

Newsletter

of the Faculty of Science PU

11

12th September 2014



Introductory word



Dear colleagues, dear students,

It is a great pleasure for me to welcome you all at the verge of the new academic year and share with you a brief insight into what we may expect.

This year there have been more than 4,800 applications to study at all the fields of study of our faculty. After the first round of admission process over 1,000 students enrolled into Bachelor, 280 into Master, and 60 into Doctoral study programs. These figures remain approximately the same as last year, which currently leaves us with an overall number of over 4,200 active students. It is worth mentioning fields of study such as Molecular and Cell Biology, Biochemistry, newly established Biotechnology and Genetic Engineering, and Nanomaterial Chemistry which attract high numbers of students because of their close link to advanced research groups and infrastructure of the regional R&D Centers – CRH and RCPTM. However, there are other traditionally popular majors such as Computer Science/Applied Computer Science, Mathematics-Economics of Banking/Insurance Systems, Optometry, and Regional Geography. On the one hand the high number of applicants is very pleasing, but on the other hand increasing numbers of students bring about logistical difficulties, and last but not least we also have to deal with the financial limits stipulated by the Ministry of Education, Youth, and Sports. In order to maintain the high quality of education it will be inevitable to regulate the number of enrolling students in the years to come, since the current numbers already exceed our capacity as well as the amount of contribution for education by 10 %. The faculty management will indeed prefer quality to quantity in the next admission process.

In the following months we will have to file paperwork for extending accreditation of 35 fields of study especially Master programs and 8 fields for habilitation process. However, considering the quality of staff and material security of the faculty, I expect it to be more or less a formality. Maintaining top quality of research results, high standard of published papers, successful grant applications, participating in EU projects (esp. Horizon 2020), and further improvement in the rankings of research institutes all of which requires top performance of our researches has become almost a given. Nevertheless, we have to realize that there is a tremendous effort, enthusiasm, hard work, continuing internationalization, and meticulous building of international teams behind all of the above mentioned achievements, and the faculty managements is aware of that and wishes to continue to create the best suitable conditions for these efforts.

Regarding the building of infrastructure we may expect rather smooth completion of the Park in Holice supported by OP Environment, and half way through the next year we expect the reconstruction of the Centre of Biological Disciplines including a greenhouse, parking lot, fencing, and other related adjustments supported by OP RD&I. The final placement of all departments in Holice including the location of Department of Ecology and Environment, which had to hurriedly vacate the reconstructed building of the Philosophical Faculty on tř. Svobody 26, goes hand in hand with finishing this project.

With a bit of optimism we may also hope that another OP RD&I project - the Stronghold of Knowledge will be completed by February 2015. Its reconstruction has been slowly getting started again after a long pause, and the expended grant finances may hopefully be justified.

In Envelopa we may be looking forward to a new Italian style bistro on the 6th floor opening at the end of September. The goal of the faculty management is also to find an acceptable technical solution to the overheating of the rooms on the western side of the building, and to start preparing a project of inevitable adjustments and further professionalize services of the economic and technical departments of the Faculty in order to provide a fruitful environment for education and research activities.

I wish you all many accomplishments in work and studies, and above all endurance, which is a key component to reaching great goals.

Ivo Frébort
Dean of the Faculty of Science

Science and Research

Appointing the research-pedagogical boards (VPROs)

As of 1st September 2014 new members of VPROs were appointed based on discussing the amendments of the Constitution of the Faculty of Science. According to the Constitution, it will now be implied by the function of the heads of departments shall also be members of VPROs for the duration of their term. Other members of VPROs have been appointed by the Dean based on the proposals of the heads of departments. This change intends to increase the activity, effectiveness, and importance of all the VPROs at the Faculty to the benefit of all fields.

New composition of VPRO Mathematics and Computer Science can be found [here](#).

New composition of VPRO Physics can be found [here](#).

New composition of VPRO Chemistry can be found [here](#).

New composition of VPRO Biology and Ecology can be found [here](#).

New composition of VPRO Earth sciences can be found [here](#).

The faculty management hereby asks the heads of departments to arrange a meeting with the purpose of electing a chairman of VPRO.

