards and RMPAT. Any changes to the Standards and RMPAT are submitted by the guarantors to the responsible Vice-Deans for approval or further consideration.

7. If there is any doubt about the appropriateness and justification of a departmental request, the guarantor will discuss the request with the responsible Vice-Dean, who will consider the request and make a decision on whether the request is justified or what further action needs to be taken; alternatively he will refer the request to the WGMRP or the Faculty management.

8. Any property which has been acquired from the funds of the Faculty, is permanently located in the common wards of the Hradec Králové University Hospital (hereinafter referred to as the "HKUH"), and the installation of which requires the financial participation of or cooperation from the HKUH, may be put into operation only with the prior verifiable consent of the HKUH.

9. This Directive applies to assets acquired regardless of the source and method of financing and it must be respected already during the preparation of projects and grant applications, etc. The specification of assets which are planned to be acquired from a non-institutional source, subject to the approval process under this Directive (Article 4 (2) (a) and (b)), must be discussed in advance with the guarantor already during the stage of project preparation.

10. Members of staff and departments are centrally provided with technology and equipment which are adequate to their work assignment, job description, and normal standards for the given work environment. The entitlement to new equipment does not arise automatically; the request is always evaluated individually by the guarantors within the framework of the generally set rules for the individual categories of assets under Article 4 (1).

Article 6
Acquisition of ICT

1. The CTC is responsible for the acquisition, management, and renewal of computer technology (ICT).

2. The CTC prepares and continuously updates the ICT Standards for employees and departments, as well as the RMPAT for ICT; requests for ICT are collected and approved and new ICT is procured on an annual basis.

3. Only ICT meeting the technical parameters, requirements, and demands of the operating system, remote administration requirements (e.g., regular updates), security and other requirements may be connected to the Faculty computer network. ICT must be used in accordance with the regulations for the operation of the Faculty computer network and the Charles University computer network.

4. Computer equipment (ICT, hardware and software) used at the Faculty is divided into groups according to the manner of its use and acquisition:
   I.   Computer equipment for basic operations and administration, teaching and research activities in the Faculty network (PCs, NTBs, tablets for teaching, monitors, printers and scanners used by employees individually or in shared spaces – computer rooms, research laboratories, teacher PCs, etc.);
   II. Computer equipment forming part of instrumentation units which is or is not connected to the Faculty computer network;
   III. Accessories and small equipment (flash drives, higher-quality keyboards and mice, transmission media, external drives, mobile phones, etc.);
   IV. Server and network infrastructure; and
   V.   Software equipment (operating systems, office packages, graphics, statistics, teaching, and other programmes).

5. Method of acquisition and financing of ICT classified according to paragraph 4:
I. Computer equipment for basic operation and administration, teaching, and research activities in the Faculty network
   a) The CTC ensures the procurement of computer equipment on the basis of regular renewal or justified departmental requests. It specifies the subject of procurements, carries out the purchase, hands over the computer equipment to the relevant department, and provides management;
   b) ICT (hardware) is normally procured with a five-year warranty and next-day repair in the configuration and technical specifications provided by the Standards;
   c) Employees are provided with ICT equipment which is appropriate for their work assignment, job description, workload, etc. (They are usually provided with a PC or NTB with a docking station, an LCD monitor, a keyboard, and a mouse). The entitlement to ICT is not automatic, it is subject to evaluation by the CTC;
   d) PCs and NTBs are usually renewed every five years. However, employees or departments are not automatically entitled to renewal after five years. Each year, the CTC prepares a list of devices it plans to replace that year. When considering a renewal of equipment, it is necessary to take into account the number of employees in the department, age and condition of the equipment, effectiveness of use, economic situation, current cybersecurity rules, etc.;
   e) Individual departments (employees) do not have to be assigned new equipment;
   f) After purchased computer equipment has been handed over to the relevant department, it is transferred to the property register of such department;

g) Unused equipment (typically after a renewal has taken place) is transferred to the CTC which assesses its condition, age, and further potential use; the CTC decides on its use or proposes that it be scrapped. Departments do not keep ICT which is not being used and which is disconnected from the network as a backup;

