

Institutional Support Programme for Postdoctoral Positions at the University of Hradec Králové for the years 2027-2029

Article I

Purpose and Scope

- 1) This Directive sets out the framework rules for **Institutional Support Programme for Postdoctoral Positions at the University of Hradec Králové for the years 2027–2029** (hereinafter referred to as the “*UHK Postdocs Programme*”).
- 2) The UHK Postdocs Programme is an instrument of earmarked institutional support designed to facilitate the establishment and filling of postdoctoral positions at the units of the University of Hradec Králové. The aim of the Programme is to strengthen UHK's research performance, develop existing research areas, foster the emergence of new research topics, increase the level of internationalisation of the research environment, and contribute to enhancing the quality and excellence of creative activity at UHK.
- 3) The UHK Postdocs Programme is not designed as a central university-wide competition for individual applicants or research proposals. At university level, the Programme establishes framework rules, minimum standards, the purpose of the funding, basic eligibility criteria, and requirements for the recording and evaluation of results. The actual selection of candidates takes place through faculty selection procedures conducted in accordance with this Directive and the relevant faculty call for applications.
- 4) Funding provided under the UHK Postdocs Programme is intended primarily to cover the personnel costs of postdocs who meet the conditions set out in this Directive and the relevant faculty call for applications, as well as costs directly associated with their publication activities, participation in specialist conferences, and related travel (up to a maximum of 5% of the funding allocated for a given year). The Programme funds shall be used effectively, appropriately, economically, and in accordance with UHK's strategic interests in the fields of science, research, and internationalisation.
- 5) The Directive sets out, in particular:
 - a) organisational arrangements and scope of the programme,
 - b) documentation and information resources,
 - c) basic parameters of funding,
 - d) minimum eligibility criteria for postdoctoral positions and applicants,

- e) rules for the publication and advertising of postdoctoral positions,
- f) documents to be submitted and the obligations of applicants,
- g) rules for selection, assessment and decision-making,
- h) working conditions of postdocs,
- i) rules on record-keeping, reporting, monitoring of results and the consequences of non-compliance with the Programme conditions,
- j) entry into force and duration of the framework.

Article II

Organisational Arrangements and Scope of the Programme

- 1) The UHK Postdocs Programme shall be administered by the Vice-Rector for Science, Research and Knowledge Transfer.
- 2) For the purposes of this Directive, the term “*Vice-Dean for Creative Activity*” refers to a member of the faculty management responsible for the area of science, research, and creative activity, regardless of the specific title of the position held at the faculty in question.
- 3) Methodological support for the UHK Postdocs Programme at university level shall be provided by the Department of Science and Knowledge Transfer (hereinafter referred to as the “*DSKT*”). In particular, the DSKT shall provide methodological support to UHK units, maintain a centralised university-level record of the Programme, monitor compliance with its framework rules, and contribute to the evaluation of its benefits at UHK level, including the fulfilment of its stated objectives. The DSKT shall also coordinate the publication of basic information about the Programme.
- 4) The relevant faculty shall be responsible for preparing, publishing, and administering the faculty call for applications, organising the selection process, appointing the selection committee, and continuously monitoring the activities of postdocs supported under the Programme. Administrative support at faculty level shall be provided by the faculty officers responsible for science and research or by other persons designated by the Dean.
- 5) The UHK Postdocs Programme shall be binding on all units that receive institutional funding for postdoctoral positions under the Programme. UHK units shall ensure that faculty calls for applications, the selection process, the working conditions of postdocs, the recording of results, and ongoing evaluation comply with this Directive.
- 6) The recipient of funding under the UHK Postdocs Programme shall be the relevant UHK unit. The unit shall be responsible for the effective and proper use of the funds, compliance with the Programme conditions, and documentation of the results achieved within the framework of the supported postdoctoral position.

Article III

Documentation and Information Sources

- 1) Basic information and documentation relating to the UHK Postdocs Programme are published [on the UHK website](#) or, where applicable, through other information channels designated by the DSKT.
- 2) This Directive shall be supplemented by faculty calls for applications issued by the individual faculties of UHK. Faculty calls for applications shall specify, in particular, the number of postdoctoral positions to be funded, their specialist focus and thematic areas, specific requirements for applicants, the method of submitting applications, the selection procedure, the composition of the selection committee and the procedure for its appointment, the method of assessment, and the rules for the ongoing evaluation of postdocs' activities.
- 3) Faculty calls for applications shall comply with this Directive and shall not lower the minimum standards established at university level. A faculty may set stricter or discipline-specific requirements in its call, provided that such requirements are objectively justified, transparent, and non-discriminatory.
- 4) In order to promote the international character of the UHK Postdocs Programme and attract foreign applicants, each faculty call for applications shall be published in English on the relevant faculty's website and simultaneously submitted to the DSKT for information.
- 5) The faculty shall retain documentation relating to the publication of the call for applications, the selection of candidates, the decision on filling the postdoctoral position, the ongoing evaluation, and the results achieved, in accordance with UHK's internal rules.

