

Newsletter

of the Faculty of Science PU

16

21st November 2014



Science and Research

- **Grant Agency of the Czech Republic (GA CR)** has announced a **call for proposals for nomination of candidates to the evaluation panels of GA CR**. Detailed information as well as a form of proposal and a description of the contents of individual evaluation panels are available [here](#). Proposals shall be submitted at the Department of Science and Research by **25th November 2014**.
- According to the PU Rector's Guideline no. B3-14 / 7 we kindly request authors who want to issue a publication in PU Publisher in the year 2015 to send their request to Mrs. Kratochvílová by **12th December 2014**, e-mail: michaela.kratochvilova@upol.cz. The request form can be found in [Attachment no.1](#).

For Students

- Graduation ceremony for **alumni of Doctoral study programs** will be held in the auditorium of the Faculty of Law, 17. listopadu 8, Olomouc on **5th December 2014**.
- **An intense winter course of English for students of the Doctoral study programs**
The Department of Foreign Languages at the Faculty of Science, Palacký University organizes an **intense English course for doctoral students**, meant as a preparation for the required VCJ/PGSAJ English exam for Ph.D. students. The course takes place from **12th to 15th January 2015**. It cannot replace a long-term study of English, but the instructors can make sure that students get familiar with the basic rules of academic writing, get oriented in useful reading methods, practice the listening part of the exam, and learn essential phrases for presenting in English. For more information see [Attachment no.2](#).

International Matters

- **Scholarships abroad**
The list of calls for applications for scholarship study programs abroad is published at the website of [the Centre for International Cooperation](#). We point out scholarship programs with the closing deadlines for submitting applications:
Argentina - study and research fellowships for doctoral students for the academic year 2015/2016. The deadline for submitting applications is **28th November 2014 at 3:00 p.m.**, for more information click [here](#).

Israel – scholarships for graduates of Bachelor's and Doctoral study programs, research and lecture fellowships for academics. The deadline for submitting applications is **28th November 2014 at 12:00**. Conditions of the call with detailed information are posted [here](#).

Japan - International Bachelor study programs "PEAK" in Tokyo. The deadline for submitting applications for the academic year 2015/2016 is on **8th December 2014**.

Clark University, Worcester, USA – doctoral study programs focused on the study of the Holocaust, the persecution of Armenians and comparative studies of genocide on different continents

1. **Psychology and Genocide Program** – deadline for submitting applications is on **15th December 2014**, more information can be found [here](#)
2. **Geography and Genocide Program** – deadline for applications is on **31st December 2014**, more information can be found [here](#).
3. **Holocaust History and Genocide Program** – deadline for applications is on **15th January 2015**. More information can be found [here](#).

Faculty Operation

☐ On behalf of the Building Administration Department of the faculty, we would like to inform you about an **exceptional closure of Spaghetti Buffet on the 6th floor of the faculty building on 28th November 2014** due to the installation of textile blinds. The installation works will run during working hours, we apologize for the increased noise related to work performed.

☐ **New opening hours of the Registry in Holic**
As of **1st December 2014** the registry in Holic will be opened from **10:30 a.m. to 1:00 p.m. every working day** (for a trial period only).

All incoming correspondence (outside) will be delivered to the reception and then forwarded to the Holic Registry. The registrar will enter the documents into Magion and then will redistribute them to the respective mailboxes in Holic or will forward them directly to people in charge. Incoming packages will be henceforth delivered individually to the respective recipients, outbound packages via Czech post will be dispatched by the Registry. Outbound correspondence (outside) delivered to the Registry by 1 p.m. will be forwarded to the post office on the same day. Inside correspondence will be redistributed every morning.

☐ **Operation of the faculty at the end of the year 2014**
Due to a hectic period connected to the end of the year and finalization of several projects we kindly request our employees to **continuously pass** the following documents on the HR Department of the faculty:

- accounting of Agreements to perform a job and Agreements to perform work
- time sheets for lessons taught by part-time academic staff
- ex gratia payments from project and faculty funds
- attendance records, notice of absence, sick notes, evidence of support if caring for family members in December

All the documents mentioned shall be submitted by **12th December 2014**.

Any changes in attendance due to illness of an employee or family member care after the deadline shall be reported as soon as possible, **by Friday 2nd January 2015 at 9:00 a.m.** at the latest.

☐ **Requests for abroad check payments** shall be passed on to the Economic Department of the faculty **by Friday 12th December 2014**.

☐ **Invoices** with all additional documentation requested shall be continuously passed on the Economic Department after they have been properly registered at the Registry including prospective attachments for inventory of assets. These documents will be accepted and processed by the Economic Department till **Tuesday 16th December 2014**. There is no guarantee that invoices turned in after the deadline will be processed in the bank in the calendar year 2014.

☐ **Advances for business trip travel orders made prior to the date of 31st October 2014 shall be accounted by 28th November 2014.**

Travelling orders financed from project and grant funds in 2014 (with the exception of Education for Competitiveness Operation Programs) shall be submitted all required documents including till **Wednesday**

17th December 2014. There is no guarantee for the travel orders submitted after the deadline to be processed by the bank in the calendar year 2014.

- ❑ **The cash desk at the Faculty of Science will be opened for billing of all advances including travel orders and receipts till Tuesday 16th December 2014.**
- ❑ **The Dean of the Faculty of Science grants a day off to the employees and academic workers of the Faculty on 2nd January 2015** based on Dean's provision A-14/16/RD.
- ❑ The supposed date of **a day off granted by the Rector is 31st December 2014.**
- ❑ Operation of the Faculty of Science at the time of Christmas and New Year will be announced in the next issue of the Newsletter Faculty of Science.

Miscellaneous

- ❑ We kindly request responsible employees of individual departments to pick up remaining promotional materials about studying opportunities in their fields of study which were provided for Gaudeamus Fair 2014 at the Department of Study of our faculty.
- ❑ Under the auspices of the Dean of the Faculty of Science the traditional **Christmas collection** with this year's title "A Gift that touches a Child's soul" will take place at our faculty during Advent **from 25th November to 15th December 2014.** The collection is organized by the Fund for Vulnerable Children (FOD) to help children who have found their refuge in Klokánek residence in Olomouc and Klokánek residence in Dlouhá Loučka. A poster with detailed information will be sent to all departments in both print and electronic form on Monday 24th November 2014.
- ❑ **For Water Competition - Nestle price for innovative water management projects**
Talented students and recent graduates can participate in the competition For Water, which among other things focuses on **the responsible use of water in the landscape** (increasing retention capacity, reducing the risk of droughts and floods, etc.) as well as **close to nature water cleaning and recycling.** Participants will compete in two categories: cities and landscapes, buildings and technologies. The three best projects in each category will be rewarded financially. The application deadline for the competition is on **12th February 2015.** For more information contact Mrs. Alena Jarošová, e-mail: alena.jarosova@upol.cz.
- ❑ **The next Newsletter** will be released on **5th December 2014**
- ❑ **As of 18th November 2014 the following provision of PU came into effect:**
[B3-14/8-MPK](#) – Organizational system for payout of salaries and scholarships in the year 2015 at PU



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