Accreditation

The Faculty will apply for extending the accreditation for fields which accreditation expired in 2015. The list can be found [here](#). The schedule and form of preparation of accreditation materials has been modified by the Dean's provision which include up to date information and forms. All is available at Faculty website under the link [Accreditation](#).

A proposal of an application for accreditation of a study program, its extension or expansion shall be filed by the chairman of the relevant VPRO to be discussed the Dean's collegium by **30th September 2014**.

The complete paperwork shall be hand in to the entrusted Vice-dean by the guaranteeing department by **31st October 2014**. Bachelor, Master, and Doctoral study programs are entrusted to Vice-dean is Prof. Kubínek. Prof. Dvořák is in charge of habilitation process and professorship.

FRUP – internal competition for grant subsidies, PU

The Rector of Palacký University announces **the second annual Competition for developmental projects within the institutional plan of PU in Olomouc** as of **22nd September 2014**. The deadline for submitting proposals is **31st October 2014**. The evaluation of proposals will take place from 1st November – 19th December 2014. The winning projects shall commence in January 2015. Final reports shall be turned in by 15th January 2016.

The supposed amount allocated by FRUP for 2015 is CZK 1.076 thousand; minimum project grant is CZK 100,000.

Priority area is **the support of educational activities of academic staff and development and innovation of study programs on the level of individual subjects/courses**.

Within the Faculty of Science there will be an amount of approx. CZK 153,000 for study fields and research centers. We recommend **submitting only one project proposal per each field and center**, i.e. 7 projects. We ask for cooperation between VPRO and the centers. Granting of the subsidies will be decided by a council of 8 members composing of VPRO chairmen, centers' directors, and the Vice-dean for R&D.

Honorable mention of the Rector of PU to authors of scientific books

Trying to increase the prestige of research work, the Rector annually grants an honorable mention to authors of scientific books to the University employees. Publications aimed at wider public, textbooks and study materials are explicitly excluded from the list of proposed publications. Every employee of PU may submit a proposal including the author himself by sending the book along with a covering letter to the R&D Development of the Rectorate of PU in Olomouc. The deadline for submitting proposals is **15th October 2014**. Detailed information including the form of the covering letter may be found [here](#).

❑ **Fulbright Scholarship Program for academic year 2015/16**

1. Fulbright Scholarship for scientific workers and speakers from the Czech Republic

The regular deadline for submitting applications for the upcoming academic year is **1st October 2014**. The scholarship lasts from three to ten months according to the applicant's needs. Detailed information may be found [here](#).

2. Fulbright-Masaryk scholarship

This scholarship is also appropriate for Ph.D. students. For more information, click [here](#). Those who have already accomplished their Ph.D. studies and wish to apply for the scholarship, please find more information [here](#). The deadline for submitting applications is **1st October 2014**.

3. Scholarship beneficiaries from the USA at Czech universities and research institutes

The traditional Fulbright scholarship programs offer lectures of American university professors in the Czech Republic for duration of one to two semesters. Detailed information may be found [here](#).

For a short-term visit it is possible to invite American speakers from other European countries. Further information may be found [here](#).

Other programs offered in the Fulbright scholarship including **Fulbright Specialist Program** enabling short-term hosting of a specialist from the USA may be found in [Attachment no.1](#).

❑ **Scholarship stays abroad – bilateral agreements**

The Ministry of Education, Youth, and Sports has announced scholarship stays abroad based on bilateral international agreements. Currently announced offers, detailed information as well as general conditions of participation including the application process may be found at the following [link](#) as well as on [the Ministry's website](#).

❑ **Projects of the AKTION Czech Republic - Austria program**

The deadline for submitting **proposals of cooperation projects with Austrian universities** was set to **15th September 2014**. Projects may be implemented commencing 15th October 2014. Guidelines for drawing a project including the current application form are available [here](#).

❑ **Czech Literature Foundation** has announced the second round of the selection process to **grant subsidies for travelling of scientific workers and aspiring scientific workers below 35 years of age** to attend international congresses, symposia or short-term study programs abroad this academic year. The deadline for applying is **12th September 2014**. Further information may be found [here](#).

