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**Appendix 1 of FF UHK Dean´s Decree No. 1/2020**

**Application form for Stays of Visiting Academic Staff**

**at FF UHK**

**(in accordance with FF UHK Dean´s Decree No. 1/2020)**

**1 Personal data**

|  |  |
| --- | --- |
| Name, title:  |  |
| Adress: |  |
| Date of birth:  |  |
| Expected dates of the stay at Hradec Králové: |  |

**2 TEACHING ACTIVITY**

The teaching duty can be realized in the form of one subject with a total of 26 lessons (1 lesson = 50 minutes) hours or two courses, each with 13 lessons / semester. Teaching must be conducted throughout the semester (usually 13 weeks) with a weekly frequency. The length of the stay also includes the subsequent examination period or part thereof. Block teaching is not allowed (exceptions in completely specific cases are approved by the Vice-Dean for R&D).

**2.1 Course 1**

|  |
| --- |
| Course title: |
|  |
| Length (select from the list): |
| 26 x 50 min.13 x 50 min. |
| Course outline: |
|  |
| Course programme: |
| 1.2.3.4.5.6.7.8.9.10.11.12.13. |
| Selected recommended reading: |
|  |

**2.2 Course 2**

|  |
| --- |
| Course title: |
|  |
| Length (select from the list): |
| 26 x 50 min.13 x 50 min. |
| Course outline: |
|  |
| Course programme: |
| 1.2.3.4.5.6.7.8.9.10.11.12.13. |
| Selected recommended reading: |
|  |

**3 RESEARCH ACTIVITY AND SCIENTIFIC PAPER TO BE WRITTEN AND SUBMITTED DURING THE STAY**

The guest employee is obliged to prepare and publish at least 1 scientific article in an international journal indexed in the WoS / Scopus database, or a chapter in a monograph issued by a prestigious international publishing house (possible exceptions are approved by the vice-dean for science and research).

Article (or another type of approved publication output) must explicitly include affiliation at FF UHK and dedication (both in accordance with Dean's Decree No. 3/2019) „Rules for dedicating research outputs supported by FF UHK“).

|  |
| --- |
| Title: |
|  |
| Abstract: |
|  |
| Publication form of output (select from the list): |
| Article in Scopus/Wos journalChapter in scientific book |
| Expected journal: |
|  |

**4 OBLIGATORY ANNEXES**

Please attach the following mandatory annexes to your application:

* CV including list of most important publications
* Diploma certificate
* Scan of all passports

By signing, I confirm that I have read the wording of the FF UHK Dean´s Decree No. 1/2020 which regulates the Conditions and Rules for Visiting Academic Staff at FF UHK, University of Hradec Králové and the Decree of the Dean no. 3/2019, which regulates the Rules for dedicating research outputs supported by FF UHK.

In……………………………

Date…………………………

…….…………………………..

 Signature