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PART ONE INTRODUCTION

This Directive on the evaluation of pedagogical and R&D and creative activities consolidates the procedure relating to the specification of pedagogical and R&D and creative outputs carried out at Tomas Bata University in Zlín (hereinafter referred to as "TBU").

Article 1 General principles

- (1) Professional activities of a member of academic staff are expressed in eligible hours (hereinafter referred to as "EH").
- (2) The determined number of annual working hours to be worked by a member of academic staff is **1.700 EH**.
- (3) Professional duties of a member of academic staff comprise pedagogical activities and R&D and creative activities. The ratio between pedagogical activities and R&D and creative activities may be changed, however, the determined number of total annual working hours must be observed. Pedagogical activities are expressed in EH; R&D and creative activities are expressed in points (specification of the conversion is given below).
- (4) The extent of professional duties of those academic staff members who work part-time is adequately reduced.

PART TWO EVALUATION OF PEDAGOGICAL ACTIVITIES

Article 2 Types and structure of responsibilities of academic staff at TBU

- (1) The types and structure of pedagogical activities related to the relevant departments or to the individual staff members are set by the Dean of the respective faculty or the Head of the respective component part of TBU. If the term 'Dean' is mentioned in the Directive, in case of

degree programmes implemented directly by TBU, the Dean's powers and duties are to be conferred on the Head of the respective university department.

- (2) R&D staff members as well as students enrolled on doctoral programmes (hereinafter referred to as "Ph.D. programmes") participate in the pedagogical process depending on the decision taken by the relevant superior.
- (3) The specification of the types of pedagogical activities to be carried out by staff members at the relevant component parts is based on the curricula given for the individual modes of study in the relevant degree programmes provided in the given academic year.
- (4) The Dean of the relevant faculty may set the minimum extent of actual teaching activities (i.e. giving lectures, practical classes, laboratory classes or seminars).
- (5) The units of time that are used for inclusion of the individual pedagogical activities in the workload are expressed in EH, which cover the actual teaching time as well as the time needed for lesson preparation and for the subsequent testing.
- (6) The Head of the relevant department is responsible to the Dean of the respective faculty for setting an optimum workload for each staff member and for an effective use of workloads of all departmental staff members.
- (7) A teaching unit, i.e. a timetable lesson (hereinafter referred to as "TL"), lasts 50 minutes at TBU.

Article 3

Specification of number and size of study groups

- (1) The minimum number of students necessary in order to launch a degree course shall be set by the relevant component part of TBU where the degree course has been accredited. Classes are organized in form of timetable events. A timetable event represents a teaching unit related to a course unit, taught by one teacher at a particular place and time.
- (2) For scheduled classes, the maximum recommended number of students is 180 persons in a lecture, 30 persons in a seminar or a practical class, 20 persons in a language practice class, and 12 in laboratory training or in a special practical class.
- (3) The number of students allowed in individual study groups within the relevant types of classes and in the relevant modes of study may be set by the respective component part of TBU depending on its own specific teaching, technical and organizational requirements set for the same classes. If the number of students set for a study group is lower than 15, specific types of classes (guided tutorials, e-learning, etc.) shall be used by the respective component part of TBU in order to reduce costs.

Article 4

Maximum point score to be given for individual pedagogical activities

The evaluation of pedagogical activities mentioned in Article 4 represents the maximum possible number of allocated EH. Each component part of TBU shall issue an internal regulation related to the evaluation of pedagogical activities and taking into consideration the factor of employability of graduates completing their education at the relevant component part.

