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## Internal Regulations

Czech Academy of Sciences

# Guideline No. 7 of the Academy Council of the Czech Academy of Sciences

dated 12 February 2019

**amending the Guideline of the Academy  
Council of the CAS No. 10/2018, Pro-  
gramme to support prospective human  
resources – post Ph.D. candidates**

**(about the Programme to support pro-  
spective human resources – post Ph.D.  
candidates)**

Guideline distributed on 20 March 2019

## PART ONE

### Amendment to Guideline No. 10/2018

1. The Guideline Title is:  
“ about the Programme to support prospective human resources – post Ph.D. candidates”.
2. In § 1(2)(a) the words “(hereinafter “post Ph.D. candidate”)” are repealed.
3. § 1(2)(b) reads:  
“B) whose period of research experience after being awarded the Ph.D., Dr. or any equivalent title is not longer than 2 years at the moment of filing the motion to be included in the PHRSP”.
4. § 1(3) reads:  
“(3) The following shall not be included in the research experience period pursuant to clause 2 (b):
  - a) Taking maternity and parental leave,
  - b) incapacity to work longer than 90 days,
  - c) basic military service,
  - d) period of care for a person, who is considered as a person dependent on assistance from another natural person according to the Social Services Act,
  - e) period of a long-term foreign study, provided not more than 4 years has elapsed from awarding Ph.D., Dr. or any equivalent title, by the filing of the motion for inclusion in the PHRSP.
5. § 1(4) reads:  
“(4) The suggested candidate does not need to be an employee of the institute at the moment the motion for inclusion in PHRSP is filed, but his engagement at the given institute must prevail for the duration of provision of support to the CAS to the extent of full time employment.”
6. clause 5 is added to § 1, which reads:  
“(5) Decrease in workload of the researcher included in the PHRSP (hereinafter post-Ph.D. candidate) is possible up to 0.5 coefficient in the case that the post-Ph.D. candidate has no other employment relationship, and cares for a child under 15, or cares for a person, who is considered a person depending on assistance from another natural person pursuant to the Social Services Act.”
7. § 2(1)(2)(3) shall read as follows:
  - “(1) The motion for inclusion in PHRSP (hereinafter the “motion”) is filed by the institute’s director after discussing it in the institute’s council, usually on two dates up to 30 April or 30 September.
  - (2) The motion shall include:
    - a) information about the suggested candidate, including the name of the department of the institute to which the suggested candidate is to be assigned, and the duration of the support,

- b) information about the name, general programme of work of the suggested candidate, and information about the projects funded from a purpose support fund on which he is working,
  - c) Structured CV of the suggested candidate and documentation of their scientific or, where appropriate, pedagogic and organisational skills including the perspective of their professional career at the respective institute,
  - d) cover letter,
  - e) Opinion of the institute's council,
  - f) Opinion of the institute's director,
  - g) Declaration of the suggested candidate that they agree with the suggested working conditions and the framework programme of work.
- (3) The information under clause 2 (b), (c) and (d) may be in the English language.”
8. § 3(5) is repealed.
9. In § 4(1) the words “a research worker under the PHRSP (hereinafter the “PHRSP research worker”)” is replaced by the word “post-Ph.D. candidate”.
10. § 4(5) and § 4(6) read as follows:
- “(5) The institute's director shall immediately inform the Commission chairperson in the following cases:
- a) in case of a planned foreign working stay of a post-Ph.D candidate that is longer than 60 days,
  - b) projects on which the post-Ph.D. candidate shall work that are funded from purpose support funds.
- (6) The subsidy is usually not provided for the duration of the foreign working stay of the post-Ph.D. candidate that is longer than 60 days.”
11. § 4(7) is repealed.
12. In § 5(1) the words “a research worker under the PHRSP” are replaced by the words “post-Ph.D. candidate”.
13. § 5(2) reads:
- “(2) The evaluation criteria include achievement of goals within the general focus of the post-Ph.D. candidate's working program, and the quality of the achieved results.
14. § 6(2) reads:
- “(2) The report according to clause 1 contains:
- a) information about solution of the research theme of the post-Ph.D. candidate,
  - b) list of the outputs published or accepted for publication created in relation to performance of the general work programme,
  - c) Subsidy withdrawal report,
  - d) opinion of the institute's director regarding fulfilment of the working programme of the post-Ph.D. candidate.”

