



## UNIVERSITY OF FINANCE AND ADMINISTRATION

### Instruction of the Vice-rector for Research and Development No. 1/2022

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### **Involving doctoral students in teaching and research**

#### **Article 1: Involving students in instruction**

1. Students of accredited doctoral study programs at the University of Finance and Administration (hereinafter referred to as "students") in the full-time form of study are obligated to be involved in teaching<sup>1</sup> usually in the 2nd – 4th semester of their studies, most often by leading training in the subjects of their institutional specialization, or other subjects by agreement with their supervisor and applicable head of institute. The scope of teaching typically amounts to 2–4 teaching hours per week. Students can also work as tutors in the distance form of teaching. Another form of involvement in teaching may be auditing.
2. Students in teaching are required to post and observe consultation hours in the scope directed by the head of institute.
3. Teaching in the usual scope as specified in paragraph 1 is part of the study obligations of full-time students and is not compensated separately.
4. Students may also participate in the awarding of credits and examination of courses taught by them upon agreement with the supervisor and the approval of the head of the relevant department.
5. Students in the part-time form of study are not required to participate in teaching. Their voluntary involvement in teaching is desired, e.g. in the form of extraordinary lectures/seminars on current issues in the topics they study. This participation in instruction is not compensated.
6. Students in the full-time form of study shall lead qualification work from the beginning of their studies for a minimum of three each academic year. This leading is not compensated. Leading of over-limit qualification work is compensated on the basis of a concluded Work Performance Agreement in accordance with the relevant internal regulations<sup>2</sup>.

<sup>1</sup> Study and Testing Code of VSFS, as amended.

<sup>2</sup> Guidelines for VSFS Staff Motivation as amended.

7. It is desirable that students in the part-time form of study also lead qualification works. Leading of qualification works is compensated on the basis of a concluded Work Performance Agreement in accordance with the relevant internal regulations<sup>3</sup>. The same applies to the same extent for the process of reviewing of qualification works.

## **Article 2: Involving students in research and publication activities**

1. Research and publication activities are part of the study obligations of all doctoral students, included in their study plans<sup>4</sup>.

2. The supervisor shall attend to the professional growth of his/her student, i.e. to his/her involvement in research and to the quality of their publication activities.<sup>5</sup>

3. Involvement in research consists mainly of the following activities:

(a) preparing proposals for research projects for which the applicant or co-applicant or other participant is a member of the VSFS,

b) member of the research team of a research project supported by public funds for which VSFS is a beneficiary, co-recipient, or other participant,

c) principal project implementer or a member of the research team of an internal student research project selected in a competition according to the rules of the Internal Grant Agency of the VSFS,

d) a member of the research team of a contract research project for which the VSFS is a supplier of research services,

e) participation in scientific competitions demonstrated by submitting their own research work to the competition.

4. The student publishes the results of his/her research work primarily in the form of articles in professional periodicals or presents them at scientific conferences. Publication outputs are marked with a reference to the connection with VSFS, a.k.a. affiliation. If the student is a member of a research team of a project referred to in paragraph 3(b) or (c), he/she shall attach acknowledgments to this project to the publication output, a.k.a. dedication.

5. Publication activity is a compulsory part of the "Doctoral Student Study Plan" with the minimum requirements set out in the Internal Regulations<sup>6</sup>. Without fulfilling at least these minimum requirements for publication activity, including the structure of publication outputs, it is not possible to acknowledge the fulfillment of the student's study obligations and to allow the dissertation defense to take place.

6. In order to support the presentation of students' research results, VSFS organizes a seminar for doctoral students at least once per academic year.

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<sup>3</sup> Guidelines for VSFS Staff Motivation as amended.

<sup>4</sup> Study and Testing Code of VSFS, as amended.

<sup>5</sup> Study and Testing Code of VSFS, as amended.

<sup>6</sup> Study and Testing Code of VSFS, as amended.

