

Newsletter

of the Faculty of Science PU

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January 20, 2017



Introductory word

Dear colleagues, dear students,

In the first Newsletter 2017 I would like to wish you happiness, good health, and enthusiasm to reach many achievements in personal as well as in professional life. Looking back at the previous year in December, I said that we had completed a successful season. Today I would like to say that I am convinced that another successful year is ahead of us. Our faculty will work with a higher budget compared to last year. Ministry of Education, Youth and Sports subsidies for science and research shall increase slightly, the allowance for students will remain unchanged. The Faculty of Science will also benefit from financial support of 13 successful standard projects and three junior grants of Czech Science Foundation. We have also submitted project proposals in all calls based on Operational Program Research, Development and Education intended for Universities and now we are waiting for a final resolution.

However, educational activities as well as raising numbers of prospective students are equally important to us. We have prepared an Open house which will take place on Saturday, January 21. I have no doubt that we will not only provide high school graduates and other visitors with sufficient information but also create a nice atmosphere. Our objective is to maintain a steady interest among applicants, or even increase it allowing us to choose the best candidates. Therefore, we promote the faculty in every possible way.

About a year ago I shared with you that we managed to reverse the increasing number of unfunded students. I mentioned a year to year drop from 659 to 466 unfunded students entering the first year of Bachelor's study programs then. Using the same methodology, the number would actually drop to 142 unfunded students this year. Considering all students of our faculty, the number of unfunded students has decreased from 820 to 523 and we have been able to reduce the proportion of unfunded students from 21.5% to 14.9%. This trend indicates that particularly the measures introduced last year have been effective and we will benefit from the process in the coming years as well. No other significant changes to the admission procedure are planned in 2017. Our goal remains to focus on quality not on quantity of admitted students.

Ivo Frébort
The Dean

Science and Research

□ According to Dean's directive No.: A-17/1-PD, **the relevant data for dividing a contribution to the development of a research organization to individual faculty departments shall be entered**

to the OBD database by **February 15, 12:00 p.m.** Heads of departments are responsible for entering correct and complete data. The new internal regulation came into effect on January 17.

For Students

- ❑ **Subject registration for summer semester**
We would like to inform students that **the registration of subjects for summer semester will be held from January 17 to February 20.**
- ❑ **Students are obliged to formally conclude their studies at least 3 weeks before the final exams** at the relevant study official at the Department of Studies. It is necessary to bring evidence of all exams in student's credit book. **Without the conclusion of the studies at the Department of Studies students cannot be admitted to the final exams.**
- ❑ **Admission procedure for the academic year 2017/2018**
Application forms for the next academic year shall be submitted using online registration only. The deadline is **February 28.**
- ❑ As of January 1 Mrs. Ivana Saitzová, e-mail ivana.saitzova@upol.cz shall be in charge of students' matters of the following fields of study: Chemistry, Physics and Ecology.
- ❑ **Faculty of the year contest**
Our students and graduates who have completed their Bachelor or Master studies within the last 24 months may again vote for the best faculty of the year by answering 24 questions concerning quality of education and learning environment at our faculty. The electronic questionnaire is available [here](#). We came in third among faculties of Natural Sciences last year.
- ❑ **Promote our faculty and earn up to CZK 10 000**
The project „Cherish our Faculty“ will again support students' ideas on promoting our faculty or improving its environment. If you have an idea how to increase public awareness of our faculty, brighten up faculty life by organizing various exhibitions, create a new educational tool or organize a particular cooperation with high-school students etc., submit your proposal to Mrs. Dagmar Petrželová, e-mail: dagmar.petrzelova@upol.cz **by October 31, 2017** and get CZK 500 to start its realization and another CZK 9500 special scholarship upon a successful final defence. The expert committee will assess creativity and originality of individual proposals, benefits for the faculty or a quality of the final report. For further information please contact Mrs. Petrželová.

International and outer University Information

- ❑ **Postdoc scholarships in Japan**
The Matsumae International Foundation offers scholarship positions for 2018. Detailed information as well as further qualification and language skills requirements or other selection criteria are available [here](#). The deadline for submitting application is **August 31.**

Academic Senate

- ❑ The first meeting of the faculty Academic Senate in 2017 will be held in the meeting room of the Dean's Office on **January 25** at 1:00 p.m. The program will be posted on the [website of the faculty](#).

