

<b>Code:</b>	<b>SD/08/17</b>
<b>Type:</b>	<b>INTERNAL NORMS AND REGULATIONS, FACULTY OF APPLIED INFORMATICS</b>
<b>Title:</b>	<b>Directive of the Dean, Faculty of Applied Informatics, Complementing of the Scholarship Rules, Tomas Bata University in Zlín</b>
<b>Organisational Effect:</b>	<b>Faculty of Applied Informatics, Tomas Bata University in Zlín</b>
<b>Issued:</b>	<b>30. 10. 2017</b>
<b>Effectivity:</b>	<b>30. 10. 2017</b>
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<b>Elaborated by:</b>	<b>Vice Dean for Creative Activities and Doctoral Studies Vice-Dean for Bachelor and Master's Studies</b>
<b>Co-elaborated:</b>	
<b>Number of Pages:</b>	<b>6</b>
<b>Number of Attachments:</b>	<b>1</b>
<b>Distribution:</b>	<b>FAI Vice Deans, Secretary, AS Chairman, Heads of Institutes and Departments</b>
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## **PART ONE BASIC PROVISIONS**

### **Article 1 Initial Provisions**

(Without Supplements and Conditions)

### **Article 2 Recognition of Stipends**

Ad Para (6) of TBU Studies Regulations – (further only) SR:

- (1) All scholarships are paid from contributions - (§ 18 Para (2) Letter a), of the Act) or subsidies (§ 18, Para (2), Letter c) of the Act; or from the Scholarship Fund (§ 18, Para (6), Letter c), are usually awarded after having been discussed by the FAI Scholarship Commission.

## **PART TWO**

### **STIPENDS FOR BACHELOR'S AND MASTER'S DEGREE STUDY PROGRAM STUDENTS**

#### **Article 3**

#### **Success Scholarship Stipends**

Ad Para (1), SR, TBU in Zlín:

- (1) The Average Student Classification – (further ASC); is a numerical evaluation of the student's success, based on the classification of the examinations absolved and the classified credits of the Compulsory, Elective, and Optional subjects in the given year of studies. The ASC is used as the basis for awarding a scholarship, for Points Evaluation relating to the assignment of a place in Halls of Residence, and for other decisions and evaluations – where, a component is the success of the student in the given year.
- (2) The ASC is determined as the Weighted Average of success in a properly completed academic year. It is defined as the Weighted Average of all Classifications of Examinations taken, and Classified Credits from all Compulsory, Elective and Optional subjects for which a student has enrolled. Failure in examinations is not applied to the calculation of the ASC. The weight of the subject is the number of credits for the given subject. Student's success ratings are rounded to two decimal places. In the case of transfers from foreign universities, marks are included on the basis of the transfer of the grading scale of a foreign higher education institution to the classification scale valid at TBU in Zlín.
- (3) The Average Classification for the whole study period is determined as the Weighted Average of the Average Grade of the Classification Examinations and the Classified (Course) Credits included in the Average Classification of individual grades, as per Para (2); failure at examinations are not applied to the average student classification – as per Article 15 of the Study and Examination Regulations, TBU in Zlín.
- (4) A FAI scholarship is only granted to Full-time students who have achieved excellent results exclusively at FAI in the previous academic year. The scholarship is paid on the basis of the results of the previous academic year. The scholarship is not granted in the case of an interruption of studies in the previous year. In the case of a year interrupted for health reasons, or for the purpose of studying at another school, the scholarship award will be assessed in the year after the interruption by the Dean - at the student's request. If more than two subjects were recognised during a given academic year, the student is not entitled to a scholarship - unless the Dean decides otherwise. A scholarship is provided, on the basis of a student's request for enrolment in the next year of study. Students in their last year of studies shall submit an application for a scholarship grant together with their application for a State Rigorous Examination.