h) Depending on the number of employees and the layout of the department, the CTC provides a central network printer and a local (personal) printer for the departmental secretary's office. The cost of the lease and acquisition are paid from the renewal fund (CTC budget). The cost of printing and consumables is covered by the departmental budget;

i) Tablets are centrally funded solely for teaching purposes. When considering a request, it is necessary to take into account primarily the effectiveness of use in relation to the scope and content of teaching, availability of adequate study materials, question banks for testing in the Moodle LMS, possibility of sharing between departments, or possibility of using a computer room, etc. Tablets are usually purchased as a set (for one study group) or are placed in a mobile charging station;

j) If a department requires ICT equipment for staff which goes beyond the standard equipment (e.g., a second monitor, a tablet for personal use, or a second PC), it must finance this equipment from non-institutional funds (Article 5 (9)). The request must be submitted via the Helpdesk system for procurement planning purposes; and

k) The employees who have been asked to renew their ICT equipment must show active cooperation.

II. Computer equipment forming part of instrumentation

a) An assessment of requests is carried out according to the rules for specialised equipment under Article 4 (2) (a);

b) Computers as a control component of other equipment may be connected to the Faculty network at the request of the relevant department if they meet all the conditions of Article 6 (3). The CTC is responsible for such an assessment;

c) The CTC does not provide management or maintenance of ICT in this category beyond the necessary tasks associated with the requirement to connect it to the Faculty network;

d) The CTC may be invited to consult the ICT specification for a procurement if the ICT is acquired together with the instrumentation or if it is acquired for already existing instrumentation.

III. Accessories and small equipment

a) The cost of acquisition is paid for from the departmental budget. The department may consult the selection and specification of equipment with the CTC via the Helpdesk system; and

b) Ordering and purchasing is carried out by the departments.

IV. Server and network infrastructure

a) The cost of applications and resources to be used across the entire Faculty are paid for from the dedicated funds in the CTC budget and projects. This includes all network infrastructure, data centre infrastructure, servers, data storage, and backup facilities, server applications, and client licences to connect computers to these Faculty-wide systems; and

b) The CTC ensures the purchase, connection, deployment, operation, maintenance, and management of this infrastructure according to the RMPAT.

V. Software
   a) Every computer and laptop in the Faculty network is equipped with the "Basic Software Set" as defined in the Standards;
   b) Additional software is available in the "Software Centre" application from which software can be installed by the user without the need for elevated permissions;
   c) In order to install software on the HKUH network, the department needs to contact the ISO HKUH Helpdesk;
   d) Software used outside the Faculty or Charles University computer network (in the instrument network, etc.) is not managed by the CTC; and
   e) Publicly available web applications which do not require any installation on the user's ICT but only an access account, registration, etc., and which are possibly associated with payment for use, are financed from the departmental budget. Centrally supported applications are an exception to this rule. Centrally unsupported web applications must not contravene the rules of operation of the Faculty network and the Charles University network, relevant regulations, and legislation. The departments are obliged to apply to the CTC for permission to use such applications in advance via the Helpdesk, and the CTC keeps records of all such requests. If several departments show a long-term interest in an application, the SW may subsequently be included in the list of licensed SW managed by the CTC and costs will be paid centrally.

6. If computer equipment or software are purchased from non-institutional sources, the department is obliged to discuss the specifications thereof with the CTC in advance and to discuss the purchase scheme with the ED (public procurement). It is necessary to check, among others, if the licence for the software is already available at the Faculty or at Charles University.

7. The acquisition of computer equipment and software of an investment nature (Article 4 (3) (c)) is assessed by the WGMRP once a year.

8. Computer equipment registered as property of the Faculty, but used in the HKUH computer network, is contractually on loan to the HKUH and its management and maintenance are governed by the relevant contract. Any requests regarding the operation and troubleshooting of such equipment should be submitted to the ISO HUKH Helpdesk.

