

Notice of the Director no. 4/2016

Title:

"Financial Manual" for Doctoral Students

In effect from: 1.11.2016

In Prague on 31.10.2016

PhDr. Petr Jüptner, Ph.D.
Director of the Institute

For the sake of transparency and awareness, the notice herein systematizes and summarizes legislation and internal rules governing incomes and remunerations of doctoral students. In most cases the payments are settled in the form of scholarships; however, in case a doctoral student has completed his/her studies before the pay day, s/he will be paid in the form of DPP (contract for work).

1. **Regular doctoral scholarships**
2. **Redistributed doctoral scholarships**
3. **Specific university research (SVV)**
4. **GAUK (Grant Agency of Charles University) and other grants**
5. **Publication activity**
6. **Teaching activity**
7. **Centre of Doctoral Studies (CDS)**
8. **Workloads at departments**
9. **Administrative assistance**
10. **Support of trips abroad of doctoral students**

1. **Regular doctoral scholarships**

- 1.1. *Rules governing payments of doctoral scholarships*

Payment of doctoral scholarships is governed by **Scholarship Regulations of Charles University and 7th complete version of the Scholarship Regulations of Charles University, Faculty rules for awarding scholarships and Dean's Measure for awarding scholarships.**

Regulations in their full versions can be found on the website of Charles University (see below) where you can also find further information about scholarship opportunities to support doctoral studies.

- 1.2. *Overview of the level of regular doctoral scholarship¹*

¹ Note: Scholarship Regulations of Charles University and 7th complete version of the Scholarship Regulations article 6 doctoral scholarship; Doctoral Scholarship (article 3 para 1 letter c)). Upon successfully completed **State doctoral examinations** (SDZ) or **defense of doctoral dissertation thesis**, a doctoral scholarship stipulated in para 3 increases by 2,000CZK as of the following calendar month.

Year of studies	Amount in CZK
1.	6,300
2. – 4.	7,600
<i>Increase upon State doctoral examination (within 3rd – 4th year)</i>	9,600

1.3. Sources of funding

MŠMT (the Ministry of Education, Youth, and Sports) provides universities with the sources for regular doctoral scholarships.

1.4. Time and manner of disbursement of scholarships

A student is paid his/her **doctoral scholarship** for the whole year of his/her studies **retroactively**, as a **regular, monthly amount** or as a lump sum. **There is no stipulated fixed deadline** by which the funds are disbursed. The scholarships are always paid to the bank specified by the doctoral student at the Study Department of FSV UK during an enrolment into the first year of his/her studies.

1.5. Notification

Given that this amount is sent regularly, doctoral students are not notified when it has been sent. They are recommended to check their bank account on regular basis and in case of any discrepancies contact the appropriate officer of the study department.

1.6. Department in charge

Study Department of FSV (Bc. Marie Stanovská)

1.7. Further information

Complete regulations governing regular doctoral scholarships and any further information on regular doctoral scholarships can be found at:

7th full version of the Scholarship Regulations of Charles University <http://www.cuni.cz/UK-5306.html>

Doctoral scholarship on the website of Charles University <http://www.cuni.cz/UK-4314.html>

Special-purpose scholarship on the website of Charles University <http://www.cuni.cz/UK-4313.html>

Regulations for awarding scholarships at FSV UK <http://intranet.fsv.cuni.cz/FSVINT-2617.html>

2. Redistributed doctoral scholarships

2.1. Rules governing curtailment and redistribution of sources from curtailed scholarships

In the event the student does not fulfil certain obligations laid down in the Individual study plan, the subject board may proceed to reduce the scholarships. The means by which the scholarship has been reduced then shall be distributed among selected doctoral students who fulfil their obligations in the form of one-off remuneration. **The guarantors of the study discipline Political Science and International Relations will stipulate the exact amount of redistributed funds and criteria for such redistribution** (e.g. fulfilment of obligations, publication activity, participation in conferences and presentation of partial results of research, etc.).

