

Catalogue of Supports for Members of Academic Staff and Doctoral Programme Students in 2024

I. Members of Academic Staff

1. Support of Internationalisation

1.1. Support for Secondment of Academic Staff

Source of financeuniversity resources (Programme to Support Strategic Management of Universities) + faculty and/or department co-financing

Support conditionsapplication + final report

The amount of support from university resources (UR) up to two thirds of the costs, however, up to a maximum of CZK 50,000 per academic per year. In case of excellent researchers (especially with publications in Q1 according to AIS in the fields of VSE and/or experience in leading international research projects), the amount can be increased up to CZK 75,000.

The application (Annex 1.1/1) for provision of support shall be submitted to the Office of Science and Research by the applicant through the Vice-Dean for Science and Research. The application shall be substantiated by giving reasons for support why such secondment is necessary. Support is provided in particular for the purpose of developing high-quality international scientific research cooperation: joint international research, joint scientific article, preparation of a project application, etc.

Applications can be submitted on an ongoing basis. The application shall be assessed by the Vice-Rector for Research and Doctoral Studies in cooperation with the Board of Vice-Deans for Science and Research. A prerequisite for is the applicant's previous publication output in impacted journals published outside the Czech Republic / the Slovak Republic.

After the completion of the secondment, the supported academic will deliver a brief final report (Annex 1.1/2) summarizing the course and benefits of the secondment.

1.2. Support for Acquiring or Maintaining Foreign Academic Staff and Support for Czech Academic Staff Returning from Abroad

Source of financeuniversity resources (Programme to Support Strategic Management of Universities) + faculty and/or department co-financing

Support conditionsapplication + final report

the maximum length of support 24 months, full-time employment at VSE preferred, place of work VSE (i.e. not e.g. work from abroad), pedagogical activity up to a maximum of 0.25 employment time

Minimum conditions high quality publications in the relevant field (Q2 and better according to AIS, business, economics, informatics and accredited fields at VSE)

the minimum academic degree Ph.D.

the field of expertise clearly linked to the receiving workplace applicant:

foreign national (outside of the Czech Republic / the Slovak Republic)

OR

Czech / Slovak national returning from abroad – full-time employment or full-time PhD abroad at least the two previous years is a must

not yet awarded support from VSE or its faculties within this or other support schemes

The amount of support from UR:

The 50% co-financing of wage for the duration of a maximum of 12 months, the amount of co-financing up to the maximum amount of tariff wage corresponding to the relevant job position.

For the following 12 months, the 25% co-financing of wage, with a maximum of 50 % of the amount of the previous 12 months.

Support is mainly provided to cover the wage costs of long-term stay of foreign academic staff and in support of Czech academic staff returning from abroad who will be involved mainly in scientific and research activities at the relevant faculty.

The application (Annex 1.2/1) shall be submitted on an ongoing basis to the Office of Science and Research. The head of the relevant department and the Vice-Dean for Science and Research of the relevant faculty shall express their opinion on the proposal for support. The proposal shall be assessed by the Vice-Rector for Research and Doctoral Studies in cooperation with the Board of Vice-Rectors for Science and Research.

Every application shall contain the following:

- a professional CV of the foreign academic, including their foremost creative results,
- a plan of scientific and research activities of the academic; such a plan shall be approved by the head of the relevant workplace (department),
- justification of the benefits of such a scientific and research stay for the development of scientific activities of the faculty and department concerned,
- a specified research and publishing plan for the period of the support with an emphasis on the publication of outputs in journals above the median (according to AIS) of the relevant fields related to the institutional accreditation of VSE and on the preparation of international research projects.

After the expiry of support, the head of the relevant department or the designated guarantor shall draw up a report (Annex 1.2/2) on the benefits of the stay for the internationalisation of scientific and research activities of VSE, and the report shall be submitted to the Office of Science and Research.

1.3. Support Provided to Post-docs* for Long-term Research Stay Abroad

(up to 3 years after completion of doctoral studies and up to 35 years of age)*

Source of financeuniversity resources (Programme to Support Strategic Management of Universities) + faculty and/or department co-financing

Support conditionsapplication + final report

The amount of support from UR...up to one half of the costs, with a maximum of CZK 120,000 in total.

The application (Annex 1.3/1) shall be submitted on an ongoing basis to the Office of Science and Research by the applicant concerned. The consent to the post-doc's stay abroad is signed

by the head of the relevant department and the Vice-Dean for Science and Research of the relevant faculty. The proposal shall be assessed by the Vice-Rector for Research and Doctoral Studies in cooperation with the Board of Vice-Deans for Science and Research. Support is provided to cover the cost of a long-term research stay (up to a maximum of 6 months) of the post-doctoral researcher abroad.