Article IV

Basic Parameters of Funding

- 1) The total allocation for the UHK Postdocs Programme for the years 2027-2029 shall be CZK 18,000,000, i.e. CZK 6,000,000 per year.
- 2) The annual allocation for the UHK Postdocs Programme shall be divided equally among the four faculties of UHK. Each faculty may therefore draw upon an amount of CZK 1,500,000 in the relevant calendar year, subject to the conditions set out in this Directive and the relevant faculty call for applications.
- 3) Funds provided under the UHK Postdocs Programme shall constitute earmarked institutional support intended primarily to cover the personnel costs of postdocs employed by UHK units, with up to 5% of the annual allocation being available for costs directly related to their publication activities, participation in academic conferences, and related travel. The funds shall not be available for discretionary use by the faculties and may be used exclusively for postdoctoral positions filled by eligible candidates in accordance with this Directive.

- 4) The standard objective of the UHK Postdocs Programme shall be to fund up to two full-time postdoctoral positions at each faculty, or a corresponding combination of part-time positions, provided that such an arrangement is objectively justified, consistent with the research plan, and financially sustainable within the allocated budget.
- 5) The standard duration of funding for an individual postdoctoral position shall be between 6 and 36 months. The specific duration of funding shall be determined with regard to the research proposal, the level of employment, the financial capacity of the UHK Postdocs Programme, and the conditions of the relevant faculty call for applications. In exceptional and duly justified cases, particularly where a postdoctoral researcher is replaced following the premature termination of their employment, funding may be provided for a period of less than 6 months.
- 6) The maximum amount of funding for a single full-time postdoctoral position shall be CZK 2,600,000 for the entire funding period, i.e. 36 months. In the case of a reduced working load, the maximum amount of funding shall be reduced proportionally.
- 7) Costs covered by the UHK Postdocs Programme shall be appropriate, reasonable, cost-effective, verifiable, and directly related to the implementation of the research plan of the postdoc concerned. Eligible costs shall include, in particular, the postdoc's personnel costs in accordance with UHK's internal rules and applicable labour law, as well as costs directly related to publication activities, participation in academic conferences, and related travel by the postdoc, up to a maximum of 5% of the funding allocated for a given year.
- 8) The recipient of funding under the UHK Postdocs Programme shall be the relevant UHK faculty. The provision of funding shall not be guaranteed if the faculty fails to fill postdoctoral positions with eligible candidates, fails to comply with the Programme conditions, or fails to ensure a proper selection procedure, record-keeping, ongoing evaluation, and documentation of results. Unused funds allocated to a faculty as part of its annual allocation shall not be used for any other purpose without the prior consent of the Rector's Office. Any transfer, reallocation, or other use of unspent funds shall be decided upon by UHK management; upon application, the decision shall be made by the Vice-Rector for Science, Research and Knowledge Transfer with the consent of the Rector, in accordance with the purpose of the Programme and UHK's budgetary rules.
- 9) If a faculty uses funds from the UHK Postdocs Programme contrary to the purpose specified in this Directive, the amount of funds used unlawfully or improperly shall be taken into account when determining the faculty's allocation for the following calendar year. The corresponding amount may be deducted from the faculty's annual allocation under the UHK Postdocs Programme.
- 10) The preceding paragraph shall apply only to the faculty's next annual allocation. This shall be without prejudice to the faculty's obligation to ensure proper record-keeping, provide evidence of the appropriate use of funds, and take corrective action where necessary, in accordance with UHK's internal rules.

- 11) A postdoctoral position funded under the UHK Postdocs Programme may not be filled by a candidate who has previously worked at UHK as a postdoc under any previous programme or competition supporting postdoctoral positions from UHK's institutional resources.
- 12) A postdoc funded under the UHK Postdocs Programme shall be responsible for the substantive implementation of the research plan, the ongoing fulfilment of the established objectives, and the submission of regular activity reports within the scope and by the deadlines specified in the relevant faculty call for applications and this Directive.
- 13) The faculty shall be responsible for ensuring that funds provided under the UHK Postdocs Programme are used exclusively for the purpose for which they were provided and that a substantive link can be demonstrated between the funding provided, the postdoc's activities, and the results achieved.