Scholarship Regulations of Charles University and 7th complete version of the Scholarship Regulations of Charles University, and Faculty rules for awarding scholarships govern curtailment of doctoral scholarships and redistribution of resources from the curtailed scholarships. In the event a regular evaluation finds non-compliance with some parts of the individual study plan for no serious reasons ((Art. 8 letter b) of Study and Examination Rules of Charles University in Prague)), **a dean may - at the suggestion of the supervisor or the doctoral board - individually reduce the student's doctoral scholarship by up to 50%.**

The reduction is **effective from the next calendar month until the calendar month in which the dean - at the suggestion of the supervisor or the doctoral board – will again stipulate the amount of the scholarship** in accordance with paragraph 3 (i.e. 7,600 to 13,000 CZK); **however, not exceeding the next regular evaluation.**

2.2. Brief overview of redistributed doctoral scholarships for the year 2015 for the study disciplines of Political Science and International Relations

Amount in CZK for the year 2015
From 2,002 to 13,452 CZK

2.3. Sources of funding

These are redistributed resources of MŠMT designated for regular doctoral scholarships.

2.1.2.4. Time and manner of disbursement of scholarships

These resources are in general disbursed in **December**.

The scholarships are paid as a lump sum to the bank specified by the doctoral student at the Study Department of FSV UK during an enrolment into the first year of his/her studies.

2.5. Notification

Responsibility for a notification of the disbursement of this lump sum lies in the hands of the guarantors of the study discipline of Political Science (prof. PhDr. Blanka Říčková, CSc.) and International Relations (doc. PhDr. Běla Plechanovová, CSc.), who may notify doctoral students themselves or through CDS.

2.6. Persons in charge

The guarantors of the study discipline of Political Science (prof. PhDr. Blanka Řířhová, CSc.) and International Relations (doc. PhDr. Běla Plechanovová, CSc.).

2.7. Further information

Complete regulations governing regular doctoral scholarships and any further information on regular doctoral scholarships can be found at:

7th full version of the Scholarship Regulations of Charles University <http://www.cuni.cz/UK-5306.html>

Doctoral scholarship on the website of Charles University <http://www.cuni.cz/UK-4314.html>

Special-purpose scholarship on the website of Charles University <http://www.cuni.cz/UK-4313.html>

Regulations for awarding scholarships at FSV UK <http://intranet.fsv.cuni.cz/FSVINT-2617.html>

3. Specific university research (SVV)

3.1. Rules governing the SVV

SVV refers to the research primarily conducted by the students of doctoral study programmes. Involvement in SVV is **compulsory** for all the students of the **internal form of studies** who are not involved in the work of the Centre for Doctoral Studies (see section 7. Centre for Doctoral Studies (CDS)).

The project mainly aims **to support the original scientific research of the students** of doctoral study disciplines at the IPS and to help enhance **the quality of published outputs** of doctoral students and their dissertation theses. Furthermore, the project also aims **to increase the number of research outputs** at the IPS that will be assessable under the government assessment of research and development.

SVV (including the limits on awarded scholarships) is governed by the rules stipulated in the measures of the Rector of Charles University and other documents, i.e. Grant Regulations of Charles University; Resolution of the government of the Czech Republic no. 1021 dated 17. 8. 2009; Rules for providing special-purpose support to SVV.

3.2. Overview of average level of remuneration for involvement in SVV

The remuneration is determined on the basis of project point performance of the fulfilment of individual obligations of a student within SVV. After adding up all the points **the value of one point will be stipulated according to the available amount of financial resources and individual participants will be calculated remuneration according to the number of points obtained.**

The requirement is **to insert the published text into the OBD**. The publication shall not be counted into the point performance unless it has been properly entered into OBD with a dedication to the SVV project at the time when the remuneration is being allocated!

Approximate level of disbursed SVV scholarships for the year 2016:

Period of time	Amount in CZK
Average level per academic year	17,250 CZK

Lowest and highest awarded scholarships for the year 2016 (excluding contribution for leading a SVV group)	967 – 57,046 CZK

3.3. Sources of funding

MŠMT provides universities with the resources for SVV. University then distributes these funds to individual faculties, or SVV projects within individual faculties. The distribution of funds is based on a set of qualitative and quantitative criteria.

3.4. Time and manner of disbursement of scholarships

These resources are in general disbursed in **December**.

The scholarships are paid as a lump sum to the bank specified by the doctoral student at the Study Department of FSV UK during an enrolment into the first year of his/her studies.

3.5. Notification

Responsibility for a notification of the level of this disbursed lump sum remuneration lies in the hands of the main researcher of SVV (Doc. PhDr. Jan Karlas, M.A., Ph.D.).

