



University of Finance and Administration (VŠFS)

The instruction of the vice-rector for research and development no. 1/2023

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System for Research Support Staff

Article 1 – General provisions

- 1) This Instruction covers the options for using research support staff (hereinafter "RSS"): recruitment and record-keeping for research support staff, supervision of activities, and methods of remuneration.
- 2) The system for using RSS seeks to motivate students to carry out academic work, to enrich their education with experience in research practices, and to strengthen the link between their study activities and research activities.
- 3) System for RSS is managed by the Department of Research and Development.

Article 2 – Research Support Staff activities

- 1) RSS may carry out their activities in institutes, in the University Research Center, or in the Department of Research and Development.
- 2) The activities carried out by RSS must be of a scholarly character and must relate to the research, publication, or other creative activities of the institutions, or to the scholarly activities of the University Research Center and the Department of Research and Development; such activities do not include secretarial or administrative work.
- 3) Each RSS is appointed a supervisor who organizes and directs his/her activities, assigns and supervises tasks, and submits an Activity Report. If the RSS is carried out at the University Research Center or at the Department of Research and Development, the function of RSS supervisor is performed by the head of the given facility.
- 4) Activities of RSS are always carried out during the academic year in the period from September to June and, where justified, also in July and August.
- 5) The time commitment of RSS is set at a maximum of 30 hours per calendar month.

Article 3 – Recruitment procedure

- 1) The recruitment procedure is always held for a given calendar year and is normally announced in September or as needed during the course of the academic year.
- 2) The recruitment procedure is announced and organized by the institute or academic facility where the RSS will perform his/her activities. Information about the announcement of the recruitment procedure must be published on the bulletin board of the University of Finance and Administration information system; other (accompanying) forms of announcing the recruitment procedure may also be carried out using other means by which students are kept informed about the activities of the University of Finance and Administration.
- 3) Information about an announced recruitment procedure must also be forwarded to the Department of Research and Development no later than by the day on which the recruitment procedure is announced.
- 4) The following essential formalities must be included in the announcement of the recruitment procedure:
 - a) the name of the institute or academic facility organizing the recruitment procedure,
 - b) the nature of the RSS activity to be performed,
 - c) the obligations of the RSS,
 - d) the time commitment of the RSS activities, expressed in hours per month, and the period during which the RSS is to be performed, expressed in calendar months of the academic year,
 - e) the manner in which students are to apply for the recruitment procedure.
- 5) The requirements for the RSS are minimal and additional in nature. Additional requirements are defined by the institute or academic facility, taking into account the focus of RSS; such requirements may include language skills, specific technical expertise, etc.
- 6) The minimum requirements for RSS are as follows:
 - a) successful completion of at least one semester of studies and excellent academic performance, whereby excellent academic performance is defined as an average grade in the top 50 % of students in the same program; this criterion is verified by a current academic transcript, which the Department of Research and Development requests from the relevant study unit of the University of Finance and Administration,
 - b) proficiency in working on a PC,
 - c) flexible schedule.
- 7) The recruitment procedure, which includes a motivational interview, is conducted by a three-member committee consisting of:
 - a) for a recruitment procedure organized by an institute: the head of institute, the RSS supervisor, and another member of the institute; if the head of institute and the RSS supervisor are the same person, the third member of the selection committee shall be a member of the Department of Research and Development,
 - b) for a recruitment procedure organized by the University Research Center: the head of the University Research Center, the Head of the Department of Research and Development, and an additional staff member either of the University Research Center or the Department of Research and Development,
 - c) for a recruitment procedure organized by the Department of Research and Development: the Vice-rector for Research and Development, the Head of the Department of Research and Development, and an additional staff member of the Department of Research and Development.
- 8) The motivational interview shall focus on:

- a) verifying the student's interest in the RSS and in the activities of the facility where the RSS will conduct his/her activities,
 - b) assessing whether the minimum and additional requirements have been met,
 - c) assessing the student's prior performance as a RSS, if the student has already performed such activities at the University of Finance and Administration.
- 9) The committee shall prepare a protocol on the recruitment procedure (Annex No. 1), to contain the following information:
- a) the name and designation of the facility organizing the recruitment procedure,
 - b) the names of selection committee members,
 - c) details about the candidate for RSS (first and last name, program and year of study, address of residence, date of birth, telephone number, e-mail address, bank account number for payment of remuneration),
 - d) the student's area of interest (focus) in the field of study and the activities of the institute or facility where the RSS will be carried out
 - e) any additional requirements specified,
 - f) the nature of the RSS to be performed,
 - g) an assessment of whether the minimum and supplemental requirements have been met,
 - h) the outcome of the recruitment procedure,
 - i) the name of the RSS supervisor,
 - j) the expected time commitment of the activity (hours per month and period during the academic year when activities will be performed).
- a) Within 5 working days of the recruitment procedure, the facility organizing the recruitment procedure shall forward the following to the Department of Research and Development the recruitment protocol. The Department of Research and Development will add the candidate's academic transcript.