Article V

Minimum Eligibility Criteria for Postdoctoral Positions and Applicants

- 1) A postdoctoral researcher supported under the UHK Postdocs Programme may be a researcher who, as of the date of submission of their application for a postdoctoral position, obtained a PhD or its foreign equivalent within the preceding seven years. Verifiable career breaks, in particular maternity or parental leave, long-term illness, care for a close relative, or other similar objective reasons, may be excluded from this period.
- 2) Applicants must have completed a doctoral programme at a foreign university or at a university in the Czech Republic other than the University of Hradec Králové.
- 3) Applicants must have a command of English at least at B2 level.
- 4) Applicants must demonstrate a relevant publication record commensurate with the length of their academic career to date, the conventions of their discipline, and the specialist focus of the postdoctoral position. Relevant publications shall include, in particular, publications indexed in the Web of Science or Scopus databases. In the social sciences and humanities, relevant outputs shall also include specialist monographs, chapters in specialist books, and other scientifically recognised outputs within the relevant field.
- 5) The assessment of a candidate's academic quality may also take into account citation impact, the H-index, or other discipline-relevant indicators of research performance. Such indicators shall be used only as supporting criteria and shall be assessed with regard to the length of the candidate's research career, discipline-specific characteristics, publication and citation practices within the relevant discipline, and any career breaks. Neither the H-index nor any other bibliometric indicator may be used as the sole or automatic elimination criterion.

- 6) It shall be considered an advantage if the candidate has previously participated in national or international research projects, has verifiable experience abroad, experience in international scientific collaboration, a record of joint publications with foreign institutions, or the potential to participate in the preparation of future project applications.
- 7) The candidate's research proposal must be aligned with the academic focus of the relevant faculty.
- 8) A faculty call for applications may set out further discipline-specific requirements for applicants or their research proposals, provided that such requirements are transparent, objectively justified, proportionate, and consistent with the purpose of the UHK Postdocs Programme.
- 9) When selecting candidates, the following shall be assessed in particular:
 - a) the applicant's academic calibre and scientific achievements to date,
 - b) the quality, originality, feasibility, and appropriateness of the research proposal,
 - c) the applicant's potential to contribute to the internationalisation of the research environment,
 - d) the feasibility of the planned outcomes in view of the duration of the funding and the level of employment,
 - e) the potential for high-quality publications, project applications, international collaboration, or other demonstrable benefits for UHK.
- 10) When appointing a postdoctoral researcher under the UHK Postdocs Programme, the faculty shall proceed in accordance with UHK's institutional security requirements. This shall include, in particular, carrying out the relevant security vetting of the candidate in accordance with UHK's applicable internal regulations governing security matters. Failure to fulfil this obligation shall constitute grounds for not filling the post using Programme funds.

Article VI

Rules for the Publication and Advertising of Postdoctoral Positions

- 1) Postdoctoral positions funded under the UHK Postdocs Programme shall always be advertised in English.
- 2) The faculty shall publish the faculty call for applications and the advertisement at least on its website and shall simultaneously notify the DSKT for the purposes of publication or registration at university level.
- 3) In order to reach candidates internationally, the postdoctoral position shall be advertised on relevant international portals, with the Euraxess portal constituting the minimum standard.

- 4) The advertisement shall include, in particular:
 - a) the title and specialist focus of the postdoctoral position,
 - b) the position's affiliation within the faculty or, where applicable, the relevant department or research unit,
 - c) the expected duration of employment and the level of workload,
 - d) information on salary conditions or the salary range,
 - e) requirements for applicants,
 - f) expected activities and outcomes,
 - g) requirements regarding the documents to be submitted,
 - h) the method and deadline for submitting an application,
 - i) information on the selection process,
 - j) a contact person for technical and administrative enquiries.
- 5) The advertisement shall adequately describe the academic environment and institutional support available to the postdoc, the participating department, the role of the supervisor, the expected involvement in the research team, and expectations regarding publications, project work, or other academic activities.
- 6) An advertisement for a postdoctoral position shall be published transparently, openly, and sufficiently in advance to enable both domestic and international candidates to apply and to ensure that the selection process is non-discriminatory.

