


	<div style="text-align: center;">  <p>Právnická fakulta</p> <p><b>FACULTY OF LAW, PALACKÝ UNIVERSITY IN OLOMOUC</b></p> <p>DIRECTIVE OF THE DEAN</p> </div>	S-7/2016
<p><b>The Directive of the Dean Regulating Extraordinary Bursaries for the Work of Auxiliary Research Staff and Extraordinary Bursaries in Other Cases</b></p>		
<p><b>Content: to implement the Bursary Rules of Palacký University in Olomouc approved by the Academic Senate of UP and registered by the Ministry of Education Youth and Sports dated 27th September 2012 under File no. MŠMT-37972/2012-30</b></p>		
<p><b>Prepared by:</b> the Vice-Dean for the doctoral programme of study and rigorous proceedings</p>		
<p><b>Validity:</b> as of 5th September 2016</p>		
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<p><b>Distribution list:</b></p> <p>The Dean</p> <p>The Vice-Deans</p> <p>The Heads of Departments</p>		

**Directive of the Dean no. 7/2016**

**Regulating Extraordinary Bursaries for the Work of Auxiliary Research Staff and Extraordinary Bursaries in Other Cases**

**Extraordinary Bursary**

**Art. 1**

1. An extraordinary bursary is a one-off scholarship.
2. An extraordinary bursary may also be awarded repeatedly.
3. An extraordinary bursary may be awarded by the Dean:
  - a) for excellent scholarly, research or other creative or publication results,
  - b) in connection with representing the Faculty of Law UP,
  - c) for Public Relations activities, or help with organizing conferences, research seminars and other similar events of the Faculty of Law UP,
  - d) for work of the auxiliary research staff according to Art. 4.

**Art. 2**

The Dean of the Faculty of Law UP decides on the bursary upon a request from a student, a proposal from the head of a department or relevant centre. Proposals for a bursary or bursary applications shall be submitted using forms set out in the Annexes to this Directive.

**Art. 3**

1. The bursary is paid into the student's bank account.
2. The student is responsible for the correctness, completeness and timeliness of the bank account data.

## **Auxiliary Research Staff**

### **Art. 4**

1. Auxiliary research staff may perform support or auxiliary activities in scholarly, research or other creative activities for the academic staff of the Faculty of Education.
2. The maximum extent of work of the auxiliary research staff is 70 hours per period.
3. The maximum amount of funds for payment of bursaries to the auxiliary research staff that a department or centre can divide in one period is set at 0.25 times the number of academic staff (recalculated to 1.0 full-time) of the department or centre multiplied by 7,000.
4. In justified cases, the Dean may approve the allocation of auxiliary research staff for long-term engagement in scholarly, research or other creative activities at a department beyond the maximum amount set out in paragraph 3.
5. The maximum amount referred to in paragraph 3 shall not include appropriations for auxiliary research staff paid exclusively from grant facilities.
6. The individual departments of the Faculty of Law UP shall notify in advance the relevant Vice-Dean of auxiliary research staff involved in scholarly, research or other creative activity. An auxiliary research staff for a winter semester shall be announced at the latest by 30th September of the respective academic year, auxiliary research staff for a summer semester shall be announced no later than by 28th February of the respective academic year. If the Department or the Centre agree that a student performs the work of auxiliary research staff during the summer holidays, the Department or the Centre shall notify of the auxiliary research staff position at the latest by 30th June of the respective academic year. Involvement of auxiliary research staff paid exclusively from grant means shall be announced prior to the commencement of the work. The notice shall state the name, surname, programme, the year the student is in and the workplace where the auxiliary research staff would be operating.
7. The winter semester and the summer semester are the periods defined in the Academic Calendar. Summer holidays means the period from 1st July to 31st August of the respective academic year.
8. A bursary awarded for work of auxiliary research staff may amount up to CZK 7,000. The proposed amount of bursary should be in line with the scale and quality of work of the auxiliary research staff.
9. A bursary proposal for a winter semester shall be submitted no later than by 1st December of the respective academic year, for a summer semester no later than by 15th June of the respective academic year, for summer holidays no later than by 30th September of the respective academic year.
10. A bursary proposal is submitted by the head of the department or centre at which the auxiliary research staff has worked; in the case of auxiliary research staff paid exclusively from grant funds, by the researcher or the co-researcher of the grant. A grant application is submitted via the form annexed to this Directive. The proposal shall include the proposed amount of bursary within the limits of paragraph 7 and justification of the bursary.

**Art. 5**

**Common Provisions**

This directive nullifies Directive S-3/2002 on granting bursaries to student auxiliary research staff at the Faculty of Law and the Methodological Instruction of the Dean of the Faculty of Law, Palacký University in Olomouc "Rules for payment of an extraordinary bursary to students of the Faculty of Law UP in Olomouc".

**Art. 6**

**Final Provisions**

This Directive shall enter into force on the day of its signature by the Dean and become effective on the day following the date of its publication on the official notice board of the Faculty of Law.

In Olomouc on 5th September, 2016

JUDr. Zdenka Papoušková, Ph.D.  
The Dean of Faculty of Law of Palacký  
University in Olomouc

Annex no.1:

**PROPOSAL FOR GRANTING AN EXTRAORDINARY BURSARY**

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**Student's Name and Surname:**

**Study programme, year:**

**Amount of bursary:**

**Justification for proposal and amount of bursary:**

**Name and signature of the person proposing the bursary:**

**Date:**

Annex no.2:

**APPLICATION FOR AN EXTRAORDINARY BURSARY**

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**Student's Name and Surname:**

**Study programme, year:**

**Account number:**

**Amount of bursary:**

**Justification for proposal and amount of bursary:**

**Student's signature:**

**Date:**