

## **Procedure for Bonuses for Staff Working with Foreign Students**

*(Effective from 4 June 2021)*

### Article 1

#### Introductory Provisions

1. This Instruction is issued for the determination of the procedure for rewarding employees and bonuses of the Institute for cooperation in the management of diploma or other final projects of foreign students. The above does not apply to the guidance of students from the English study programme.

### Article 2

#### Conditions of Bonuses for Staff and Employees Involved in Cooperation with Students

1. The workplaces concerned in Art. 1 are the departments and their employees.
2. Each employee who guides a foreign student (also referred to as "teacher"), admitted to the MU Faculty of Pharmacy to complete their thesis or other final work, is entitled to a remuneration of CZK 2,000 for each month in which they guided the student. There is always one supervisor for one student, who is entitled to the above remuneration. The remuneration is proposed by the teacher through the INET application for the completed month in which the employee has guided the student.
3. The institution to which the employee referred to in Article 2 (2) belongs shall charge an increase in the material costs budget of a maximum of CZK 2 500 per completed month and per student. The request for an increase in the budget shall be submitted by the head of the institution, the request shall state the name of the student, the manager assigned to the student and a breakdown of the costs that had to be incurred for the student. The request will be sent by the Head by e-mail to the responsible person from the Department for International Relations and Internationalisation.
4. The financing of the costs referred to in Article 2 (2) and (3) for remuneration and material costs are covered by the English study programme. The funds are limited to a maximum of CZK 300 000,- per calendar year; after the budget of CZK 300 000,- has been exceeded, the costs referred to in Article 2 (2) and (3) shall be covered from the funds of the institution concerned.

### Article 3

#### Final Provisions

1. Control and interpretation of this provision shall be exercised by the Secretary of the Faculty.
2. This Instruction shall take effect on the date of signature.
3. This Instruction shall enter into force on 4 June 2021.

In Brno, 4 June 2021

*Ing. Barbara Sobanska, MPA*  
Secretary