Article VII

Documents to Be Submitted and the Applicant's Obligations

- 1) Applicants for a postdoctoral position funded under the UHK Postdocs Programme shall submit the documents specified in this Directive and in the relevant faculty call for applications.
- 2) The minimum set of documents to be submitted by the applicant shall be as follows:
 - a) a completed form in English – see Annex 1: Application Form for 2027–2029 Postdoctoral Job Positions at the University of Hradec Králové;
 - b) a copy of the diploma certifying the award of a PhD or its foreign equivalent; if the diploma is issued in a language other than Czech, Slovak, or English, the applicant shall submit a certified translation of the diploma into English;
 - c) a structured CV in English, not exceeding 2 pages, in a font size of at least 11 points;
 - d) an overview of the 10 most significant scientific achievements, including the number of citations, in English;
 - e) a research proposal in English (maximum 1,000 words);

- f) a timetable for the implementation of the research proposal, if required by the faculty call for applications.
- 3) The research proposal shall include, in particular:
 - a) a definition of the specialist topic and its connection to the applicant's previous scientific work;
 - b) alignment with the research focus of the relevant faculty;
 - c) specific objectives of the applicant's work at UHK;
 - d) expected results;
 - e) expected involvement in the research team, international collaboration, project activities, or publishing activities.
- 4) The faculty may specify further requirements for the documents to be submitted in the faculty call for applications, provided that such requirements are reasonable, justified on disciplinary or organisational grounds, and consistent with the purpose of the UHK Postdocs Programme.
- 5) The applicant shall be responsible for the accuracy, completeness, and truthfulness of the information provided in the submitted documents.
- 6) Incomplete applications, applications submitted after the specified deadline, or applications that do not meet the minimum conditions set out in this Directive or the faculty call for applications may be excluded from the selection process.
- 7) By submitting an application, the applicant acknowledges that, if selected for a postdoctoral position, they shall carry out the research project, submit regular activity reports, state their affiliation with UHK and acknowledge UHK as the institution supporting the research, and cooperate in the recording and reporting of results arising from the UHK Postdocs Programme.

Article VIII

Rules for Selection, Evaluation and Decision-Making

- 1) The selection of candidates, evaluation of applications, and decision-making regarding the filling of postdoctoral positions supported under the UHK Postdocs Programme shall be governed by the University of Hradec Králové's Rules on the Resolution of Conflicts of Interest (Rector's Decree No. 19/2025).
- 2) The selection of candidates shall take place at the level of the relevant faculty through a faculty selection procedure announced in accordance with this Directive and the relevant faculty call for applications.
- 3) When selecting candidates, particular emphasis shall be placed on the candidate's academic qualifications and achievements, the quality and feasibility of the research proposal, the alignment of the research proposal with the academic focus of the faculty and UHK, the candidate's potential to contribute to the internationalisation of the research environment, the expected results, and the benefits for the department, faculty, or UHK.

- 4) Each faculty shall establish a selection committee to conduct the selection procedure. The faculty shall ensure that the composition of the committee is appropriate to the academic focus of the postdoctoral positions and complies with the principles of transparency and expertise and the rules for preventing conflicts of interest.
- 5) The selection committee shall have at least five members. The chair and members of the selection committee shall be appointed by the Dean. The secretary of the selection committee shall be appointed by the chair and shall not have the right to vote. The composition of the selection committee shall be published no later than one week after the deadline for the submission of applications, in the manner specified in the faculty call for applications. The rules governing the establishment of the selection committee shall be set out in the faculty call for applications or another published faculty document.
- 6) The selection committee shall assess compliance with the conditions set out in this Directive and the faculty call for applications, evaluate the applications submitted, and recommend to the Dean whether individual candidates should be selected or rejected for postdoctoral positions funded under the UHK Postdocs Programme.
- 7) Written minutes shall be taken of each meeting of the selection committee. The minutes shall include, in particular, the composition of the committee, information on the assessment of conflicts of interest, a list of the candidates assessed, a brief justification of the committee's recommendation, and the result of the vote or other method by which the committee reached its conclusion.
- 8) The decision on the selection of a candidate and the filling of a postdoctoral position shall be made by the Dean of the relevant faculty on the basis of the selection committee's recommendation and in accordance with this Directive, the faculty call for applications and UHK's internal rules.
- 9) The decision to fill a postdoctoral position shall be objectively justified and verifiable. The faculty shall retain documentation relating to the selection procedure in such a manner as to enable retrospective verification of the transparency and non-discriminatory nature of the selection procedure, compliance with the conditions of the UHK Postdocs Programme, and the selected candidate's connection to the purpose of the support provided.
- 10) The faculty shall inform the DSKT of the outcome of the selection procedure no later than 10 working days after the decision has been made. The information shall include, as a minimum, the name of the selected candidate, the faculty and department, the name of the supervisor, the title of the research project, the anticipated duration of employment, the level of employment, and the anticipated drawdown of funds under the UHK Postdocs Programme.
- 11) If the selected candidate does not confirm in writing their intention to take up the post within one month of the decision, or confirms in writing at an earlier date that they are no longer interested in the post, the faculty may decide to fill the post with the next-ranked candidate based on the results of the selection procedure or launch a new selection procedure by issuing a further call for applications. The selected candidate shall take up the post on the date specified in the faculty call for