#### **(5) Scholarship Stipend Levels**

The following margins are established for granting a stipend, within the following margins:

- Study Average: 1.00
- Study Average: > 1.00; and - equally: ≤ 1.30
- Study Average: > 1.30; and - equally: ≤ 1.50

- (6) The actual amounts acknowledged in individual categories are derived from the level of resources reserved for scholarship stipends. The levels of these funds are proposed by the Dean, FAI - and approved by the AS, FAI.

Ad Para (2), SR, TBU in Zlín:

- (7) The Scholarship stipend is paid out twice in the academic year:

- Date-point - December (for September - December)
- Date-point - June (for January - June)

The Scholarship stipend for the last year of studies will be paid out once before the due completion of their studies.

#### **Article 4** **Exceptional Stipends**

As per Para (1), SR UTB:

- (1) Exceptional stipends can be granted for:

- a) For outstanding learning outcomes during studies, in particular:

- For the award of a diploma - with Distinction
- For the excellent elaboration and defence of a Diploma or Bachelor's thesis, on the basis of its proposal by the State Final Examination Committee

- b) For excellence in research, development, artistic and innovative, artistic or other creative achievements contributing to the deepening of knowledge, in particular:

- For active participation in student scientific and professional activities
- For placing 1st - 3rd in competitions for the best student scientific and professional work

- c) As assistance in an exceptionally difficult social situation

- d) As support for studies abroad within the framework of a program supported by TBU in Zlín

- e) As support for studies at TBU in Zlín

- f) In other cases of especial consideration

As per Para (6), SR; TBU in Zlín:

- (2) The FAI Scholarship Committee is composed of six members and is composed by three academic staff representatives and three student representatives.

- (3) A member of the FAI Scholarship Committee is nominated and recalled by the Dean, FAI. The membership of student representatives in this commission ends with the termination of their studies at FAI.

## PART THREE

### STIPENDS FOR STUDENTS IN THE DOCTORAL STUDIES PROGRAM

#### Article 5 Doctoral Stipends

- (1) The level of the doctoral scholarship/stipend depends on the amount of funds allocated to the Scholarship Fund for the Ph.D./Doctoral Studies Program Student in the Full-time form of studies (hereinafter referred to as "PhD Students") and as a measure of the study, scientific and professional activities of the PhD student.
- (2) The individual study, scientific and professional activities are evaluated by the corresponding number of Evaluation Points – in line with Appendix 1. After completion of the academic year, the doctoral student shall submit a completed form with an overview of evaluation points acquired. The current form version, is available in the FAI, TBU in Zlín Electronic Information System.
- (3) For the purposes of determining the amount of the doctoral stipend these constants are set by the Dean, FAI and disclosed in the FAI Electronic Information System:
  - A The value of the basic stipend - (in CZK)
  - B The value of an increased stipend - (in CZK)
  - C The value of evaluation points in the 1st year - (in CZK / points)
  - M The maximum amount of stipends (in CZK)
  - MPHB The minimum number of evaluation points per academic year for the granting of a basic stipend (A)
  - PPHB The requisite number of evaluation points per academic year for the granting of an increased stipend (B),
- (4) PhD students in their first year of studies are paid the basic level stipend - (A).
- (5) A PhD student who is in their 2<sup>nd</sup> to 4<sup>th</sup> year, and who is duly fulfilling their study duties according to their Individual Study Plan, (hereinafter "ISP"), and who has obtained at least the minimum number of points of their ISP during their studies – as set out in the MPHB, is multiplied by number of completed academic years; is paid a stipend according to the formula below:

$$stip = \frac{CPHB - MPHB \cdot RS}{(PPHB - MPHB) \cdot RS} \cdot (B - A) + A$$

Where, *stip* – The level of the stipend for the given academic year

*CPHB* – The overall number of evaluation points gained by the PhD student during their studies

*RS* – The number of years-of-studies completed

*A, B, MPHB, PPHB* – viz. Para. (3)

- (6) In cases where, the level of the stipend is calculated in accordance with Para. (5) is higher than the maximum stipend set by the Dean, FAI - in accordance with Para. (3), the PhD student shall receive their stipend, limited by the maximum stipend (M).

