


DOR No. 1	Internal Regulation of the University of Technology and Economics in České Budějovice				
ADDENDUM No. 1 TO THE RECTOR'S DECREE No. 8/2017 ACTIVITIES AND ORGANISATIONAL ARRANGEMENTS OF RESEARCH ASSISTANTS AT VŠTE					
Date of issue:	3 February 2020	Effective from:	1 February 2020	Effective until:	Revocation
Reference number:	VŠTE003095/2020	Number of pages:	1	Number of annexes:	1
Frequency of checks on the validity of the standard	Annual				
Replaces regulation	-				
Parent regulation	-				
Related regulation	Rector's Measure No. 8/2017 Activities and organisational arrangements for research assistants at VŠTE				
Subordinate regulation	-				
Distribution list	VŠTE staff, students				
					
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BASIC PROVISIONS

Article 1 General Provisions

- (1) This amendment amends Rector's Measure No. 8/2017 on the Activities and Organisational Arrangements for Research Assistants at VŠTE dated 18 April 2017 (Ref. No. VŠTE004348/2017)
- (2) The guarantor of the regulation is changed to the *Chancellor*.
- (3) [Annex No. 2](#) is amended.
- (4) The individual articles are amended and supplemented as follows:


Article 3 Limits

- (2) The remuneration of research assistants is dependent on the work performed and amounts to *CZK 90 per hour*.

Changes are marked in italics.

Appendices:

[Appendix No. 2 – Proposal by a senior staff member for the award of a special scholarship](#)

Regulation No. 8/2017	Internal Regulation of the University of Technology and Economics in České Budějovice				
CURRENT VERSION ACTIVITIES AND ORGANISATIONAL ARRANGEMENTS FOR RESEARCH ASSISTANTS AT VŠTE					
Date of issue:	18 April 2017	Effective from:	1 February 2020	Effective until:	Revocation
Reference number:	VŠTE004348/2017	Number of pages:	2	Number of annexes:	2
Frequency of checks on the validity of the standard		Annual			
Repeals the regulation	Rector's Measure No. 22/2015 on the activities and organisational arrangements for research assistants at VŠTE				
Superior regulation	VŠTE Scholarship Regulations (in full)				
Related regulation	Guideline No. 19/2013 VŠTE Scholarships (in full)				
Subordinate regulation					
Distribution list	VŠTE staff, students				
					
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BASIC PROVISIONS

Article 1 General Provisions

- (1) This Rector's Measure regulates the activities of research assistants (hereinafter referred to as "PVS"), which may be carried out by students at the University of Technology and Economics in České Budějovice (hereinafter referred to as "VŠTE").
- (2) VŠTE departments may utilise PVS for their activities under the conditions set out in this Regulation.
- (3) PVS are nominated by the heads of departments directly managed by the Rector.

Article 2 Organisatio n

- (1) PVS shall receive health and safety training prior to commencing their duties.
- (2) The head of the relevant department is responsible for matters under Article 2(1).
- (3) All works, know-how and other outputs of PVS work created in direct connection with the performance of PVS activities are the property of VŠTE.
- (4) PVS are bound by confidentiality regarding matters with which they become acquainted in the course of their work.

Article 3 Limits

- (1) Financial limits will be set for each department, up to which remuneration for PVS may be paid. The limits are set by the bursar.
- (2) PVS remuneration is dependent on the work performed and amounts to CZK 90 per hour.
- (3) The maximum number of hours worked by a PVS corresponds to the working time allocation for the given month based on an eight-hour working day.

Article 4 Responsibility, reporting and remuneration of PVS

- (1) PVS staff keep monthly records of their activities (Appendix 1), which serve as the basis for the payment of remuneration from the scholarship fund. These records are kept at the workplace where the PVS staff member carries out their duties.
- (2) Requests for the payment of scholarships are submitted by department heads to the Rector's Office no later than three working days into the following month, in the form of a 'Proposal by a senior staff member for the award of a special scholarship' (Appendix 2).
- (3) Department heads or persons authorised by them are responsible for the activities of the PVS.

Article 5

Audit

- (1) The use of the PVS may be subject to audit by the internal audit department.
- (2) The results of the audit may affect the level of the limits set.

Appendices:

[Appendix 1 – PVS Statement](#)

[Appendix 2 – Proposal by a senior manager for the award of an exceptional scholarship](#)