

FF UHK Dean's Decree No. 1/2020

Conditions and Rules for Visiting Academic Staff at PF UHK

I. Opening provisions

The present Decree of the Dean stipulates the conditions and rules for stays of visiting academic staff at FF UHK. The decree intends to support the internationalization of educational and scientific activities at FF UHK. In each semester of the academic year, each department or institute of FF UHK is entitled to one stay of a visiting employee lasting three to five months.¹

II. Financial support for the stay of a visiting academic employee

For the duration of an approved stay, FF UHK shall provide the visiting employee with a monthly gross wage of CZK 45,000 (after deduction of health and social insurance and taxes, amounting to a net salary of CZK 32,000) plus a travel allowance (one travel from their place of residence to HK and back). The amount of travel expenses covered by FF UHK is determined according to a [calculation](#) of the kilometre count from the place of the visiting expert's residence to Hradec Králové. Accommodation and other expenses shall be borne by the visiting employee from their salary. The maximum amounts related to the reimbursement of travel expenses for the various zones are shown in the following table:

Distance (km)	Max. amount (EUR)
10–99	20
100–499	180
500–1999	275
2000–2999	360
3000–3999	530
4000–7999	820
8000 and more	1500

¹In justified cases, the Vice-Dean for Science and Research at FF UHK (Vice-Dean S&R) may decide to extend the stay beyond five months or to shorten the stay to a period shorter than three months. In justified cases and provided that sufficient funding is available, Vice-Dean S&R may also decide to increase the number of visiting professors at a given unit.

III. Contractual obligations of the visiting academic employee

The visiting employee is responsible to:

- 1) teach at least 26 lessons per semester in a given academic year² and
- 2) prepare and publish at least 1 scientific article in an international journal indexed in the WoS/Scopus database, or a chapter in a monograph published in a prestigious international publishing house (possible exceptions are subject to approval by the Vice-Dean S&R).

The teaching obligation may be complied with in the form of one course with a total of 26 lessons (1 lesson = 50 minutes) per semester or two courses representing 13 lessons/semester each. Tuition must take place all over the semester (typically 13 weeks) on a weekly basis. The duration of the stay also includes the subsequent examination period or a significant part of it. Tuition in blocks is not permitted (exceptions in entirely specific cases are approved by the Vice-Dean S&R).

The above-mentioned article (or another type of approved publication output) must explicitly include affiliation to FF UHK and dedication (both in accordance with Decree of the Dean No. 3/2019 "Rules for Dedicating Research Outputs Supported by FF UHK").

IV. Terms and conditions for arranging and organizing stays of visiting experts

Units wishing to apply for support of visiting academic employee's stay shall identify and contact a suitable candidate. A visiting academic employee candidate should have at least a Ph.D. degree. (Vice-Dean S&R decides upon justified exceptions). The applying unit shall inform the candidate about the conditions of stay and, in cooperation with the candidate, fill in the support application for the stay of a visiting academic employee (Annex 1), and compile the necessary annexes.

The applying units shall submit their applications to the Department of Science and Research at FF UHK (hereinafter referred to as OVV) to the employee responsible for international mobility, Ing. Petra Korbelova (petra.korbelova@uhk.cz).

Deadlines for submitting applications are March 31 for the winter semester of the following academic year, and September 30 for the summer semester of the running academic year. In completely exceptional and justified cases, the Vice-Dean S&R may decide upon a later submission.

An application for the support of a visiting academic employee's stay must contain the following documents:

- Completed application form (see Annex 1) containing candidate's basic data, information on the proposed course(s) (including syllabuses – annotation, course passing conditions, course structure, basic literature) and candidate's publication plan (preliminary title and annotation of intended publication output, specification of expected publication form and, where applicable, name of selected periodical registered in the WoS or Scopus database) including an explicit commitment for dedication and affiliation to FF UHK);
- Candidate's CV;
- Proof of candidate's academic education;

² In justified cases, the Vice-Dean S&R may approve a reduced teaching duty.

- Scan copies of all candidate's passports.

The Vice-Dean S&R shall approve or reject the application and subsequently inform the head of the applying unit. If approved, the Vice-Dean S&R (on Dean's behalf) shall send an official invitation letter to the candidate.

If the application is approved, the organization of tuition (STAG, time schedule, contract preparation) will follow, entirely within the competence of the host unit. The stay is administered by OVV, FF UHK. Communication with the visiting professor and the organization of their stay at the unit is the responsibility of the head of the corresponding department or his/her authorized deputy, in cooperation with Dean's Office employee in charge of foreign mobility.

The FF UHK headquarters may, especially with regards to the funds available to FF UHK, decide to limit the number of invited visiting professors/researchers. Such a measure shall be communicated well in advance to the FF UHK units.

The present Decree shall enter into force as of the date of signature.

Mgr. Jan Prouza, Ph.D., m.p.

Dean at FF UHK

Appendix No. 1:
Application Form