- (1) Classes (number of EH per TL):

- Lecture held in full-time Bachelor's programmes (hereinafter referred to as "BP"), in full-time Master's programmes (hereinafter referred to as "MP") and in full-time follow-up Master's programmes (hereinafter referred to as "FUMP") 3 EH/TL
- Guided tutorials held in part-time BP, MP and FUMP 3 EH/TL

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- Lecture given in a world language* in full-time and part-time BP, MP and FUMP 4 EH/TL
 - Lecture held in Ph.D. programmes (with a minimum number of 5 attendees) 4 EH/TL
 - Lecture given in Ph.D. programmes in a world language* (with a minimum number of 5 attendees) 5 EH/TL
 - Seminar or a practical class given in a world language* (including scheduled online tutorials) 3 EH/TL
 - Seminars, practical classes, laboratory classes and studio classes in the full-time and part-time mode of study (including scheduled online tutorials) 2 EH/TL
 - Supervision of a specialized traineeship 0.25 – 1 EH/semester/student
(as set by the relevant internal regulation issued by the component part of TBU)
 - Ph.D. supervisor:
 - 1st year Ph.D. student 50 EH/year
 - 2nd year Ph.D. student 75 EH/year
 - 3rd year Ph.D. student 75 EH/year
 - 4th year Ph.D. student (this only applies to four-year degree programmes) 75 EH/year
 - in the subsequent years of study, EH are not included in the workload
 - in the event that a Ph.D. student has been assigned his/her own consultant, apart from a supervisor, EH are divided between these two persons, upon a proposal by the supervisor
 - Ph.D. supervisor using a world language*:
 - 1st year Ph.D. student 60 EH/year
 - 2nd year Ph.D. student 85 EH/year
 - 3rd year Ph.D. student 85 EH/year
 - 4th year Ph.D. student (this only applies to four-year degree programmes) 85 EH/year
 - in the subsequent years of study, EH are not included in the workload
 - in the event that a Ph.D. student has been assigned his/her own consultant, apart from a supervisor, EH are divided between these two persons, upon a proposal by the supervisor

The relevant component part of TBU may set the maximum number of EH allocated for supervising Ph.D. students.

(2) Examining students (EH per student, regardless of the number of examination resits/graded course credit resits):

- Single-semester or a multi-semester examination in full-time and part-time BP, MP and FUMP 0.7 EH/student
 - Graded course credit in BP, MP and FUMP 0.5 EH/student
 - Intermediate examination in Ph.D. programmes 1 EH/student
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* A world language is defined at TBU as one of the following languages: English, German and French. This does not apply to practical classes taught in one of these languages, only to specialist course units.

(3) Membership of committees:

- Final examination in BP, including Bachelor's thesis (hereinafter referred to as "BT") defence; each committee member 1.5 EH/student
- Final state examination in MP and FUMP, including Master's thesis (hereinafter referred to as "MT") defence; each committee member 2 EH/student
- Final Ph.D. examination; each committee member 3 EH/student
- Member of a Ph.D. thesis defence board in Ph.D. programmes 3 EH/student
- Written entrance examination for full-time and part-time modes of study (chairperson and committee member(s) in charge of entrance test correction) 0.2 EH/applicant
- Oral entrance examination (each member of the examination board) 0.2 EH/applicant
- Member of the main admissions board in full-time and part-time modes of study 5 EH/day
- Preparation of one type of test for an entrance examination 10 EH/test type

(4) A whole-day pedagogical activity (e.g. cycling course, skiing course, painting outdoors, etc.) 10 EH/day

(5) Organizational activities related to student conferences and workshops, SVOČ (students' scientific and expert activities), Olympiads and summer schools
50 EH (150 EH if the attendance by non-TBU students is higher than 30%)

(6) Supervision of practical training taken by students, e.g. practical training attendance in hospitals, nursery schools, etc.) 0.6 EH/student/semester

(7) Supervising and examining BT and MT, bonuses received by those supervisors whose Ph.D. students have successfully completed their studies within the standard duration of study in the relevant year, appointment as Associate Professor/Professor in the relevant year, and other activities connected with teaching are not included in the teaching load of an academic staff member. They are evaluated separately and take form of a financial bonus. Its rate is set in the relevant internal regulation issued by the faculty (component part) of TBU and is updated for each new academic year. The Dean of the respective faculty may decide that a bonus for supervising and examining BT and MT as well as for classes offered in a Lifelong Learning course will not be paid if the total workload of the relevant academic staff member fails to amount to 100 per cent. In this case, the number of EH allocated to the mentioned activities shall be set in the relevant internal regulation issued by the faculty (component part) of TBU.