applications; in justified cases, the start date may be postponed by agreement with the faculty.

- 12) The work of the selection committee shall be directed by its chair. The secretary of the committee shall provide administrative support for its work, prepare supporting documents, and ensure that the minutes of its meetings are drawn up.
- 13) No central ranking of candidates shall be established at university level through the DSKT, nor shall the DSKT supersede the faculty's decision on the selection of a specific candidate.

Article IX

Working Conditions of Postdocs

- 1) The faculty at which the postdoc is employed shall create the conditions necessary for the proper implementation of their research plan, their professional integration into the research environment of the relevant department, and the achievement of results consistent with the purpose of the UHK Postdocs Programme.
- 2) A postdoc shall always be employed by UHK on a fixed-term employment contract for a maximum period of 36 months. The place of work shall be in the Czech Republic.
- 3) Postdocs shall be remunerated by a contractual salary of at least CZK 42,000 gross per month for full-time employment. In the case of part-time employment, the minimum salary shall be determined on a pro rata basis. Any additional remuneration for results achieved shall be governed by UHK's internal rules and the rules of the relevant faculty.
- 4) The postdoc shall carry out their work under the professional guidance of a supervisor who is an employee of UHK. The supervisor shall provide the postdoc with professional support, monitor the ongoing progress of the research plan, and comment on regular activity reports.
- 5) The postdoc shall carry out their work in accordance with the research proposal submitted during the selection procedure.
- 6) The postdoc shall submit a progress report to their supervisor at least once every 12 months. The supervisor shall assess the report in writing and forward it to the person designated by the faculty to administer the UHK Postdocs Programme or to the Vice-Dean for Creative Activity.
- 7) The faculty shall ensure that the postdoc's activities are evaluated by the Vice-Dean for Creative Activity at least once every 12 months. The evaluation shall focus, in particular, on the fulfilment of the research proposal, the results achieved, involvement in the research environment of the faculty and UHK, the appropriate use of funding, and the future plan of activities.
- 8) Results produced within the framework of the UHK Postdocs Programme shall be duly recorded in the UHK Personal Bibliographic Database (OBD) in conjunction with the Register of Results of the Information System for Research, Experimental Development and Innovation (RIV), provided that such results are subject to registration under the applicable rules.

- 9) For results produced under the UHK Postdocs Programme, the funding source “*I-institutional support*” and the year of application shall be stated, and the following shall be included in the notes: “*Institutional Support Programme for Postdoctoral Positions at the University of Hradec Králové for the years 2027–2029*”, together with the title of the research project.
- 10) The inclusion of the affiliation and acknowledgement shall be governed by Vice-Rector’s Directive No. 07/2023. The acknowledgement in Czech shall be worded as follows:

„Vznik této publikace byl podpořen v rámci „Programu institucionální podpory postdoktorských pozic na Univerzitě Hradec Králové pro roky 2027-2029 na Fakultě XXXXXXXX“.

For publications in English, the following wording of the dedication shall be used:

“This publication was supported by the Institutional Support Programme for Postdoctoral Positions at the University of Hradec Králové for 2027–2029 at the Faculty of XXXXXXXX”.
- 11) The Faculty shall ensure that the postdoc and their supervisor are informed, upon commencement of employment, of the rules of the UHK Postdocs Programme and the requirements regarding the recording of results, affiliation and acknowledgement, reporting and ongoing evaluation.