3.6. Person in charge

The main researcher of SVV (Doc. PhDr. Jan Karlas, M.A., Ph.D.)

3.7. Further information

For exact version of the regulations governing SVV and any further information, go to:
Specific university research on the website of Charles University <http://www.cuni.cz/UK-3362.html>

4. GAUK (Grant Agency of Charles University) and other grants

4.1. Rules governing drawing of resources

Students of master and doctoral programs at Charles University may participate in internal grant competition. Initiation of the proceedings awarding the grants for each new round of grant competition is announced no later than by the beginning of the academic year by the measure of the Rector. Registrations of new projects are submitted through the application of GA UK, from October to mid-November through the web application; the faculty dean will determine a specific date. The projects may be from 1 to 3 years. Funding is governed by the regulation Principles of operation of the Grant Agency of Charles University in Prague.

4.2. Overview of the average level of allocated resources

The maximum level of grant per one project is CZK 300,000 per year; scholarship for the researcher may amount to 80,000 CZK (or CZK 100,000 in case s/he is a member of several research teams). The grant may also finance trips, purchase of books, software, etc. Following the decision on the acceptance (or non-acceptance), the level of allocated resources appears in a web application through which a doctoral student submits his/her grant application.

4.3. Sources of funding

GA UK is funded by the resources of a specific university research, i.e. by MŠMT, which are allocated to Charles University (via internal system of grant funding) for social, natural and medical sections.

4.4. Time and manner of disbursement of allocated resources

The scholarship is disbursed on the basis of the order issued by a doctoral student himself/herself; therefore, it is up to his/her decision when the transfer of funds will be carried out. Reimbursement of the journeys takes place after the submission of a complete billing; purchase of office supplies and so on is performed in the form of billing small expenditure; books are ordered through the library. November 15 is the deadline for all the operations for a given calendar year.

4.5. Notification

No notification is sent when disbursing grant resources.

4.6. Department in charge

For further details contact Department of Science of FSV (Mrs Eva Horníčková).

4.7. Further information on GA UK (Grant Agency of Charles University)

Basic information <http://www.cuni.cz/UK-33.html>

Rules of GA UK <http://www.cuni.cz/UK-2446.html>

Downloadable version for researchers (version 2016)

http://intranet.fsv.cuni.cz/FSVINT-957-version1-prirucka_2016.doc

4.8. GAČR (Grant Agency of the Czech Republic), TA ČR (Technology Agency of the Czech Republic) and others

Doctoral students may become involved in the projects of their supervisors or other members of academic staff.

4.9. Where to seek further information?

Competitions in the Czech Republic: <http://www.cuni.cz/UK-3085.html>

International projects: <http://www.cuni.cz/UK-114.html>

Currently announced projects:

<http://intranet.fsv.cuni.cz/FSVINT-1403.html> and <http://www.cuni.cz/UK-3085.html>

Financing science at Charles University: <http://www.cuni.cz/UK-3983.html>

Department of Science at FSV: <http://www.fsv.cuni.cz/FSVTEMP-511.html>

Department of Science at Charles University: <http://www.cuni.cz/UK-29.html>

5. Publication activity

5.1. Rules governing remunerations for publication activities

Doctoral students are, similarly to the members of academic staff, remunerated for their publications dedicated to the IPS and displayed in the OBD system. Methodology for evaluating the results of research organizations regulates the method of calculating remunerations for publication registered in OBD.

5.2. Overview of average level of allocated remunerations

The article must be published in a periodical found in one of the databases: **SCOPUS, WoS** or on **the list of reviewed journals**, which are approved and issued by the **Council for Research, Development and Innovation**.

Each publication is awarded **RIV points**. As to the date of 31. 10. 2016, remuneration for one RIV point amounted to 3,000 CZK. For exact calculation of allocated RIV points, see the methodology of evaluation of the results of research organizations. The amount of remuneration is subject to periodic evaluation by the management of IPS FSV UK via a Notice of the Director.

5.3. Sources of funding

Remunerations for publications are disbursed from the resources of IPS FSV UK.

5.4. Time and manner of disbursement of remunerations

Remunerated publications entered into OBD for the period from:

a) entered into OBD **from December to June**: remunerations for these publications are always disbursed in the period from **August to September**

b) entered into OBD **from June to November**: remunerations for these publications are always disbursed in the period from **December to January**

5.5. Notification

Responsibility for the notification of the disbursement of remuneration lies in the hands of the Secretariat of IPS FSV UK (chief secretary Radka Máčová).

