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Article 1 Introductory provisions

- 1) The aim of the Motivation Programme for the Development of Creative, Project and Complementary Activities and Lifelong Learning Courses (hereinafter referred to as the "Motivation Programme") is to support academic and scientific staff of the Faculty of Humanities (hereinafter referred to as the "FHS") of Tomas Bata University in Zlín (hereinafter referred to as "TBU") in order to improve the quality of the aforementioned activities.
- 2) The essence of the Motivation Programme is to financially reward the exceptional contribution of academic and scientific staff to the development of creative, project and complementary activities and lifelong learning courses (hereinafter referred to as "LLL") at the FHS.

Article 2 Motivation programme for the development of creative activities

- 1) The Motivation Programme for the Development of Creative Activities is a support for the production of high-quality research and development results (hereinafter referred to as "R&D") at the FHS pursuant to Act No. 130/2002 Coll., on the Support of Research, Experimental Development and Innovation, as amended.

- 2) For the financial reward of creative activities, part of the allocated institutional support funds will be used to pay bonuses to academic and scientific staff who participate in the production of quality R&D results. Employees who have made an exceptional contribution to the creative activity of the Faculty will also be given priority for other support (reimbursement of foreign trips, participation in professional courses, reimbursement of publication fees, acquisition of specialized software, etc.), according to the possibilities of the FHS.
- 3) The evaluation of staff will be carried out in accordance with the currently valid Methodology for the Evaluation of Research Organisations and Evaluation of Programmes of Special Purpose Support for Research and Development and Innovation (hereinafter referred to as “Methodology17+”) issued by the Office of the Government of the Czech Republic. In addition, the procedure will be followed in accordance with the Rector’s Directive Evaluation and Management of the Development of Teaching, R&D and Creative, Managerial and Other Activities Carried Out by TBU Academic Staff and Researchers, as amended, and the Dean’s Evaluation and Management of the Development of Teaching, R&D and Creative, Managerial and Other Activities Carried Out by Academic Staff and Researchers at the Faculty of Humanities, as amended.
- 4) The bonus may be granted for the achievement of high-quality R&D results that are demonstrably affiliated to the FHS in accordance with the defined types of results according to Methodology17+ and that demonstrably fall under FORD 3 and/or 5 and/or 6. The R&D results are entered in the Personal Bibliographic Database (hereinafter referred to as “PBD”) and subsequently reported in the Register of Information on Results (hereinafter referred to as “RIV”). The following recognisable results are relevant for the payment of the bonuses:
 - a) article and monograph:
 - a Jimp article falling under D1/Q1/Q2 according to AIS (Journal Citation Reports)¹;
 - a Jsc article falling into D1/Q1/Q2 according to AIS (Scimago Journal & Country Rank)¹;
 - a monograph or a chapter in a monograph published by a reputable academic publishing house outside the Czech Republic or Slovakia;
 - a result submitted to the M1 module of Methodology 17+ that has been awarded a good grade².

¹ Bibliometric indicators of R&D results refer to the year preceding the period under evaluation. If an article is included in both the Web of Science and Scopus databases, it is counted only once in the bonuses, as well as in the work capacity records.

² A good grade means a final grade of 1, 2, 3.

The value of individual work points will be increased by 40% for the purposes of determining the bonus in the case of these creative outcomes:

- a result falling under FORD 3.3 and/or 5.3 and/or 6.2;
- a result realised in international cooperation outside the Slovak Republic³;
- a result realised in collaboration between an experienced and an early career researcher⁴.

b) other activities and qualitative indicators:

- membership in the editorial board of an international scientific journal indexed in the Web of Science or Scopus database;
- invited lecture of the fellow at an international conference indexed in Web of Science or Scopus.