The submitted application must include the purpose of the research stay, the planned activities within the institution abroad and planned outputs to be accomplished at the time of research stay. The written approval of a post-doc admission from the institution abroad must be attached indicating the length of stay.

The beneficiary is required to fulfil conditions for submission of an application for a junior grant announced by the Czech Science Foundation and also to submit such an application. As an alternative, submissions (both as the coordinator and the partner) of a major foreign project proposal such as a Horizon Europe project affiliated with VSE may be considered as the fulfilment of the requirement. In the event of a failure to meet this requirement, the beneficiary will subsequently be excluded from receiving further support or bonuses under this Catalogue of Supports.

The final report (Annex 1.3/2) shall consist of a short report on the course and on the fulfilment of the above requirement.

1.4. Support for Short-Term Stay of Outstanding Foreign Academic at VSE within Implementation of Scientific Research Activities

Source of financeuniversity resources (Programme to Support Strategic Management of Universities) + faculty and/or department co-financing
Support conditions application + final report

The amount of support from UR ... a maximum of two thirds of costs and a maximum of CZK 15,000 per 1 application

Support is conditioned upon the completion of an application for a joint scientific research with an institution abroad, with high-quality publication output, submission an application for a foreign project, other significant research result or demonstrable implementation of a seminar or mentoring for doctoral students and academics at VSE. The submitted application (Annex 1.4/1) shall include the topic of the joint co-operation, time schedule, estimated expenses, expected outputs, or a plan of involvement in pedagogical activities within doctoral studies and research support. The consent to the stay at VSE is signed by the head of the relevant department and the Vice-Dean for Science and Research of the relevant faculty. The application shall be submitted on an ongoing basis to the Office of Science and Research. The Vice-Rector for Research and Doctoral Studies shall decide on support provision in cooperation with the Board of Vice-Deans for Science and Research.

The final report (Annex 1.4/2) shall consist of a short report on the course of the scientific research activity and information on the output, which is the result of the supported co-operation.

2. Bonuses for Excellent Results within the Completed M 17+ Evaluation

Source of finance institutional support

Bonuses for results rated:

- In Modul I with final mark 1 or 2

The amount of the bonuses shall be proposed by the Vice-Rector for Research and Doctoral Studies.

3. Bonuses for Acquiring Research Grants

Source of finance institutional support or university resources
(Programme to Support Strategic Management of Universities)

The list of academic staff members who in the previous year acquired a research grant shall be developed by the Office of Science and Research. The amount of the bonuses shall be proposed by the Vice-Rector for Research and Doctoral Studies.

4. Bonuses for Submission and Acquisition of Foreign Research Grants

Source of finance institutional support or university resources
(Programme to Support Strategic Management of Universities)

The list of academic staff members who in the previous year submitted an application for a foreign research grant and who were awarded such a grant shall be developed by the Office of Science and Research. The amount of the bonuses shall be proposed by the Vice-Rector for Research and Doctoral Studies.

5. Support for Publication Activities (The Rector's Prize for a Prestigious Publication)

Source of finance the gift by Česká spořitelna or institutional support

Conditions are annually published on the website of the Office of Science and Research under [VSE Competitions](#) and the VSE Science and Research intranet.

6. Support for Open Access Publishing

Publications in journals published by Taylor & Francis, Emerald, and Association for Computing Machinery are contracted for VSE through CzechELib. The corresponding author must use the institutional e-mail (@vse.cz) already when submitting the manuscript.

There is an opportunity to take advantage of the complete waiver of the Open Access publication fees for the entire VSE in 2024:

Taylor & Francis: Fees will be waived for the first 4 articles meeting the criteria set by VSE: a journal in the Web of Science database (AIS in Q1 - Q3) or Scopus (SJR in Q1), and in a FORD field eligible for VSE.

Emerald: Fees will be waived for the first 8 articles published in the Emerald Management eJournals collection.

Association for Computing Machinery: Fees will be waived for all articles.

In case of any questions, please contact Library (CIKS) at oa@vse.cz

II. Students of Doctoral Programmes

1. Financial Support Provided to Students of Doctoral Programmes to Accomplish a Part of Their Studies or a Long-term Traineeship at a Foremost Foreign Institution

Source of finance Erasmus⁺ project + Scholarship Fund of VSE

Financial support is intended for stays from two months up to a maximum of six months for students in **the full-time form** of doctoral studies.

There is a possibility of increasing financial support for students with fewer opportunities, i.e. students with health-related conditions, economically disadvantaged students, student parents, students with dependents.

