



**Directive of the Dean of the Faculty of Law, Masaryk University No. 1/2017**

## **The Aid for Projects of Post-doctoral Fellows from Abroad for the Period 2017 – 2019**

*(in the wording effective from April 20. 2017)*

*I, according to § 28 section 1 of Act No. 111/1998 Coll. on Higher Education Institutions including amendments to some other acts (the Higher Education Act), in as amended (the "Higher Education Act"), issue this directive:*

### **Article 1**

#### **Subject matter and purpose of regulation**

This measure regulates conditions for allocation of financial aid to young scientists, so called post-doctoral fellows. Financial aid is realized through scientific project. The purpose of this measure is to enhance the quality and scope of scientific performance of the Faculty of Law of Masaryk University (hereafter also referred to as "PrF MU") and development of scientific potential of persons supported by this Measure.

### **Article 2**

#### **Definition of basic concepts**

(1) Project application means a set of documents required in tender offering a post notified by PrF MU in compliance with this Measure.

(2) Project means an approved project application with the aim to fulfill the declared goals and outputs using an approved budget. Project must be initiated on 1<sup>st</sup> September 2017 and completed no later than on 31<sup>st</sup> August 2019.



(3) Post-doctoral fellow means a male/female scientist with an achieved level of education Ph.D. in the field of Law or equivalent, dating back no more than 36 months from the date of the submission of project application. A post-doctoral fellow must obtain a title Ph.D. or its equivalent at university outside the Czech Republic or Slovak Republic.

(4) At the stage of the project submission before decision on aid allocation a post-doctoral fellow is designated as an “applicant”. A successful applicant, whose project shall be supported, shall become a “project solver”. At the time of the submission of project application an applicant shall not be allowed to have a work load at PrF MU higher than 0,2.

(5) Mentor is an academic worker of the Faculty of Law of Masaryk University with a title “associate professor” or “professor” who shall provide a solver with an expert assistance during the realization of project and shall cooperate with him in the area of research.

### **Article 3** **Supported projects and project intention**

(1) Two-year projects, which pay attention to a comprehensive expert theme with clearly defined publication results, shall be supported.

(2) An applicant shall submit a project application including all annexes by means of a form to an offered post electronically at email address [jiri.jaros@law.muni.cz](mailto:jiri.jaros@law.muni.cz), thus till 21<sup>th</sup> May 2017.

(3) Project application shall be submitted in English language by means of a form which is Annex No. 1 to this measure and contains:

- Project description (specification of concrete expert specialization),
- project aims,
- project outputs,
- timetable of scientific work,
- estimation of necessary costs apart from the wage costs,
- further information resulting from a form of project application.

(4) Parts of project application are:

- structured curriculum vitae of an applicant in the form of europass,
- overview of the existing scientific and creative activity,

- documents proving an achieved level of education,
- at least one reference letter,
- consent of the mentor and the coach of workplace, where the mentor,
- works, with support to an applicant at the time of the project realization.

(5) An applicant shall submit a proposal of project outputs from categories: in international peer-reviewed professional journals included in the global database (WOS, SCOPUS, etc.); publications in the proceedings of international conferences with a credible review process included in the global database; a book published abroad; a chapter in such a book or applied results at international level (in particular foreign patent or software with proven use in other countries).

#### **Article 4 Project solver**

(1) Solver shall be responsible for the realization of project and use of allocated financial grants.

(2) Solver shall be obliged to use the allocated financial means effectively, functionally and economically. During the solution of project he shall follow the procedure in compliance with valid legal regulations, internal rules of Masaryk University and PrF MU.

(3) Project solver shall be obliged to use the funds exclusively in direct connection with submitted project and in connection with fulfilment of its outputs.

(4) At the time of project realization a solver shall be obliged to submit at least two project applications, which shall be independent of one another, within the project scheme outside MU (for example GAČR, TAČR, Horizont 2020, Community programmes of the EU etc.). In case of approval of the first project a solver shall not be obliged to submit the second project application.

(5) Solver shall be obliged to consult regularly his work with mentor using the project outputs.

(6) Solver shall be obliged to submit all project outputs in the form of handwriting or to send them to an editorial office no later than 2 months before the end of project realization.

(7) Project solver shall be obliged to submit a Report on project realization at least once for the previous three months. The Report shall be submitted till the tenth day of the month which follows this period addressed to the Vice-dean for science and research. The Vice-dean for science and research shall determine a form of this Report on project realization. Solver shall work out the first Report on project realization after two months from the date of initiating the project.

(8) Project solver shall be obliged to submit the Final Report on project no later than on 10<sup>th</sup> day of the last month of project realization addressed to the Vice-dean for science and research. The Vice-dean shall determine a form of the Final Report on project.

(9) Project solver shall be obliged to follow the instructions of the Vice-dean for science and research.

#### **Article 5 Mentor**

(1) Mentor shall be obliged to provide a project solver with methodical support and guidance during the whole time of project realization.

(2) Mentor shall be obliged to prove and evidence consultations with a project solver to the Vice-dean for science and research no later than 20<sup>th</sup> day of every month of project realization. The Vice-dean for science and research shall select a form for proving and evidencing.

(3) Mentor shall be obliged to contribute to the elaboration of the Report on project realization and the Final Report on project.