PART THREE

EVALUATION OF R&D AND CREATIVE ACTIVITIES

Article 5

Types of evaluation of R&D and creative activities

- (1) The evaluation of R&D and creative activities consistently observes evaluation standards set by the valid Methodology for the Evaluation of Research and Development, and Its Results (hereinafter referred to as the "Methodology") and shall be regularly updated depending on the alterations in the Methodology. The result types included in the Methodology are defined in Annex 1 – Definition of Result Types.
- (2) The evaluation of R&D and creative activities is based on the data entered in the OBD – Personal Bibliographic Database by 28 February of the relevant year.

- (3) Entering the data into the database is the responsibility of the guarantor, i.e. usually of the corresponding author. In the event that the corresponding author is not a member of staff at TBU or he/she is a student, then the author ranked first who is employed at TBU is the guarantor.
- (4) Rules for the evaluation of outputs which are included in the Register of Artistic Outputs (RAO) but are not registered in the OBD – Personal Bibliographic Database, shall be laid down in an internal regulation issued by the relevant component part of TBU which submits results to the RAO.
- (5) The evaluation of R&D and creative activities is carried out once per calendar year; staff members receive salary bonuses in the following period depending on their performance.
- (6) The quality of a result of R&D and creative activities which is being evaluated is expressed in points, as specified below in Articles 6 - 8 of this Directive.
- (7) One point corresponds to 50 EH.
- (8) The percentage of EH to be allocated to the individual co-authors is the responsibility of the guarantor of the result. Each co-author must be allocated a percentage share even if he/she is not evaluated (Ph.D. students, non-TBU staff). The minimum percentage share to be set is 5%.
- (9) The evaluation of R&D and creative activities which cannot be defined as outputs in accordance with this Directive may be specified in an internal regulation issued by the relevant component part of TBU.

Article 6 **Evaluation of publication outputs**

- (1) For each group of categories (see Annex 2 – Classification of Branches in the Information Register of R&D Results into Groups of Categories), the relevant results to be evaluated and the corresponding point score are determined, as listed in the Table included in Annex 3.
- (2) Allocation of a given R&D/creative result to the relevant branch (branch code of the Information Register of R&D Results) is specified in the OBD – Personal Bibliographic Database. The guarantor of the result is responsible for a correct allocation of the result to the relevant branch. Any sanctions for an incorrect entry of the result shall be imposed on the relevant TBU component part which entered the result in question into the OBD – Personal Bibliographic Database.
- (3) In the group of categories 1 – Social sciences, humanities and arts (SHVa) and 2 – Social sciences (SHVb), the following types of results shall be evaluated: J_{imp} , J_{sc} , J_{neimp} , J_{rec} , B, C, D.
- (4) In the group of categories 3 – Social sciences (SHVc), the following types of results shall be evaluated: J_{imp} , J_{sc} , J_{neimp} , B, C, D.
- (5) In the group of categories 4 – Technical and information sciences, the following types of results shall be evaluated: J_{imp} , J_{sc} , B, C, D.
- (6) In the group of categories 5 – Agricultural sciences, the following types of results shall be evaluated: J_{imp} , J_{sc} , B, C, D.
- (7) In the group of categories 6 – Earth sciences, the following types of results shall be evaluated: J_{imp} , B, C.
- (8) In the group of categories 7 – Mathematical sciences, the following types of results shall be evaluated: J_{imp} , B, C, D.
- (9) In the group of categories 8 – Physical sciences, 9 – Chemical sciences, 10 – Biological

sciences and 11 – Medical sciences, the following types of results shall be evaluated: J_{imp} .