9. Laptops will be configured exclusively for operation on the Faculty (Charles University) network.

10. Any computer equipment which does not meet the conditions for operation on the Faculty or Charles University network will have its access to the network restricted or revoked. If the equipment is not in operation for a long period of time and has not been transferred to the CTC, it will be disconnected from the network.

Article 7
Acquisition of AV Equipment

1. The OTD is responsible for the acquisition, management, and renewal of AV equipment. An AV manager is designated in the organisational structure.

2. The OTD develops and continuously updates the AV equipment Standards and the AV equipment RMPAT; requests are collected and approved and new AV equipment is procured usually on an annual basis.

3. The AV equipment Standards for teaching rooms are generally specified in collaboration with the Centre for the Support of Modern Teaching Methods (CSMTM) and the CTC (ICT).

4. AV equipment is classified according to its intended use:
   I. Educational equipment (data projectors, screens, sound systems, interactive whiteboards, infrastructure, switches, etc.);
   II. Central equipment (AV server room, studio and reporting equipment, video cameras, editing rooms, mobile sets, etc.);
   III. Equipment for meeting rooms or managers' offices which are also used for holding meetings (data projectors, LCDs, screens, infrastructure, etc.); and
   IV. Small equipment worth up to CZK 5,000 (software worth up to CZK 7,000), unless it is included in the above-given categories, it is paid for from the departmental budgets (cables, headphones, chargers, batteries, etc.).

5. The method of acquisition and financing of AV equipment classified into groups according to paragraph 4:

I. Educational AV equipment
   a) AV equipment is acquired on the basis of requests submitted on a continuous basis and according to applicable Standards or in accordance with the approved AV equipment RMPAT;
   b) Purchase, renewal, and maintenance costs are paid for from the central resources of the Faculty;
   c) When procuring AV equipment, the OTD takes into consideration the needs of the Faculty, the realistic level of use of the equipment and its operational costs, depreciation, and current teaching trends and requirements. The equipment is acquired with a five-year warranty and next-day repair;
   d) The basic level of equipment for teaching rooms belonging to the individual departments as required for the needs of full-time teaching in each given department is given according to the Standard (it includes preparation for expansion to hybrid teaching). If special equipment is requested, the relevant department must document the need for and justification of such equipment and the guarantor evaluates such request or forwards it for evaluation; and
   e) The basic level of equipment for shared (common) teaching rooms meets the needs of online, offline, hybrid, and other forms of teaching. In designated areas, the equipment also includes devices for live streaming from operating theatres and other medical departments.

II. Central equipment
   a) Central AV infrastructure for live streaming and the secure operation of teaching (and shared) rooms is purchased, operated, and managed by the OTD;
   b) Other Faculty equipment (studio equipment, live streaming equipment, mobile sets, rental equipment, equipment for rental room and studio operation, and other services according to the service catalogue) is provided, purchased, operated, and managed by the OTD. The purchase and renewal of such equipment is made with regard to the

actual needs of the Faculty so that its aims can be carried out, as well as with regard to the use of existing equipment, and the real benefit to teaching, research (scientific conferences, professional meetings, etc.) and OPR activities; and

    c) AV services are provided exclusively by the OTD based on requests submitted to the Helpdesk. If it is not possible to provide in-house AV services due to personnel or technical reasons, the services will be outsourced. Only the OTD is authorised to order external AV services. These activities include primarily live performances, broadcasts, audio/video production, post-production, audio engineering, lighting, and technical support for events, etc. If a request is redundant or without a purpose, it will be rejected.

III. Equipment for meeting rooms (departmental meeting rooms)

    a) Each department may use the central resources to equip only one meeting room or another room which is used for the purpose of a meeting room (e.g., office of the head of the department); and

    b) If the department requires above-standard AV equipment also for other rooms, it must finance it from non-institutional funds (Article 5 (9)). The request must be submitted via the Helpdesk system for procurement planning purposes. It is recommended to discuss the request with the guarantor in advance.

