

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
DIRECTIVE No. 1/2025	
Subject:	Support for Young Members of Staff During Scientific Research Stays Abroad
Scope of action:	Academic and research staff of the FChT
Effective from:	10 th January 2025
Reference No.:	UPCE/sfcht/00000406/2025
Compiled and submitted by:	doc. Ing. Petr Česla, Ph.D.
Approved by:	prof. Ing. Petr Němec, Ph.D.

Article 1 Introductory Provisions

- (1) This Directive determines the principles of support for young employees of the Faculty of Chemical Technology at the University of Pardubice (hereinafter referred to as the “FChT”) during scientific research stays abroad.
- (2) Young employees are academic and research staff who, at the time of application pursuant to this Directive, have not exceeded 7 years since their Ph.D. degree. This period can be extended by the time spent on maternity and parental leave or sick leave longer than 90 days or caring for a family member (more than 90 days).

Article 2 Conditions of Support for Scientific Research Stays Abroad

- (1) The minimum duration of the scientific research stay must be 90 calendar days without interruption.
- (2) The young employee may receive financial support a maximum of twice. Financial support shall be used to cover travel and accommodation costs and must be drawn by the end of the calendar year in which it was awarded.
- (3) The application for support shall be submitted to the Dean of the FChT through the Office for Research and Creative Activities of the FChT (hereinafter referred to as “RVVČ”) by 15th February of the respective year. The application shall include a brief professional CV, a cover letter, consent of the partner institution with the scientific research stay, a schedule for the stay, a financial balance sheet, anticipated results of the stay and the consent of the head of the respective department.
- (4) The recipient of support shall be obliged to submit evidence of achievement of the anticipated results to the Dean of the FChT through the RVVČ within 12 months of the end of the scientific research stay. In the event that the recipient of financial support fails to comply with the requirement specified above, the financial support provided will be offset against the budget of the respective department of the FChT.

Article 3 Financial Support

- (1) The Dean decides on the financing of applications after discussion with the FChT Executive Board. Supported applications from young employees will receive funding from the budget of the FChT. Applicants will be informed about the decision by 1st March of the respective year.

Article 4
Final Provisions

- (1) This Directive shall become valid and effective on 10th January 2025.

In Pardubice, 10th January 2025

prof. Ing. Petr Němec, Ph.D.
Dean