



Faculty
of Science

**DEAN ´S DIRECTIVE
FACULTY OF SCIENCE UP (SD)**

A-17/6-
SD

**Economic directive of Faculty
of Science, Palacký University
in Olomouc
for 2017**

Content: Economic directive of Faculty of Science, Palacký University in Olomouc for 2017

Drafted by: Dean of the Faculty

Force: as of 30. 3. 2017

Effect: as of 30. 3. 2017

Distribution list: Secretaries of departments and research centers
Head of the Economic department
Secretary of the Faculty

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**Economic directive of Faculty of
Science, Palacký University in
Olomouc
for 2017**

Dean of the Faculty of Science determines the following pursuant to Article 1 section 6 of Economic rules and rules of property maintenance:

1. Economy of all economic units of the Faculty in 2017 is pursuant to the Methodology of dividing finances to fields of study, economic units, and central units of the faculty, and general guidelines for economy of the Faculty of 25.3.2014 as amended by Amendment no. 3 approved by the Academic Senate of the Faculty of Science of 29. 3. 2017, which is together with division of finances to each department declared in the attachment thereof.

In Olomouc, on 30. 3. 2017

prof. RNDr. Ivo Frébort, CSc., Ph.D.
Dean of the Faculty of Science UP

Methodology of dividing finances to fields of study, economic units, and central units of the faculty, and general guidelines for economy of the Faculty of Science UP

(as amended by Amendments no. 1 to 3, effective by 30.3.2017)

Methodology of dividing allowances and subsidies granted to the Faculty of Science UP (hereinafter referred to as the "Faculty") to individual fields of study, economic units, and central units of the Faculty (hereinafter referred to as the "methodology") is derived from the Methodology of dividing allowances and subsidies from Ministry of education, youth and sports (hereinafter referred to as "MŠMT") for 2017 approved by the Academic Senate of Palacký University in Olomouc of 10.12.2016 and uses terms established by this document.

1. Dividing allowances for education of students

Allowances by the MŠMT according to coefficient A (number of students in study programs) and K (quality and performance of students) are allocated to departments and research centers in the following matter after subtraction of annually calculated set aside funds for covering costs of central units and activities on the Faculty level according to article 6 thereof and after subtraction of costs for activities on the University level coordinated by the Rectorate, central units financed from the Central resources fund according to article 5 thereof:

- share of maximum 10% of remaining allowance according to coefficient K will be allocated to departments in order to support their internationalization pursuant to Attachment no. 1,
- sum of the remaining parts of allowances according to coefficients A and K (in the case of K also after subtracting the share for internationalization) will be allocated to each study field based on the number of enrolled students for the respective academic year lowered by the number of unfunded students by deducting first year students of Bachelor as well as follow-up Master studies who were by February 15 of the respective year unable to acquire any credits, and furthermore there will be cuts in Bachelor as well as follow-up Master study fields with higher number of students than the Faculty median of students attributable to one study field in such manner that the allowance will be linearly lowered all the way to zero for number of students reaching or exceeding quadruple of the Faculty median,
- while lowering allowance the Coefficient of economic complexity determined by MŠMT (hereinafter referred to as "KEN") will be taken into account,
- share for doctoral students will be allocated to the guaranteeing department directly,
- 25% of the share for Bachelor and Master students according to KEN of the field of study will be allocated to the guaranteeing department,
- 75% of the share for Bachelor and Master students will be divided between departments according to realized teaching in both Winter and Summer semester of the previous year based on the number of enrolled students to courses, number of credits for these courses, and KEN of the respective study field,
- while teaching students from other faculties, only courses of type A and B will be taken into account.

In order to allocate investment funds from the department´s allowance according to A and K the Head of the department must ask the Dean by September 20 of the calendar year for which the allowance is appointed.