- (7) The stipend, calculated in accordance with Para. (5), will be paid to the PhD student for the period of the academic year following the academic year in which they submitted an overview of the evaluation points they obtained.
- (8) The level of the stipend may be reduced in the course of the academic year if a PhD student, who is studying in the first year, does not submit the ISP within two months of commencement of their studies. The level of the stipend changes from the first month following the deadline for the submission of the ISP. After submitting an ISP overview, the amount of the scholarship is adjusted to the original value; (from the following month on).
- (9) After discussion with their supervisor, the amount of the stipend may be reduced - or even withdrawn, if the student clearly fails to fulfil their study obligations - according to the ISP.
- (10) For first year PhD students, the stipend can be updated on a monthly basis, according to the following formula:

$$stip = CPHB \cdot C + A$$

Where,  $CPHB$  – Overall number of evaluation points, gained by the PhD student to the actual date - ( $CPHB$  must be greater than 10)  
 $A, C$  – see Para. (3).

The revised stipend will be paid to the PhD student from the month following on from the month in which they have been awarded the evaluation points, by means of a duly completed application - submitted to the Research and Development Activities Department - (hereinafter referred to as the "RDAD").

## **Article 6**

### **Extraordinary Stipends**

- (1) Extraordinary Stipends may be awarded for:
  - a) Excellent publication and other research and creative activities
  - b) In support of Mobility Study-stays Abroad
- (2) An Extraordinary Stipend may be awarded to Full-time PhD students, who are payers of Health Insurance premiums, under the general health insurance regulations, and up to the amount of the Health Insurance premium paid.
  - a) The application for this Extraordinary Stipend may be submitted by the PhD student to the Dean, FAI - through the RDAD, by 31<sup>st</sup> January and 31<sup>st</sup> August. Applications must be accompanied by proof-of-payment of Health Insurance premiums in the recent past and a brief summary of activities - carried out during the last 12 months of study in the PhD studies program.
  - b) Each application will be assessed individually. The payment of this stipend is conditional on the fulfilment of the ISP, and the publication and research/creative activities of the given student.
  - c) The Extraordinary Stipend level is suggested by the Dean, FAI, in conjunction with the appropriate Vice Dean, relating to the PhD's study results the financial possibilities of FAI. The Dean's suggestion shall be discussed by the Stipend Commission, at their closest sitting.

**PART FOUR  
COMMON STANDARDS FOR STUDENTS  
IN THE BACHELOR'S, MASTER'S AND DOCTORAL STUDY  
PROGRAMS**

**Articles 7 - 9**

(Without change or amendment)

**Article 10**

**Stipends in Special Consideration Cases**

As per Para (3) SR, TBU

The Dean FAI may recognise a student's request for a stipend, in the form of an extraordinary prize, on the basis of its recommendation by the Stipend Commission.

**PART FIVE  
COMMON AND CONCLUDING DETERMINATIONS**

**Article 11**

**Common Determinations**

(Without change or amendment)

**Article 12**

**Concluding Determinations**

- (1) This material has been approved by the Academic Senate, FAI; dated: 30.10.2017.
- (2) This Directive replaces the Dean's Directive, FAI: SD/10/14; dated: 09.07.2014.
- (3) This Directive comes into effect on the day it is approved by the AS, FAI.

