

**Directive of the Dean of the Faculty of Law, Masaryk University No. 1/2019**

**THE AID FOR PROJECTS OF POST-DOCTORAL FELLOWS**

*(in the wording effective from 19<sup>th</sup> June 2019)*

*In accordance with § 28 section 1 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended (the "Higher Education Act"), I hereby issue this directive:*

**Article 1**

**Subject Matter and Purpose of the Directive**

This Directive regulates conditions for allocation of financial support to post-doctoral fellows. Financial support is achieved through the scientific project. The purpose of this Directive is to enhance the quality and scope of scientific production of the Faculty of Law of Masaryk University (hereafter also referred to as "Faculty of Law MU") and development of scientists supported by this Directive. The research activities will be carried out in the field, which will be announced in the call published at the web pages of the Masaryk University.

**Article 2**

**Definition of Terms**

- 1) "Project application", according to this Directive shall mean a set of documents required by the post-doc call notified on the web page of the Masaryk University which contains the list of documents listed in Annex No.1.
- 2) The "project" shall mean an approved project application which intends to fulfill the project objectives and planned research results that are to be achieved with the use of an approved budget. The project must be initiated on the date set in the call published at the web pages of the Masaryk University and completed within three years.
- 3) The "post-doctoral" fellow shall mean a male/female scientist with a Ph.D. in the field of Law or its equivalent, dating back no longer than 36 months from the date of the entering into the employment contract at Masaryk University. A post-doctoral fellow must obtain a Ph.D. or its equivalent at the university outside the borders of the Czech Republic or the Slovak Republic.
- 4) Before the Faculty of Law MU approves the project, a post-doctoral fellow shall be called as an "applicant". A successful applicant, whose project has been approved, will be called a "project solver". At the time of the submission of the project application, an applicant shall not have a part-time job at Faculty of Law MU higher than 0,2.
- 5) The "mentor" shall mean an academic staff of the Faculty of Law MU holding a position as an "associate professor" or a "professor" who shall provide a project solver with a scientific assistance during the implementation of the project and shall cooperate with the project solver in the area of research.

### **Article 3**

#### **Project Application**

- 1) Three-year projects, which cover a relevant field of scientific research with clearly defined publication results, could be supported upon the approval of the Selection Commission.
- 2) An applicant shall submit a project application including all annexes in the electronic form to email address: [vedavyzkum@law.muni.cz](mailto:vedavyzkum@law.muni.cz) within the deadline set in the call.
- 3) Project application shall be submitted in the English language and shall fulfill the formal requirements which are also defined in the Annex No. 1 to this Directive. The application shall consist of:
  - project description,
  - project objectives,
  - planned research results,
  - layout of the scientific work and timing of the project, and
  - required research costs without salary expenses.
- 4) Annexes to the project application are:
  - Europass CV,
  - overview of the current scientific results, participation in international projects, or membership in expert groups.), teaching experience if conducted during Ph.D. studies,
  - documents proving an achieved level of education [if the applicant has not accomplished his/her Ph.D. studies yet, he/she is obliged to submit records about the ongoing study as well as the list of credits (ECTS) received during the Ph.D. studies],
  - at least one reference letter.
- 5) The planned research results shall be sorted into these categories:
  - peer-reviewed journals included in the scientific databases (WOS, SCOPUS, ERIH-Plus etc.),
  - publications in the international conference proceedings contained in the scientific databases,
  - scientific monograph intended for the publication outside the Czech Republic or the Slovak Republic,
  - chapter in a scientific monograph intended for the publication outside the Czech Republic or the Slovak Republic.

### **Article 4**

#### **Responsibilities of the Project Solver**

- 1) The project solver shall be responsible for the implementation of the project and use of allocated financial support.
- 2) The project solver shall be obliged to use the allocated financial support effectively, economically, and to fulfill the objectives of the project. During the implementation of the project, the project solver shall follow requirements set forth by EU or national legislation, internal rules of Masaryk University and Faculty of Law MU.
- 3) The project solver shall be obliged to use the financial support exclusively in the direct connection with the submitted project and planned research results.
- 4) At the time of project implementation, the project solver shall be obliged to submit at least two project applications requesting external financial support (for example Czech Science

Foundation - GAČR, The Technology Agency of the Czech Republic - TAČR, Horizon 2020, ERC grants etc.). If the granting authority successfully approves the first project application, then the project solver is not required to submit the second project application.

- 5) The project solver is expected to consult regularly the implementation of the project and planned research results with the mentor and the Office of Science, Research and Project Management.
- 6) The project solver is required to submit an annual Report on the project implementation, which shall be sent via email to the Office of Science, Research and Project Management within the deadline set by this Office.
- 7) The project solver shall follow the instructions of the Office of Science, Research and Project Management during the project implementation.

## **Article 5**

### **Mentor**

- 1) The mentor shall be obliged to provide a project solver with a scientific support and guidance during the period of the project implementation.
- 2) The mentor shall be obliged to provide an evidence of consultations with the project solver to the Office of Science, Research and Project Management within the dates set by the Office. The Office of Science, Research and Project Management shall create a form for the evidence of consultations.
- 3) The mentor shall be obliged to provide the project solver with the evaluation of the Project Implementation Report and the Final Project Report.
- 4) The mentor shall be granted a monthly remuneration amounting to 2.000,00 CZK. The remuneration shall be paid on an annual basis.

