

# Catalogue of Supports for Members of Academic Staff and Doctoral Programme Students in 2021

## I. Members of Academic Staff

### 1. Support for Academic Staff Preparing to Initiate the Habilitation Procedure or the Professor Appointment Procedure

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

Support conditions ..... application + final report

The amount of support from university resources (UR) with a maximum of CZK 250,000.

The application (Annex 1/1a), 1/1b)) for provision of support shall be submitted by the applicant to the Office 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. The application shall be substantiated by giving reasons for support, in particular such as the accomplishment of the key requirements necessary for initiation of the Habilitation Procedure or the Professor Appointment Procedure. The order and assessment of applications shall be according to the date on which the applications were submitted. The relevant Dean, the Vice-Rector for Science and Research shall express their opinion on the proposal for support, whilst the Rector shall decide on the provision of support. Financial support aims at ensuring better financial and material conditions (beyond normal wages) for the accomplishment of the key requirements necessary for initiation of the Habilitation Procedure or the Professor Appointment Procedure. The final report, submitted by the academic staff member who was provided with support, shall include an evaluation of requirement for initiation of the Habilitation Procedure or the Professor Appointment Procedure (Annex 1/2).

### 2. Support within Internationalisation

#### **2.1. Support for Secondment of Academic Staff in Preparation for the Habilitation Procedure or the Professor Appointment Procedure**

Source of finance .....university resources (the 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 150,000.

The application (Annex 2.1/1) 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 in the given calendar year not later than on the 30<sup>th</sup> of October. The application shall be substantiated by giving reasons for support, in particular such as the accomplishment of the key requirements necessary for initiation of the Habilitation Procedure or the Professor Appointment Procedure associated with secondment abroad where a member of academic staff of the Prague University of Economics and Business shall fill the position of visiting professor. The order and assessment

of applications shall be according to the date on which the applications were submitted. The proposal shall be assessed by the Dean, the Vice-Rector for Science and Research. whilst the Rector shall decide on the provision of support. Financial support aims at ensuring better conditions (financial and material) for the accomplishment of the key requirements necessary for initiation of the Habilitation Procedure or the Professor Appointment Procedure. The final report, submitted by the academic staff member who was provided with the support, shall include an evaluation of requirement for initiation of the Habilitation Procedure or the Professor Appointment (Annex 2.1/2).

## **2.2. Support for Acquiring or Maintaining Foreign Academic Staff**

(Only one proposal may be submitted by each faculty for assessment)

Source of finance .....university 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 Prague University of Economics and Business, pedagogical activity up to a maximum of 0.25 employment time

Minimum conditions per applicant..... a minimum of 2 articles written in English or another world language duplicated in a WoS magazine (usually Q3) in the last 3 years, foreign national (outside of the Czech Republic / the Slovak Republic), the minimum academic degree shall be Ph.D.

The amount of support from UR: up to 50% of wage of the foreign member of academic staff (with a maximum of CZK 200,000 annually)

The application (Annex 2.2/1) shall be submitted on an ongoing basis to the Office of Science and Research by the faculty concerned through the Vice-Dean 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.

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 workplace (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 stay of a foreign 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 Prague University of Economics and Business.

After the completion of the stay 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 Prague University of Economics and Business, and the report shall be submitted to the Office of Science and Research.

### **2.3. 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 ..... university resources (the Institutional Plan)  
Support conditions ..... application + final report  
The amount of support from UR..... maximum of CZK 25,000 per month and a maximum of CZK 150,000 in total. Faculty co-financing means the payment of the salary to the employee at the time of stay abroad.

The application (Annex 2.3/1) shall be submitted on an ongoing basis to the Office of Science and Research by the applicant concerned through the Vice-Dean 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. Support is provided to cover the cost of a long-term research stay (up to a maximum of 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 2.3/2), 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.

### **3. 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. The submitted application (Annex 3/1) shall include the topic of the joint co-operation, time schedule, estimated expenses, and expected outputs.

The final report (Annex 3/2) 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.

### **4. Bonuses for Excellent Results within the finished M 17+ evaluation**

Source of finance ..... institutional support.

Bonuses for results rated:

- In 1<sup>st</sup> Modul with final mark 1 or 2
- In 2<sup>nd</sup> Modul, in D 1 WoS according to the AIS index

The amount of the bonuses shall be proposed 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.

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

Source of finance ..... institutional support.

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

#### **6. Bonuses for Submission of Foreign Grants**

Source of finance ..... institutional support.

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

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

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

Conditions are annually published on the website of the Office of Science and Research.

<https://science.vse.cz/competitions-at-vse/>

For more information please contact the Office of Science and Research.

## **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 a maximum of six months for students in the full-time form of doctoral studies.

Student parents with minor children may apply for an extraordinary scholarship under the family support for the length of stay abroad.

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

[ozs.vse.cz/english](https://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, in a short-term seminar (for example the EDEN seminar held within EIASM, etc.) or a research internship programme (from a minimum of 2 weeks to a maximum of 4 weeks)**

Source of finance ..... scholarship fund + faculty co-financing  
The amount of support from UR..... up to 50 % of estimated costs, however, such amount shall not exceed CZK 10,000

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 4 /participation in an international project/, Annex 5 /summer school, winter school/, Annex 6 /short-term seminar/, or Annex 7 /research internship programme/) 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 UR..... 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 VSE Rector for scientific publication activities of students of doctoral programmes, the ESOP contest)**

Source of finance ..... scholarship fund.

Conditions are annually published on the website of the Office of Science and Research:

<https://science.vse.cz/competitions-at-vse/>

For more information please contact the Office of Science and Research.

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 for academic staff preparing to initiate the Habilitation Procedure or the Professor Appointment Procedure*

No. 1/1a) – Application for support of initiation of the Habilitation Procedure

No. 1/1b) – Application for support of initiation of the Professor Appointment Procedure

No. 1/2 – Final report – fulfilment of conditions for the provision of support for initiation of the Habilitation Procedure or the Professor Appointment Procedure

*2. Support within internationalisation*

No. 2.1/1 – Application for support of secondment abroad in preparation for the Habilitation Procedure or the Professor Appointment Procedure

No. 2.1/2 – Final report – fulfilment of conditions for the provision of support for secondment in preparation for the Habilitation Procedure or the Professor Appointment Procedure

No. 2.2/1 – Application for support for acquiring or maintaining foreign academic staff

No. 2.2/2 – Final report - the benefits of the stay of the foreign academic

No. 2.3/1 – Application for support of long-term research stay abroad for post-docs

No. 2.3/2 – Final report – fulfilment of conditions of support of long-term stay abroad for post-docs

*3. Support within development of a joint international project*

No. 3/1 – Application for financial support – development of a joint international research project

No. 3/2 – Final report – development of a joint international research project

**II. Students of Doctoral Programmes**

No. 4 – Application for financial support to participate in an important international creative project held abroad

No. 5 – Application for financial support to participate in a significant summer/winter school

No. 6 – Application for financial support to participate in a short-term seminar abroad

No. 7 – Application for financial support for research internship

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