Article X

Rules on the Recording, Reporting and Monitoring of Results, and the Consequences of Non-Compliance with the Programme Conditions

- 1) The faculty shall maintain records of all documents relating to the implementation of the UHK Postdocs Programme, in particular faculty calls for applications, applicants’ applications, minutes of selection committee meetings, decisions on the filling of postdoctoral positions, activity reports, supervisor evaluations, evaluations by the Vice-Dean for Creative Activity, documentation on the use of funds, and results achieved.
- 2) The faculty shall retain the documentation referred to in the preceding paragraph in accordance with UHK’s internal rules and shall provide it, upon request, to the DSKT or another authorised UHK unit for the purpose of verifying compliance with this Directive, the objectives of the Programme, and the rules governing the use of institutional support.
- 3) The DSKT shall maintain basic records of the Programme at university level, in particular an overview of funded postdocs, faculties, supervisors, research plans, funding periods, workload levels, the use of funds, and documented results.
- 4) A postdoc funded under the UHK Postdocs Programme shall carry out their research project and fulfil the obligations set out in this Directive, the relevant faculty call for applications, their employment contract, and the supervisor’s instructions, to the extent appropriate to the nature of their position.

- 5) A postdoc's performance shall be considered unsatisfactory if, in particular, the postdoc fails, without due justification, to carry out the research proposal, fails to submit activity reports, fails to demonstrate adequate progress in implementing the research proposal, fails to cooperate in the recording and reporting of results, or otherwise materially fails to fulfil the obligations arising from the UHK Postdocs Programme.
- 6) Substantial changes to the research plan, timetable, expected results, or scope of the postdoc's activities shall be subject to approval by the Vice-Dean for Creative Activity or, where applicable, to further procedures set out in the faculty call for applications. Any such changes shall be duly justified and substantiated in writing.
- 7) If the Vice-Dean for Creative Activity identifies shortcomings in the implementation of the research plan or in the work of a postdoc, they shall set out appropriate remedial measures and a deadline for their implementation. A written record shall be made of the identified shortcomings and the remedial measures.
- 8) In the event of serious or repeated failure to fulfil the research plan, the matter shall be dealt with in accordance with applicable labour law and UHK's internal rules.
- 9) If a faculty fails to comply with this Directive, in particular if it fails to ensure a proper selection procedure, maintain the required documentation, carry out ongoing evaluation, inform the DSKT, provide evidence of results, or ensure the effective use of funds, this may be taken into account when determining the faculty's further allocation under the UHK Postdocs Programme.
- 10) If it is established that funds provided under the UHK Postdocs Programme have been used for ineligible or inappropriate expenditure, the procedure set out in Article IV of this Directive shall apply. This shall be without prejudice to other procedures under UHK's internal rules, budgetary rules, and applicable legislation.
- 11) Any failure by a faculty or a postdoc to comply with the conditions of the UHK Postdocs Programme shall be assessed on a case-by-case basis, taking into account the nature of the identified shortcoming, its severity, its impact on the purpose of the Programme, and the possibility of rectification.

Article XI

Entry into Force and Duration of the Framework

- 1) This Directive shall enter into force on the date of signature.
- 2) This Directive is issued as the framework for the Institutional Support Programme for Postdoctoral Positions at the University of Hradec Králové for the years 2027–2029 and shall apply to all faculty calls for applications, selection procedures, postdoctoral positions and the use of funds carried out under the Programme.
- 3) The UHK Postdocs Programme concerns the support of postdoctoral positions funded from resources allocated for the years 2027-2029. This shall be without prejudice to the possibility for UHK management to amend, extend, terminate, or replace the Programme with another instrument supporting postdoctoral positions.

- 4) Amendments to this Directive may be made, in particular, following an evaluation of the UHK Postdocs Programme, a change in UHK's strategic priorities, a change in budgetary constraints, a change in legislation, or a change in UHK's internal rules.
- 5) This Directive shall cease to have effect on the date of its repeal or replacement by a new directive.

In Hradec Králové on 27 August 2026.

Assoc. Prof. Ing. Hana Tomášková, Ph.D.
*Vice-Rector for Science, Research
and Knowledge Transfer*

Annexes:

Annex 1: Application Form for the Institutional Support Programme for Postdoctoral Positions at the University of Hradec Králové for 2027-2029

Annex 2: Definition of Types of Outputs

Reference number: UHK/REKT/2026/24550

Application Form for the Institutional Support Programme for Postdoctoral Positions at the University of Hradec Králové for 2027–2029