## **Article 6**

### **Salary of the Project Solver and other Financial Support**

- 1) The project solver shall be entitled to receive a monthly salary (gross wage) amounting to 45.000,00 CZK.
- 2) Based on the recommendation of the Project Council, the Dean may award a special bonus for an excellent results achieved during the implementation of the project.
- 3) Apart from the salary, the project solver is entitled to employ the budget amounting to 150.000,00 CZK for the period three years according to the timeframe of the approved project application.

## **Article 7**

### **Decision about the Financial Support**

- 1) The Dean shall decide on financial support allocation on the basis of the recommendation of the Selection Commission.
- 2) The Dean shall appoint the Selection Commission particularly from members of the Project Council of the Faculty of Law MU and from designated representatives of the Rectorate of the Masaryk University.
- 3) The Selection Commission shall evaluate a project application including its all annexes and assess the planned research results. It shall also take the account of the current scientific results of the applicant.

- 4) The Selection Commission is authorized to request changes in the project proposal, both in the field of research results and the amount of the other financial support.
- 5) The financial support shall be allocated to one project for one post-doc call.
- 6) The approved project proposal and its annexes (as modified by the Selection Commission) shall become a part of the employment contract between the project solver and the Faculty of Law MU.

## **Article 8**

### **Rules on the Expenditures**

- 1) Project expenditures shall be used in compliance with the contemporary rules of the Ministry of education, youth and sports for the institutional support concerning the long-term conceptual development of research organization and always in the direct connection with the approved project and in connection with the planned research results.
- 2) The eligible expenditures are:
  - consumables,
  - tangible and intangible assets of a small scale,
  - services,
  - domestic and foreign travel costs,
  - publication costs (publication fees in foreign journals), publication costs for of monographs, incl. review opinions (assessments).
- 3) The ineligible expenditures shall particularly be:
  - investments,
  - costs which shall not be eligible for institutional support (for example refreshments and representation costs).
- 4) Financial support may be used from the date set in the call and all funds must be used up within the period of three years.
- 5) The project solver is requested to set an amount of expenditures, which shall be used in every calendar year, and this amount must be utilized in a given year thoroughly. A project solver shall submit an amount of expenditures complying with the approved project proposal and fulfilling the structure of expenditures to the Office of Science, Research and Project Management no later than on the date set by this Office.
- 6) A suitable employee of the Office of Science, Research and Project Management and research shall be responsible for the budget administration according to the rules of the financial control.

## **Article 9**

### **Control of the Project Implementation**

- 1) All project changes must be consulted with the Office of Science, Research and Project Management and shall be the subject to the approval of the Project Council during the implementation of the project and of the Bursar of the Faculty of Law MU.
- 2) The Project Council shall assess the Annual Reports on the Project Implementation and the Final Project Report and shall issue a necessary recommendations for further project implementation.
- 3) The Project Council is entitled to require the submission of the Report on the Project Implementation even on different dates than stipulated in Article 4 par. 8.

- 4) If the Project Council or the Office of Science, Research and Project Management identifies deficiencies in the project implementation, mainly due to the insufficient or late achievement of the research results, the Dean may initiate financial sanctions against the project solver based on the proposal of the Project Council. Employment sanctions, according to labor-law regulations, can be applied as well.

**Article 10**  
**Final Provisions**

- 1) I hereby authorize the Vice-dean for science and research with the evaluation of this Directive, its implementation, and possible amendments.
- 2) I hereby authorize the Vice-Dean for science and research with the interpretation of provisions in this Directive.
- 3) I hereby authorize the Manager for the Office of Science, Research and Project Management with the administration and financial control of the approved project proposals.
- 4) This Directive shall become effective on 19th June 2019.

In Brno on 18<sup>th</sup> June 2019.

*Martin Škop, m.p.*  
*dean*

**Annex No. 1**

**PROJECT APPLICATION FOR ALLOCATION OF FINANCIAL  
SUPPORT TO POST-DOCTORAL PROJECTS**

*(Project application should not exceed 5 pages without annexes. Please send a form to [vedavyzkum@law.muni.cz](mailto:vedavyzkum@law.muni.cz). Implementation of the project shall begin on the date set in the call)*

**Title of the project**

*Maximum 100 characters*

**Applicant**

**Project Description**

**Timeframe of the Project**

*A brief project timing including planned research results and expenditures of the project (see below).*

**Planned Research Results**

*The planned research results shall be sorted into these categories: peer-reviewed journals included in the scientific databases (WOS, SCOPUS, ERIH-Plus etc.); publications in the international conference proceedings contained in the scientific databases; scientific monograph intended for the publication outside the Czech Republic or the Slovak Republic; chapter in a scientific monograph intended for the publication outside the Czech Republic or the Slovak Republic*

### Other Financial Support Expenditures in EUR\*

	year 1	year 2	year 3
<b>Travel expenses</b> (Transport, accommodation, food allowances)			
<b>Material costs</b> (for example books, office supplies etc.)			
<b>Services</b> (for example conference fees, costs associated with issuance of outputs etc.)			
<b>IN TOTAL</b>			

\* The estimated funding with regards to Art. 6 (3) and Art. 8 (2) of the Directive 1/2019, exchange rate **1 EUR = 26 CZK**

### Annexes of the project application

- 1) Europass Curriculum Vitae;
- 2) Structured overview of the current scientific results, international cooperation, membership in expert groups, pedagogical experience if conducted during Ph.D. studies;
- 3) Documents proving the achieved education (scan of documents); if the applicant has not accomplished his/her Ph.D. studies yet, he/she is obliged to submit records about the ongoing study as well as the list of credits (ECTS) received during the Ph.D. studies;
- 4) Reference letter or letters (scan of letter/letters).