



Faculty
of Science

INTERNAL PROVISION OF FACULTY OF SCIENCE UP

PrF-B-19/05

**Methodology of division non-
investment financial resources to
organizational units and general rules
of economy at PrF UP**

Content: This internal provision determines the methodology of division non-investment financial resources to organizational units and general rules of economy at PrF UP.

Drafted by: Dean of the Faculty

Force: as of 10. 4. 2019

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THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN CASE OF ANY DISPUTES.

Methodology of division non-investment financial resources to organizational units and general rules of economy at PrF UP

Introductory provisions

This Methodology describes the principles of allocation of funds to study fields, economic units and central units of the Faculty and the general principles of the economy of the Faculty of Science Faculty. At the same time the validity of "Economic directive - Methodology of division finances to study fields, economic units and central Faculty units and general rules for economy of the Faculty of Science for 2018" PrF-B-18/06, approved by the Academic Senate of the Faculty of Science of the UP on April 11, 2018 has been abolished.

Article 1

Dividing allowances for education

Allowances by MŠMT – fixed amount (formerly known as coefficient A) and performance part (formerly known as coefficient K) lowered by the annual percentage share allocated to the planned costs of the central units of the Faculty and the activities on University level according to Article 6 of this methodology and also the costs of activities on University level provided by the Rector's Office, central units and also financed by the Central Funds pursuant to Article 5a of this methodology, are allocated to workplaces of study fields and research centers as follows:

1. share determined in Attachment no. 3 of remaining allowance from performance part will be allocated to departments in order to support their internationalization pursuant to Attachment no. 1,
2. sum of the remaining fixed and performance parts of allowances (also after subtracting the share for internationalization) will be allocated to each study field based on the

number of enrolled students for the respective academic year lowered by the number of first year students of Bachelor as well as follow-up Master studies who were by February 15 of the respective year unable to acquire any credits, and furthermore there will be cuts in Bachelor as well as follow-up Master study fields with higher number of students than the Faculty median of students attributable to one study field in such manner that the allowance will be linearly lowered all the way to zero for number of students reaching or exceeding quadruple of the Faculty median,

3. while lowering allowance the Coefficient of economic complexity determined by MŠMT (hereinafter referred to as "KEN") will be taken into account,
4. share for doctoral students will be allocated to the guaranteeing department directly,
5. 25% of the share for Bachelor and Master students according to KEN of the field of study will be allocated to the guaranteeing department,
6. 75% of the share for Bachelor and Master students will be divided between departments according to realized teaching in both Winter and Summer semester of the previous year based on the number of enrolled students to courses, number of credits for these courses, and KEN of the respective study field,
7. while teaching students from other faculties, only courses of type A and B will be taken into account.

In order to allocate investment funds of the department's share of allowance for education of students, the Head of the

department must ask the Dean by September 20 of the calendar year for which the allowance is appointed.

Article 2

Dividing allowances for development of research institution

Allowance from Ministry of Education for development of research institution for the respective calendar year lowered by the percentage allocated to costs of activities on the University level coordinated by the Rector's Office and planned costs of central units and activities on the Faculty level pursuant to Article 6 thereof will be divided among Faculty departments as described in Attachment no. 2 thereof associated with 5-year evaluation period beginning 6 years and ending 1 year before the respective calendar year including sanctions for incorrectly filed economic results.

Article 3

Division of other allowances by MŠMT

Allowance for institutional development plans at the Faculty will be divided according to a document of institutional development plan for the respective calendar year. Funds by FRUP are managed by investigators at each department based on grant competition results.

Allowance for specific research will be divided among investigators at the Faculty based on results of internal grant competition of Doctoral study programs students.

Article 4

Targeted project funds

Targeted funds from OP VVV (Science, Research, Education), GAČR, TAČR, NPU I,

NAZV etc. will be managed by responsible investigators at each department according to internal regulations of UP and the Faculty.

Article 5

Economy of finances from other resources

The funds earned from non-public sources, contract research revenues and on the basis of management in the supplementary activity regime are managed by workplaces designated for this purpose on the basis of internal regulations of UP.

Article 6

Participation of the Faculty at costs for planned activities on University level

The level of participation at costs of activities at the University level is determined each year by the respective Methodology for division of allowances and subsidies of UP to the faculties and by the decision of the Academic Senate of UP on division of allowances and subsidies to faculties and by the respective Rector's decision.

The Dean of the Faculty of Science in cooperation with the Secretary and in agreement with members of Dean's Collegium, determines the total amount of financial resources necessary for quality, timely and complete fulfillment of tasks arising for the Faculty of Science from University's mission, provisions and obligations and generally applicable legal provisions. The amount of workplace participation for a given calendar year is set out in Attachment no. 3.

Article 6a

Relocation of financial sources

In terms of budget preparation, funds may be transferred between the centers on the basis of a binding agreement between their leaders, which must include a justification for the transfer (e.g.

participation in lessons or results).