Article 4 – Records, supervision, and remuneration

- 1) The Department of Research and Development prepares the documentation to be submitted to the Rector for decision based on the recruitment protocols received and accompanied by the opinion of the head of Department of Research and Development. The following shall be submitted for decision:
 - a) the recruitment protocol,
 - b) the candidate's academic transcript,
 - c) the RSS permit.
- 2) In the event of a favorable decision by the Rector, the RSS permit is provided to the candidate by way of the Department of Research and Development. Information regarding an unfavorable decision by the Rector is provided in the same way.
- 3) The relevant RSS supervisor is responsible for assignments and the ongoing supervision and evaluation of the RSS.
- 4) The scope and time commitment of the RSS is binding as specified in the recruitment protocol and the RSS permit. Changes may only be made with the approval of the Vice-rector for Research and Development.
- 5) At the end of each calendar month in which the RSS carries out his/her activities, the RSS supervisor shall prepare a RSS Activity Report (Annex No. 2) containing a description of the activities performed and the time commitment (in hours). The report is submitted to the Department of Research and Development no later than by the second to last business day of the relevant calendar month.

- 6) Remuneration for RSS will be paid in the form of a special-purpose stipend. The amount of the remuneration is CZK 160 per hour. Remuneration is paid by transfer to the student's bank account in the month following the submission of the RSS Activity Report.

Article 5 – Final and cancellation provisions

- 1) The Vice-rector for Research and Development shall have the authority to issue decisions on matters related to RSS in cases not mentioned herein and not addressed by other generally applicable regulations, and to grant exceptions to the rules under this instruction.
- 2) The instruction of the vice-rector for research and development No. 1/2017 – 2018 – Research Support Staff, dated 1 May 2018, is hereby canceled.



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Vice-rector for Research and Development

Annexes:

- 1) Research Support Staff Recruitment Protocol
- 2) Research Support Staff Activity Report

Research Support Staff (RSS) Recruitment Protocol		Academic year:	University of Finance and Administration
Institute/ facility:		Date:	
Committee: (name, signature)	head of institute or facility:		
	RSS supervisor:		
	another member of the institute or member of the Department of Research and Development :		
Student: (name, signature)			
Program, major, semester:			
Residential address:			
Date of birth:			
Telephone number:			
E-mail address:			
Bank account number:			
Area of interest in the field of study and/or institute activities:			
Additional requirements:			
Additional skills:			
Characteristics of the activities carried out by RSS (full list of activities; must be creative activities contributing to deepening knowledge, in particular participation in the research activities of the University of Finance and Administration)			
Motivational interview criterion:		Met/Not met *	
Criterion of mandatory and additional requirements:		Met/Not met *	
RSS evaluation criterion from the previous period:		Met/Not met/Irrelevant *	
Recruitment outcome:		Recommended/Not recommended * for RSS	
* cross out the option that does not apply			
Person charged with managing the RSS:			
Estimated time commitment:		hrs/month during the months (from – to):	

RSS Activity Report for the month		Academic year	University of Finance and Administration
Institute / facility:			
Student name:			
Person charged with managing the RSS:			
Activity	<i>brief characteristics of the activity, project name (number), title of publication, etc.</i>		
<input type="checkbox"/> Literature search			
<input type="checkbox"/> Data collection			
<input type="checkbox"/> Data analysis			
<input type="checkbox"/> Independent research task in project			
<input type="checkbox"/> Analyses in scholarly publications			
<input type="checkbox"/> Field survey			
<input type="checkbox"/> Processing questionnaire responses			
<input type="checkbox"/> Presentation of results			
<input type="checkbox"/> Other scholarly activities			
Number of hours:			
Date Signature of RSS supervisor:			
Date Signature of the head of Department of Research and Development:			