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# ewsletter

of the Faculty of Science PU

5

13<sup>th</sup> March 2015



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## ntroductory word

Do you ever feel like processing your financial documents at the Economic department of the Faculty is taking a long time? Maybe the following numbers will bring new light upon the issue. As the turnover of the Faculty has doubled in the past five years from CZK 560 million in 2009 to last year's CZK 1,25 billion, it is obvious that not only has the number of documents risen, but the procedure of their administration has become more complex.

"Processing financial documents is getting more and more complex. While many things used to be done at once, nowadays we have to calculate VAT, separate payments onto different accounts, departments etc. What used to be done by one procedure now the accountant has to do in five steps," the Secretary Jana Zimová informed.

In 2009 there were 21,684 documents which went through the Economic department, in 2012 there were about 10,000 more, and last year their number came up to 37,172. These documents included 94,495 items. There are nowadays also many more cash register documents. While there used to be 6,623 of them in 2010, there were 8,972 cash register documents filed last year.

"In 2014 the time consumption of each document has risen by approximately 50 %. The reason for that is the newly implemented rule for VAT assertion which requires more steps in order to control and process the documents," Lenka Copková of the Grant support department clarified.

The highest amount of work for the administrative workers comes in the last two months of the year. Out of 12,155 invoices from last year 26 % were processed in November and December, which has been a long-term tendency. However, the total amount of invoices was lower in the previous years. "I would like to ask the relevant employees not to leave everything up to the last minute. It only leads to more pressure, stress, and mistakes are made," Jana Zimová said. Only one additional accountant has joined the department since 2013.

## S

## cience and Research

### ☐ Jean-Marie Lehn Chemistry Award 2015

French Embassy along with Solvay has organized a competition for Jean-Marie Lehn scientific award in chemistry. Detailed information is available on the website of [the French Institute in Prague](#). If you are interested in entering the competition, please contact the coordinator of the competition at Palacký University, Zdeněk Dvořák, e-mail: [moulin@email.cz](mailto:moulin@email.cz).

## For Students

- ❑ **ISIC card reader has been newly installed at the Department of Study;** you can now identify yourself with your credit book as well as with your student ID card.
- ❑ We kindly remind students who required subject recognition at the beginning of the academic year 2014/15 to come to the Department of Study as soon as possible in order to make a record of these in their credit books. When state final exams approach and during the period of closing of individual grades the time capacity of the Study Department will be rather limited.
- ❑ Students may **adjust their timetable at the Department of Study till 20<sup>th</sup> March.** Modifying the timetable after this deadline is possible only upon request, confirmed by the head of the department or a teacher and according to a decision of Vice-dean for Study, Social and Educational Matters.
- ❑ **Confirmation of study**  
If you want to speed up the process of the confirmation study approval issuing print out the blank form yourself. To access the form, log into the PU Portal. Then use a path: **Studium a výuka – Moje studium – Průběh studia.** Find the form called **Formulář pro tisk potvrzení o studiu** at the bottom of the page. Complete the blank form and bring it to the Department of Study for confirmation.
- ❑ **Writing Clinic**  
If you need to consult an English text intended for publication in a scientific journal, you can avail of the so-called Writing Clinic. Mgr. Marian Siedloczek, M.A. will be at your disposal in his office (LP 6028) on Mondays from 9:45 to 11:15. Marian Siedloczek is also teaching a seminar dealing with specific aspects of academic English used in scientific texts. The goal of the seminar is to help PhD students write scientific articles in their relevant study fields. The seminar is held on Tuesdays at 8:00 – 9:30 in classroom 6031.
- ❑ **Student Scientific Conference in Ostrava**  
Faculty of Science, University of Ostrava invites to participate at the Student Scientific Conference 2015. The conference will be held on **Tuesday 12<sup>th</sup> May** in sections of Science Education, Computer Science, Chemistry and Related Disciplines at the faculty premises, at 30. dubna 22, Ostrava. Registration is open until **30<sup>th</sup> April**, your contributions will be accepted till the same deadline. Detailed information can be found [here](#).
- ❑ **Summer School of German**  
AKTION Czech Republic - Austria program supports a participation of students in two summer schools of German this summer. Along with students from Austria 54 students will have the opportunity to significantly improve their knowledge of German during three weeks of “Sommerkollegs”. Detailed information is available on the webpage of [ACTION program](#).

