

Newsletter

of the Faculty of Science PU

17

November 20, 2015



Introductory word

You may donate children's books, toys, craft supplies, diapers, clothes, sweets, hygienic products and other things to the traditional Christmas collection called „Gift for a child's smile“ which will start at the Faculty on Monday, November 23. All gifts will brighten the faces of children living at Klokánek institutes in Olomouc and Dlouhá Loučka.

„Advent is the perfect time for collections like this one, since people tend to think about those who do not have a chance to live a normal family life. Supporting children in Klokánek is certainly a good deed, more so in this time when these institutes face a complicated financial situation,“ explains the organizer of the collection Martina Oulehlová of Department of Botany.



All of you who wish to brighten up Christmas of underprivileged, abused or neglected children may bring gifts until December 13. There are four drop-off points at the Faculty – the Dean's secretary's office (6.018), Department of External and Internal Relations (6.010), the Herbarium and the Management section of C. R. Haná in Holicice.

“You may bring gifts such as hygienic products, durable groceries, sweets and candy, new clothes and shoes. But children will of course be delighted from toys, books or craft supplies. Currently there are children from 3 to 12 years of age and one 3-month old baby living in both institutes.

The Faculty has been organizing the Christmas collection since 2008. Apart from students and staff, we receive contributions from sponsors each year. There will also be an exhibition of children's artwork from Řezníčková elementary school and the Faculty kindergarten accompanying this collection. The exhibition will be installed on Monday, November 23 in the foyer of the main faculty building on 17. listopadu as well as in building A in Holicice. The donations will be handed over to the management of Olomouc Klokánek by the Dean Ivo Frébort on December 14.

Science and Research

Public tender in research, experimental development and innovation

The Ministry of Industry and Trade announces a public tender in research, experimental development and innovation within the program PV – TRIO on **November 25**. The deadline for submitting proposals is

January 15, 2016, the estimated time of project commencements is from **August 1, 2016**. More information is available on the Ministry's website.

For Students

- ☐ **Modifying timetables** is now possible **only upon request confirmed by the head of the department or a teacher until November 27.**

- ☐ **Scholarship payments**

We kindly request the respective employees to submit scholarship proposals using the correct form which can be found on the webpage of our faculty: Zaměstnancům – Formuláře – Formuláře studijního oddělení – **Žádost o výplatu stipendií.**

All required information shall be filled in the scholarship proposals including current student's personal number, account number, type of scholarship, a number of the department paying the scholarship and SPP. The form shall be stamped and signed by the head of department or main project managers.

Scholarship proposals must be submitted to the Department of Study to Mrs. Ludmila Mozgová **by the 20th day of the month** in order to ensure necessary signatures of the faculty management, to enter and process the payments to STAG and SAP systems and to deliver proposals in time to the Rector's Accounting Department, which disburses required amounts by the 10th day of the following month.

Scholarship proposals delivered on the wrong form or after the deadline will not be paid.

- ☐ **An intense winter English course for PhD students**

From 11th to 14th January 2016 the Department of Foreign Languages at the Faculty of Science, Palacký University organizes an intense English course for doctoral students, which is intended to help them prepare for the required VCJ/PGSAJ examination in English. The course 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.1](#).

International Matters

- ☐ **Scholarships and internships in France**

French Embassy in the Czech Republic offers the opportunity to acquire three-year French government scholarships for doctoral students under the dual leadership in various disciplines, including the natural sciences and earth sciences. Scholarship research is conducted under the joint leadership of the Czech and French trainers. Upon completion of the program students will receive a diploma recognized by both educational institutions. For further information and terms of preparation and implementation of this doctoral program please write an email to: clement.diot@ifp.cz. The deadline for submitting application is **March 11**.

The same deadline applies also for submission of applications for doctoral and post-doc internships at universities and research centers in France lasting up to 12 weeks.

Faculty Operation

- ☐ **As of December 1, 2015 the following provision of the Faculty of Science, UP came into effect:**
[A-15/6/MPD](#) – Guidelines for travel expenses reimbursement at the Faculty of Science UP

- ☐ All operations at the faculty cash desk including billing of advances, travel accounts and payment receipts shall be settled **by December 14**. After the deadline the main register at Rector's Office takes over all financial operations.

- ❑ All applications for abroad payments by check shall be submitted to the Economic Department **by Monday, December 14.**
- ❑ Advances on travel orders for work trips carried out prior to October 31 shall be accounted by **November 30.** Travel orders covered from projects and grants in 2015 shall be submitted with all required documentation **by Wednesday, December 16.**
- ❑ Original tax documents / invoices shall be recorded at the faculty registry first and then submitted to the Economic Department with required annex and asset inventory card. We kindly request our employees to deliver documents regularly and as soon as possible, **by Monday December 14** the latest. After the deadline we can't guarantee their accounting in calendar year 2015 required for eligibility of projects and grants.

Miscellaneous

- ❑ **PosPos gathering**
The Dean of the faculty cordially invites all University staff, Ph.D. students and seniors of the faculty to the winter **Pospos gathering** which will be held at the faculty building, 17. listopadu street on **Tuesday December 15 at 12:00.** Come and enjoy good company, refreshments, live music and Christmas punch.
- ❑ **Our Nature 2015 conference - Maintenance of former military training areas**
Nature conservation in the former and current military areas will be the main theme of the first annual conference Our Nature 2015. Experts from governmental and nongovernmental institutions of the Czech Republic as well as neighboring Germany and Slovakia will share their experience with participants at the Clarion Congress Hotel in Olomouc on December 1. For more information please contact Mrs. Vendula Pávková, mob.: 777 714 679, e-mail: pavkova@nasepriroda.cz.
- ❑ **The next Newsletter** will be released **on December 4, 2015**

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