



Hradec Králové, 18 February 2021
No. DFF/76/21

FF UHK Dean's Decree No. 5/2021

Financing of Extraordinary Business Trips of FF UHK Academicians, Researchers and Doctoral Students, and Support of their Membership in Professional Associations

Article I Introductory Provisions

- 1) This Decree regulates the rules for financing of extraordinary national or foreign business trips of FF UHK academicians, researchers and doctoral students, and support of their membership in important professional associations related to their specialization.

Article II Extraordinary Business Trips

- 1) Business trips of FF UHK academicians and researchers (the FF UHK Employees) and of FF UHK doctoral degree programme students (the FF UHK Doctoral Students) are paid primarily from external grants, projects and bursaries, within the Erasmus+ programme or on the basis of internal UHK grant competitions.
- 2) Extraordinary business trips may be paid to the Employees or Doctoral Students only under extraordinary circumstances, i.e. unforeseeable or serious reasons justifying sufficiently the failure to use other grant schemes.
- 3) This financing of extraordinary national and foreign business trips applies only to trips leading to important internationalisation or scientific outputs. These include, among others, active participation in important scientific conferences, trips to negotiate contracts or scientific cooperation with foreign partners, and stays of visiting scholars at foreign universities.
- 4) An applicant undertakes in his application form (see Annex 1 or 2) to bring specific results relevant from the point of view of FF UHK internationalisation or scientific value of the planned

activity. This includes, among others, a new foreign contract pre-negotiation or negotiation, development of international cooperation, active participation in a conference, or a publication promise. Trips increasing FF UHK prestige significantly can also be supported.

- 5) In his/her application, the applicant specifies the trip goals, planned and well justified budget and reason why the trip could not be financed from other means. Financial requirements must correspond to prices usual at the given place and time; the travelling costs can be paid up to the maximum price of public transportation. More expensive transportation forms can be paid in most exceptional and well-reasoned cases only.
- 6) Completed applications for extraordinary business trips financing are filed when required with the FF UHK Science and Research Office or the FF UHK Foreign Office sufficiently in advance, however, not later than two weeks before the trip commencement. Failure to file the application in time results in its rejection.

Article III

Support of Membership in Professional Associations

- 1) FF UHK academicians, researchers and doctoral degree students may ask for reimbursement of the cost related to the registration of their membership in important scientific associations corresponding to their specialization.
- 2) This support applies only to membership in associations having more than local or regional importance and having the potential to strengthen the FF UHK Employees' bonds to employees of other important scientific, research and educational institutions.
- 3) In his/her application (Annex 3), the applicant specifies the association name and orientation and the importance of the applicant's involvement in such association for FF UHK.
- 4) Completed applications for support of membership in professional association are filed when required with the FF UHK Science and Research Office sufficiently in advance, however, not later than two weeks before the membership fee maturity. Failure to file the application in time results in its rejection.

Article IV

Rules for Provision of Support of Extraordinary Business Trips and Membership in Professional Organizations

- 1) Financial support for extraordinary business trips or for membership in professional organizations is provided under the condition the given activities could not be financed from other means. The importance of activities is further considered from the point of view of scientific input, increase of FF UHK prestige, or contribution to FF UHK internationalisation.
- 2) The relevance of the national business trip or membership in a professional association is considered by the Vice-Dean for Science and Research according to the specification of aims and promised outputs. The relevance of a foreign business trip is considered according to the specification of aims and promised outputs by the Vice-Dean for International Affairs and/or

the Vice-Dean for Science and Research. The faculty Dean decides the financial support granting or non-granting on the basis of their opinion. The faculty Dean decides about the source of the means.

- 3) Lack of financial means for financing of activities defined in Article I (1) is a sufficient reason for refusal to support an extraordinary business trip or to provide support to membership in professional associations.

Article V Guarantee and Administration of Support Provision

- 1) The FF UHK International Office is responsible for the administration of extraordinary business trips aimed primarily at internationalisation while the FF UHK Science and Research Office is responsible for the administration of business trips aimed primarily at scientific outputs or development of international scientific cooperation.
- 2) The FF UHK Science and Research Office is responsible for the administration of support of membership in professional associations.

Article VI Final Provisions

- 1) This Decree replaces the Dean's Decrees:
 - a) 04/2017 Financing of Extraordinary Foreign Business Trips of FF UHK Academicians and Researchers from the means of the institutional development programme and institutional support of long-term concept development of a research organization;
 - b) 15/2018 Financing of Extraordinary Foreign Business Trips of FF UHK Doctoral Students.
- 2) This Decree comes into force and power on the day of its publishing on the official notice board.

Mgr. Jan Prouza, Ph.D.
Dean FF UHK

Annexes

1. Application for financing of an extraordinary foreign business trip of FF UHK academicians and researchers
2. Application for financing of an extraordinary foreign business trip of FF UHK doctoral students
3. Application for support of membership in a professional association



Application for financing of an extraordinary foreign business trip of FF UHK academicians and researchers

Name, surname, titles		
Department/institute/ worksite		
Planned date of departure		
Planned date of return		
Country, place, institution		
Business trip aims, planned results		
Total requested amount (CZK)		
Reasoning of the budget and impossibility of financing from another source		
Other relevant notes		
Job	Worksite	Activity
Applicant's signature, date		
Signature (head employee), date		
Signature (Vice-Dean for International Affairs), date		
Signature (Vice-Dean for Science and Research), date		
Signature (Dean), date		



Application for financing of an extraordinary foreign business trip of FF UHK doctoral students

Name, surname, titles		
Department/institute/ worksite		
Planned date of departure		
Planned date of return		
Country, place, institution		
Business trip aims, planned results		
Total requested amount (CZK)		
Reasoning of the budget and impossibility of financing from another source		
Other relevant notes		
Job	Worksite	Activity
Applicant's signature, date		
Signature (supervisor), date		
Signature (head employee), date		
Signature (Vice-Dean for International Affairs), date		
Signature (Vice-Dean for Science and Research), date		
Signature (Dean), date		



Application for support of membership in a professional association

Name, surname, titles		
Department/institute/ worksite		
Professional association name		
Professional association seat		
Period covered by the requested membership fee		
Total requested amount (CZK)		
Membership benefit for the applicant		
Membership benefit for FF UHK		
Other relevant notes		
Job	Worksite	Activity
Applicant's signature, date		
Signature (Supervisor), date		
Signature (head employee), date		
Signature (Vice-Dean for International Affairs), date		
Signature (Vice-Dean for Science and Research), date		
Signature (Dean), date		