For Students

❑ **Subject registration for Winter semester 2014/2015**

We would like to inform students that the pre-registration of subjects is possible until **28th September 2014**. Prospective control and alternations of the registration will be possible at Department of Studies by **24th October 2014** the latest. If you experience any difficulties while registering into STAG, you may contact CVT at stag-help@upol.cz. In case the capacity of a subject is full, please contact the respective department.

All registered subjects must be completed by the student in accordance with the Study and Exam Regulations of PU in Olomouc. Any additional changes to the schedule after 24th October 2014 shall be dealt with by Department of Studies of the Faculty solely based on a written application of the student, decision of the guaranteeing Department, and upon the Vice-Dean's approval.

❑ **Recognition of subjects**

Applications for subject recognition from previous studies for academic year 2014/2015 (i.e. winter and summer semester) may be submitting by **24th October 2014**. Applications after this date shall not be administrated. Applications including the list of accomplished subjects, the approval of the teacher, and the guarantor of the subject shall be turned in to Department of Studies. Student shall gain credits for each subject only once during his studies.

❑ **Fulfillment of study duties**

The studies shall obey the Study and Exam Regulations of PU in Olomouc. We strongly recommend all students to get acquainted with the regulations which may be found [here](#). The supplemental provision of the Dean may be found [here](#).

A student, who fails to complete one of his registered obligatory subjects, is obliged to register this subject again in the soonest possible academic year. If a student fails to complete one of the obligatory elective or elective subject, he/she is not obliged to register it again. If he/she decides to register the same subject again, he/she has to complete it this time, and also pay attention to the credit limitations so that he/she has enough credits remaining for the upcoming

semesters. All the registered, yet incomplete subjects are also incorporated into the grade average of a student, i.e. they may influence granting of a scholarship. A student is obliged to gain at least 40 credits per one academic year or at least such amount of credits that combined with those from the previous academic year shall make up a total of 80 credits. This rule does not apply for the last academic year of the standard duration of study.

☐ **Office hours of Department of Studies**

Mon, Tue, Thu: 9:00 – 11:00 a.m., 1:30 – 2:30 p.m.
Wed: 1:30 – 2:30 p.m.

- ☐ **At the time of matriculations (8th – 10th October 2014)** the operation of Department of Studies is limited; one administrator of the department will provide the service. For distance study students who have classes on Fridays the issues related to their studies shall be dealt with at Department of Computer Science after having made an appointment with the department's secretary via email at pavlina.langerova@upol.cz.

Schedule of academic year is available [here](#).

☐ **Doctoral study programs in the system of credits**

As of academic year 2014/2015 the doctoral studies will be implemented in credit system. This change applies to all students enrolling into the first year of Ph.D. study program. Current Ph.D. students shall continue with their studies in non-credit system. A provision regarding the doctoral studies in credit system has been issued at the Faculty of Science and may be found [here](#).

Study plans of individual fields are available [here](#).

Information for Ph.D. students shall be announced at the Faculty website under For students – [Doctoral Studies](#).

International Matters

☐ **International Conference - Vibrant Gujarat Global Investors' Summit – 2015, INDIA**

The Czech Embassy in New Delhi would like to inform about the **International Conference for Academic Institutions (ICAI)**, which will be held on **9th and 10th January 2015** in the Indian Ghandinagar in Gujarat. More information can be found in [Attachment no.2](#).

☐ **The second virtual international scientific conference CER 2014**

CER 2014 along with SCIEEMCEE cordially invites students of doctoral study programs and teaching assistants to participate in the virtual international conference CER 2014 which will be held from **27th to 31st October 2014**. The main target of the conference is to discuss scientific results of young researchers in the EU. More information can be found [here](#). Registration form is available [here](#).

Academic Senate

- ☐ The forthcoming autumn council of the Academic Senate of Palacký University will be held on **8th October 2014**.

An approval of the Constitution of the Faculty of Science amendment will be discussed at this meeting.