Ing. Miroslav Matýsek, Ph.D., m. p.  
Chair, Academic Senate, FAI

Assoc. Prof., Mgr. Milan Adámek, Ph.D., m. p.  
Dean, FAI

**Appendix. 1: Evaluating Study and Scientific Activities to Set Doctoral Stipend Levels**

Study Activity		Evaluation Point Numbers			
Successful completion of Examinations in a subject in the ISP		10			
Successful completion of the State PhD Examination		30			
Submission of their Dissertation, in the Czech language		30			
Submission of their Dissertation, in the English language		50			
Research/Creative Activity <sup>1)</sup>		Evaluation Point Numbers			
<b>Jimp</b>	An article in an “Impacted” magazine; (registered in the Web of Science - <i>WoS</i> databases)	30 – 300 <sup>2)</sup>			
<b>Jsc</b>	An article, reviewed in a magazine/journal; (registered in the world-renowned <i>SCOPUS</i> databases)	20 – 200 <sup>3)</sup>			
<b>B</b>	Professional Book; (Chapter in the book) – in a world-class language <sup>4)</sup>	15/AA			
	Professional Book; (Chapter in the book) – in other languages	8/AA			
<b>D<sub>SJR</sub></b>	An article in a Conference Proceedings registered in the SCOPUS databases (Proc. have not-nil SJR index values)	15			
<b>D</b>	An article in a Conference Proceedings registered in the WoS and SCOPUS databases	10 <sup>5)</sup>			
<b>P Patent</b> <sup>6)</sup>	“European“ patent (EPO); USA and Japan patent (USPTO)	200			
	Czech or national patents, which are used on the basis of valid licencing contract agreements	100			
	Other	25			
<b>Applied results linked to the dissertation topic:</b> (semi-operation, proven technology, prototype, functional sample, software, utility model, industrial design, certified methodology)		2 - 30 <sup>7)</sup>			
		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
<b>Jneimp</b> <sup>8)</sup>	An article in a peer-reviewed magazine, registered in the list of Czech Periodical Review	8	5	2	2
	An article in a scientific or professional magazine – world-class language <sup>4)</sup>	8	5	2	2
	An article in a scientific or professional magazine – other languages	3	2	0	0
<b>Dnehodn</b> <sup>8)</sup>	An article in the Proceedings of an International Conference not registered in the WoS and/or SCOPUS databases – world-class languages <sup>4)</sup>	5	3	2	0
	An article in a conference proceedings or conference proceedings – Other languages	2	2	0	0

Grant activity and supplementary activity	Evaluation Point Numbers
Head Researcher or Co-researcher of an internal - FAI (IGA) grant, with a Final Report	(-5) – 10 <sup>9)</sup>
Researcher responsible for an international project	40
Active participation in the solution (co-solver) of an international project	5 – 20 <sup>10)</sup>
Responsible Project Coordinator of a GAČR, TAČR or Departmental project	30
Active participation in the solution (co-resolver) of a GAČR, TAČR or Departmental project	5 – 15 <sup>10)</sup>
Researcher responsible for a TBU in Zlín development project	5
Active participation in the resolution (co-researcher) of a TBU development project	3
A share in the resolution of complementary activities in connection with their dissertation thesis, with the use of knowledge acquired in their PhD thesis field. <sup>11)</sup>	5 – 15 <sup>10)</sup>

Mobility activity	Evaluation Point Numbers
Mobility – Study-stays or work placements at a university abroad whose professional content is on the dissertation topic (with a length of not less than 30 days)	10 / month <sup>12)</sup>
Mobility – Study-stays or work placements at a university abroad whose professional content is on the dissertation topic (with a length less than 28 days)	1 / week

Pedagogical activity	Evaluation Point Numbers
The design of an experiment, experimental workplace, or laboratory workplace	5
Tutorial Aids (tuition materials, teaching scripts, educational programs, laboratory tasks)	2 – 5 <sup>13)</sup>
Assuring tuition in the tutorial workplace in the field of the dissertation, within the context of unpaid pedagogical working practice (max. 10 evaluation points/academic year)	1 / 1 hour per week and semester

**Notes:**

The control and eventual correction of the number of evaluation points in the overview submitted by the student is performed by the Vice Dean for Research and Development Activities and the Doctoral Study.

<sup>1)</sup> The appropriate number of evaluation points corresponding to each author's mental contribution on the origin of the evaluated activity is calculated. The condition pertaining to the acceptance of the calculated value is their affiliation to TBU in Zlín, as registered in the OBD database and a submitted copy of the said publication. The publication must be registered in the OBD database – as well as other creative activities is no later than 1 month from its publication, or – as the case may be, completion of a creative activity.