The applications are processed by the International Office; detailed conditions are published on the website of the International Office under [Ph.D. Students/Long-Term Mobilities](#).

2. Financial Support Provided to Students of Doctoral Programmes for Medium-term Study or Research Stays Abroad (10-30 days)

Source of finance Erasmus⁺ project

Financial support is intended for stays from ten days up to thirty days for students in **the full-time or combined form** of doctoral studies.

There is a possibility of increasing financial support for students with fewer opportunities, i.e. students with health-related conditions, economically disadvantaged students, student parents, students with dependents.

In the case of stays from one month up to two months, the potential co-financing beyond the support provided by Erasmus⁺ project will be discussed on an individual basis.

The applications are processed by the International Office. Detailed conditions for the stay abroad are published on the website of the International Office under [Ph.D. Students/General Conditions](#).

3. Financial Support Provided to Students of Doctoral Programmes to Accomplish Short-term Research Stays Abroad (Less than 10 Days)

Source of finance Scholarship Fund of VSE + faculty co-financing

The amount of support from Scholarship Fund of VSEup to two thirds of expected costs, however, up to a maximum of CZK 20,000

Financial support is intended for stays shorter than ten days for students **in the full-time or combined form** of doctoral studies.

The applications are processed by the Office for Science and Research; the application form for providing support is Annex 2.

4. Financial Support Provided to Students of Doctoral Programmes a) to Be a Participant of a Significant Summer/Winter School, b) to Be a Participant in a Short-term Research Seminar (except EIASM), or c) to Actively Participate in a Prestigious Foreign Conference (with Accepted Contribution)

Source of finance Scholarship Fund of VSE + faculty co-financing
The amount of support from Scholarship Fund of VSEup to two thirds of expected costs, however, up to a maximum of CZK 30,000

Conditions:

- the applicant is a student of the **full-time or combined form of doctoral studies**,
- the head of the relevant department and the relevant Vice-Dean for Science and Research shall confirm the amount of costs to be paid from faculty sources,
- the applicant shall fill in an application and submit it along with a confirmation of acceptance of participation provided by the organiser and an annotation/programme to the Office for Science and Research.

The applications shall be processed by the Office for Science and Research; the application form for providing support is Annex 3.

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 Research and Doctoral Studies together with the opinion of the Vice-Dean for Science and Research of the relevant faculty.

5. Financial Support Provided to Students of Doctoral Programmes for Short-term EIASM Research Seminars

Source of financeuniversity resources (Programme to Support Strategic Management of Universities, within the competence of the Vice-Rector for International Relations)

The amount of support from URfee in full and an additional allowance for travel costs up to a maximum of CZK 25,000

Conditions:

- the applicant is a student of the **full-time or combined form of doctoral studies**,
- the applicant shall fill in an application and submit it along with a confirmation of acceptance of participation provided by the organiser and an annotation/programme to the Office for Science and Research.

The applications shall be processed by the Office for Science and Research; the application form for providing support is Annex 4.

6. **Support for publication activities (The Rector's Prize for scientific publication activities of students of doctoral programmes, the ESOP contest)**

Source of finance Scholarship Fund of VSE

Conditions are annually published on the website of the Office of Science and Research under [VSE Competitions](#) and the VSE Science and Research intranet.

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. Support of Internationalisation

No. 1.1/1 – Application for support for secondment of academic staff

No. 1.1/2 – Final report on the fulfilment of the conditions for the provision of support for secondment of academic staff

No. 1.2/1 – Application for support for acquiring or maintaining foreign academic staff and support for Czech academic staff returning from abroad

No. 1.2/2 – Final report on the benefits of the employment of the foreign academic and of the Czech academic who returned from abroad

No. 1.3/1 – Application for support provided to post-docs for long-term research stay abroad

No. 1.3/2 – Final report on the fulfilment of the conditions of support provided to post-docs for long-term research stay abroad

No. 1.4/1 – Application for support for a short-term stay of the outstanding foreign academic at VSE within the implementation of scientific research activities

No. 1.4/2 – Final report on the benefits of the stay of the outstanding foreign academic at VSE within the implementation of scientific research activities

II. Students of Doctoral Programmes

No. 2 – Application for financial support provided to students of doctoral programmes to accomplish short-term research stays abroad (less than 10 days)

No. 3 – Application for financial support provided to students of doctoral programmes a) to be a participant of a significant summer/winter school, b) to be a participant in a short-term research seminar (except EIASM), c) to actively participate in a prestigious foreign conference (with accepted contribution)

No. 4 – Application for financial support provided to students of doctoral programmes for short-term EIASM research seminars