

Masaryk University Faculty of Law Instruction No. 1/2024

Supporting the internationalisation of academics

(as amended with effect from 1 January 2024)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue this instruction:

- (1) A full-time academic staff member at the MU Faculty of Law may receive financial support for
 - a. active participation in a foreign conference,
 - b. building or developing international scientific networks,
 - c. participation in teaching programmes at foreign universities.
- (2) A part-time academic staff member at the MU Faculty of Law may receive support in particularly justified cases after prior approval by the Dean of the MU Faculty of Law.
- (3) Support must be requested to the Vice Dean for International and External Relations via IS MUNI at least 14 days before the date of registration for the conference and at least 30 days before the planned trip.
- (4) The support will be provided to academic staff up to a maximum of CZK 500 thousand. CZK.
- (5) The application for support must be accompanied by a projected budget for the trip, at least in terms of meals, possibly reduced meals, accommodation, fares (including mode of transport) and other costs (e.g. conference fee, etc.). The most cost-effective way of using the aid should be chosen.
- (6) If it is possible to choose another form of travel support (e.g. Erasmus, specific research or project), the staff member is obliged to use this other form or to indicate why another form is not possible.
- (7) If the teacher has received support in previous years and the conditions for granting support have not been met, support will not be granted in 2024. The academic staff member must indicate this in the application. In the case of a publication obligation, confirmation from the conference organiser or journal editor that the paper has been accepted for publication will also suffice.

- (8) **Support for active participation in a foreign conference** is a maximum of CZK 18,000. This support can be granted for a scientific or pedagogical conference abroad (outside the Slovak Republic), where the researcher actively presents a paper that will be printed in the proceedings or in a journal. The paper or co-authorship of the paper must be reported in the MUNI IS exclusively for the PrF MU.
- (9) **Support for building or developing international scientific networks** is limited to a maximum of CZK 25,000. This support can be provided for building or developing international scientific networks outside of exclusively Czech-Slovak networks in the form of active participation in a foreign event outside the Slovak Republic (international expert committee, expert working group meeting, etc.). Membership in an international network must be reported in the MUNI IS exclusively for PrF MU. A detailed report on the participation will be written by the staff member and sent to the Vice Dean for International and External Relations within the deadline for submission of the mission report. The report includes information on opportunities and possibilities for other staff members of PrF MU to join the network.
- (10) **Support for participation in programmes at foreign universities** is a maximum of CZK 25,000. This support can be granted for the active involvement of the staff member in teaching for a minimum of 8 teaching hours at a foreign university outside the Erasmus+ partner countries. The staff member must specify in the application at least the programme, the title of the course and the title of the lectures. The teaching must be reported in the MUNI IS exclusively for the MU Faculty of Science. The staff member shall write a detailed report on the teaching and stay at the foreign university and send it to the Vice Dean for International and External Relations by the deadline for submission of the report on the business trip. The report includes information on opportunities and possibilities for other staff members of the MU Faculty of Foreign Affairs to participate in teaching.
- (11) In cases where there is significant faculty representation, the Dean may increase the support on the proposal of the Vice-Dean.
- (12) The interpretation of the instruction is entrusted to the Vice-Dean for Foreign and External Relations.

In Brno, 25. January 2024

Martin Škop, v. r.,
Dean

Translated with DeepL-Translator