

# Catalogue of Supports for Scientific and Research Activities Carried out by Members of Academic Staff and Doctoral Programme Students in 2018

## I. Members of Academic Staff

### 1. Provided Sabbatical Support

Source of finance .....university resources (Institutional Plan), + faculty co-financing

Support conditions ..... application + final report

The amount of support from university resources (CZ) up to 90 % of calculated costs , however, with a maximum of CZK 300,000

An application (Annex 1/1a), 1/1b), 1/1c)) for provision of sabbatical shall be submitted by an applicant to the Department of Science and Research through the Vice-Dean for Science in the calendar year concerned, not later than on the 30<sup>th</sup> of October [of the given calendar year][DD1]. The application shall be substantiated by giving reasons for sabbatical, in particular such as the accomplishment of the key requirements necessary for initiation of the Habilitation Procedure or the Professor Appointment Procedure, or for secondment abroad where a member of the academic staff of the University of Economics shall fill the position of visiting professor. The relevant Dean, the Vice-Rector for Science and Research shall express their opinion on the proposal for sabbatical, whilst the Rector shall decide on the provision of sabbatical. Each year, usually 6 members of the academic staff shall be provided with sabbatical and their order shall be according to the date on which their application was submitted. The sabbatical may last up to six months pursuant to Article 76 of Act No. 111/98 Coll. Over the course of the sabbatical, the given member of the academic staff shall be paid a salary which shall be co-financed from university resources. The final report, submitted by the member who was provided with the sabbatical, shall include an evaluation of requirement for initiation of the Habilitation Procedure or the Professor Appointment Procedure (Annexes 1 and 2); or confirmation of the article sent to the renowned international peer-reviewed journal, or confirmation of a book submitted for publication.

### 2. Support for Acquiring Foreign Visiting Professors

Source of finance .....university resources (the Institutional Plan),

Support conditions ..... application + final report

The amount of support from CZ – the salary of a foreign visiting professor not to exceed CZK 300 000 + refund of travel expenses within the Rules of the University of Economics and accommodation at a dormitory. A performance bonus for a guarantor (as a rule shall not exceed CZK 20,000)

Applications (Annexes 2/1) shall be submitted on an ongoing basis to the Department of Science and Research by the faculty concerned through the Vice-Rector for Science and

Research, however, not later than on the 30<sup>th</sup> of October of the given calendar year. The proposal shall be assessed by the Vice-Rector for Science and Research in cooperation with the Vice-Rector for International Relations and Information Systems. Support shall be provided in particular to cover the costs of a long-term secondment of a foreign member of the academic staff, who shall be mainly involved in scientific and research activities of the faculty in question, and further to remunerate a guarantor, i.e. a member of the academic staff of the University of Economics who shall be actively engaged in such scientific activities.

Every application submitted by the Dean of the relevant faculty shall contain the following:

- A professional CV of the foreign visiting professor, including their foremost creative results.
- A plan of scientific and research activities of the visiting professor; such a plan shall be approved by the head of the relevant department, including the description of how the relevant guarantor is involved (the minimum academic degree shall be Ph.D.). The plan shall comprise specifications of the focus of the article which shall be sent to be published in a renowned foreign journal with an impact factor, or submission of a professional book to be published, as a rule, within three months after completion of the secondment.
- Justification of the benefits of such a scientific and research sabbatical of a visiting professor for the development of scientific activities of the faculty concerned.
- Estimated costs of a visiting professor and the plan for their coverage.

After the sabbatical of a visiting professor has been completed, the relevant guarantor shall draw up a report (Annex 2/2) on the benefits for the internationalisation of scientific and research activities of the University of Economics, and the report shall be submitted to the Department of Science and Research.

### **3. Bonuses for Acquiring Grants within the Czech Republic**

Source of finance ..... institutional support.

The list of members of the academic staff who, in the previous year, acquired a grant within the Czech Republic shall be developed by the Department of Science and Research. The amount of the bonuses shall be suggested by the Vice-Rector for Science and Research.

### **4. Bonuses for Submission of Foreign Grants and OP Projects Administered by the Department of Science and Research**

Source of finance ..... institutional support.

The list of members of the academic staff who in the previous year submitted an application for a foreign grant, or a proposal for the project to be developed in the framework of operational programmes, shall be developed by the Department of Science and Research. The amount of the bonuses shall be suggested by the Vice-Rector for Science and Research.

### **5. Financial Support within Development of a Joint International Project**

Source of finance ..... institutional support  
Support conditions ..... application + final report

The amount of support from CZ.....refund of travel expenses (only transportation and accommodation, all other costs shall be borne by the relevant faculty), however, the amount shall not exceed CZK 50,000 per application and per project.