15. § 6(4) reads:

“(4) The final report contains the following:

- a) information about solution of the research theme of the post-Ph.D. candidate from the date of filing of the report according to clause 2,
- b) list of the outputs published or accepted for publication created from the date of submitting the report pursuant to clause 2 in relation to the general work programme performance.
- c) Report on withdrawing the subsidy in the individual financing years,
- d) opinion of the institute’s director regarding the fulfilment of the general work programme by the post-Ph.D. candidate for the entire grant period,
- e) evaluation of the benefits of participation in PHRSP for professional development of the respective post-Ph.D. candidate and for the institute.”

16. clause 5 is added to § 6, which reads:

“(5) The data according to clause 2, a), b) and d) and according to clause 4, a), b), d) and e) may be in the English language.”

Former clause 5 is hereby designated as clause 6.

17. The numbering § 8, 9 and 10 changes to § 7, 8 and 9.

## PART TWO

### **Effectiveness**

This Guideline shall come into force on the day of its announcement.

Prof. RNDr. Eva Zažímalová, CSc.  
President of the CAS

For lucidity, the full text of the guideline is given in annex, as amended.

Annex

## FULL TEXT

### **Guideline No. 10 of the Academy Council of the CAS** of 17 July 2018

#### **about the Programme to support prospective human resources – post Ph.D. candidates, as amended**

Amendment:  
Guideline No. 7/2019

## CHAPTER I

### **General Provisions**

#### Section 1

#### **Fundamental Provisions**

- (1) The aim of the prospective human resources support programme (hereinafter “PHRSP”) for post Ph.D. candidates is to support the category of novice researchers who are prospective for development of the existing and new scientific disciplines at the institutes of the CAS (hereinafter the “institute”).
- (2) Only the following research staff may be proposed to be included in PHRSP:
  - a) Classified in the classification grade “post Ph.D. candidate” according to the Career Rules of the University-Educated Staff of the Czech Academy of Science,
  - b) whose period of research experience after being awarded the Ph.D., Dr. or any equivalent title is not longer than 2 years at the moment of filing the motion to be included in PHRSP(hereinafter the “suggested candidate”).
- (3) The following shall not be included in the research experience period pursuant to clause 2 (b):
  - a) Taking maternity and parental leave,
  - b) incapacity to work longer than 90 days,
  - c) basic military service,
  - d) period of care for a person, who is considered as a person dependent on assistance from another natural person according to the Social Services Act,
  - e) period of a long-term foreign study, provided not more than 4 years has elapsed from awarding Ph.D., Dr. or any equivalent title, by the filing of the motion for inclusion in the PHRSP.
- (4) The suggested candidate does not need to be an employee of the institute at the moment the motion for inclusion in PHRSP is filed, but his engagement at the given institute must prevail for the duration of provision of support to the CAS to the extent of full time employment.
- (5) Decrease in workload of the researcher included in the PHRSP (hereinafter post-Ph.D. candidate) is possible up to 0.5 coefficient in the case that the post-Ph.D. candidate has no other employment relationship, and cares for a child under 15, or cares for a person,

who is considered a person depending on assistance from another natural person pursuant to the Social Services Act.”

## § 2

### **Motion for Inclusion in PHRSP**

- (1) The motion for inclusion in PHRSP (hereinafter the “motion”) is filed by the institute’s director after discussing it in the institute’s council, usually on two dates up to 30 April or 30 September.
- (2) The motion shall include:
  - a) information about the suggested candidate, including the name of the department of the institute to which the suggested candidate is to be assigned, and the duration of the support,
  - b) information about the name, general programme of work of the suggested candidate, and information about the projects funded from a purpose support fund on which he is working,
  - c) Structured CV of the suggested candidate and documentation of their scientific or, where appropriate, pedagogic and organisational skills including the perspective of their professional career at the respective institute,
  - d) cover letter,
  - e) Opinion of the institute’s council,
  - f) Opinion of the institute’s director,
  - g) Declaration of the suggested candidate that they agree with the suggested working conditions and the framework programme of work.
- (3) The information under clause 2 (b), (c) and (d) may be in the English language.
- (4) A recommendation from a prominent expert may be attached to the proposal.
- (5) In the case of filing several motions, the institute shall indicate their order of priority.