Faculty Operation

☐ **Personal changes**

New Heads of Departments were appointed to the positions on a competitive basis for a period of 3 years on 1st September 2014. They are the following:

- | | |
|-------------------------------------|--|
| - prof. RNDr. Petr Ilík, Ph.D. | Department of Biophysics |
| - prof. RNDr. Zdeněk Dvořák, DrSc. | Department of Cell Biology and Genetic |
| - prof. RNDr. Karel Lemr, Ph.D. | Department of Analytical Chemistry |
| - prof. RNDr. Michal Otyepka, Ph.D. | Department of Physical Chemistry |
| - prof. MVDr. Emil Tkadlec, CSc. | Department of Ecology |
| - prof. RNDr. Vít Voženilek, CSc. | Department of Geo-informatics |

We wish our colleagues a lot of success in the upcoming term of office.

- ❑ As of 1st September 2014, **Mrs. Dagmar Zlámalová was appointed to the position of the Head of the Building Administration Department.** Mrs. Zlámalová, dagmar.zlamalova@upol.cz, tel: 585634155, is responsible for an administration of all premises and buildings of the faculty. Further personal changes were made in the department during summer holidays. Actual information about the staffing of key positions is available [here](#).
- ❑ With effect from 1st November 2014 Resolution of the Dean [A-14/11/RD](#) cutting the independent economy specialist's working position was issued on 19th August 2014. Further personal changes were made in the Economic Department of the Faculty of Science during summer holidays. Up to date information about the staffing of the Economic Department positions is available [here](#).
- ❑ As of 1st August 2014, **Alena Jarošová, alena.jarosova@upol.cz**, tel: 585634011, took over the position of **an assistant of POST UP and POST UP II projects at the Faculty of Science** covering for Eva Jungová, who has left on maternity leave. We thank Mrs. Jungová for her dedication and hard work.
- ❑ **Medical check prior to employment**
When employing a new colleague, please instruct them to submit an extract of the patient's medical card from their general practitioner to the company doctor of the Faculty of Science in relation to compulsory medical check prior to employment. The company doctor will perform the preliminary medical check after submission of a request issued by referees of the HR Department Ing. Tea Pražáková and Věra Poláková.
Foreigners are obliged to book an appointment in advance in order to ensure English-speaking staff.
The occupational physician is [MUDr. Milan Veselý](#), who works in Military Hospital at Hradisko, tel: 973 407 040, 973 407 039.
When hiring new employees (agreement to complete a job, agreement to perform work) on the positions with the level of risk 2 and 3, please make sure that these employees also have their preliminary medical check done before the commencement of the agreement. In case you need further information, please contact Mrs. Ivona Kristková from the HR Department on ivona.kristkova@upol.cz, tel: 585634039
- ❑ **Notification of residence change**
We kindly remind our employees that they are obliged to report changes of their permanent residence at the HR Department of the Faculty of Science.
Foreign employees are obliged to report change of their temporary address at the HR Department in the case of official correspondence delivery.
- ❑ **Social Fund drawing at Palacký University**
As of 1st September 2014, Resolution of the Dean of the Faculty of Science [A-14/8/RD](#) – Providing Fees, Contributions and Repayable Loans from the Faculty of Science Social Fund, which has amended the provision of contributions in order to secure higher thrift and equitable distribution among employees at the faculty, came into effect. The main change of the amendment is the allocation of the contribution for culture, sport, rehabilitation, vitamins and vaccinations (Unicheck) newly amounting 300,- CZK per month/employee while reaching the conditions of employment specified in Rector's Regulation [B3-08/4 SR](#) and Dean's Resolution [A-14/8/RD](#) mentioned above. Authorized employee of the department will be in charge of contribution orders and will distribute Unichecks once in months no later than at the pay day for a particular month. Our employees will receive their first Unichecks for the period of September no later than 13th October 2014. Books with Unichecks will not have name written on them. Each book will contain bills with a nominal value of CZK 3x 20,- 3x 30,- and 3x 50,- (300 CZK total) with 12 months of the min. validity.
Employees can order contributions for the first 8 months of the year in arrears but only with the first order of the Unichecks for the month September 2014. Later balancing will not be accepted.
If an employee has already received Unichecks for the whole year 2014 in the amount of CZK 3600 and in the term of September 2014 – December 2014 will terminate employment at PU, the contribution will be equalized with the last salary.
- ❑ **Silver and Golden Graduation Ceremonies**
This year's Silver Graduation Ceremony of the former students of the Faculty of Science from the year 1989 will be held on Saturday 11th October 2014. Golden Graduation Ceremony of the former students from the year 1964 will be held on Friday 21st November 2014. Both events will take place in the auditorium of the Faculty of Science and the surrounding area. We cordially invite you to meet graduates you taught or took care of from the position

of the Study Department or otherwise. The list of graduates will be known about three weeks before the event. In case you need further information, please contact Dagmar Petrželová on dagmar.petrzelova@upol.cz.