Applicant's first name and surname	
Citizenship	
Current country of residence	
PhD degree – date of completion and institution	
Home institution – country, institution	
Proposed start date of employment	
Preferred duration of employment <i>Up to 36 months</i>	
Required workload <i>Up to 1</i>	
Faculty of UHK	
Department / research unit: (if already determined)	
Title of the research plan:	
List of professional publications <i>Please list the most important publications relevant to the proposed research plan.</i> <i>Relevant publications primarily refer to those indexed in Web of Science or Scopus. In the social sciences and humanities, scholarly monographs, book chapters or other research outputs relevant to the field may also be included.</i>	
Participation in international or national projects: <i>Please specify:</i> • <i>Project title and identification number</i> • <i>Funding programme and call</i> • <i>Implementation period</i>	

• <i>Role in the project (principal investigator / co-investigator / team member)</i>	
Previous international research experience: <i>Please specify study visits abroad, research stays, employment at a foreign research institution, participation in international research projects, or other relevant international research collaboration.</i>	
Planned outputs: <i>Please quantify expected research outputs, publications, project activities, international cooperation or other measurable results.</i>	

Definition of Types of Outputs

This Annex defines selected types of research outputs for the purposes of planning, reporting and evaluating outputs within the Institutional Support Programme for Postdoctoral Positions at the University of Hradec Králové for 2027–2029.

The classification is used for the internal purposes of the Programme, in particular for specifying expected outputs in the research plan, reporting achieved outputs, and assessing the fulfilment of the objectives of the supported postdoctoral position. It does not replace generally applicable national rules for reporting research outputs to the Research, Development and Innovation Information System or other binding rules applicable to UHK.

For the purposes of the Programme, expected outputs shall always be interpreted in the context of the relevant field, the duration of the funding, the postdoc's workload, the nature of the research plan, and the publication standards of the relevant discipline.

J – Peer-Reviewed Article

A peer-reviewed article in a scientific periodical is an original research article and/or review article published in a scientific periodical (journal), regardless of the country of the publisher, presenting original research results achieved by the author or by a team of which the author is a member. Such articles are comprehensive texts presenting scientific work and structured in accordance with the requirements of the publisher(s) of the relevant periodical (most commonly comprising an abstract, introduction, materials and methods, results, discussion, conclusion, and a review of the relevant literature or sources), including the standard citation style and, where applicable, footnotes. Such articles are typically classified by scientific periodicals as original articles or reviews.

A scientific periodical is a peer-reviewed scientific journal published periodically and having a scientific editorial board. It is assigned an ISSN or e-ISSN and may be published in print, digital, or combined print and digital form, including as an online edition.

Articles in scientific periodicals are classified as follows:

- **Jimp** – an original research article or review article in a scientific periodical indexed in the Web of Science database under the document type “Article”, “Review”, or “Letter”;
- **Jsc** – an original research article or review article in a scientific periodical indexed in the Scopus database under the document type “Article”, “Review”, or “Letter”;
- **Jost** – an original research article or review article in a scientific journal that does not fall into either of the two preceding categories, and which meets the general requirements for an article in a scientific journal. The list of peer-reviewed non-impact scientific journals shall not be used.

The following are not considered scientific periodicals:

- periodicals that have not been assigned an ISSN or e-ISSN;
- periodicals or special issues published under an ISSN and simultaneously under an ISBN in book form (this often occurs in the case of conference papers indexed in the Web of Science or Scopus databases; outputs published in this type of source are classified as Type D outputs);
- periodicals for which the method of reviewing contributions is not published or established;
- daily newspapers and similar publications, including regular daily newspapers, dedicated popular-science supplements to daily newspapers, weekly newspapers, and specialist newspapers;
- popular-science periodicals intended for the general public and published by commercial publishers, public institutions, or other entities;
- science-popularisation periodicals intended for a broader professional audience, such as periodicals published by professional societies or scientific institutions for the purpose of promoting and popularising science;
- periodicals published by trade unions, political parties, associations, or similar organisations;
- business and insurance periodicals;
- standardised forms and newsletters;
- special issues of journals in which conference papers are published.

The following are not considered peer-reviewed articles:

- reprints, abstracts, extended abstracts (e.g. conference abstracts), etc., even if published in a specialist scientific journal; articles of an informative or popularising nature concerning research results;
- editorial material, corrections, literature reviews, and summaries, even if published in a specialist scientific journal;
- preprint articles, i.e. versions of articles published prior to completion of the peer-review process;
- in the case of Jost articles, articles comprising fewer than 2 pages of text, excluding photographs, charts, maps, illustrations, tables, and other graphic elements.

