


DOR No. 2	<b>Internal Regulation of the University of Technology and Economics in České Budějovice</b>				
<b>ADDENDUM No. 2 TO THE RECTOR'S DECREE No. 8/2017 ACTIVITIES AND ORGANISATIONAL ARRANGEMENTS FOR RESEARCH ASSISTANTS AT VŠTE</b>					
<b>Date of issue:</b>	11 January 2021	<b>Effective from:</b>	1 January 2021	<b>Effective until:</b>	Revocation
<b>Reference number:</b>	VŠTE007668/2020	<b>Number of pages:</b>	1	<b>Number of annexes:</b>	1
<b>Frequency of checks on the validity of the standard</b>	Annual				
<b>Replaces regulation</b>	-				
<b>Parent regulation</b>	-				
<b>Related regulation</b>	Rector's Measure No. 8/2017 Activities and organisational arrangements for research assistants at VŠTE				
<b>Subordinate regulation</b>	-				
<b>Distribution list</b>	VŠTE staff, students				
					
<b>Prepared by:</b>	Ing. Kateřina Kříženecká, signed	<b>Supervisor:</b>	Vice-Rector – Statutory Representative of the Rector		
<b>Signature:</b>		<b>Signature:</b>	Ing. Zuzana Rowland, MBA, PhD., signed		
<b>Formally verified by:</b>	Ing. Kateřina Kříženecká, signed	<b>Approved by:</b>	Rector		
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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 from the Chancellor to *the Vice-Rector – the statutory representative of the Rector*.
- (3) An amendment is made to [Annex No. 2](#).
- (4) The individual articles are amended and supplemented as follows:

### Article 4 Responsibility, reporting and remuneration of PVS

- (2) Requests for the payment of scholarships shall be submitted by heads of departments *to the Legal Department* 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 an extraordinary scholarship" (Annex 2).

Changes are marked in italics.

**Annexes:**

[Annex 2 – Proposal by a Head of Department for the Award of an Extraordinary Scholarship](#)

OR No. 8/2017	<b>Internal Regulations of the University of Technology and Economics in České Budějovice</b>				
<p><b>CURRENT VERSION</b></p> <p><b>ACTIVITIES AND ORGANISATIONAL ARRANGEMENTS FOR RESEARCH ASSISTANTS AT VŠTE</b></p>					
<b>Date of issue:</b>	18 April 2017	<b>Effective from:</b>	1 January 2021	<b>Effective until:</b>	Revocation
<b>Reference number:</b>	VŠTE004348/2017	<b>Number of pages:</b>	2	<b>Number of annexes:</b>	2
<b>Frequency of checks on the validity of the standard</b>		Annual			
<b>Repeals the regulation</b>	Rector's Measure No. 22/2015 on the activities and organisational arrangements for research assistants at VŠTE				
<b>Parent regulation</b>	VŠTE Scholarship Regulations (in full)				
<b>Related regulation</b>	Guideline No. 19/2013 VŠTE Scholarships (in full)				
<b>Subordinate regulation</b>					
<b>Distribution list</b>	VŠTE staff, students				
					
<b>Prepared by:</b>	Ing. Kateřina Kříženecká, signed	<b>Guarantor:</b>	Vice-Rector – Statutory Representative of the Rector		
<b>Signature:</b>		<b>Signature:</b>	Zuzana Rowland, Eng., MBA, PhD, signed		
<b>Formally verified by:</b>	Ing. Kateřina Kříženecká, signed	<b>Approved by:</b>	Rector		
<b>Signature:</b>		<b>Signature:</b>	Ing. Vojtěch Stehel, MBA, PhD., signed		

## **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's 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 amount of these limits is determined 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 Legal Department no later than three working days into the following month, in the form of a 'Proposal by a Senior Manager for the Award of an Extraordinary 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](#)