

FF UHK Dean's Decree No. 12/2019

Terms and Conditions for Stays of Visiting Academic Staff at FF UHK

I. Opening provisions

The present Decree of the Dean stipulates the terms and conditions for the stays of visiting academic and/or research staff at FF UHK. The objective of the Decree is to support the internationalization of educational and scientific activities at FF UHK. Each department or institute of FF UHK is entitled to one stay of a visiting worker for three to five months in each semester of an academic year.¹

II. Financial support for a visiting academic worker

For the duration of an approved stay, FF UHK shall provide the visiting worker with a monthly gross salary plus travel allowance (from place of residence to HK and back). The cost of accommodation and other expenses are covered by the expert worker from his/her salary (the present Decree includes a table setting out the maximum mileage allowance to be provided to the visiting expert).

III. Contractual obligations of the visiting academic worker

A visiting worker is obliged 1) to teach at least 26 lessons per semester in the given academic year² and 2) to work up and publish at least one scientific article in an international journal indexed in the WoS/Scopus/Erih+ database, or a chapter in a prestigious international publishing house (possible exemptions are approved by the Vice-Dean for Science and Research at FF UHK – hereinafter referred to as the Vice-Dean for S&R). Such article (or another type of approved publication output) must explicitly include affiliation to FF UHK and dedication (both in accordance with Decree No. 3/2019 "Rules for Dedicated Research Outputs Supported by FF UHK").

¹ Vice-Dean for Science and Research may, in duly justified cases, decide to extend the stay beyond five months or to shorten the stay to less than three months. In justified cases and provided sufficient funds are available, Vice-Dean for Science and Research may also decide to increase the number of visiting professors at a given unit.

² Vice-Dean for S&R may, in justified cases, approve a reduced extent of obligatory tuition.

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

A unit wishing to apply for the support of a visiting expert's stay shall select and contact a suitable candidate. A candidate for a visiting expert should have a Ph.D. degree as a minimum. Exceptions may be decided upon by the Vice-Dean for S&R. Deadlines for applying for a visiting expert are March 31 of an academic year (e.g. 2018/2019) for the winter semester of the following academic year (2019/2020), and September 30 of an academic year (e.g. 2019/2020) for the summer semester of the same academic year (2019/2020). Vice-Dean for S&R may, in very exceptional and duly justified cases, decide upon later application deadline.

An application for support of a visiting expert's stay must include the following documents:

- Candidate's CV;
- Candidate's proof of academic education;
- Candidate's passport scan copy;
- Proposed subject(s) (including syllabuses – annotation, course success prerequisites and subject structure);
- Candidate's publication plan, including an explicit commitment to dedication and affiliation to the UHK FF.

Applications are officially submitted to the Department of Science and Research at FF UHK (hereinafter referred to as Department of Science and Research) to the employee in charge of international mobility.

Vice-Dean for S&R shall approve or deny the application and subsequently inform the applicant and/or the relevant unit (department or institute) head about the decision. If approved, the Vice-Dean (on Dean's behalf) shall send an official letter to the candidate.

If the application is approved, the host unit shall provide the corresponding complex organizational support (STAG, schedule). The administration related to the stay is provided by Department of Science and Research at FF UHK. The responsible head of the relevant unit, or an authorized employee are responsible for communication with the visiting professor and organizing his/her stay at the unit in collaboration with a member of the Dean's office responsible for foreign mobility.

The executive team of the FF UHK may, especially with regard to the available funds of the FF UHK, limit the number of invited visiting professors/researchers. Such a measure shall be communicated to the departments and institutes of FF UHK well in advance.

The present Decree enters into force and effect on the date of signing.

Mgr. et Mgr. Pavlína Springerová, Ph.D.,
Dean