IV. Small equipment

    a) The acquisition costs are paid for from the departmental budget. The department may discuss the selection and specification of equipment with the OTD via the Helpdesk system; and

    b) Ordering and purchasing is carried out by the department.

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Article 8
Acquisition of Furniture

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1. The OTD is responsible for the acquisition, management, and renewal of furniture. An OTD officer is designated in the organisational structure.

2. The OTD prepares and continuously updates Furniture Standards and furniture RMPAT; requests are collected and approved and new furniture is procured usually on an annual basis.

3. Furniture is classified into groups according to its type and purpose:

    I. Standardised furniture (catalogue furniture), usually freestanding (portable):

    a) Educational furniture (chairs, tables, desks, whiteboards and blackboards, etc.);

    b) Office furniture (office chairs, desks, cabinets, etc.);

    c) Laboratory furniture (chairs, cabinets, tables, etc.);

    d) Indoor furniture (desks and tables in corridors, tables and chairs in catering facilities, waste receptacles, etc.); and

    e) Outdoor furniture (benches, waste receptacles, bicycle racks, etc.).

    II. Atypical furniture (custom-made, requiring professional assembly), usually also fixed (built-in):

    a) Educational furniture (lecture hall bench seating, teacher's desks, etc.);

    b) Office furniture (built-in cabinets, counters, reception desks, etc.);

c) Laboratory furniture (special desks with power, air conditioning, and media connections);

d) Indoor furniture (assemblies of storage lockers for students in the corridors, display cabinets, information panels, etc.); and

e) Outdoor furniture (outdoor furniture requiring installation by professionals, etc.).

III. Small furniture worth up to CZK 5,000 including VAT, unless included in the above-given categories.

4. The method of acquisition and financing of furniture classified according to paragraph 3:

I. Standardised furniture

a) Furniture is procured on the basis of requests submitted on an ongoing basis according to set Standards or according to the approved furniture RMPAT;

b) The funds for the purchase, renewal, and maintenance come from the central resources of the Faculty; and

c) The furniture referred to in paragraph 3 (I) (a) is also procured for teaching rooms in the HKUH. Approval from the HKUH is required prior to acquisition.

II. Atypical furniture

a) Furniture is purchased on the basis of requests submitted on an ongoing basis or according to the approved furniture RMPAT; and

b) The funds for the purchase, renewal, and maintenance come from the central resources of the Faculty.

III. Small furniture

Furniture is procured on the basis of requests of the individual departments. The costs are paid for from the departmental budgets.

Article 9
Acquisition of Instrumentation

1. The acquisition, management, and renewal of instrumentation is coordinated by the OTD and the SimCen, depending on the type of equipment. An employee responsible for managing the relevant operations is designated in the organisational structure (an instrumentation manager).

2. The instrumentation manager (IM) maintains a central register of instrumentation, carries out and ensures the central technical management of selected instrumentation, including performance of tasks related to the safe and sustainable operation thereof in accordance with the applicable legislation (regular inspections of electrical equipment, calibration, mandatory warranty inspections, etc.). The instrumentation manager monitors the efficiency of the use of instruments and, in cooperation with departments, research teams, relevant Vice-Deans, and guarantors, prepares the RMPAT for instruments at the Faculty-wide level. In addition, he evaluates departmental requests and submits them to the WGMRP for possible consideration.

3. Instruments are grouped according to type and purpose of use:
   I. General operating equipment ("white goods");
   II. Technological equipment and instrumentation units ensuring the proper operation of the buildings managed by the Faculty;

III. Instruments for teaching I (simulation medicine);
IV. Instruments for teaching II (other equipment);
V. Standard equipment for research laboratories I; and
VI. Unique research equipment II (Core Facility).