5.6. Person in charge

Doctoral students can be informed about the number of points, recognition of the results and so on by the coordinator for publication activities, who is an assisting member of academic staff at IPS FSV UK (Mgr. Jakub Stauber).

5.7. Further information

For the list of reviewed periodicals and methodology of evaluation of the results of research organizations, go to:

The list of reviewed non-impacted journals (periodicals) issued in the Czech Republic
<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=495942>

6. Teaching activity

6.1. Rules governing remunerations for teaching activity

Doctoral students regularly involved in teaching will be awarded on the basis of the tariff set by the Notice of Director no. 2/2016 addressing the remunerations of DPP (contract for work) /DPČ (agreement to perform work), and the teaching of the courses in a foreign language at the IPS FSV UK (http://ips.fsv.cuni.cz/IPSFSV-146-version1-vyhlaska_reditele_022016.pdf). **The requirement is that a doctoral student has been entered into the documents for Karolinka as a teacher/one of the teachers of the course!** (see Notice no. 3/2014 on creating curricula at http://ips.fsv.cuni.cz/IPSFSV-146-version1-vyhlaska_karolinky.pdf) Closure for Karolinka for the new academic year is usually at the end of February; therefore, doctoral students are recommended to approach the guarantor of the study discipline or the head of a department to make sure that they have been entered into the documents. The same rules apply to doctoral students enrolled in the study discipline of International Relations who are required to teach a certain number of hours.

6.2. Overview of the level of allocated remunerations

5,000 CZK for the course in the Czech language and **12,500 CZK** for the course in the English language. If more teachers, remuneration is evenly distributed between them.

6.3. Funds

The IPS budget, or study disciplines in a foreign language.

6.4. Time and manner of disbursement of remunerations

The amount for the taught course will be paid in advance no later than the first month of the corresponding semester.

6.5. Notification

Responsibility for the notification lies in the hands of the Secretary of IPS FSV UK (chief secretary Radka Mácová).

6.6. Person in charge

the Secretary of IPS (Radka Mácová)

7. Centre for Doctoral Studies (CDS)

7.1. Rules governing remunerations for the work at CDS

Annually in July, Institute of Political Studies at FSV UK announces selection proceedings for the positions of academic staff of the Centre for Doctoral Studies for the upcoming academic year. The length of employment is always for a fixed period from 1 October to 30 September of the following year. The selection proceedings take place in early September.

In addition to research activities (at least 50% of the time), the work of a member of the CDS also includes administrative and organizational support of doctoral studies at IPS, such as checking Individual study plan and Annual assessment, assistance with the preparation of State Doctoral

Examination, defence and admission proceedings, organization of the Open Day or informing doctoral students and job seekers.

The number of job vacancies depends on the number of graduates in a regular period of studies (+ 1 year) for the previous year.

7.2. Overview of average level of allocated remunerations

The job position is the equivalent of the **entire workload**. Remuneration corresponds to the burden of the **main work-load**, of which **part of 0.1 workload is remunerated according to a pay class of AP1** and **part of 0.9 workload is settled in the form of scholarship for scientific and research activities** in compliance with university and national legislation.

Workload	Amount in CZK
0.1 (AP1)	1,803
0.9 (Scholarship)	16,000

7.3. Sources of funding

The wage for work in CDS is funded by combined resources of **FSV UK (10%) and IPS FSV UK (90%)**. CDS members are classified into performance remuneration valid for the staff and may reach the aggregate annual remuneration amounting to tens of thousands from the resources of the institute, in compliance with the IPS regulations about performance remuneration.

7.4. Time and manner of disbursement of remunerations

A student is paid his/her **remuneration for work in CDS** for the whole year of his/her studies **retroactively**, as a **regular, monthly recurring amount**. **There is no stipulated fixed deadline** by which the funds are disbursed.

The scholarships are always paid to the bank specified by the doctoral student at the Personnel Department of FSV UK when signing a contract.

7.5. Notification

Given that this amount is sent regularly, CDS members are not notified when it has been sent. They are recommended to check their bank account on regular basis and in case of any discrepancies contact the appropriate officer of the study department.