A workplace whose operational budget for a given calendar year decreases by more than 20% compared to the previous year from the allocated sum of student tuition and research organization development allowances may have its budget increased by the Dean of the Faculty from UP Operational fund by a maximum of 20%.

Article 7

Economy of leading departments with allocated funds

Operational resources from individual departments for each calendar year, divided according to allowance of MSMT for education, scientific, research and innovation, artistic or other creative activity (source /11) and a share on allowance for development of institution (source /30) are indicated in Attachment no. 3. Operation resources includes the amount based on depreciation from previous periods transferred to the Reproduction of Investment Property Fund (FRIM).

Heads of departments appointed by the Dean to manage the allocated financial resources are obligated to handle the allocated finances effectively and use them exclusively to cover costs for which these sources are intended and in accordance with internal regulations of UP and the Faculty.

The Dean may authorize transfer of allocated funds between workplaces, based on the agreement of their leaders, up to 20% of the total allowances allocated to that workplace.

Heads of departments are obligated to create a balanced financial plan of staff costs, material, services, energy and other costs for the respective year taking into account other especially purpose-oriented financial resources aimed for project management in a way to avoid

operational losses or redundant budget surpluses. This financial plan has to be created with the vision of department's economy for at least two years ahead.

Article 8

Rules for creating and drawing shares from the Operational resources fund by departments

Share of the Faculty from previous periods allocated in the Operational resources fund of UP serves but is not limited to covering operational losses and to development of the Faculty and its departments.

Shares of departments on this fund are listed in Attachment no. 1. These shares may be spent exclusively for additional financing of newly started and running projects with compulsory additional financing (including ineligible costs) and other development activities of the department, especially purchasing new equipment, necessary repairs, adaptations and human resources development by creating high profile positions. Spending finances from the Operational resources fund is decided by the Dean based on request from the Head of the respective department including a comprehensive financial plan and its reasoning.

Should the department reach a negative balance in the previous period, it will be subtracted from the allowance allocated to the department for the current academic year from source /11.

Transfer of a yearly surplus into the department's share on the Operational resources fund is possible only from source /11.

In the case of a need to fund operational losses of a department or the Faculty from the share of Operational resources fund, the shares of individual departments will be eventually renewed in the following period from the Faculty's

allowance for education of students before its division to departments in a way to preserve the total amount of the fund at 10% level of the sum of the Faculty's allowance for education and development of research institution for the year.

Article 9 **Final provisions**

This methodology becomes effective on the day of approval by the Academic Senate of the Faculty.

This methodology is annually adjusted by amendment containing but not limited to the following:

Exceptions from this methodology may be granted exclusively by the Dean with an agreement of the Academic Senate of the Faculty.

In Olomouc on April 10, 2019

doc. RNDr. Martin Kubala, Ph.D.
Dean of the Faculty of Science, UP

- an up-to-date percentage of allowance for educating students on the costs of central units of the Faculty and activities of the Faculty level for the respective calendar year,
- an up-to-date chart of operational contributions of each department divided according to sources into contributions for education, scientific, research and innovation, artistic or other creative activity (source /11), contribution for development of institution (/30) and a chart with shares of departments on Operational resources fund.

Division of allowance for internationalization of Faculty departments

1. A share of 3.3 % of the performance part of allowance from MSMT for education, scientific, research and innovation, artistic or other creative activity after subtracting the percentage of costs of central Faculty units and activities at the Faculty level, together with costs for activities at the University level organized by the Rector's Office, costs of central University units financed also from the Central resources fund will then be divided among departments in order to support internationalization:

- a) Financial motivation to administer studies of inbound foreign students through the Erasmus program equal to double the contribution to realized teaching considering the number of credits and KEN of the study field according to Article 1 of the methodology. The contribution is conditioned by keeping evidence of foreign students and their study plans.
- b) Contribution to foreign students who have completed a traineeship in the Erasmus program at the Faculty of Science in the amount of CZK 5,000. CZK per student and month. The condition is to provide a copy of the Learning Agreement.
- c) bonus for self-paying students in accredited study programs in English up to the amount of the actual tuition fee, lowered by any financial means (including scholarships) paid to the student for the given period from the resources of the Faculty of Science (not relevant to grants from other providers)
- d) contribution to organization of a summer school for foreign students in English in the amount of CZK 2,000 per foreign participant, but not more than CZK 30,000 per summer school. The application form must be a list of registered foreign participants who attended the summer school and a detailed summer school program.
- e) a one-time contribution for doctoral programs under the "Double degree" or "Joint degree" program of CZK 50,000; CZK per student under the condition of elaborating a detailed course of study. From this contribution, 30,000 CZK will be granted to the student's supervisor in the form of a reward (amount including deductions) and 20,000 CZK to the workplace where the student is working.