☐ **Proof of payment for a conference fee or an accommodation**

If referents of the Economic Department provide payment of a conference fee or an accommodation at home or abroad in advance by bank transfer, we kindly request you to bring the receipt or proof of payment to Petra Štecová and Kateřina Drozdová in order to process the payment on the project or department account. Please do not put them in travel order documentation.

☐ **New official letterhead of the Faculty of Science**

A new official letterhead of the Faculty of Science has been created in accordance with the new unified visual system of PU. Templates for downloading can be found in [Attachment no. 3, 4, 5 and 6](#).

Miscellaneous

☐ **Gaudeamus – tertiary education fairs**

As every other year, our faculty will take part in tertiary education fairs Gaudeamus. The fairs will take place in the following dates:

7th – 9th October 2014 – Bratislava

15th – 16th October 2014 – Nitra

4th – 7th November 2014 – Brno

January 2015 – Prague

We kindly request individual departments interested in presenting their study programs and promotional materials to gather materials or to propose activities that could be included in the UP presentation at Department of Studies. The fundamental event is the November Gaudeamus in Brno.

Building up and equipment of PU stand is ensured by Department of Communication, Rectorate. Collecting of materials and equipment is provided centrally. For further information please contact the Head of Department of Studies at the Faculty of Science. Up to date information will be summarized in the Newsletter of the Faculty of Science as well.

Materials for the closest fair in Bratislava will be gathered at Rectorate. Materials will be loaded on 6th October 2014 at 6:00 a.m. Please inform Department of Studies of the Faculty of Science what you wish to transport from the faculty to Rectorate in order to fit all the materials in the car.

We depart to Bratislava fair one day in advance from Rectorate on 6th October 2014 at 3:00 p.m. or from the Faculty of Science the next day 7th October 2014 at 6:00 a.m.

☐ We kindly remind mentors of **POST UP** and **POST UP II** projects their obligation to continuously hand over all copies of invoices, processed travel orders, etc. drawn from both direct and indirect costs to Alena Jarošová, Grant Support Department.

☐ **English language courses for employees and students of doctoral study programs**

Department of Foreign Languages of the Faculty of Science offers English courses for employees of the Faculty of Science and Ph.D. students in the winter semester 2014/15. The complete list of courses offered is available in [Attachment no.7](#).

☐ **Run with Kangaroo**

The Faculty of Science along with its partners cordially invites to participate in 9th Annual Run with Kangaroo which will be held on Saturday 27th September 2014 from 8:00 a.m. Please send your applications to email: macli@seznam.cz until 20th September 2014. Refreshments for participants are provided at the Travis pub. You can look forward to pleasant time spent with mathematical puzzles, sports and music performed by 3+1 band.

☐ **Higher Education Reform Experts for the German Federal Ministry of Education and Research**

The German Academic Exchange Service (DAAD) offers a possibility to join an expert network of about 20 international higher education reform experts to consult and support German higher education institutions in the implementation of critical issues of the Bologna-Process. Further information is available in [Attachment no.8](#). Call for the expressions of interest form is enclosed in [Attachment no.9](#). Application deadline is **15th September 2014**.

☐ **The next Newsletter will be released on 26th September 2014**

☐ **As of 25th July 2014 the following provision of PU came into effect:**
[B3-14/9-SR](#) – Central Register of library documents of PU

As of 29th August 2014 the following provisions of PU came into effect:
[B3-14/10-SR](#) – Amendment no.1 of the Rector's Directive no. B3-10 / 6 SR-Evidence of Publishing Activities at PU
[B3-14/13-RR](#) – Special Social Scholarships of the PU for the Academic Year 2014/2015

As of 3rd September 2014 the following provision of PU came into effect:
[B3-14/11-SR](#) – Security, Storage and Handling of Firearms and Ammunition and their Evidence at PU

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