(4) Mentor shall be entitled to receive a monthly remuneration amounting to 2.000,00 CZK. The remuneration shall be paid on the basis of approval of declared consultations.

#### **Article 6 Amount of financial aid**

(1) Project solver shall be entitled to receive a monthly remuneration – gross wage amounting to 40.000,00 CZK.

(2) On the basis of the recommendation of the Project Council the Dean may award an extraordinary remuneration for extraordinary project fulfilment to a project solver.

(3) Apart from the wage costs during the project realization a solver may use the costs up to 150.000,00 CZK in the structure proposed in project application.

#### **Article 7 Aid Allocation**

(1) The Dean shall decide on aid allocation on the basis of the recommendation of the Selection Commission.

(2) The Dean shall appoint the Selection Commission particularly from the members of the Project Council of PrF MU and from internationally recognized representatives of the field.

(3) The Selection Commission shall assess a project application including all its annexes.

(4) During the assessment the Commission shall be concerned with proposed project outputs and their ambition. It shall also take account of the existing results of scientific and research activities of an applicant.

(5) The Selection Commission may bind an applicant to changes in project, namely both in material and financial scope.

(6) Aid shall be allocated to one project.

(7) Project application and its annexes (as amended and modified by the Selection Commission) shall be a part of a binding contract between an applicant and PrF MU.

### **Article 8 Rules for aid usage**

(1) Funds shall be used in compliance with up-to-date rules of the Ministry of education, youth and sports for institutional support concerning the long-term conceptual development of research organization and always in direct connection with submitted project and in connection with fulfilment of its publication intentions.

(2) The eligible costs shall particularly be:

- consumables
- small tangible and intangible assets
- services
- domestic and foreign travel costs
- costs for application of a result (typically fees for foreign magazines)
- costs for publication of monographs, incl. costs for review opinions (assessments).

(3) The ineligible costs shall particularly be:

- investments

- costs which shall not be eligible for institutional support (for example refreshments and representation costs).

(4) Funds may be used from 1st September 2017. Funds must be used up by 31<sup>st</sup> August 2019.

(5) Project solver shall be obliged to set a sum which shall be used in every calendar year, and this sum must be used up in a given year completely. A project solver shall submit a sum along with a proposal concerning the structure of expenditure to the Vice-dean for science and research no later than on 31<sup>st</sup> January of a given year.

(6) A relevant worker of the Department for science and research shall be tasked with budget administration according to the rules of financial control.

### **Article 9 Control of project fulfilment**

(1) All changes in project fulfilment must be consulted with the Department for science, research and project aid and they shall be subject to the approval of the Project Council in factual solution of project and of the Secretary of Faculty in financial solution of project.

(2) The Project Council shall assess the Reports on project realization and the Final Project Report and shall issue a recommendation for further project realization.

(3) The Project Council shall be entitled to require the submission of Report on project realization even beyond the deadline resulting from Article 4 par. 6.

(4) In case of identified deficiencies in project realization, particularly during the insufficient preparation and creation of outputs, the Dean may approach to sanctions on a proposal of the Project Council. Punishment according to labor-law regulations shall be without prejudice.

### **Article 10 Final provisions**

(1) I entrust the Vice-dean for science and research with examination of compliance with this measure, its implementation and relevant updating.

(2) I entrust the Vice-Dean for science and research with interpretation of individual provisions of this measure.

(3) I entrust the coach of the Department for science, research and project aid with administration and examination of financial management in connection with this measure.

(4) I entrust the coach of the Department for science, research and project aid with aid administration.

(5) This measure shall become effective on 20. April 2017.

In Brno on 18. April 2017

Doc. JUDr. Markéta Selucká, Ph.D., m.p.  
Dean

Annex No. 1

**Project application for allocation of financial aid to young scientists according to the Directive of the Dean of the Faculty of Law, Masaryk University, No. 1/2017.**

*(Project application should not exceed 5 pages without annexes. Send a form at [jiri.jaros@law.muni.cz](mailto:jiri.jaros@law.muni.cz). Potential realization of the project shall begin to 1st September 2017.)*

**Title of the project**

*Maximum 100 characters*

**Project solver and mentor**

**Project description**

**Project aims**

*Maximum 700 characters*

**Timetable for scientific work**

*A brief timetable particularly taking account of outputs and costs of the project (see below).*



## Project outputs

See Article 3 par. 5 of the Directive 1/2017.

## Estimated costs apart from the wages in EUR\*

	2017	2018	2019
<b>Travel expenses</b> (Transport, accommodation, food allowances)			
<b>Material costs</b> (for example books, office supplies etc. )			
<b>Services</b> (for example conference fees, costs associated with issuance of outputs etc.)			
<b>In total</b>			

\* The estimated funding with regard to Article 6 par. 3 and Article 8 par. 2 of the Directive 1/2017, exchange rate 1 EUR = 26,5 CZK

## Annexes of the project application

- 1) Structured Curriculum Vitae of an applicant (in English, according to the model <https://europass.cedefop.europa.eu/editors/en/cv/compose>)
- 2) Structured overview of the existing scientific and creative activity
- 3) Documents proving the highest educational achievement (scan of documents)
- 4) Reference letter or letters (scan of letters)
- 5) Consent of the mentor and the coach of the workplace, where the mentor works, with aid of an applicant at the time of the project realization (email form is sufficient).