## International Matters

- ❑ **International conference Biotechnology – Research and Industrial Applications BRIA 2015**  
The international conference in Wrocław offers an excellent occasion to exchange experience and knowledge, meet your future research or business partners, as well as to visit Wrocław, [the European Capital of Culture in 2016](#). The conference will be held on **17<sup>th</sup> - 18<sup>th</sup> September**. Detailed information is available [here](#).
- ❑ **Free courses of Russian language for one year in order to prepare for studies at Russian universities**  
Tjumen State University offers Czech students a course of Russian language in 2015/2016 and a further possibility to study at Russian Universities. It is possible to study at all levels, including beginners. From the second semester students will attend main courses they will continue to study at the selected Bachelor study program. Tjumen University offers many majors such as Ecology and its uses, Nanotechnologies and new materials, Energetics and saving energy, Development and use of innovative technologies in oil industry, Biotechnology, Information and telecommunication systems, Economic safety. Students will cover only their travel and lodging expenses. Further information as well as the application form may be found in [Attachment no.1](#). Deadline for submitting applications is **April 1st**.
- ❑ **Subsidy program to support gifted pupils in primary and secondary schools**  
Details of the new subsidy program can be found on the website of [the Ministry of Education Youth and Sports](#). The program allows obtaining grants to cover the costs of extracurricular educational activities for gifted students.

The application form shall be filled by a pupil or his legal representative, the organizer of the activity has to submit the application **by 31<sup>st</sup> March** to the National Institute for Further Education.

- ❑ **65th Anniversary of founding the Industrial and Engineering High School in Olomouc**  
We are happy to forward an invitation to the anniversary celebration of one of the Faculty schools in [Attachment no.2](#).

## Academic Senate

- ❑ The forthcoming council of Academic Senate of the Faculty of Science UP will be held on 1st April 2015 at 1:00 p.m. at the Dean's Office boardroom. The main point on the agenda will be the approval of the faculty budget for this year.

## Faculty Operation

- ❑ **As of 13<sup>th</sup> February 2015 all printers, copying and scanning machines shall no longer be ordered through DYNAS.** The equipment has to be purchased with invoice and in accordance with internal rules. Orders for purchase exceeding 5,000 CZK shall be processed in SAP system and provided with signature of the Secretary.
- ❑ **As of 27<sup>th</sup> February 2015 all office supplies except of paper and envelopes shall no longer be ordered through DYNAS.** Its purchase proceeds according to the same inner rules as purchase of other equipment.
- ❑ **Office paper and envelopes** shall be ordered based on the current framework agreement with Office Systems, s.r.o. Prostějov. It has to be purchased with an invoice and in accordance with internal purchasing rules as well.
- ❑ **For ordering PCs, laptops and toners you should keep using DYNAS.**
- ❑ **Registered consignments and mail packages**  
Registered incoming and outgoing consignments are no longer accepted at the faculty reception, they will be dealt with at the registry. Therefore secretaries of all departments are kindly requested to check registered consignments in Magion system, as it is the only way to find out that they had received a registered consignment.
- ❑ Packages are henceforth accepted at the reception. Each package must bear the name of the department and contact person otherwise it will be returned to the carrier. Each package will be handed over to the respective person against signature.
- ❑ **Delivery of private packages to employees and students of the faculty is prohibited.** It is not within the janitors' capability, nor responsibility to accept for the COD delivery.
- ❑ **Is your bicycle parked in the parking garage at Envelopa?**  
The bicycle shed in the garage has been built for safe storage of bikes used to get to/from work. If you have left your bike in the garage over the winter season make sure you take it away till the end of March. The Department of Technical Support will mark all bikes parked in the garage for a long period of time, and they will be moved out at the end of the month to free up parking spaces for those who actually use bikes to get to work.
- ❑ **Access to the underground parking garage**  
Access to the underground parking garage at Envelopa building will be enabled only to owners of cars, motorcycles, and bicycles. Access of all other employees who use the way through garage door as a short cut to their workplace will be blocked. Access will be provided upon a written application submitted to the head of the Department of Thechnical Support, Dagmar Zlámálová, e-mail: [dagmar.zlamalova@upol.cz](mailto:dagmar.zlamalova@upol.cz). It will be bound to a parking card.  
To enter the main faculty building at Envelopa at the weekends and national holidays, use the entrance from 17. listopadu street. If the front door is locked, ring the bell to the reception (the bell door communicator in the entrance of the main building).
- ❑ Following complaints of our schedule editors about an outdated system for making a faculty class schedule and its unsustainability, faculty management has decided to make class schedule for the next semester only in STAG system

using the application Editor Schedule IS / STAG - Extended Edition. The University cooperates with the Department of Information and Communication Technologies and programmers to incorporate our comments to this edition so it would work close to the currently used system. Schedule editors will be acquainted with the program administrator and the rules of the program probably on 27<sup>th</sup> March.