B – Monograph

A monograph presents the results of research carried out by the author or by a team of authors of which the author is a member. A monograph is a non-periodical scientific publication comprising at least 50 printed pages of the authors' own text, excluding exhibits such as photographs, graphics, maps, etc., published in print or digital form and reviewed by at least one widely recognised expert in the relevant field by means of an expert review. Such an expert reviewer may not be from the author's institution.

A monograph addresses a well-defined problem within a specific scientific field and includes an identifiable and scientifically recognised methodology, consisting of explicitly formulated methodological foundations and/or a new methodology based on previous theoretical research in the field. The formal characteristics of a monograph include references to the literature within the text, a list of citations, and, where applicable, footnotes, a bibliography of sources, and a summary in at least one world language.

A monograph shall be assigned an ISBN or ISMN. The entire book shall be produced by a unified team of authors, regardless of the individual contribution of each team member to its content, even if individual chapters have been written by different authors.

Scientific books include, in particular, monographs, scholarly encyclopaedias and lexicons, critical editions of sources, critical editions of works of art (music, visual art, etc.), materials accompanied by studies, critical annotated translations of challenging philosophical, historical, or philological texts accompanied by studies, critical translations accompanied by commentary on challenging philosophical, historical, or philological texts, scientifically designed dictionaries and thesaurus- or encyclopaedia-type dictionaries in a given field, critical exhibition catalogues, etc., provided that they meet the formal criteria set out above.

In the case of a multi-volume scientific monograph, each volume may be recognised as a separate output provided that each volume individually meets the criteria and has been published as a separate publication with its own ISBN. If a monograph is recognised as a Type B output, its chapters may not be recognised as Type C outputs by the same submitter.

The following are not considered monographs:

- books that have not been assigned an ISBN or ISMN;
- teaching materials (i.e. textbooks and coursebooks);
- expert opinions and reports, studies, translations, manuals, information and promotional publications, yearbooks (except those that meet the requirements for a monograph), and annual or similar periodic reports;
- general-language dictionaries;
- printed or digitally published research summaries or summaries of specialist papers produced for a specific purpose (e.g. within a single institution);
- printed or digitally published abstracts, extended abstracts, or oral presentations from conferences;
- methodological manuals, catalogues, and standards;
- proceedings (individual contributions to proceedings may be classified as Type D outputs);
- fiction, non-fiction, travelogues, and theatre scripts;
- selective bibliographies, annual reports, speeches, reports, collections of student competition entries, and tourist guides;

- commercial translations from foreign languages;
- memoirs, information materials, popular-science monographs, biographies, autobiographies, and monographic final reports on grants or projects.

Monographs shall be verified by reference to the Digital Object Identifier (DOI) or Open Access (OA), traceability in an internationally recognised catalogue, or by a returnable loan from the reporting institution confirmed by the Provider.

C – Chapter in a Monograph

A chapter in a monograph (provided that the book meets the definition of a Type B output) may be recognised as a Type C output if the entire book has a single editor or if the author is listed as a co-author of the entire book, albeit with a minor contribution to its content, on the title page or verso of the title page, and is part of a team of authors with clearly identified lead authors. In all cases, the chapter must have an individual author or a team of authors.

If the monograph is classified as a Type B output, its chapters may not be recognised as Type C outputs by the same submitter.

D – Article in Proceedings Indexed in the Scopus Database or the Web of Science Conference Proceedings Citation Index

An article in proceedings presents original research results achieved by the author or by a team of which the author is a member. The article follows the standard structure of a scientific paper, including the standard citation style; it is neither an abstract nor an extended abstract and is published in proceedings.

Proceedings are peer-reviewed, non-periodical publications issued in connection with a conference, seminar, or symposium. They contain separate articles by various authors that usually share a common theme or relate to a common topic and are assigned an ISBN and/or ISSN.

An article in proceedings shall comprise at least 2 pages in total, excluding photographs, graphs, maps, illustrations, tables, and advertisements.

An “*article in proceedings*” is an article that is registered:

- in the Scopus database under “*Sources*” as a Book Series or Conference Proceedings, and has been assigned an ISBN and/or an ISSN;
- in the Web of Science Conference Proceedings Citation Index and has been assigned an ISBN and/or ISSN;
- as an article in a special issue of a journal indexed in one of the above databases and dedicated to the publication of conference papers.

The following are not considered articles in proceedings:

- occasionally published summaries of scientific papers (e.g. within a single institution, to mark anniversaries, founding celebrations and/or annual conferences);

- collected and/or published abstracts, or expanded abstracts;
- articles selected and published elsewhere, etc.