4. The method of acquisition and financing of instrumentation classified according to point 3:

I. General operating equipment (responsibility of the OTD)
    a) Equipment paid for centrally and requiring a conceptual approach (e.g., microwave ovens, refrigerators, portable air conditioners, coffee machines, dishwashers, etc.). This equipment is purchased in accordance with the set Standards of equipment for each room;
    b) Small equipment worth up to CZK 5,000 including VAT (classified as small assets according to accounting records); purchased by the individual departments and paid for from the departmental budget. If connection to the infrastructure – power supply – is needed, the approval of the OTD is required (lamps, fans, kettles, chargers, laminator machines, electrical office equipment, etc.).

II. Technologies associated with the operation of the building (managed exclusively by the OTD)
    a) Devices and equipment necessary to ensure a suitable working environment for employees and students and to ensure operating conditions for the Faculty buildings according to standards which have been set to comply with safety standards, hygiene standards, occupational safety rules, and other applicable legislation. These include, but are not limited to, CCTV, telephone and information services, heating, cooling (air conditioning) and other HVAC equipment permanently installed in the buildings, electrical backup systems (UPS, diesel generator), lifts, fire-lighting equipment, MaR (measurement and regulation) systems, and other equipment not listed here;
    b) Equipment referred to in (a) is exclusively under the central management of the OTD which provides authorized management and maintenance according to the RMPAT; and
    c) Departments use this equipment to ensure standard operation. The cost of operation is financed centrally, only telephone services are paid for from the departmental budget.

III. Instruments for teaching I (responsibility of the Head of the SimCen regardless of the location of the equipment)
    a) Simulators, trainers, phantoms, models, and other teaching devices, aids, and tools (hereinafter referred to as "simulators") for simulation medicine located in the Simulation Centre or detached to specialised departments, but registered as being kept at the Simulation Centre;
    b) The SimCen maintains a central register of the equipment referred to in (a) and manages and purchases all simulators, spare parts for simulators, and consumables for simulation training in all departments where this equipment is located. The SimCen prepares and continuously updates the Standards and RMPAT for simulators; requests are collected and approved and the specific equipment is procured on an annual basis;
    c) Heads of institutes, departments, and clinics where the simulators are located are obliged, upon request or continuously, to provide the SimCen with information

necessary for keeping an up-to-date overview of the status of the simulators; unless otherwise specified, they should do so via the Helpdesk;

d) Spare parts for simulators mean parts which wear out with use and defective parts which need to be replaced to make the simulators fully functional again. Financial resources for the purchase and replacement of spare parts are reserved in the SimCen budget;

e) The costs associated with the operation of the simulators, i.e., the purchase of consumables, are covered by the budget of the department where the simulator is located, from the limit of non-investment funds intended for teaching. Consumables are understood as materials related to the operation of the equipment. It is consumed after a single use and it is not part of the simulator (e.g., medical supplies: needles, syringes, surgical masks, respirators, catheters, surgical supplies, plasters, bandages, ear defenders, insulin pens, first aid kits, hand disinfectants and disinfectants for objects and surfaces, etc.); and

f) Simulators may be installed only with the cooperation and approval of the OTD (in the case of necessary reconstruction of the premises, connection to power and media sources, etc.) and the CTC (in the case of connection to a computer network).

IV. Instruments for teaching II (responsibility of the department where the equipment is located together with the IM)

a) Technology, instruments, and equipment used in the practical teaching of a given course in accordance with the syllabus set by the guarantor and the general rules of practical teaching at the Faculty (other technical equipment for teaching which does not fall under the responsibility of the SimCen, CTC, and AV technology management);

b) The department submits purchase requests on the basis of a prepared RMPAT for instruments for teaching;

c) The department cooperates with the IM to maximise standardisation of technical equipment for teaching across all departments. Preference is given to equipment shared by several departments or placed in common areas shared between departments as part of practical training; and

d) The costs of the operation of this equipment, including consumables, are paid for from the budget of the departments which use it.