2. Allocating finances to a department may not be claimed and is conditioned by active participation of the department into development of internationalization. **Written applications for contributions** should be addressed to the Vice-Dean of International Relations and shall be considered by him. These contributions can only be requested for activities taking place or commenced in a given calendar year.
3. Funds to support internationalization may also be used to finance costs of foreign post-doctoral candidates supported under the UP Institutional Plan (Support for Foreign Postdoc positions). However, in the maximum amount of CZK 300 thousand.

Division of allowance for development of research institution

1. Finances of maximum 2 % of total allowance are annually divided according to Dean's proposal as motivation for the respective departments to support research development.
2. A share of 5 % is divided among departments according to number of points appointed to selected categories of results to departments for a five-year period starting six years and ending one year before the respective calendar year, listed in OBD and UP database.

Results will be awarded the following number of points:

- Impacted journal – „article“, „review“, „letter“, „proceeding paper“ in the first decile with address of the Faculty stated as the corresponding address: 100 points
- Impacted journal – „article“, „review“, „letter“, „proceeding paper“ in the first decile (not falling in the previous category): 80 points
- Impacted journal – „article“, „review“, „letter“, „proceeding paper“ in the first quartile with address of the Faculty stated as the corresponding address: 70 points
- Impacted journal – „article“, „review“, „letter“, „proceeding paper“ in the first quartile (not falling in the previous category): 55 points

3. The remaining part of the allowance is divided among departments according to number of points appointed to selected categories of results to departments for a five-year period starting six years and ending one year before the respective calendar year, listed in OBD and UP database.

Results will be awarded the following number of points:

- National patent ($P_n = 20$ points)
- European patent EPO, USA a Japan ($P_i = 150$ points)
- Article in a conference proceedings listed in CORE rankings (D1 (conference A*) = 165, D2 (conference A) = 90, D3 (conference B) = 35 (share of points for proceedings may not exceed 25 % of total number of points gained by the workplace)
- Expert book (B1 = 150, B2 = 70, B3 = 30, B4 = 5, division into certain groups will be done based on assessment by a committee of vice-deans; prestige of the publishing house will be taken into account)
- Chapter in an expert book ($C1 = 150 \cdot q$, $C2 = 70 \cdot q$, $C3 = 30 \cdot q$, $C4 = 5 \cdot q$, where q = number of pages of the chapter/total number of book pages, division into certain groups will be done based on assessment by a committee of vice-deans; prestige of the publishing house will be taken into account)
- Impacted journal – „article“, „review“, „letter“, „proceeding paper“ ($J_{imp} = 10 - 305$ points); *Nature* or *Science* - 500 points; otherwise according to the following formula:

$$J_{imp} = K_{O,R} \times (10 + 295 \times \text{Factor}), \text{ where } \text{Factor} = (1 - N) / (1 + (N / 0,057)),$$

where N represents the normed rank of journal, $N = (P - 1) / (P_{max} - 1)$ and $K_{O,R}$ represents field coefficient for the respective year.

4. The amount of points will be adjusted to performance appropriate for the Faculty of Science, i.e. without co-authors from other institutes from the Czech Republic with

1,00 value and foreign co-authors with 0,5 value. The amount of points will also be adjusted based on more affiliations of authors by dividing author's contribution by number of affiliations. Should there be such number of co-authors that the total amount of points would be lower than 10 %, it will be rounded to 10 % and will be adjusted with regard to the number of co-authors in the Czech Republic.

5. The basic assignment of results to individual workplaces will be performed according to affiliations listed for each individual result.

Participation in the costs of University-wide activities and planned costs of the faculty central units and faculty activities

For 2019, the resolution of the AS UP dated February 28, 2019 and decision of the Rector dated March 1, 2019 set the amount of Faculty participation at CZK 108,299,926, namely CZK 55,948,072 from the research organization development allowance and CZK 52,351,854 from the allowance for teaching students (which represents 16.51% of each contribution).

The participation of the workplaces on the planned costs of the faculty's central units and faculty-wide activities consists of:

- a share of 12.63% of the contributions allocated to the faculty for teaching students before their division into workplaces pursuant to Article 1 of this methodology and for the development of a research organization prior to its division into workplaces pursuant to Article 2 of this methodology;
- a share of administrative overheads of 30% from all overhead costs of projects managed by researchers at individual faculty departments. ERC projects are an exception, where the administrative overhead remains fully in the investigator's workplace.

The participation of the workplaces in investment of the Faculty consists of 5.37% of the contributions allocated to the Faculty for teaching students before their division into workplaces according to Article 1 thereof and for development of research organization prior to its division into workplaces according to Article 2 thereof.

In connection with the unauthorized reporting of two "Editorial Material" results as Jimp results, CZK 1,672,545 will be deducted from FPP site 3704 and CZK 108,962 will be deducted from site 3705 and transferred to the FPP of Dean's Office to cover investment obligations. The participation of all workplaces in the Faculty's investments has been reduced by an adequate amount.