2. Dividing allowances for development of research institution

Allowance by MŠMT for development of research institution for the respective calendar year

lowered by the percentage allocated to planned costs of Faculty central units and activities on the Faculty level pursuant to Article 6 thereof and after subtraction of costs for activities on the University level coordinated by the Rectorate, central units financed from the Central resources fund according to article 5 thereof will be divided among Faculty departments as described in Attachment no. 2 thereof associated with 5-year evaluation period beginning 6 years and ending 1 year before the respective calendar year including sanctions for incorrectly filed economic results, should MŠMT impose such sanctions. Sanctions will be imposed on department where the person responsible for such economic result domiciles. In order to allocate investment funds from the department's allowance for development of the research institution the Head of the department must ask the Dean by January 15 of the calendar year for which the allowance is appointed. Allocating investment funds is pursuant to approval by MŠMT.

3. Division of other allowances by MŠMT

Allowance for institutional development plans at the Faculty will be divided according to a document of institutional development plan for the respective calendar year. Funds by FRUP are managed by investigators at each department based on grant competition results.

Allowance for specific research will be divided among investigators at the Faculty based on results of internal grant competition of Doctoral study programs students.

4. Targeted project funds

Targeted funds from OP VVV, GAČR, TAČR, NPU I, NAZV etc. will be managed by responsible investigators at each department according to internal regulations of UP and the Faculty.

5. Economy of finances from non-public resources

Finances gained from non-public resources, revenues of contractual research, and based on economy in supplement activities regime (sources /19, /38, and /90) are dealt with by the respective department according to internal regulations of UP.

5a. Participation of the Faculty at costs for activities on University level

The level of participation at costs of activities at the University level is determined each year by the respective Methodology for division of allowances and subsidies of UP to the faculties and by the decision of the Academic Senate of UP on division of allowances and subsidies to faculties and by the respective Rector's decision.

For 2017 the decision of AS UP of 8.3.2017 and the Rector's decision of 9.3.2016 the level of Faculty's participation is determined at CZK 86,743 mil. divided into CZK 33,378 mil. from the allowance for development of research institution (i.e. 16.71% of this allowance) and CZK 53,365 mil. according to A and K (i.e. 21,66% of this allowance).

6. Participation of departments at planned costs of central units of the Faculty and activities on Faculty level

Dean of the Faculty together with the Faculty Secretary and after an agreement with members of Dean's collegium determines the total amount of financial resources required for good-quality, timely and complete fulfillment of tasks which stem from the mission of UP, from the regulations and liabilities and from general legal regulations. The amount determined in this manner is composed by:

- annually given percentage of allowances granted to the Faculty based on A and K before their allocation to departments according to Attachment no. 1 thereof, for 2017 this percentage is determined at 17,34 % same level for both coefficients¹,

¹ in 2017 the costs of Faculty central units, costs of activities on Faculty and University level

- 9,29% of the Faculty's allowance for development of research institution before its allocation to departments pursuant to Article 2 thereof²,
- percentage of administrative expenses of 25 % from all overheads of projects managed by investigators of individual Faculty departments.

A department whose budget for the respective calendar year from the sum of allowances based on coefficients A and K and allowance for development of research institution drops by more than 20 % comparing to the year before, the Dean may decide according to the severity of the situation increase its budget from the Operation resources fund by maximum 20 %.

7. Economy of leading departments with allocated funds

Operational resources from individual departments for each calendar year, divided according to sources into a share on allowance based on coefficients A and K (source /11) and a share on allowance for development of research institution (source /30) are indicated in Attachment no. 3. There is a sum subtracted from the operation resources based on depreciation from previous periods transferred to the Reproduction of Investment Property Fund (FRIM).

Heads of departments appointed by the Dean to manage the allocated financial resources are obligated to handle the allocated finances effectively and use them exclusively to cover costs for which these sources are intended and in accordance with internal regulations of UP and the Faculty.

The Dean may allow relocation of granted finances between Faculty departments based on negotiation of the respective Heads of departments up to 20 % of the total allocated financial resources.

Heads of departments are obligated to create a balanced financial plan of staff costs, material, services, energy and other costs for the respective year taking into account other especially purpose-oriented financial resources aimed for project management in a way to avoid operational losses or redundant budget surpluses. This financial plan has to be created with the vision of department's economy for at least two years ahead.