## § 3

### **Discussing the Motions for Inclusion in PHRSP**

- (1) The motions shall be discussed by PHRSP Commission consisting of the Academy Council of the CAS and the Scientific Council of the CAS (hereinafter the “Commission”). The Commission chairman is a member of the Academy Council of the CAS authorised to support excellence. The Academy Council of the CAS appoints the Commission members and its secretary. The Commission secretary is an employee of Head Office of the CAS.
- (2) The motions are evaluated according to the following criteria:
  - a) The expected professional benefit of the suggested candidate for the institute,
  - b) The hitherto scientific work of the suggested candidate.
- (3) The Commission submits to the Academy Council of the CAS for approval the motions in three categories:
  - a) 1 – Recommended,
  - b) 2 – Conditionally recommended – depending on the budget of the CAS,

- c) 3 – Not recommended.
- (4) After discussing the motions by the Academy Council of the CAS, the Commission chairman shall send a notice to the institute whether the motion has been approved or not by the Academy Council of the CAS.

## CHAPTER II

### Financing Conditions

#### § 4

- (1) The personal expenses of the post-Ph.D. candidate are supported by a subsidy (hereinafter “subsidy”).
- (2) The subsidy is granted to the institute according to the Guideline of the Academy Council of the CAS on subsidies granted by the Czech Academy of Sciences to the institutes.
- (3) The subsidy amounts to CZK 600,000 per calendar year at maximum.
- (4) The subsidy is granted for the period of 1 year at minimum and 2 years at maximum. The subsidy payment for the following calendar year is conditioned by the positive recommendation pursuant to Section 6.
- (5) The institute's director shall immediately inform the Commission chairperson in the following cases:
  - a) in case of a planned foreign working stay of a post-Ph.D candidate that is longer than 60 days,
  - b) projects on which the post-Ph.D. candidate shall work that are funded from purpose support funds.
- (6) The subsidy is usually not provided for the duration of the foreign working stay of the post-Ph.D. candidate that is longer than 60 days.

## CHAPTER III

### Evaluation

#### § 5

- (1) Once a year the Commission evaluates the solutions of the research theme of the post-Ph.D. candidate, after the first year of granting the subsidy or, where appropriate, termination of subsidy.
- (2) The evaluation criteria include achievement of goals within the general focus of the post-Ph.D. candidate's working program, and the quality of the achieved results.

#### § 6

### Prior Period Solution Report and Final Report

- (1) For the purpose of annual evaluation pursuant to §5(1), the institute's director shall submit to the Commission a report for the elapsed period within 1 month after termination of granting the subsidy in the respective calendar year, unless otherwise specified.
- (2) The report according to clause 1 shall include:
  - a) information about solution of the research theme of the post-Ph.D. candidate,

- b) list of the outputs published or accepted for publication created in relation to performance of the general work programme,
  - c) Subsidy withdrawal report,
  - d) opinion of the institute's director regarding fulfilment of the working programme of the post-Ph.D. candidate.
- (3) The final report is submitted by the institute's director to the Commission within 1 month after terminating provision of the subsidy, unless otherwise specified.
- (4) The final report shall include:
- a) information about solution of the research theme of the post-Ph.D. candidate from the date of filing of the report according to clause 2,
  - b) list of the outputs published or accepted for publication created from the date of submitting the report pursuant to clause 2 in relation to the general work programme performance.
  - c) Report on withdrawing the subsidy in the individual financing years,
  - d) opinion of the institute's director regarding the fulfilment of the general work programme by the post-Ph.D. candidate for the entire grant period,
  - e) evaluation of the benefits of participation in PHRSP for professional development of the respective post-Ph.D. candidate and for the institute.
- (5) The data according to clause 2, a), b) and d) and according to clause 4, a), b), d) and e) may be in the English language.
- (6) The Evaluation Report is to be approved by the Academy Council of the CAS based on the Commission's proposal.

## § 7

### **Common Provisions**

Motions, reports and other documents are filed via the information system of the Head Office of CAS, unless otherwise specified.

## § 8

### **Repealing Provision**

The Guideline of the Academy Council of the CAS No. 2/2013 – Prospective Human Resources Programme Support – wage support to post Ph.D. candidates at CAS institutes as amended is hereby revoked.

## § 9

### **Effectiveness**

This Guideline shall become effective on 1 August 2018.

Prof. RNDr. Eva Zažímalová, CSc.  
President of the CAS