

Vysoká škola finanční a správní, o.p.s.

**Instruction of the vice-rector for Research and Development
No. 1/2012**

Date of issue:	1 June 2012
Effective date:	1 June 2012
Published by:	vice-rector for research and development
Approved by:	rector
Distribution:	bursar, deans, vice-deans, CESTA head, Department of Research and Development, head of Department of Research and Development, chair of the programme board, heads of institutes – training facilities, director of the study affairs department, doctorants and supervisors

Involving of doctoral students in teaching and research

Article 1: Involving students in teaching

1.1 Students of the doctoral studies program (hereinafter “students”) in full-time form of study are obligated to be involved in teaching¹ typically in the 2nd – 4th semester of their studies, most often by leading training in the subjects of their institutional specialization, baccalaureate micro- and macroeconomics, or other subjects by agreement with their supervisor and applicable head of institute. The scope of teaching typically amounts to 2–4 hours per week. Students can also work as tutors in the distance form of teaching. Another form of involvement in teaching may be auditing.

1.2 Students in teaching are required to post and observe consultation hours in the scope as directed by the head of institute.

1.3 Teaching is part of study obligations of a student of full-time form of study and is not compensated separately.

1.4 Students can also be involved in rating and testing of their instructed subjects by agreement with their supervisor and upon approval by the head of relevant institute.

1.5 Students in part-time form of study are not obliged to participate in teaching. Their voluntary involvement in teaching, e.g. in the form of lectures on current problems of issues they study is desired. This participation in teaching is not compensated.

1.6 Students in the full-time form of study shall lead final (typically baccalaureate) theses from the beginning of their studies for a minimum of three final theses during each academic year. This leading is not compensated. Leading of over-limit final theses is based on an executed Work Agreement and is compensated independently according to the relevant regulation.² It is desirable for students in the part-time form of study also to guide final theses at VŠFS on the basis of a Work Agreement. The same applies to the same extent for the process of reviewing of final theses by opponents.

¹ Tuition and Examination Regulations, as amended.

² Guidelines for VŠFS Staff Motivation as amended.

Article 2: Involving students in research and publication activities

2.1 Involvement in research and publication activities is part of the study obligations of doctoral studies students. It is part of their plan of study.³

2.2 The supervisor shall attend to the professional growth of his/her student, i.e. to his/her involvement in research and their publication activities.⁴

2.3 Involvement in research takes the form of participation in the preparation and implementation of research projects carried out at VŠFS or other facilities. Participation in scientific competitions announced by VŠFS and other organizations is also a form of involvement in research, documented by submitting work to the competition.

2.4 Research outcomes include in particular articles in professional periodicals, appearances at conferences, with published papers in conference proceedings and other provable publication activity, or other outcomes – research studies etc. Publication output should contain reference to their affiliation with VŠFS.

2.5 Publication activity is part of the “Doctoral Student Study Plan” with minimum requirements specified.⁵ Without fulfilling even these minimal publication activities, including their structure, it is not possible to acknowledge the fulfillment of the study obligations of the student and in particular their dissertation defense cannot take place.

2.6 For the purpose of support of presenting research outcomes of students, the Centre for Economic Study and Analysis (Centrum pro ekonomické studie a analýzy, or CESTA) arranges the organization of doctoral student workshops at least once per semester.

2.7 For the same purpose CESTA initiates the preparation and submission of doctoral research projects as part of the Internal Grant Agency (IGA) of VŠFS, based on a request by Department of Research and Development (OVV) and under IGA rules.

2.8 In order to support of involvement of students in research and participation in conferences, there is a separate column in the IS VŠFS – noticeboard – “Research and Development” section, “Doctoral Student Events.”

2.9 Students in both forms of study are obliged to submit their publication activity to the Department of Research and Development for record-keeping.

Article 3: Other activities of doctoral students

3.1 Students of full-time form of study are involved in the activities of their home facility (institute). They shall participate in meetings and other institute events. By agreement with their supervisor, they shall become involved according to the instructions of the head of institute, for example, in preparation of study materials, etc. They may perform a similar activity as that of academic support personnel, however at a more challenging level and with emphasis on the research focus of this activity. They are informed about institute activities in

³ Tuition and Examination Regulations, as amended.

⁴ Tuition and Examination Regulations, as amended.

⁵ See also the Tuition and Examination Regulations as amended.

the same manner as other members of the institute, and are likewise retained in the department 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 teaching students) by agreement with the head of institute.

3.2 Students of full-time form of study participate to the largest extent possible in professional events taking place at VŠFS such as conferences, seminars, etc. This participation is also desirable for students in the part-time form of study.

3.3 Doctoral studies students (in both forms of study) are listed in the VŠFS student database and are sent mass information about VŠFS events in the same manner as other VŠFS students.

Article 4: Financial support of involving students in research

4.1 In the event of involvement of students (in both study formats) in research projects financed from VŠFS funds (in particular IGA projects) this is a part of their studies which as a rule is not separately compensated.

4.2 In the event of involvement of students (in both study formats) in research projects financed from funds outside of VŠFS (Czech Science Foundation, Technology Agency of the Czech Republic, ministerial projects) the compensation of these projects is subject to the relevant rules of the provider of financial resources.

4.3 Students in both study formats may have costs associated with participation in conferences, seminars, etc. reimbursed (participation fee, transportation, accommodations, etc.) under the condition of appearance at the relevant events with a published paper with reference to their affiliation with VŠFS. Publication with a paper must be submitted to the Department of Research and Development for recording publication activities.

4.4 In the case of domestic conferences, the student shall request reimbursement of costs according to the Methodological Instruction of the Prorektor for Research and Development No. 1/2010-2011 “Participation in domestic conferences”, including the “Request for Approval of Participation” and the “Request for Reimbursement of Costs”, however without travel order. “The immediate superior” is represented by the student’s supervisor.

4.5 In the event of an international conference, the student shall request reimbursement using a form – Annex No. 3 “Proposal for International Business Trip” for VŠFS Guidelines No. 4_11/2012 “Travel reimbursement”. “The immediate superior” is represented by the student’s supervisor.

4.6 No obligations of an issuing organization are incurred from reimbursement of costs associated with participation in conferences as they are in the case of business travel. Students pay travel insurance themselves.

4.7 Students (in both forms of study) can request financial support of other events associated with their studies such as domestic and foreign study trips, support of publication of research outcomes (in this case a reference to their affiliation with VŠFS is a requirement). The supervisor opinion must always be enclosed with the request. The request is to be addressed

to the vice-rector for research and development, assessed by the questor, while the final decision shall fall to the rector. This support is not claimed and is rated individually.

Article 5: Final provisions

These instructions replace the Instructions of the vice-rector for Research and Development No. 3/2011 “Involving doctoral study students in instruction and research”.

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