V. Standard equipment for research laboratories I (responsibility of the department where the equipment is located together with the IM)

a) Technology, instruments, and equipment belonging to the standard technical equipment of a given type of research laboratory (chemical, analytical, cellular, physical, microscopic, etc.);

b) Standards – equipment for each type of laboratory across all departments – are specified and updated in cooperation between the departments and the IM. A system of sharing equipment or entire laboratories and appropriate standardisation of different types of instruments and equipment is preferred;

c) The cost of the purchase is paid for from the budget of the department (sharing departments) from funds intended for research. If it is an investment, the acquisition is always considered by the WGMRP regardless of the source of funding; and

d) The cost of operating this technology, including consumables, is paid for from the budget of the department (sharing departments) from the funds intended for research.

VI. Unique research equipment II – Core Facility (responsibility of the department where the equipment is located together with the IM)

   a) Unique instrument sets and costly investment-type equipment operated exclusively in the Core Facility (hereinafter referred to as the "CF") mode, the operation and monitoring of use efficiency thereof is subject to the following rules;

   b) The proposal for the acquisition of CFs and the strategic long-term CF RMPAT are the result of a consensus of the widest possible range of research-oriented departments and it is submitted to the WGMRP for consideration. The consensus may specify the rules used for the selection of the CF (e.g., according to the current effectiveness of the use of a given type of CF and the scientific performance related to it, according to the scientific performance of the department requesting it, according to the priorities of the strategic development of the Faculty, etc.). The departments concerned confirm their consent to the acquisition and participation in the operation of the CF in writing with their signatures;

   c) CFs are paid for from institutional research funding (Cooperatio, etc.) or external research funding sources;

   d) The Head of the Department or an academic designated by him (hereinafter referred to as the "CF Manager") is responsible for the use of the CF in accordance with the purpose of its acquisition and the operating conditions set by the manufacturer;

   e) According to the rules which have been set, the department is obliged to share the CF with the entire community of other contractual research departments. The rules and the method of sharing are in the competence of the CF Manager (requirement that the applicant receive training, sharing of the CF only with professional staff, etc.). The departments contribute sufficiently to the operation of the given CF;

   f) The CF Manager cooperates closely with the IM to ensure the management and monitoring of the technical condition of the CF, to keep the technical documentation, to ensure periodic revisions and warranty inspections specified under the warranty conditions, to arrange the necessary repairs, and to maintain the operating log. If circumstances so require, the CF has a booking system in place to reserve a specific time for using the instrument; and

   g) The CF Manager in cooperation with the IM provides or organizes professional training for those who are interested in working with the CF.

Article 10
Acquisition and Renewal of the Study Collection of the Medical Library

1. The ML is responsible for the acquisition, management, and renewal of the study collection of the Medical Library. It uses the financial resources allocated for this purpose. An officer for managing the relevant operations is designated in the organisational structure.

2. The ML processes requests for additions to the ML study collection and, on the basis of such requests and its own proposals, it continuously updates and expands the ML study collection.

3. The ML study collection is a part of the ML library collection. It contains books and textbooks which are designated as compulsory (or, exceptionally, as recommended) study literature by the guarantors of compulsory courses (or, exceptionally, also optional courses).

4. Documents from the study collection may be borrowed outside of the library according to the rules set out in the uniform borrowing principles depending on the user category (see the Charles University Library and Circulation Rules and the Operating Rules of the Medical Library at the Faculty of Medicine in Hradec Králové). The fact that a publication belongs to the study collection is marked on the document barcode, it has the status of a study loan, and is primarily intended for students of the Faculty.

5. Proposals for the purchase of books are submitted in the same way as requests for the purchase of equipment. Proposed books/textbooks must be specified in the list of compulsory (or, exceptionally, recommended) literature for the study of the courses given in the SIS syllabus for the current academic year. The proposed number of books and the year for which the book is to be used must be specified.

6. Before submitting the request, it is possible to check the current status of teaching texts in the ML study collection for the particular course with the ML.

Article 11
Final Provisions

1. This Directive repeals Dean's Directive No. 3/10-11 – Principles for the Renewal and Management of Computer Equipment of 7 April 2011.

2. This Directive comes into force on the day of its signature and into effect on 1 January 2025.

In Hradec Králové on 13 December 2024

Prof. MUDr. Jiří Manďák, Ph.D.
      Dean