7.6. Department in charge

Secretariat of IPS FSV UK (Mgr. Jana Krejčíková) and Study Department of FSV UK (Bc. Marie Stanovská).

7.7. Further information

For more detailed information on the activities of the Centre for Doctoral Studies at IPS FSV UK and rules governing the level of remunerations for the work in CDS, go to:

About the Centre for Doctoral Studies at IPS <http://ips.fsv.cuni.cz/IPSFSV-195.html>

6th full version of Internal wage regulations of Charles University <http://www.cuni.cz/UK-5307.html>

7th full version of the Scholarship Regulations of Charles University <http://www.cuni.cz/UK-5306.html>

Doctoral scholarship on the website of Charles University <http://www.cuni.cz/UK-4314.html>

Special-purpose scholarship on the website of Charles University <http://www.cuni.cz/UK-4313.html>

Regulations for awarding scholarships at FSV UK <http://intranet.fsv.cuni.cz/FSVINT-2617.html>

8. Workloads at departments

8.1. Rules governing remunerations for the work at the departments

Information about the academic job positions at the departments are published on the official notice board of FSV UK in the section *work at the faculty* or the heads of departments inform about these positions via email. Doctoral students can apply for individual job positions as well, provided they have met all the conditions for admission.

Another option is individual consultation with the head of department on possible involvement of a doctoral student in the functioning of the department.

8.2. Overview of average level of allocated remunerations

A level of the wage is based on the scope of workload and pay class, governed by the 7th complete version of the Internal Wage Regulations of Charles University.

Members of academic staff are also classified into performance remuneration valid for the staff and may reach the aggregate annual remuneration amounting to tens of thousands, in compliance with the IPS regulations about performance remuneration.

Approximate salary level in the pay class of AP1 is 18,500 CZK – 25,000 CZK.

8.3. Sources of funding

MŠMT provides universities with the resources for wages of the members of academic and research staff.

8.4. Time and manner of disbursement of remunerations

Remuneration is paid retroactively in the form of salary for the duration of workload, as a regular, monthly recurring amount, paid to the bank of an employee.

The wage is always paid to the bank specified by the doctoral student at the Personnel Department of FSV UK when signing a contract.

8.5. Notification

Given that this amount is sent regularly, its recipients are not notified when it has been sent.

8.6. Department in charge

Economic Department of FSV UK (Jana Sahulová).

8.7. Further information

For more detailed information on announced job positions, content of individual workloads and the level of remunerations in accordance with job classification, go to:

<http://www.cuni.cz/UK-5307.html>

<http://intranet.fsv.cuni.cz/FSVINT-1178.html>

9. Administrative assistance

9.1. Rules governing remunerations for administrative assistance

Participation in the examination committees, admission proceedings, graduation or matriculation ceremonies is - based on an agreement between the members of IPS management – regarded as a form of share in class teaching, which is one of the study obligations of doctoral students. Yet, there are remunerations for certain acts.

9.2. Overview of level of allocated remunerations

Notation during State Final Examination (SZZ)

Notation in the committee during state examinations is assessed in the amount of 150 CZK / per hour.

Participation in admission proceedings

Participation in the admission proceedings is assessed in the amount of 1,000 CZK, provided the doctoral student arrives on time to the initial training. If s/he comes late, s/he gets nothing; if s/he confirms his/her attendance and does not show up, 1,000 CZK will be deducted from the remunerations for participation in the admission proceedings.

Participation in graduation ceremony

Participation in the graduation ceremony is assessed in the amount of 400 CZK.

Supervision of final theses, compilation of opponent's reports

According to the Notice of Director no.2/2016 governing the remunerations for DPP (contract for work) / DPČ (agreement to perform work) and courses conducted in a foreign language at IPS FSV UK (http://ips.fsv.cuni.cz/IPSFSV-146-version1-vyhlaska_reditele_022016.pdf), when supervising a final thesis a doctoral student is entitled to the remuneration in the amount of 1,200 CZK for bachelor's thesis, 1,400 CZK for a master's thesis and 8,000 CZK for a master's thesis within an IEPS program. When compiling an opponent's report, a doctoral student is entitled to the remuneration in the amount of 600 CZK for a bachelor's thesis and 800 CZK for a master's thesis. When compiling an opponent's report in a foreign language, a doctoral student is entitled to an extra pay in the amount of 600 CZK.