## Miscellaneous

- ❑ The Minister of Agriculture Marian Jurečka will visit our faculty on Thursday, March 19<sup>th</sup>. The politician from Rokytnice is coming to debate with students and faculty staff. However, other interested parties are welcome as well. Has the former private farmer managed to keep his common sense even in politics, as he promised? Will he ever again use knowledge gained during studies of Plant Medicine at Mendel University in Brno? What is his opinion about genetically modified organisms, whose cultivation national parliaments will decide on? Is he afraid of food crisis and if so, how does he suggest it may be avoided as the head of Ministry of Agriculture? Is our state doing enough in the matter of soil protection? There is a wide range of topics that may be discussed.



foto: Deník/Kopáč

The discussion will be held in the auditorium of the Faculty of Science at Envelopa from 9:30 to 11:00 a.m. You can ask minister directly at the discussion or you can send your questions in advance to [martina.saradinova@upol.cz](mailto:martina.saradinova@upol.cz).

- ❑ **Neck for Business 2015**  
Palacký University is once again searching for an entrepreneur with original business ideas. The Science-technology Park of PU is announcing a contest to find the best business plan Neck for Business 2015. Authors of business plans may enter their project by **May 24<sup>th</sup>**.
- ❑ **Reaxys Medicinal Database**  
Faculty library has acquired a trial access to the Reaxys Medicinal Chemistry database in March. This database combines the largest and best-organized database of medicinal chemistry in the world with the tools to evaluate interventions and data export. It facilitates the selection of the most appropriate "drug candidates", covers all the medicinal chemistry critical areas including in vivo animal studies, in vitro activity, pharmacokinetics and toxicity data. You may access the database [here](#).
- ❑ **Sales exhibition of foreign professional literature**  
Library in cooperation with the Cuba Libri organizes a sales exhibition of foreign books on 25<sup>th</sup> and 26<sup>th</sup> March. A range of titles from the field of natural science will be available for the exhibition price in the library on the 6<sup>th</sup> floor of the faculty building at Envelopa. You can visit the exhibition on Wednesday from 9:00 a.m. to 6:00 p.m. and on Thursday from 8:00 a.m. to 3:00 p.m. The list of books exhibited is available [here](#).
- ❑ **Annual leave on the projects POST-UP, POST-UP II.**  
We kindly request mentors of both projects to make sure that their postdoc will use up the whole annual leave by the end of the project otherwise the reimbursement will have to be refunded from the funds of respective department. Before releasing postdoc on annual leave, please collect all project findings and forward them to Mrs. Alena Jarošová: e-mail: [alena.jarosova@upol.cz](mailto:alena.jarosova@upol.cz), tel: 585634011. Mrs. Jarošová may also inform you about the number of remaining vacation days for each postdoc upon request.
- ❑ **Human genome - Ethical issues ten years after reading the human genome**  
The lecture organized by the Moravian-Silesian Christian Academy will be held in the lecture hall of the Archdiocesan Museum in Olomouc **on Wednesday 18<sup>th</sup> March at 5:00 p.m.** Famous biologist and theologian Marek Vácha from the Medical Faculty of Charles University in Prague will speak about ethics in research of human genome. He will also serve a student mass after the lecture at 7:00 p.m. at Panna Marie Sněžná Church.
- ❑ **The next Newsletter will be released on 27<sup>th</sup> March 2015**

- ☐ **As of 27<sup>th</sup> February 2015 the following provision of PU came into effect:**  
[B3-15/1-MPK](#) – Amendment no. 1 to Questor’s Methodical proposition no. B3-14/7-MPK Methodology of asserting VAT deduction for OP VaVpI PO3 Stronghold of Knowledge – reg.no. CZ.1.05/3.2.00/09.0171  
[B3-15/1-MPR](#) – Means of purchasing toners through dynamic purchasing system at PU  
[B3-15/3-SR](#) – Amendment no. 3 to Rector’s directive no. B3-13/7-SR Rules of student grant competition at PU (as amended) the List of approved projects in 2015

**As of 6<sup>th</sup> March 2015 the following provisions came into effect:**  
[B3-15/2-PR](#) – Annual Report of Palacký University activities in 2014

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*Vice-Dean in charge: Dr. Roman Kubínek*

*Editor: Alena Jarošová, Martina Šaradinová*

*Translation into English: Alena Jarošová, Karolína Chvátalová*

*Graphics: Dr. Milan Vůjtek*

*E-mail: alena.jarosova@upol.cz, phone: 585634011*

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