- 5) The basis for determining the amount of the bonus for a specific evaluated R&D result is its score (number of performance points according to the relevant university or faculty standard, taking into account the mental shares, as specified in Article 2(4) of this Decision). As an additional parameter, the amount of money allocated to the Motivation Programme by the Dean of the Faculty for a given evaluation period enters into the determination of the amount of the bonus. The amount is redistributed equally among the staff according to the number of individual performance points obtained for the R&D results specified above.
- 6) The evaluation period is the calendar year. At the end of the calendar year, the results of the creative activity are entered into the PBD and reported in the RIV. At the same time, they are entered in the work capacity register, within which staff are allocated the appropriate number of work points. After the work capacity register is closed and after the national results of the output evaluation are published in Module 1 of the Methodology¹⁷⁺, the Vice-Dean for Creative Activities submits the list of staff with the number of points obtained for the above-specified quality R&D results to the Dean and the Secretary of the FHS as a basis for determining the amount of bonuses. The amount of bonuses must be approved by the Dean of the Faculty. Bonuses are paid by the end of the year following the evaluation period.

³ At least one author officially involved in the realization of the result is affiliated with a foreign scientific research institute outside the Slovak Republic.

⁴ For the purposes of the Motivation Programme, an experienced researcher is defined as a researcher who has published a Jimp/Jsc article in at least Q1/Q2 in the last three years, or has received a good grade in Module M1 of Methodology 17+, or is a supervisor of a PhD student. An early career researcher is defined as a researcher who has not yet published a Jimp/Jsc result or is a PhD student. At least one of the authors of the result falls into the category of “experienced” researcher and at least one of the authors of the result falls into the category of “early career” researcher.

- 7) The amount of the bonus may be individually adjusted with regard to the importance of the evaluated R&D results for the FHS, in particular it may be a reduction in case of demonstrable suspicion of potentially predatory or otherwise substandard results. If direct costs have been incurred to achieve the R&D result, e.g., payment of a publication fee or other direct costs associated with the production of the result, the bonus may be reduced by these costs accordingly.

Article 3

Motivation Programme for the development of project activities

- 1) The motivation programme for the development of project activity is intended to encourage the acquisition and successful implementation of projects. A project is a coherent set of activities financed by funds obtained from internal or external sources and aimed at research, strategic, developmental or educational activities (hereinafter referred to as “project”).
- 2) The basis for determining the amount of bonuses for obtaining a project is the total amount of project support (the minimum amount is CZK 100,000). The bonus for the research team (including statutory levies) is an amount equivalent to 1% of the total amount of project support, rounded down to the nearest thousand CZK. The bonus will be distributed by the principal investigator of the project and is a one-time bonus. The amount of the bonus must be approved by the Dean of the Faculty.
- 3) During the course of the project, the personal allowance of the members of the project team will be increased by 65% of the amount resulting from the savings in the salary rate due to the implementation of the project, with the amount of the personal bonus rounded down to the nearest hundred CZK. This bonus will be reflected in the employee’s gross salary each month for the duration of the project. The increase in the personal bonus must be approved by the Dean of the Faculty.
- 4) The personal bonus may be adequately reduced or withdrawn during the course of the project due to failure to meet project obligations, failure to achieve promised monitoring indicators and project objectives, and in other justified cases.

Article 4

Motivation Programme for the development of complementary activities and LLL courses

- 1) Motivation programme for the development of complementary activities and LLL courses shall support the preparation and successful implementation of complementary activities and LLL courses. A one-time bonus of 20 % of the profit (including statutory levies) will be granted to the promoters of the courses upon completion and accounting for all related costs, subject to a minimum profit of CZK 10,000, rounded down to the nearest thousand CZK. The amount of the bonus must be approved by the Dean of the Faculty.
- 2) In the course of the implementation of complementary activities and LLL courses, the personal bonus of persons involved in these activities will be increased by 65% of the amount resulting from the savings in the salary rate due to the implementation of the activity. This support is reflected in the employee's gross salary each month for the duration of the project. The increase in the personal bonus must be approved by the Dean of the Faculty.
- 3) The personal bonus may be adequately reduced or withdrawn during the course of the complementary activity and LLL courses due to non-performance of duties, non-achievement of objectives and in other justified cases.

Article 5

Final provisions

- 1) The incentive scheme under this Decision shall apply to projects acquired after and including 1 September 2024 and to complementary activities and LLL courses implemented from 1 September 2024.
- 2) This Decision cancels and replaces Dean's Decision RD/02/2023.

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