

Charles University, Faculty of Social Sciences  
Institute of Political Studies

**Notice of the Director no. 3/2022**  
(substitutes Notice of the Director no. 8/2020)

Title:

**Establishment of Rules for Remuneration for SZZk/State Final Examination  
and for Teaching Foreign Language Courses at IPS FSV UK**

In effect from: 24.02.2022

In Prague on February 23, 2022

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Director of the Institute

This Notice of the Director establishes binding rules and principles for the uniform provision of remuneration paid for SZZk and for teaching foreign language courses to the IPS staff members and to the IPS external staff members (hereinafter referred to as "remuneration"). The Notice of the Director is effective as of the winter semester of 2021/2022.

This Notice of the Director applies to all IPS staff members (under HPP/main employment, DPP/Agreement to complete a job, DPČ/Agreement to perform work) and persons cooperating with IPS on the basis of a Contract for work with intangible outcome.

The approval and subsequent payment of the remuneration takes place in several pay periods per year. The condition for payment of the remuneration is that the teaching staff members or external staff members have their names entered in the SIS for the course they teach by 5 July / 1 December of the calendar year at the latest. The guarantor of the course and the guarantor of the study field are responsible for the correctness of the assignment of individual teachers to the respective courses in the SIS.

In the event that more than one teacher is involved in the teaching of one subject, the remuneration is divided in the corresponding proportion of the teaching share.

## **1. Remuneration for participation in SZZk committees and for supervising and reviewing IPS final theses:**

IPS external staff members who have a valid Contract for work with intangible outcome with the IPS or are employees of another FSV workplace are entitled to remuneration for participating in the SZZk committees and remuneration for supervising/reviewing IPS final theses. The remuneration is granted on the basis of the performance of the activity that the external staff member has undertaken to perform. The remuneration for supervising the thesis is paid only on the first date of its defence; in the event of a repeated defence, the remuneration is no longer paid.

### **Amount of remuneration for individually performed activities:**

- Participation in the SZZk committee:
  - 200,-Kč/hour (Czech and international study fields)
- Supervision of a final thesis:
  - Bachelor's thesis – 1,200 CZK / one thesis
  - Master's thesis – 1,400 CZK / one thesis (including CJSP/international degree programmes of study fields)
- Reviewer's report on the final thesis:
  - Bachelor's thesis - 600 CZK / one thesis
  - Master's and Rigorosum theses – 800 CZK / one thesis (including CJSP/international degree programmes of study fields)
- Dissertation thesis:
  - Defence during the regular study period + 1 year = so-called small defence 2, 500 CZK, so-called big defence 2,500 CZK
  - Defence from the 6th year and higher doctoral studies = so-called small defence 1,000 CZK, so-called big defence 1,000 CZK

## **2. Remuneration for exceptionally high-quality teaching of IPS foreign language courses**

The director of the institute may grant the teacher an extra remuneration in the case of his/her exceptional high-quality teaching of the course. The director of the IPS will decide whether such extra remuneration will be paid. He will base his decision on the prepared financial projections of the entire programme of the foreign language study field for the next semester, before the beginning of the semester. The head of the department is obliged to immediately inform the teaching staff members of his/her department of the outcome of the decision.

Extra remunerations will be paid after the end of the semester in which the exceptional high-quality teaching materialized, based on an evaluation of the quality of the teaching. The evaluation of the quality of teaching will be carried out by the respective head of the department.

### **Amount of extra remunerations:**

- Compulsory course within the study fields of PMV, PVP, PPE, GPS, IEPS, POL, MV,

MAIN 40,000 CZK / course

- Compulsory course within the study fields of IMSISS, BS, ISSA 30,000 CZK / course
- Elective course within the study fields of PMV, PVP, PPE, GPS, IEPS, POL, MV, MAIN 20,000 CZK / course
- Elective course within the study fields of IMSISS, BS, ISSA 30,000 CZK / course

### **3. Amount of remuneration for teaching IPS Czech language courses**

IPS staff members under the agreement to complete a job or the agreement to perform work are entitled to remuneration. The amount of the remuneration for teaching in a Czech language course is 5,000 CZK per course.