

Newsletter

of the Faculty of Science PU

18

December 4, 2015



Introductory word

Winter Pospos gathering brings the perfect opportunity to reflect upon the finishing semester with your colleagues. This year's winter Pospos will take place on December 15, 12:00 in the main Faculty building. Since it is right before Christmas, you can look forward to some typical Christmas goodies.

All staff members, Ph. D. students and seniors of the Faculty are invited to participate in the event. "Another Christmas season is upon us which is an undeniable sign of how fast time is passing. Pospos gives us an ideal opportunity to stop for a while and forget all of our duties, and just enjoy a talk with colleagues, acquaintances, and friends," the Dean Ivo Frébort has invited the staff members.

The Building Maintenance who is in charge of organizing the event will bring about festive atmosphere by the sweet smell of Christmas punch, Christmas cookies, and other goodies. Music will be performed by band 3+1 as usual. "We will of course sing some Christmas carols," Lenka Copková has promised.

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 Řezníčkova 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 Holic. The donations will be handed over to the management of Olomouc Klokánek by the Dean Ivo Frébort on December 14.

Science and Research

The seventh annual UP student grant competition IGA

The Rector of Palacký University will support projects realized by students of doctoral or Master study programs funded from financial means for specific research for the seventh time. An eligible project manager is a student of doctoral study program at the University, or a member of academic staff. The deadline for submitting applications is January 15 at 5:00 p.m. Projects shall be submitted electronically using [the OBD portal](#). For further information please contact Pavla Tresterová, tel.: 585 631 419, e-mail: pavla.tresterova@upol.cz.

For Students

- ❑ **Graduation ceremony of Doctoral graduates** will be held on **December 11**. Graduation fee is CZK 500 and shall be paid to the account number: 19-1096330227/0100, payment reference number is 99310031. Write a word "Graduation" in message for recipient, please and send a scanned copy of the proof of payment to Mrs. Faltýnková and Vykydalová at Department of study. Ceremonial act will take place at 10:00 a.m. at the Faculty of Law, Palacký University in Olomouc. Graduates shall gather in a changing room at 9:30 a.m. More information can be found on the website of the faculty.
- ❑ **Recognition of subjects**
We kindly request students who have applied for subject recognition from previous studies to collect the decision on the recognition of study requirements at Department of Study. The results shall be recorded in students' credit books. Please submit them to the relevant employee of Study Department.
- ❑ **Collect your diploma**
We kindly request students who did not participate in graduation ceremonies of Bachelor and Master study programs in June or November, to collect their diplomas at Department of Study.
- ❑ **Disposable merit scholarship**
Students who achieved a maximum study average of 1.5, successfully enrolled in a higher grade and also collected a minimum of 60 credits in the academic year will be awarded a merit scholarship in the amount of five thousand crowns. Scholarships will be credited to students' accounts on December 10. The list of awarded students is posted on the faculty web page.
- ❑ **Opening hours of Department of Study during Christmas**
We would like to inform you that **Department of Study will be closed from December 23 to January 3**.

Academic Senate

- ❑ The last meeting of the Faculty Academic Senate this calendar year will be held in the meeting room of the Dean's Office on **December 16** at 1:00 p.m. The program will be posted on the [website of the faculty](#).

Faculty Operation

- ❑ **Operation of HR and Payroll Department at the end of the year**
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 HR and Payroll Departments of the faculty:
 - accounting of Agreements to perform a job and Agreements to perform work
 - ex gratia payments from project and faculty funds
 - attendance records, notice of absence, sick notes, evidence of support if caring for family members in DecemberAll the documents mentioned shall be submitted by Monday, **December 11**.
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 January 4** at the latest.
Requirements for food vouchers and UniCheques shall be recorded into SAP on December 18 at the latest.
New recruitments and personal Agreements shall be submitted at HR Department one day before its validity at the latest.

- ❑ **A brief reminder of Economic Department operation at the end of the year**
The cash desk at the Faculty of Science will be opened for billing of all advances including travel orders and receipts till December 14.
Requests for abroad check payments shall be passed on to Economic Department **by December 16.**
Travel orders financed from project and grant funds in 2015 shall be submitted including all required documents **by December 16.**
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 **December 14.**

- ❑ **Operation of the faculty of Science during Christmas and New Year's winter holidays**
Faculty registries will be closed from December 23 to January 3.
December 23 – December 27
All faculty buildings will be closed and operating in “weekend mode“. Power of heating systems will be decreased and buildings of the faculty will be tempered only. Surveillance of closed buildings and premises of the faculty will be provided by external security service.
December 28 - December 30
The main faculty building at Envelopa will be opened; heating systems will be in operation in left wing only to ensure working conditions for Economic, HR and Payroll Departments. Electric heaters will be available upon prior arrangement with Mrs. Holišová, email: vera.holisova@upol.cz.
December 31 – January 3
All faculty buildings will be closed and tempered only. Surveillance the faculty buildings and premises will be provided by external security service.
Any technical failure/malfunction shall be reported to security which will inform emergency service of Department of Technical Support.

- ❑ **The Dean of the Faculty of Science grants a day off to the employees and academic workers of the Faculty on December 23** based on Dean's provision A-15/8/RD.

Miscellaneous

- ❑ **Gift for a child's smile**
A wide range of gifts which will brighten faces of children living at Klokánek institutes in Olomouc and Dlouhá Loučka has been collected at faculty drop-off points thanks to the generosity of many of you. All next week you still may bring hygienic products, durable groceries, sweets and candy, books, toys, new clothes and shoes to the Dean's secretary's office, Department of External and Internal Relations, the Herbarium of Botany Department and the Management section of C. R. Haná in Holic; you will prepare lovely Christmas for children who can't spend them with their family. Thank you for your help.

- ❑ **Advent tour to Krakow**
The basic committee of the University trade union at the Faculty of Education offers last few seats available on bus tour to Krakow on December 17. Price of the tour for trade union members is CZK 150 and CZK 250 for others. You can register via e-mail: emilie.petrikova@upol.cz.

- ❑ **A priority booking of vacation in Karlov for students, faculty staff and seniors**
Employees, students and seniors of our faculty may preferentially book an accommodation in the Faculty recreation and education center situated in Karlov pod Pradědem. You can choose from any available dates from now until the end of the year 2016. The house accommodates for 20 people in four quadruple and two double rooms, and is equipped with a shared kitchen and a living room with satellite TV and

board games. Those who manage to book their holiday less than seven days prior to arrival can use the last minute twenty percent discount.

For further information and booking please contact Mrs. Dagmar Petrželová, e-mail: dagmar.petrzelova@upol.cz, tel: 58564003.

- ☐ **The next Newsletter** will be released on **December 18, 2015**
- ☐ **As of November 25, 2015 the following provision of PU came into effect:**
[B3-15/5-MPK](#) - Internal security of salary and scholarship payments in 2016 at UP

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