

**Program to support the work of foreign staff in the position of post-
doc at the Faculty of Economics and Administration of Masaryk
University**

as amended with effect from 01 June 2021

Pursuant to Section 28 (1) of Act No. 111/1998 Coll. on Universities and a change and amendment to certain other acts (the University Act), as amended (hereinafter referred to as the "University Act") I hereby issue this Directive:

Article 1

Introductory Provision

- (1) The program to support the work of foreign staff in the position of post-doc at the Faculty of Economics and Administration of Masaryk University (hereinafter referred to as the "Program") is announced in accordance with the Strategic Plan of Masaryk University, specifically Section 4 – Personnel Management and Employee Development, and the Strategic Plan of the Faculty of Economics and Administration for the years of 2021 – 2028, specifically point 3.5, Section 3 – Prestigious National and International Research.

Article 2

Purpose of the Program

- (1) The purpose of the Program is a financial support for doctoral graduates abroad with significant scientific potential for the FEA.
- (2) The support is intended for branch departments and is purposefully tied to the created post-doc position.
- (3) Employees with a newly concluded employment relationship with the work load of 40 hours per week for a period of 3 years will be supported.

Article 3

Selection procedure

- (1) The selection of candidates is carried out on the basis of a selection procedure in accordance with the Rules of Selection Procedure of Masaryk University. The FEA Dean or the Vice-Dean authorised by him is always one of the members of the selection committee.
- (2) An application for the selection procedure shall contain:
 - a) Curriculum Vitae;
 - b) Information on the achieved scientific results (publishing activities, implemented scientific projects, etc.);
 - c) Information on international cooperation within the given field, membership in professional committees etc.;
 - d) A description of the planned scientific research activity for the period of three years supported.

Article 4

Source of Funding and Amount of Support

- (1) The source of funding for the Program is the centralized resources of the faculty (especially the resources of the Institutional Plan and the Contribution to Educational Activities).
- (2) The program may co-finance the costs of the specialised department incurred in the first three years of the applicant's employment at the workplace up to a maximum of CZK 47,250¹, including the support provided by the HR Policy Support Program for 2020 – 2024, announced by Masaryk University Measure no. 8/2019 as amended from 1 January 2020. The drawing of funds from the Program is conditioned by co-financing by specialised departments at least in the amount of 50% in the first two years and 70% in the third year of employment. After that, the obligation to finance the given job position in full is taken over by the relevant specialised department. The amount of personnel costs for a specific job position is not limited.
- (3) The collection of applications is administered by the Department for Science, Research and Doctoral Studies of the FEA MU.

Article 5

Common Provisions

- (1) The head of the department submits an annual report on the interim research and other results of employees included in the Program for the period of drawing funds from the Program. The report shall always be submitted by the end of March for the previous calendar year for each employee who was financially supported by the Program in the given year.
- (2) Potential premature termination of the employee's employment (contrary to Article 2 (3)), or significant changes in the employee's employment (e.g. a change in the workload or wage) supported from the Program, shall be promptly communicated by the head of the specialised department through the HR Department of the FEA Dean's Office to the Dean, who will decide on any further steps in this regard.

Article 6

Final Provisions

- (1) This Directive repeals Directive No. 7/2018 of 28/06/2018.
- (2) I entrust the Vice-Dean for Science, Research and Doctoral Studies with the interpretation of individual provisions of this Directive.
- (3) This Directive belongs to the area of the "Administration of Academic Qualifications" methodological management.
- (4) Compliance with this Directive shall be inspected by the Department of Science, Research and Doctoral Studies and the HR Department.
- (5) This Directive comes into force on the date of its publication.
- (6) This Directive comes into force on 1 June 2021.

Annex:

No. 1 – Application for inclusion of a job position in the Program

No. 2 – Report on ongoing research and other results of employees included in the Program

Brno, 24/5/2021

prof. Mgr. Jiří Špalek, Ph.D. in his own hand
Dean

¹ Wages, compensation for leave, compensation for sick leave, bonuses, health and social insurance, social fund, statutory and other social costs, employee meals.

Annex No. 1

Application for inclusion of a job position in the Program to support the work of foreign staff in the position of post-doc at the Faculty of Economics and Administration of Masaryk University²

Department:

Name of job position³:

Justification of the need for the workplace (min. scope of 500 characters):

Required education:

Other required skills, abilities and work experience:

Expected scope of work:

- Research activities:
- Other activities:

Planned work load:

Planned work load duration (from-to):

Expected financial remuneration for the created position (CZK/month)⁴:

Expected composition of the selection committee⁵:

Name of the member of the	Workplace of FEA MU	Job position

Proposed date of the selection commission meeting⁶:

Brno, on

Name and signature of the head of the FEA MU department

² The application is submitted by the head of the department in printed form to the Dean of the FEA through the Department for Science, Research and Doctoral Studies.

³ According to the Job Catalogue (e.g. assistant, associate professor, etc.; or the name of the leading position).

⁴ The total eligible costs according to Article 4 (2) of the FEA Directive No. 7/2018, incl. levies and planned bonuses shall be specified.

⁵ In accordance with Article 3 (1) of FEA Directive No. 7/2018 (the FEA Dean or the Vice-Dean authorised by him is always one of the members of the selection committee.) and Article 4 of the Masaryk University Selection Rules (the commission must have at least five members including the chairman and the number of members must be odd. A member of the commission is always a representative of the workplace for which the selection procedure is announced, usually its head.).

⁶ It is possible to propose more dates of the selection commission meeting, or approximate period.

Annex No. 2

**Report on ongoing research and other results of employees
included in the Program**

Department:

Name of the employee included in the Program (incl. titles):

Research activities for the period⁷:

- Implemented research activities
- Implemented other activities

Brno, on

Name and signature of the head of the FEA MU department

⁷ The previous calendar year or its relevant part shall be indicated.