

Catalogue of Supports for Scientific and Research Activities Carried out by Members of Academic Staff and Doctoral Programme Students in 2019

I. Members of Academic Staff

1. Provided Sabbatical Support

Source of financeuniversity resources (Institutional Plan), + faculty co-financing

Support conditions application + final report

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

An application (Annexes 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 30th of October of the given calendar year. 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 (Annex 1/2), 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; 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 Academic Staff

2.1. Support for Acquiring Foreign Visiting Professors

Source of financeuniversity resources (the Institutional Plan),

Support conditions application + final report

The amount of support from UR – the salary of a foreign visiting professor not to exceed CZK 500,000 + 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 2.1/1) 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 30th 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. 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 completion of sabbatical of a visiting professor, the relevant guarantor shall draw up a report (Annex 2.1/2) 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.

2.2. Support for Acquiring and Maintaining Foreign Academic Staff

(Only one proposal per each faculty is acceptable)

Source of financeuniversity resources (the Institutional Plan)
+ faculty co-financing

Support conditions application + final report

The minimum length of service for full-time is 12 months, place of work - the University of Economics, Prague, pedagogical activity up to a maximum of 0.25 employment time

Minimum conditions per applicant..... foreign nationals, Ph.D. holder, min. 2 articles written in English or another world language duplicated in a WoS or Scopus magazine in the last 3 years.

The amount of support from UR – up to 50% of wage (with a maximum of 300,000 CZK, for a maximum of two years) + payment for accommodation in dormitories

Applications (Annex 2.2/1) shall be submitted on an ongoing basis to the Department of Science and Research by the faculty concerned through the Vice-Dean for Science and Research, however, not later than on the 30th 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.

Every application approved by the Dean of the relevant faculty 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 department, including the description of how the relevant guarantor is involved (the minimum academic degree shall be Ph.D.).
- Justification of the benefits of such a scientific and research sabbatical of an academic for the development of scientific activities of the faculty concerned.
- A specified research and publishing plan for the period of the support with an emphasis on the publication in the WoS journals which is related to the institutional accreditation of the University of Economics.

After the completion of sabbatical of an academic, the relevant guarantor shall draw up a report (Annex 2.2/2) 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. Financial support provided to post docs* for long-term research stay abroad

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

Source of finance institutional support
 Support conditions application + final report
 The amount of support from UR..... maximum of CZK 100,000

Applications (Annex 3/1) shall be submitted on an ongoing basis to the Department of Science and Research by the faculty concerned through the Vice-dean for Science and Research, however, not later than on the 30th of October of the given calendar year. The proposal shall be assessed by the Vice-Rector for Science and Research

Support is provided to cover the cost of a long-term research stay (usually within 6 months) of a post-doctoral researcher abroad.

The submitted application must include the purpose of the research stay, the planned activities within the institution abroad and any other activities at the time of stay. The written approval of a post-doc admission from the institution abroad must be attached and indicate the length of stay. The provision of support is conditioned upon submitting an application for a junior grant announced by the Czech Science Foundation. Fulfilling of this condition shall be indicated in the final report (Annex 3/2), which is to be written by the post-doc after the return, when the application for the Czech Science Foundation grant has already been submitted.

4. Financial Support within Development of a Joint International Project

Source of finance institutional support
 Support conditions application + final report
 The amount of support from UR..... maximum of CZK 150,000 per 1 application (for material and services – travel expenses, accommodation, publication expenses etc.)

Support is conditioned upon the completion of an application for a joint scientific research with an institution abroad, with articles published in journals with an impact factor or other significant research results as outputs. Submitted application (Annex 4/1) shall include the topic of the joint co-operation, time schedule, estimated expenses, and expected outputs.

The final report (Annex 4/2) shall consist of a short report about the course of the scientific research activity and information about the outputs, which are the results of the supported co-operation.

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

5. Bonuses for Excellent Results within the finished M 17+ evaluation

Source of finance institutional support.

Bonuses for results rated:

- In 1st Modul with final mark 1 or 2
- In 2nd Modul, in 1. Q

The amount of the bonuses shall be suggested by the Vice-Rector for Science and Research. The total amount of the bonuses for individual faculties will be provided in agreement with the proposal of the relevant Vice-Dean for Science and Research.

6. 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.

7. Bonuses for Submission of Foreign Grants

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, 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.

8. 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 website of the Department of Science and Research.

<https://veda.vse.cz/souteze/cena-rektora-vse-za-prestizni-publikaci/>

II. Students of Doctoral Programmes

1. Financial support provided to students of doctoral programmes to accomplish a part of their studies or a traineeship at a foremost foreign institution.

Source of finance ERASMUS project + scholarship fund

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

The applications are administered by the International Office (OZS); detailed conditions are published on the website of the International Office:

ozs.vse.cz/english

2. Financial support provided to students of doctoral programmes 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 5 /participation in an international project/, Annex 6 /summer/winter school/ or Annex 7 /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.

3. 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 8) 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.

4. 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 website of the Department of Science and Research:

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

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 Foreign Academic Staff

No. 2.1/ 1 – An application for support – foreign visiting professor

No. 2.1/ 2 – The structure of a final report – foreign visiting professor

No. 2.2/ 1 – An application for support for acquiring and maintaining foreign academic staff

No. 2.2/ 2 – The structure of a final report – foreign academic staff

3. Support provided to post-docs for long-term research stay abroad

No. 3/1 – An application for support – long-term research stay abroad for post-docs

No. 3/2 – The structure of a final report – long-term research stay abroad for post-docs

4. Support within development of a joint international project

No. 4/1 – An application for financial support – development of a joint international project

No. 4/2 – The structure of a final report – development of a joint international project

II. Students of Doctoral Programmes

No. 5 – An application for financial support provided to students of doctoral programmes to participate in an important international project held abroad

No. 6 – An application for financial support to participate in a significant summer/winter school

No. 7 – An application for financial support to participate in a short-term seminar abroad

No. 8 – An application for financial support to participate in a prestigious foreign conference where the applicant's contribution has been accepted