Support is conditioned upon the submission of a project. Any submitted application shall contain the proposal for a project being prepared, identification of a published call for submission of projects, the deadline, and the provider of finance.

The final report shall encompass information regarding utilisation of finance and a document declaring that the project has been submitted.

The Vice-Rector for Science and Research shall decide on support provision.

#### **6. Support for Publication Activities (The Award of the Rector of the UoE for a Prestigious Publication)**

Source of finance ..... the gift of the Česká spořitelna (the Czech Savings Bank).

Conditions are published every year on the web-site of the Department of Science and Research.

<http://veda.vse.cz/souteze/souteze-na-vse/>

## **II. Students of Doctoral Programmes**

### **1. Financial support provided to students of doctoral programmes to accomplish a part of their studies at a foremost foreign institution, to participate in an important international creative project held abroad, to be a participant of a significant summer/winter school or in a short-term seminar (for example the EDEN seminar held within EIASM, etc.)**

Source of finance ..... scholarship fund + faculty co-financing

The amount of support from CZ..... up to 50 % of estimated costs, however, such amount shall not exceed CZK 20,000

Conditions:

- The applicant is a student of a full-time or combined form of doctoral studies;
- The head of a department and the relevant Vice-Dean for Science and Research shall confirm the amount of costs to be paid from faculty sources (the condition is that the majority of costs shall be covered by the relevant faculty);
- The applicant shall fill in an application (Annex 3/studies at a foreign institution or participation in an international project, Annex 4 /summer/winter school/ or Annex 5 /short-term seminar/) and submit it along with an annotation/programme to the Secretariat of the Vice-Rector for Science and Research.

After completing the relevant programme, the student shall submit the final report on benefits of the programme in question. The report shall be submitted to the Vice-Rector for Science and Research together with the opinion of the Vice-Dean for Science and Research of the relevant faculty.

**2. Financial support for students of doctoral programmes to participate in a prestigious foreign conference where their contribution has been accepted**

Source of finance ..... scholarship fund + faculty co-financing  
The amount of support from CZ..... up to CZK 10,000.

Conditions:

- The applicant is a student of full-time or combined form of doctoral studies.
- The applicant shall actively participate in the given event (i.e. his/her contribution has been accepted).
- The head of the relevant department and the Vice-Dean for Science and Research of the faculty concerned shall confirm the amount of costs to be paid from faculty sources (the condition is that the majority of costs shall be covered by the relevant faculty).
- The applicant shall fill in an application (Annex 6) and submit it along with the programme of the event and confirmation of acceptance of the contribution to the Secretariat of the Vice-Rector for Science and Research.

**3. Support for Publication Activities (The Award of the Rector of the UoE for scientific publication activities of students of doctoral programmes, the ESOP contest)**

Source of finance ..... scholarship fund.

Conditions are published every year on the web-site of the Department of Science and Research:

<http://veda.vse.cz/souteze/souteze-na-vse/>

**4. Scholarship for Excellent Foreign Students in a Paid Doctoral Programme**

Source of finance ..... scholarship fund  
University-wide scholarship – the 1<sup>st</sup> academic year (or in case of a break in studies, 12 months in total shall be covered),  
Scholarship to pay for further semesters/years shall be covered by the relevant faculty

The scholarship shall be specified for self-payers who shall enrol full-time studies. Such students shall be actively involved in scientific, pedagogical and other activities in the scope corresponding to the involvement of students studying full-time in a Czech programme. The highest amount available through scholarship for self-payers shall be specified so that it corresponds to the amount of scholarship provided to students studying full-time in a Czech programme.

All of the types of financial support described above shall be paid until financial resources allocated for the given year are spent. **No claim may be made as regards financial support.**

Annexes:

**I. Academic staff:**

*1. Sabbatical Support*

- No. 1/ 1 a) – An application for provision of sabbatical – Habilitation Procedure
- No. 1/ 1 b) – An application for provision of sabbatical – Professor Appointment Procedure
- No. 1/ 1 c) – An application for provision of sabbatical – working abroad
- No. 1/ 2 – The structure of a final report – sabbatical

*2. Support for Acquiring Visiting Professors*

- No. 2/ 1 – An application for support - foreign visiting professor
- No. 2/ 2 - The structure of a final report – foreign visiting professor

**II. Students of Doctoral Programmes**

- No. 3 – An application for financial support provided to students of doctoral programmes to accomplish a part of their studies at a foremost foreign institution, to participate in an important international creative project held abroad
- No. 4 – An application for financial support to participate in a significant summer/winter school
- No. 5 – An application for financial support to participate in a short-term seminar abroad
- No. 6 – An application for financial support to participate in a prestigious foreign conference where their contribution has been accepted