<sup>2)</sup> The number of evaluation points is ascertained according to the following equation:  $((1-N)/(1+(N/0,13))) * 270 + 30$ ; where N is the normed ranking of the magazine in its given field. The Normed

Ranking is given by the equation:  $N = (P - 1)/(P_{\max} - 1)$ ; where P is the ranking of the magazine in its given field according to the Journal Citation Report (WoS database), in descending order – as per the IF; if the IF (Impact Factor) value is valid to 31<sup>st</sup>, August, of the year of claiming the results. P<sub>max</sub> is the overall number of magazines in the given field – as per the Journal Citation Report. In the case where the magazine is ranked in several disciplines; the normed rank of Magazine N, then it is calculated as the arithmetical average of the magazine in all disciplines in which it appears. If the magazine does not have a calculated Impact Factor, we shall use N=1.

- 3) The number of evaluation points is acquired according to the following equation:  $((1-N)/(1+(N/0,15))) * 180 + 20$ ; where N is the normed ranking of the magazine in question in the given fields. The normed ranking is given by the equation:  $N = (P - 1)/(P_{\max} - 1)$ ; where P is the magazine's ranking in the given discipline - (subject area), according to SCOPUS Journal Metrics – (<https://journalmetrics.scopus.com>), in descending order – according to the CiteScore index. The CiteScore valid to 31<sup>st</sup> August in the year that the result is validated is used for this purpose. P<sub>max</sub> is the overall number of magazines in the given field or discipline. In the case where the magazine is ranked in more fields, the normed ranking of magazine N is calculated as the arithmetical average of the normed ranking of the magazine in all fields in which it occurs. Should the magazine's CiteScore Index not have a number, we shall use N=1.
- 4) World-class languages are understood to mean English, German, French, Spanish and Russian.
- 5) The number of evaluation points recognised as research/creative activities in Item **D** in one academic year must not be higher by more than 20 evaluation points gained for creative activities in the **Jimp** and **Jsc** items above.
- 6) The holder of rights subject to industrial ownership rights is TBU in Zlín; not the originator of the subject of such ownership of the industrial rights.
- 7) The number of valuation points in the given range is suggested by the Vice Dean for Research and Development Activities and the Doctoral Study - and approved by the Dean, FAI. The condition governing its recognition is the usability of the applied results for Research and Development, or as the case may be, innovation.
- 8) The maximum number of evaluation points acquired for their creative activities in the **Jneimp** and **Dnehodn** Items above, in one academic year is equivalent to the doubled values of one publication activity (it does not resolve whether the student records 10 publications with minor mental shares, or 2 publications with 100-percent shares. Mental shares are already reflected in the number of acquired evaluation points).
- 9) The number of evaluation points is proportional to the evaluation of the project; (the so-called evaluation "A" = 10 evaluation points; "B" = 8 evaluation points; "C" = 6 evaluation points; "D" = 4 evaluation points; "E" = 2 evaluation points; the evaluation "F", means a penalisation of 5 evaluation points).
- 10) The evaluation points – within the given range, is suggested by the person responsible and approved by the Dean, FAI, in conjunction with the Vice Dean for Research and Development Activities and the Doctoral Study.
- 11) Only contractual research projects for which the volume of funds - excluding investments, services, additional costs and finances was paid for subcontracting attained a minimum amount of CZK 50,000 - excluding VAT; or the equivalent in a foreign currency.
- 12) The maximum number of evaluation points possible to acquire within the framework of the overview for one academic year is 30. The number of credits acquired at a university abroad, is not decisive.
- 13) The number of evaluation points, within the given range, is suggested by the Guarantor of the subject or discipline, responsible and approved by the Dean, FAI, in conjunction with the Vice Dean for Research and Development Activities and the Doctoral Study. Tuition materials - including software that can be implemented in the learning process, will be deposited in the FAI database of study materials.