- (10) If the total point score given to the following types of results: J_{rec} , B, C and D and achieved by a component part in any of the group of categories exceeds the percentage share to be allocated as specified in Annex 4, then the point score of all results of the same type shall be proportionally reduced in such a manner that the percentage limit for the given group of categories is observed.

Article 7

Excellent results of R&D and creative activities

- (1) J_{imp} type results published in prestigious periodicals with an impact factor will be allocated a score of 200 points in addition to the point score as specified in Article 6 of this Directive. Journals indexed in the Web of Science (WoS) database published by Thomson Reuters, Journal of Citation Reports, which are ranked among top 10 % in the list of periodicals in the given field (according to WoS) made in descending order depending on the impact factor, are considered prestigious periodicals. If the journal is assigned to more than one field in the WoS database, it must meet the above-mentioned requirement in all branches.
- (2) If patents and results of applied research (see Annex 1) result in a conclusion of a contract on their use with an external institution and the licence value amounts to no less than CZK 1 million (or an equivalent amount in foreign currency), the authors thereof shall receive an additional bonus to the evaluation and be given a score of 200 points, in accordance with Article 7.

Article 8

Evaluation of patents, of selected results of applied research and of other activities related to R&D and creative activities

The evaluation of P type results (patent) and of other results of applied research which are subject to evaluation is specified in Annex 5.

PART FOUR

OTHER EVALUATED ACTIVITIES

Article 9

Inclusion of academic and pedagogical posts and of activities related to membership of Scientific Boards and of other bodies established by law in workloads

- (1) The annual number of EH to be included in the workload, depending on the type of post held by the individual members of academic and pedagogical staff, has been set as follows:
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| - Rector | 800 EH |
| - Vice-Rector | 600 EH |
| - Dean | 700 EH |
| - Vice-Dean | 500 EH |
| - Head of department | |
| (Head of studio if the post of Head of department has not been established) | |
| • 5 to 10 members of staff | 200 EH |
| • 11 to 20 members of staff | 300 EH |
| • More than 20 members of staff | 400 EH |
| - Deputy Head of department | |

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- (Deputy Head of studio if the post of Head of department has not been established)
- 5 to 10 members of staff 50 EH
 - 11 to 20 members of staff 100 EH
 - More than 20 members of staff 150 EH
 - Head of studio established within a department 150 EH
 - Departmental secretary
 - 5 to 10 members of staff 50 EH
 - 11 to 20 members of staff 100 EH
 - More than 20 members of staff 150 EH
 - Chairperson of the TBU AS 500 EH
 - Chairperson of the faculty AS 400 EH
 - Chairperson of Doctoral Programme Board/Degree Programme Board 50 EH
 - Member of Doctoral Programme Board/Degree Programme Board 20 EH
 - Member of the U3A Board/Lifelong Learning Board 20 EH
 - Senior Teacher – study group/year 10 EH/group of 50 students
- (2) The number of staff in a department is calculated by conversion to a 100% workload, including Ph.D. students and external teachers.
- (3) Membership of Scientific Boards at TBU/at other higher education institutions: 10 EH/meeting, however, 50 EH per calendar year as a maximum.
- (4) Membership of representative bodies of higher education institutions in compliance with § 92 of the Act No. 111/1998 Coll.: 10 EH/event, however, 100 EH per calendar year as a maximum.
- (5) Activities evaluated as specified in Article 8 may be included in pedagogical activities or in R&D and creative activities, according to the decision taken by the senior executive of the relevant component part.

PART FIVE FINAL PROVISIONS

The TBU component parts shall observe this Directive when evaluating pedagogical activities carried out in the academic year 2013/2014 and in the following academic years, and also when evaluating R&D and creative activities carried out in the calendar year 2013 and in the following calendar years.

This Directive replaces Rector's Directive No. SR/10/2012, which is hereby abrogated.