



# FF UHK Dean's Decree No. 15/2018

## Funding of extraordinary foreign journeys of postgraduate students of FF UHK

### I. Introductory Provisions

1. Foreign journeys of postgraduate students of FF UHK are primarily covered by other grant schemes, particularly from the means of external grants, projects and scholarships, within the Erasmus+ Programme or on the basis of internal grant competitions of UHK.
2. The funding of foreign journeys can be provided to a postgraduate student only under extraordinary circumstances, which mean reasons unpredictable in advance or serious reasons sufficiently explaining why other grant schemes are not used.
3. This funding of extraordinary foreign journeys relates exclusively to journeys leading to important results in the area of internationalization or science, especially including active participation in significant foreign scientific conferences, journeys realized with the purpose of negotiating agreements or scientific cooperation with foreign partners.

### II. Conditions for Providing Financial Support

1. In the application form the applicant commits him/herself (see the Appendix) to specific results relevant with respect to the internationalization of FF UHK or to his/her scientific value. This concerns mainly pre-negotiating or negotiating a new foreign contract, international cooperation or the assurance of a publication output.
2. Furthermore, in the application form the applicant states the objectives of the journey, the planned and well-justified budget and the reason why the journey could not be financed from other sources.
3. The completed applications for the funding of extraordinary foreign journeys are submitted according to the purpose of the journey to the Department of Science and Research or to the Foreign Department of FF UHK sufficiently in advance, at least a month prior to the journey (in justified cases the deadline can be postponed to 14 days prior to the journey). The submission of the application not sufficiently in advance is a reason to its rejection.

### **III. Rules**

1. A fundamental criterion for the provision of financial support is the fact that the foreign journey could not be funded from other sources. Another criterion is the significance of the journey regarding its contribution to science or to the internationalization of FF UHK.
2. The relevance of the foreign journey is assessed according to the specification of objectives and promised outcomes by the Vice-Dean for Science and Research or by the Vice-Dean for Foreign and External Relations, or possibly jointly by both. Based on their opinions, the Dean of the Faculty will decide on whether the financial support will be granted or not. The Dean of the Faculty will also decide about the source of the drawn financial means.
3. A lack of financial means is a sufficient reason for not supporting the foreign journey.

### **IV. Final Provisions**

This decree takes effect on 1. 7. 2018.

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

#### Appendix:

Application for Funding an Extraordinary Foreign Journey

## Appendix to the Decree of the Dean No. 15/2018

### Application for Funding an Extraordinary Foreign Journey

First name, surname, degrees		
Department/institution/workplace		
Planned date of departure		
Planned date of return		
Country, place, institution		
Objectives of the foreign journey, planned outcomes		
Justification of the budget and of the impossibility of funding from another source		
Other relevant notes		
<b>Order</b>	<b>Workplace</b>	<b>Activity</b>
<b>Signature of the applicant, date</b>		
Signature of the supervisor, date		
Signature of the Head of Department, date		
Signature of the Vice-Dean/Vice-Rector for Foreign and External Relations, date		

Signature of the Vice-Dean/Vice-Rector for Science, Research and Creative Activity, date	
Signature of the Dean, date	