8. Rules for creating and drawing shares from the Operational resources fund by departments

Share of the Faculty from previous periods allocated in the Operational resources fund of UP serves but is not limited to covering operational losses and to development of the Faculty and its departments.

Shares of departments on this fund are listed in Attachment no. 1. These shares may be spent exclusively for additional financing of newly started and running projects with compulsory additional financing (including ineligible costs) and other development activities of the department, especially purchasing new equipment, necessary repairs, adaptations and human resources development by creating high profile positions. Spending finances from the Operational resources fund is decided by the Dean based on request from the Head of the respective department including a comprehensive financial plan and its reasoning.

In order to allocate funds including investment funds from Operational resources fund the Head of the department must ask the Dean by September 20 of the calendar year for which the allowance is appointed.

Should the department reach a negative balance in the previous period, it will be subtracted

financed from the Fund of central operation resources came to 39% of the total allowance from MŠMT according to coefficients A and K

² in 2016 the costs of Faculty central units, costs of activities on Faculty and University level financed from the Fund of central operation resources came to 26% of the total allowance from MŠMT for development of research institution

from the allowance allocated to the department for the current academic year from source /11.

Transfer of a yearly surplus into the department's share on the Operational resources fund is possible only from source /11 and is limited to 20 % of the share of this source granted to the department for the respective calendar year, with the exception of grant projects where additional financing is compulsory. Any finances exceeding the 20 % limit will be transferred into the share of Operational resources fund managed by the Dean and with approval of the Academic Senate of the Faculty used towards development of the Faculty or funding operational losses.

In the case of a need to fund operational losses of a department or the Faculty from the share of Operational resources fund, the shares of individual departments will be eventually renewed in the following period from the Faculty's allowance according to coefficients A and K before its division to departments in a way to preserve the total amount of the fund at 20% level of the sum of the Faculty's allowance according to A and K and the allowance for development of research institution for the respective year.

9. Final provisions

This methodology becomes effective on the day of approval by the Academic Senate of the Faculty.

This methodology is annually adjusted by amendments containing but not limited to the following:

- an up-to-date percentage of allowance according to A and K on the costs of central units of the Faculty and activities of the Faculty level for the respective calendar year,
- an up-to-date chart of operational contributions of each department divided according to sources into contributions according to A+K (source /11), contribution for development of research institution (/30) and a chart with shares of departments on Operational resources fund.

Exceptions from this methodology may be granted exclusively by the Dean with an agreement of the Academic Senate of the Faculty.

Division of allowance for internationalization of Faculty departments

1. 10 % of the allowance from coefficient K after subtracting the percentage of costs of central Faculty units and activities at the Faculty level, together with costs for activities at the University level organized by the Rectorate, costs of central university units financed also from the Central resources fund will then be divided among departments in order to support internationalization:

- a) Financial motivation to administer studies of inbound foreign students through the Erasmus program equal to double the contribution to realized teaching considering the number of credits and KEN of the study field according to Article 1 of the methodology. The contribution is conditioned by keeping evidence of foreign students and their study plans. For 2015 the allowance will be granted based on available data from previous years.
- b) a bonus for self-paying students in accredited fields of study with English as the language of instruction up to the cost of tuition,
- c) a fixed contribution for increased administrative work for departments which employ foreign academic or research staff of maximum CZK 20 thousand per employee,
- d) a fixed contribution for increased administrative work for departments with foreign Bachelor or Master students of maximum CZK 20 thousand per student,
- e) contribution for organizing summer schools for foreign students conducted in English up to maximum of 20 % of documented registration fees from paying participants, maximum up four registration fees,
- f) a one-off contribution for double-degree or joint degree doctoral programs in the amount of CZK 50 thousand per student conditioned by assessing a detailed study plan,
- g) a one-off contribution for financing costs of Post-doc positions in an internal project called "Supporting sustainability of Post-doc positions at Faculty of Science" by maximum of CZK 80,000 which is equal to contribution toward salary costs for three months (January – March) provided the fact that the position has been filled by an employee who succeeded in a selection process in the respective year.