Faculty Operation

☐ **New office hours of HR Department**

Tea Pokorná and Veronika Vašková have extended their working hours to meet requirements of our employees. The office is open till 4:30 p.m. every Monday and Wednesday. In order to process received documents correctly and on time, new office hours were established for the remaining days, (see Table below). HR Department will deal with your requests outside the office hours only upon prior arrangements. Thank you for respecting that. The new office hours do not apply to Payroll Department.

Monday	09:00 – 11:00	14:00 – 16:30
Tuesday	07:00 – 10:00	---
Wednesday	09:00 – 11:00	14:00 – 16:30
Thursday	07:00 – 10:00	---

☐ **English language courses for employees and PhD students**

The Department of Foreign Languages at the Faculty of Science, Palacky University offers English courses for employees and PhD students of the Faculty of Science in the summer semester 2016/17. The complete list of courses is available in [Attachment No. 1](#).

☐ The Dean of the Faculty of Science has approved **the increase in value of Dejeuneur Meal Vouchers provided to our employees to CZK 85**. Dean's Provision A-16/6-RD came into effect on January 1, 2017.

☐ **New type of beneficial vouchers for employees**

As of January 2017 Unišek benefit vouchers were replaced by Unišek + vouchers. You will receive them at the beginning of next month for the first time. The value of vouchers remains the same but they have a wider use. You can spend them on cultural events, sports, education or health, but also on your vacation. List of partners is available [here](#).

☐ **UPShare platform training**

Computer Center offers training to get acquainted with the SharePoint - a new system used for cooperation of users. All available trainings listed below will take place in the Computer Centre classroom. You can register at tomas.baburek@upol.cz.

Date	Time	Date	Time
February 6	09:00 - 11:00	April 10	13:00 - 15:00
February 21	13:00 - 15:00	April 27	09:00 - 11:00
March 2	09:00 - 11:00	May 9	13:00 - 15:00
March 13	13:00 - 15:00	May 18	09:00 - 11:00
March 28	09:00 - 11:00	May 29	13:00 - 15:00

☐ **Training for drivers of company vehicles** whose completion is essential for driving company vehicles or using private vehicles for business purposes, will be held in the following dates; employees who drive referential vehicles are required to attend this training one time every two years according to an internal regulation of UP.

Date	Time	Place
January 24	13:00 - 14:30	auditorium of the Faculty of Law (B building)
January 26	10:30 - 12:00	classroom SE 501, the Faculty of Science in Holice
January 30	10:00 - 11:30	auditorium of the Faculty of Law (B building)
February 17	09:00 - 10:30	auditorium of the Faculty of Law (B building)

☐ **Computer Center notice**

Starting February it will no longer be possible to run applications with high demand on transfer capacity at the university WiFi networks (especially peer-to-peer applications like BitTorrent, etc.) The precaution is essential for securing stability and availability of Wi-Fi. Restriction does not apply to fixed internet connections.

☐ The managing body of **Operational Program Research, Development and Education has updated the list of prevailing prices of equipment** for project managers and evaluators. Version 2 of the document is available [here](#) (in Czech); it will come into effect on February 1.

☐ **As of December 19, 2016 the following provision of UP came into effect:**

[B3-16/2-PK](#) – Mandatory procedures for project leadership of the Operational program Research, Development and Education

As of **December 20, 2016** Ministry of Education, Youth and Sports registered I. Amendment of UP Scientific Council Rules of Procedure and III. Amendment of Study and Examination Code.

As of January 21, 2017 the following provision of UP came into effect:

[B3-16/4-MPK](#) – Organizational system for payout of salaries and scholarships in 2017 at UP

As of December 22, 2016 the following provision of UP came into effect:

[B3-16/5-MPK](#) – Completing the annual closing of accounts for 2016

As of December 23, 2016 the following provision of UP came into effect:

[B3-16/8-SR](#) – Amendment no. 1 of UP Rectorate Organizational Rules

As of January 1, 2017 the following provision of UP came into effect:

[B3-16/6-MPK](#) – Amendment no.5 to Questor's methodical guideline no. B3-12/1-MPK – Travel reimbursements

As of January 26, 2017 the following provision of UP came into effect:

[B3-17/1-PR](#) – Schedule of Academic year 2017/2018 and Schedule of course registration in information system STAG in academic year 2017/2018

☐ **The next Newsletter will be released on February 3, 2017**

Newsletter of Faculty of Science, Palacký University

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