Ad hoc tasks

The Institute may, in exceptional cases, address doctoral students through the Secretariat or CDS with an offer for minor tasks (e.g. search for doctoral students, shredding of old diploma theses, etc.), which are assessed in the amount of 150 CZK / per hour.

9.3. Funds

The IPS budget funds the remunerations of doctoral students.

9.4. Time and manner of disbursement of remunerations

Amounts for individual operations are recorded by the Secretariat in cooperation with CDS and the **total amount is paid in December in the form of scholarship**. Before the remunerations have been disbursed, doctoral students may check the records of their activities, and make sure that all the entries are correct. They may as well file a request for this verification throughout a year via CDS.

9.5. Notification

Responsibility for the notification of disbursement of aggregate remuneration lies in the hands of CDS.

9.6. Department in charge

Administration of IPS in cooperation with CDS.

9.7. Further information

http://ips.fsv.cuni.cz/IPSFSV-146-version1-vyhlaska_reditele_022016.pdf

10. Support of trips abroad of doctoral students

10.1. Rules governing the financing of trips of doctoral students under the program of support of IPS doctoral students

Financing of the trips from the IPS resources applies only to internal doctoral students. A call for the submission of applications is usually posted in December for the first half of the following calendar year; after all the documents have been collected, the applications are submitted for signature to the guarantors of doctoral study disciplines, who must then approve of them. In the event all the funds have not been used / there has been an increase in the funds, another call may be posted in the spring (in May / June) for the second half of the year. The application is submitted on the form downloadable at <http://ips.fsv.cuni.cz/IPSFSV-146-version1-zadost.docx>.

When assessing applications, the main criteria are publications, fulfilment of SVV, a submitted GAUK application; the priority is allocation of finances to the first-year doctoral students. The contribution can be used for the event that the doctoral student will actively participate in, i.e. summer / winter schools, conferences with a delivered presentation, and others.

10.2. Overview of average level of allocated resources

As an indication, in 2015 the average amount allocated to a successfully applying doctoral student was around 20,000 CZK. 25 doctoral students applied for the support, 19 of them received the support.

10.3. Funds

Resources for doctoral trips abroad come from the contribution for a doctoral student in the standard period of study, i.e. 100 thousand for the first graduate in the regular time of studies (+ 1 year) for a given department. (Example: an International Relations doctoral student completes in the

fourth year his/her studies in the spring of 2016, and thus in 2017 the IPS gets 100 thousand CZK, which will be used on the trips of International Relations doctoral students). In the event no doctoral student graduated in the previous year in a regular time of studies (4 + 1 year), the trips of doctoral students are paid from the same budget as trips of the members of a corresponding department (i.e. fewer resources are allocated to the trips of doctoral students).

10.4. Time and manner of disbursement of remunerations

Money is disbursed in the form of scholarship FOLLOWING the completion of the event. After returning from a trip, it is necessary to submit the billing, on which basis the allocated resources will be transferred in the form of scholarship on behalf of a doctoral student's account. Doctoral students with a workload at IPS, **submit a travel order before leaving and the billing after they return.**

10.5. Notification

The secretary of IPS (Mgr. Radek Švec) in charge of trips abroad notifies a doctoral student of an approval of the journey and disbursement of special-purpose scholarship.

10.6. Person in charge

Responsibility for administering doctoral trips abroad lies in the hands of the secretary of IPS (Mgr. Radek Švec) who should also be given all the completed requests, travel orders, and billing details.

10.7. Further resources

From increased resources for IPS

If a situation arises where the institute / any of its members has managed to secure additional funds for doctoral trips abroad, another call may be announced even outside the usual terms. However, mechanism of disbursing the funds remains the same, i.e. they are settled upon billing of the event in the form of scholarship.

From the faculty resources

In addition to the mechanism described above, there is also a faculty support of trips abroad of doctoral students, administered by the Department of Science of FSV. If such support has been announced in a given year, the Department of Science (Mgr. Eva Horníčková) will directly contact doctoral students who meet the requirements (usually designated for doctoral students with the publication over the last year), usually in the spring months.

Others

In addition to the financing of the trips from IPS resources or the faculty development program, other possibilities administered on the faculty and university levels can be employed, e.g. Fond of mobility (<http://www.cuni.cz/UK-43.html>). More general information on student mobility can be found at <http://www.cuni.cz/UK-3915.html>.