2. Allocating finances to a department may not be claimed and is conditioned by active participation of the department into development of internationalization. Written applications for contributions should be addressed to the Vice-Dean of International Relations and shall be considered by him.

Division of allowance for development of research institution

1. Finances of maximum 2 % of total allowance are annually divided according to Dean's proposal as motivation for the respective departments to support research development.
2. Rest of the finances is divided among departments according to number of points appointed to selected categories of results to departments for a five-year period starting six years and ending one year before the respective calendar year, listed in OBD and UP database

a) Results will be awarded the following number of points:

- National patent ($P_n = 20$ points)
- European patent EPO, USA a Japan ($P_i = 150$ points)
- Impacted journal – „article“, „review“, „letter“, „proceeding paper“ ($J_{imp} = 10 - 305$ points); *Nature* or *Science* - 500 points; otherwise according to the following formula:

$$J_{imp} = K_{O,R} \times (10 + 295 \times \text{Factor}), \text{ where Factor} = (1 - N) / (1 + (N / 0,057)),$$

where N represents the normed rank of journal, $N = (P - 1) / (P_{max} - 1)$ and $K_{O,R}$ represents field coefficient for the respective year.

b) The amount of points will be adjusted to performance appropriate for the Faculty of Science, i.e. without co-authors from other institutes from the Czech Republic with 1,00 value and foreign co-authors with 0,5 value. The amount of points will also be adjusted based on more affiliations of authors by dividing author's contribution by number of affiliations. Should there be such number of co-authors that the total amount of points would be lower than 10 %, it will be rounded to 10 % and will be adjusted with regard to the number of co-authors in the Czech Republic.

3. Interim provisions:

a) For 2010 – 2012 the number of points awarded in Evaluation 2013 should be used. It is currently the last completed and published national evaluation. All results which were awarded by points in Evaluation 2013 shall be considered.

b) Study field coefficients for 2013 and 2014 will result from linear extrapolation of values for 2012 so that they converge to each other and starting from 2015 reached same values for all study fields. This approach ensures comparability of awarded point values for each year.

Attachment no. 3

Division of financial resources at the Faculty of Science for 2017 in thousands of CZK

