

Masaryk University Faculty of Medicine Directive No. 2/2021***Determination of the amount of remuneration for the creation of study materials at LF MU***

In accordance with Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the Higher Education Act), I issue this Directive.

Article 1

Subject of modification

- (1) This directive concerns remuneration related to the creation and publication of study materials by the Faculty of Medicine of Masaryk University (LF MU) in the form of its own production or on the basis of a licence agreement concluded between LF MU and an external publishing house.
- (2) For the purposes of this Directive, study material means texts, atlases, monographs, applications, algorithms, etc., which are primarily intended for the educational purposes of LF MU students.
- (3) This directive applies to works created by MU Faculty of Arts employees or other MU employees in the course of their work duties (employee works).

Article 2

Method of determining remuneration

- (1) Study material (employee work) created by an MU academic staff member is created and valued within the scope of the agreed employment relationship.
- (2) For persons who are not MU academic staff (hereinafter referred to as "external authors"), a work agreement will be negotiated. The amount of remuneration for the creation of a study text will be determined on the basis of the expected scope of the employee's work. The Chair of the Editorial Board may decide to increase the remuneration by up to 100 per cent in justified cases.
- (3) For the purposes of this Directive, a standard page is a unit of text, i.e. 1800 characters with spaces. For the purpose of this Directive, one illustration, photograph or graph shall also be counted as one standard page where the external author is the sole author of the illustration, photograph or graph.
- (4) The remuneration of the external author will be paid in the amount of:
 - a. the external author is entitled to **CZK 100** per standard page for the creation of a new study text,

- b. the external author is entitled to **CZK 50** per standard page for the revision (updating) of an existing text,
 - c. no extra remuneration is due to the external author for the publication of the unrevised reprint of the publication.
- (5) The method of determining the remuneration and its payment according to paragraph 2 applies only to study materials that pass the review procedure and are published in print or made available to MU students electronically in the form of e-learning.

Article 3
Review fee

- (1) The remuneration of reviewers working under a Work Activity Agreement or Work Performance Agreement is set at CZK 2,500 per review, regardless of the scope of the reviewed study material.
- (2) In the exceptional case where the reviewer is a regular employee of the MU Faculty of Medicine, paragraph 1 shall apply mutatis mutandis to the determination of the extraordinary remuneration.

Article 4
Method of payment of remuneration

- (1) The proposal and conclusion of agreements on work activity, agreements on work performance, or a proposal to determine remuneration according to Article 3(2) is prepared by the Editorial Department in cooperation with the Personnel Department of the MU Faculty of Arts. The proposal for the amount of remuneration is approved by the Chairperson of the Editorial Committee. The remuneration will be paid no later than in the month following the month in which the Statement of Account for the Agreement on Employment or Agreement on Work Performance is made. Financial control will be carried out in accordance with the internal regulations of the MU Faculty of Medicine.

Article 5
Final provisions

- (1) On the effective date of this Directive, the Directive of the Dean of LF MU No. 4/2011 shall cease to be effective.
- (2) This Directive shall enter into force on 1 October 2021.
- (3) The Chairperson of the Editorial Committee is responsible for the interpretation of this Directive.
- (4) The Secretary of the MU Faculty of Medicine is responsible for monitoring compliance with this directive.

In Brno, 27 September 2021

prof. MUDr. Martin Repko, Ph.D.
Dean of LF MU