



Dean's Directive of FIM No. 1/2017

Principles for awarding extraordinary scholarships to doctoral students in AI and IZM in relation to the definition of standard and above-standard responsibilities of doctoral candidates since 2017 at FIM UHK

A doctoral student may be awarded an extraordinary scholarship in connection with above-standard work performances (beyond the standard responsibilities listed below). Scholarships can also be granted for above-standard activities performed in the previous academic year, retrospectively, if these activities have not yet been evaluated.

Definition of standard responsibilities of a doctoral student for eligibility for the basic scholarship:

Completion of at least one planned course in the respective study program per one semester.

- Teaching at least four hours per week during the semester (applies to full-time form). *Greater involvement in teaching is considered above-standard.*
- Presence at the faculty for a minimum of 20 hours per week, distributed over at least three working days (applies to full-time form). *The schedule of presence at the workplace is determined by the supervisor, and this information must be recorded at the respective department's office.*
- Publication of one paper (doctoral student's contribution must be 100%) at a Czech conference or workshop per one semester. The supervisor is not counted as a co-author in this case, while another doctoral student or any other co-author proportionally reduces the share (100% divided by the number of authors).
 - This minimum requirement can be replaced by one publication at an international conference or in a journal per year:
 - indexed in the SCOPUS database
 - possibly in Thomson ISI WoK (Web of Knowledge)



Definition of the above-standard responsibilities of a doctoral student for eligibility for an extraordinary scholarship:

Type of the above-standard activity	Quantity	Financial bonus per declared quantity (CZK)
Teaching (running classes) beyond the standard scope.	1 hour/week	CZK 200
Implementation of a project selected and approved by the committee within the "Superdoctoral Student" status* (see Appendix No. 1).	One approved project *	Up to CZK 30,000

- ✓ *** A project** is a predefined assignment (e.g., software or hardware development) completed by the doctoral student within three months, usually of a different nature than publication or applied results. Project topics and their successful completion are approved by a committee appointed by the dean, meeting quarterly. Doctoral students apply for projects by submitting a short motivation letter demonstrating their ability to successfully complete the project (see Appendix No. 1).

Declaration of the completed above-standard activities

- 1) A doctoral student may apply for a financial bonus for completed activities under the condition of fulfilling the standard responsibilities defined in the valid Dean's Directive.
- 2) For the calculation of the financial bonus for the above-standard teaching in the past period (completed semester), a list of doctoral students involved in teaching must be submitted to the Vice-Dean for Science and Research by the relevant department head, specifying the number of hours taught. After approval, the Vice-Dean ensures the scholarship payment.
- 3) Project proposals (topics and completed projects) must be submitted to the committee at least one week before the committee's meeting.
- 4) A doctoral student also receives the extraordinary scholarship for research and development (R&D) results. The evaluation takes place once a year based on the currently valid "Criteria for the Evaluation of Research Activities at FIM UHK." (There is no need to explicitly apply for the evaluation—it is done automatically.)



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Hradec Králové, 10. 1. 2017

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Dean of FIM UHK



Appendix No. 1 to Dean's Directive of FIM No. 1/2017

Superdoctoral Student Status

This status is intended to support exceptionally talented doctoral students.

- A student may apply for Superdoctoral Student Status upon nomination by his/her supervisor and approval by the Vice-Dean for Science and Research of FIM UHK, provided they fulfill the standard responsibilities at FIM UHK and outlined in the Dean's Directive. The list of doctoral students with Superdoctoral Student Status is recorded by the Vice-Dean for Science and Research of FIM UHK.

In addition to the basic scholarship, the student receives an extraordinary scholarship of up to CZK 30,000, which will be awarded upon fulfilling the following conditions:

- 1) Physical presence at the faculty according to the needs and instructions of the supervisor (who is responsible for project progress) for a minimum of 30 hours per week.
- 2) Fulfillment of the standard responsibilities of a doctoral student at FIM UHK, as specified in the valid Dean's Directive.
- 3) Completion of an assigned project with an expected workload of 240 hours. The project assignment must be precisely defined in writing and signed by the student, his/her supervisor, and the Dean/Vice-Dean for Science and Research of FIM UHK.
- 4) Each month, the student will send a brief description of the work and results achieved so far in the length of one A4 page to the supervisor and the Vice Dean for Science and Research of FIM UHK.
- 5) Upon project completion, results will be submitted for review to a committee appointed by the dean (at least one week before the meeting), which includes the student's supervisor. The committee will approve or request modifications to the project.
- 6) The student receives the extraordinary scholarship only after fulfilling all commitments made when signing the project assignment. If the committee evaluates the fulfillment as partial, the scholarship amount may be reduced accordingly.



The projects will be selected to support excellent research at UHK. In particular, they will be aimed at assisting top researchers with parts of their research.

The project may be proposed by the supervisor or any academic staff member, provided they demonstrate a relevant benefit to UHK. Multiple assignments may be proposed for one student, and the committee will select the most suitable one. Conversely, multiple students may apply for a single project. It is the student's responsibility to thoroughly familiarize themselves with the project and submit a motivation letter with relevant attachments.