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**INTERNAL PROVISION OF THE DEAN OF**

**FACULTY OF SCIENCE UP**

 PřF-A-18/06

**Economic Directive of the Faculty of Science, UP for 2018**

Content: Economic Directive - Guidelines for dividing the budget to study fields, economic and central units of the Faculty and general rules for aculty of Science, UP for 2018

Drafted by: Dean of the Faculty

Force: as of 11. 4. 2018

Effect: as of 11. 4. 2018

Distribution list: Dean and Secretary of the Faculty

 Heads of departments, contractual worksites and research centers

 Heads of Central units of the Faculty, Archive

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

### Methodology of dividing finances to fields of study, economic units, and central units of the faculty, and general guidelines for economy of the Faculty of Science UP for 2018

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 for 2018. At the same time the validity of "Methodology of division finances to study fields, economic units and central Faculty units and general rules for economy of the Faculty of Science" from March 25, 2014, as amended by Appendix No. 3 approved by the Academic Senate of the Faculty of Science of the UP on March 29, 2017, with an update of Annex No. 3 approved by the Academic Senate of the Faculty of Science of the UP on April 25, 2017 has been abolished.

### Dividing allowances of MSMT for education, scientific, research and innovation, artistic or other creative activity (source/11)

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:

* share of maximum 10% of remaining allowance from performance part will be allocated to departments in order to support their internationalization pursuant to Attachment no. 1,
* 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,
* while lowering allowance the Coefficient of economic complexity determined by MŠMT (hereinafter referred to as “KEN”) will be taken into account,
* share for doctoral students will be allocated to the guaranteeing department directly,
* 25% of the share for Bachelor and Master students according to KEN of the field of study will be allocated to the guaranteeing department,
* 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,
* 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.

### Dividing institutional allowances for long-term development of institution (source/30)

Institutional allowance for long-term development of institution for the respective calendar year lowered by the percentage allocated to planned costs of Faculty central units and activities on the Faculty level pursuant to Article 6 thereof and after subtraction of costs for activities on the University level coordinated by the Rector´s Office, central units financed from the Central resources fund according to article 5a 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. Sanctions will be imposed on department where the person responsible for such economic result domiciles. In order to allocate investment funds from the department´s allowance for development of research institution the Head of the department must ask the Dean by January 15 of the calendar year for which the allowance is appointed. Allocating investment funds is pursuant to approval by MŠMT.

### 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.

### 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.

### Economy of finances from other resources

Finances gained from other resources (sources /18, /19, /38, /90, and /95) are regulated by relevant internal provisions of UP.

### 5a. Participation of the Faculty at costs for 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.

For 2018 the decision of AS UP of 28. 2. 2018 and the Rector´s decision of 1. 3. 2018 the level of Faculty´s participation is determined at CZK 104, 674, 535 divided into CZK 55, 647, 784 from the allowance for development of institution (i.e. 16.76% of this allowance) and CZK 49,026,751 from allowance for education, scientific, research and innovation, artistic or other creative activity (i.e. 16.76% of this allowance).

### Participation of departments at planned costs of central units of the Faculty and activities on Faculty level

Dean of the Faculty together with the Faculty Secretary and after an agreement with members of Dean´s collegium determines the total amount of financial resources required for good-quality, timely and complete fulfillment of tasks which stem from the mission of UP, from the regulations and liabilities and from general legal regulations. The amount determined in this manner is composed by:

* annually given percentage of allowances granted to the Faculty for education, scientific, research and innovation, artistic or other creative activity before their allocation to departments according to Attachment no. 1 thereof, for 2018 this percentage is determined at 17.24 % same level for both parts of allowance[[1]](#footnote-1),
* 13.24% of the Faculty´s allowance for development of institution before its allocation to departments pursuant to Article 2 thereof[[2]](#footnote-2),
* percentage of administrative expenses of 30 % from all overheads of projects managed by investigators of individual Faculty departments. ERC projects form an exception where all overheads are covered by workplace of the investigator.

A department whose budget for the respective calendar year from the sum of allowances from sources /11 and /30 drops by more than 20 % comparing to the year before, the Dean may decide according to the severity of the situation increase its budget from the Operation resources fund by maximum 20 %.

### 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.

### 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 from sources /11 and /30.

### 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:

* 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.

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

In Olomouc on May 11, 2018

doc. RNDr. Martin Kubala, Ph.D., v.r.

Dean of the Faculty of Science, UP

Attachment no. 1

### Division of allowance for internationalization of Faculty departments

1. 10 % 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:
	1. 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) 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)

c) 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.

d) 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.

1. 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.

Attachment no. 2

### 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. Rest of the finances 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
3. Results will be awarded the following number of points:
	* National patent (Pn = 20 points)
	* European patent EPO, USA a Japan (Pi = 150 points)
	* Impacted journal – „article“, „review“, „letter“, „proceeding paper“

(Jimp = 10 - 305 points); *Nature* or *Science* - 500 points; otherwise according to the following formula:

Jimp = KO,R × (10 + 295 × Factor), where Factor = (1 - N) / (1 + (N / 0,057)),

where N represents the normed rank of journal, N = (P - 1) / (Pmax - 1) and KO,R represents field coefficient for the respective year.

1. 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.
1. in 2018 the costs of Faculty central units, costs of activities on Faculty and University level financed from the Fund of central operation resources came to 34% of the total allowance from MŠMT for education, scientific, research and innovation, artistic or other creative activity [↑](#footnote-ref-1)
2. in 2018 the costs of Faculty central units, costs of activities on Faculty and University level financed from the Fund of central operation resources came to 30% of the total allowance from MŠMT for development of institution [↑](#footnote-ref-2)