Departments	FPP 2017	Budget compensation from 2016*	Income 2017			Allowance for 2017 after subtractions and transfers			Total allowance 2017			Total estimate
			RVO (/30), part 1	RVO estimate	A a K (/11)	RVO (/30), part 1	RVO estimate	A a K (/11)	03/2017	Total estimate		
Income Faculty of Science						199,767	266,356	246,419	446,186	512,775		
Rectorate						-16.71%	-12.53%	-21.66%				
						33,378	33,378	53,365	86,743	86,743		
						166,389	232,978	193,054			-19.44%	-16.92%
Dean's office						-9.29%	-13.47%	-17.34%				
						18,661	35,975	42,738	61,300	78,713	-13.74%	-15.35%
Centre of Popularization - PP	3740	-31,744										
Total impositions						-26.00%	-26.00%	-39.00%			-33.18%	-32.27%
Library (Science, operation)			540	540		400	400					
Internacionalization (10% K)	2,120				3,125			1,906				
Departments of Faculty of Science total	116,981	-428	199,227	265,776	243,294	147,328	196,574	148,409	295,737	492,312		
M	3110	1,004	0	0	0	0	0	0	0	0	46,819	52,698
KMA	3111	13,486		5,430	7,245	15,148	4,018	5,361	10,664	14,683	16,026	
KAG	3112	10,332	-40	8,501	11,342	9,859	6,291	8,393	6,168	12,459	14,562	
KMI	3113	7,378		9,841	13,131	20,319	7,283	9,717	12,395	19,677	22,111	
F	3120	1,555		0	0	0	0	0	0	0	35,834	41,910
KEF	3122	6,496		1,109	1,480	13,014	821	1,095	7,438	8,259	8,534	
OPT	3123	9,883		20,008	26,695	13,738	14,806	19,754	8,380	23,186	28,134	
SLO	3125	3,887		797	1,063	2,477	590	787	1,511	2,101	2,298	
KBF	3127	2,171		2,652	3,538	3,649	1,962	2,618	326	2,288	2,944	
Ch	3130	631		0	0	0	0	0	0	0	35,410	38,068
AFC	3131	3,894		987	1,317	8,636	730	975	5,268	5,998	6,242	
KFC	3132	1,242		874	1,166	13,403	647	863	8,176	8,822	9,039	
ACH	3133	4,163		2,420	3,228	8,310	1,791	2,389	5,069	6,859	7,458	
OCH	3134	1,346	-169	5,183	6,916	8,950	3,836	5,118	4,459	8,295	9,577	
KBC	3135	1,409		1,281	1,709	13,984	948	1,265	4,487	5,435	5,752	
B	3140	177		0	0	0	0	0	0	0	59,811	69,947
BOT	3141	1,046		5,967	7,961	11,250	4,415	5,891	6,590	11,005	12,481	
LRR	3142	0	-115	9,728	12,980	11,564	6,559	8,965	6,675	13,234	15,640	
ZOO	3143	3,888		13,025	17,378	9,598	9,638	12,860	5,855	15,493	18,714	
EKO	3144	116	-6	3,121	4,164	8,971	2,309	3,081	5,646	7,956	8,728	
KBB	3145	5,253		5,502	7,341	12,567	4,612	5,972	7,512	12,123	13,484	
VoZ	3150	0		0	0	0	0	0	0	0	33,056	34,555
KGG	3151	1,571	47	1,888	2,518	21,870	1,397	1,864	13,387	14,784	15,251	
KGE	3152	2,108		2,134	2,847	6,717	1,579	2,107	4,097	5,676	6,204	
KGI	3153	4,809		1,597	2,131	6,735	1,182	1,577	3,685	4,867	5,262	
MRS	3154	455	-145	441	588	12,297	326	435	7,403	7,730	7,839	
CRH-management	3137	257		54	72	0	40	53	0	40	30,108	36,897
CRH-protein biochemistry	3701	243		2,423	3,233	0	1,793	2,392	1,454	3,247	3,846	
CRH-biophysics	3702	2,076		6,283	8,384	0	4,650	6,204	1,900	6,550	8,104	
CRH-chem. biology and	3703	65		5,991	7,994	0	4,433	5,915	530	4,963	6,445	
CRH-molecular biology	3704	2,248		4,457	5,946	0	3,298	4,400	1,750	5,048	6,150	
CRH-cell biology	3705	1,347		7,144	9,531	5,219	5,286	7,053	3,553	8,839	10,606	
CRH-central laboratories	3706	61		1,286	1,715	0	951	1,269	470	1,421	1,739	
RCPTM-management	3720	2,964		36	49	0	27	36	0	27	54,698	71,724
RCPTM-magnetic	3721	0		7,241	9,662	96	5,359	7,150	559	5,917	7,708	
RCPTM-carbon	3722	2,672		20,851	27,820	1,906	15,430	20,587	1,193	16,622	21,779	
RCPTM-complexes	3723	4,322		8,170	10,900	337	6,046	8,066	206	6,251	8,272	
RCPTM-optics	3724	9,794		9,237	12,325	865	6,836	9,120	498	7,333	9,618	
RCPTM-biomed	3725	1,237		6,594	8,799	96	4,880	6,511	59	4,938	6,569	
RCPTM-analyses	3726	342		5,955	7,945	1,623	4,406	5,879	990	5,396	6,869	
RCPTM-environmental	3727	1,053		11,019	14,662	96	8,154	10,850	59	8,213	10,909	
Total	110,341	0	199,767	266,316	246,419	147,728	196,974	150,315	295,737	344,894		