7. In order to support the presentation of students' research results, the VSFS regularly organizes scientific conferences aimed at doctoral students.
8. VSFS shall allow students to submit their own proposals for internal research projects according to the rules set by the VSFS Internal Grants Agency at least once each academic year.
9. In order to encourage students to participate in scientific conferences, a separate section has been set up in the Information System of the VSFS, in the section "Research and Development", with regular updates on internal and external scientific conferences and other professional events suitable for doctoral students.
10. Students are obliged to continuously enter information about the publication outputs of their research work into the Information System of the VSFS. The Research and Development Department provides them with methodological assistance for this purpose. The student is responsible for the accuracy and truthfulness of the entered data.

### **Article 3: Other activities of doctoral students**

1. Students of the full-time form of study are involved in the activities of their training center (institute). They shall participate in meetings and other institute events. After agreement with the supervisor, they shall participate according to the instructions of the institute head, for example, in the preparation of study materials, etc. They shall be informed about the activities of the institute in the same way as other members of the institute and shall also be kept in the institute's records. Apart from teaching, their minimum presence at the institute or in study spaces shall consist of one work day, i.e. 8 hours, every week apart from during periods of leave (Monday through Friday, including consultation hours in the case of students in teaching) by agreement with the head of institute.
2. Students of the full-time form of study participate to the largest extent possible in professional events taking place at VSFS such as conferences, seminars, etc. This participation is also desirable for students in the part-time form of study.
3. Students in both forms of study are listed in the VSFS student database and are sent mass information about VSFS events in the same manner as other VSFS students.

### **Article 4: Financial support for involving students in research**

1. Students may be awarded a special-purpose stipend for research activities beyond the basic study obligations upon the proposal of the Vice-rector for Research and Development in accordance with internal regulations<sup>7</sup>.
2. At the proposal of the Vice-rector for Research and Development, students may be awarded a special-purpose stipend for publication outputs at the same rate as the remuneration of academic staff in accordance with the Internal Regulations<sup>8</sup>.

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<sup>7</sup>Scholarship Regulations of the VSFS as amended, Decision of the Rector - Internal Grant Agency as amended

<sup>8</sup> Guidelines for VSFS Staff Motivation as amended.



3. In the case of students' involvement in research projects funded from sources outside the VSFS (Czech Science Foundation, Technology Agency of the Czech Republic, ministerial projects, etc.), the payment of compensations is subject to the rules of the support provider.

4. Students in full-time and part-time forms of study may be reimbursed for costs associated with active participation in scientific conferences, seminars, etc. (registration fee, travel costs, other similar costs), based on a pre-approved application. This is subject to publication of the paper with reference to the affiliation to the VSFS and submission of information about the result to the VSFS Information System.

a) If the event is held in the Czech Republic, the student shall apply for reimbursement of costs in accordance with the instructions of the Vice-rector for Research and Development regarding participation in domestic conferences. A consenting opinion from the supervisor is necessary for the approval of the application.

b) In the case of an event held abroad, the student shall apply for reimbursement of expenses according to the internal regulations governing foreign business trips. A consenting opinion from the supervisor is necessary for the approval of the application.

5. Students may apply for financial compensation of the costs of other activities related to their studies.

a) Costs for domestic or foreign study trips.

b) Publication and other fees related to the publication of research results. In this case, it is required that a reference to the affiliation with VSFS be placed in the publication.

c) Translation or proofreading costs for a professional text intended for publication in a professional journal,

d) Costs of other similar activities.

The request is to be addressed to the vice-rector for research and development, assessed by the bursar, while the final decision shall fall to the rector. The supervisor's opinion must always be enclosed with the request.

6. Financial support is not eligible each application is considered on its own merits.

### **Article 5: Final provisions**

This instruction replace the Instruction of the Vice-rector for Research and Development No. 1/2012 "Involving of doctoral students in teaching and research".



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