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Article 1

Introductory provisions

This Rector's Directive creates a programme of support for PhD graduates (hereinafter referred to as "Programme") who completed a doctoral programme in the Czech Republic or abroad and obtained a Ph.D. degree or its equivalent (hereinafter referred to as "DP") and who take up employment and start their scientific career (hereinafter referred to as "Postdoctoral Employee") at Tomas Bata University in Zlín (hereinafter referred to as "TBU in Zlín") and sets out the Programme rules. The aim of the Programme is to improve a smooth transition of PhD graduates to employment at the constituent parts of TBU in Zlín.

Article 2

Definition of a Postdoctoral Employee

- (1) For the purposes of this Directive, the term "Postdoctoral Employee" refers to a researcher who successfully completed a doctoral programme no more than five years ago and, at the same time, takes up or has taken up the relevant post as a researcher at TBU in Zlín in the agreed form of employment with a set weekly working time in compliance with § 79 of Act No. 262/2006 Coll., the Labour Code (hereinafter referred to as the "Labour Code").
- (2) The period of 5 years referred to in Paragraph 1 shall be extended by the following periods of time:
 - a) Maternity and parental leave
 - b) Long-term illness (Sick leave lasting longer than 90 continuous calendar days) or
 - c) Period of time spent abroad when participating in a long-term study period provided that no more than 4 years have elapsed since the successful completion of the DP
- (3) The Postdoctoral Employee shall evidence the date of successful completion of a doctoral programme by submitting a certified copy of his/her degree certificate. If the postdoctoral employee completed a doctoral programme abroad and his/her degree certificate is issued in a language other than English, a certified translation of the degree certificate into English is also required.

Article 3
Period of eligibility

- (1) The maximum length of eligibility for support of a Postdoctoral Employee is 1 year, however, the support that will be approved for implementation after 31 October 2024 must be terminated by 31 October 2025 at the latest.

Article 4
Call for Inclusion in the Programme

- (1) In order to invite applications for inclusion in the Programme, the Rector shall announce a Call for Inclusion in the Programme Aimed to Support PhD Graduates (hereinafter referred to as “Call”), setting a deadline for submission of proposals. The Call will be delivered directly to the Deans of TBU Faculties and to the Director of the University Institute (hereinafter referred to as “component parts”).
- (2) The Call shall, in particular, contain the following information:
- a) Specification of the component part where the Postdoctoral Employee will perform the work
 - b) Contents of the application, in particular:
 - Identification of the Postdoctoral Employee
 - Identification of the position to be held by the Postdoctoral Employee and the name of the constituent part
 - A structured CV of the Postdoctoral Employee
 - Proof of scientific and, if required, also teaching and organizational skills, including the prospect of career success at the constituent part
 - A list of publications by and research activities of the Postdoctoral Employee
 - Work schedule of the Postdoctoral Employee drawn up for the supported period, including a description of the scientific results that the Postdoctoral employee should achieve during the supported period (hereinafter referred to as “work schedule”)
 - Opinion given by the senior executive of the relevant constituent part where the Postdoctoral Employee will perform work regarding the Postdoctoral Employee’s:
 - Integration into the constituent part
 - Potential for the development of the constituent part
 - Benefit for the constituent part
 - Potential for personal career development
 - c) Manner of submission of the application
 - d) Deadline for submission of the application
- (3) The Rector may also request additional information or documents within the Call.
- (4) Applications shall be submitted collectively by the Dean or the Director on behalf of the relevant component part.

Article 5
Eligibility of a Postdoctoral Employee for the Programme

- (1) The Rector shall take decisions on the inclusion of a Postdoctoral Employee in the Programme, and that by issuing an official Decision which shall, at the same time, determine the amount of the contribution in accordance with Article 6 of this Directive.
- (2) The supported Postdoctoral Employee must have an employment relation to TBU in Zlín for the duration of the implementation. In accordance with this Directive, it is not permitted to agree upon a date later than the date of commencement of the support received as the date of commencement of the Postdoctoral Employee's employment.
- (3) A Postdoctoral Employee may be eligible for the Programme if he/she simultaneously performs teaching activities as an academic employee on the condition that his/her workload funded from the Programme is at least 0.75 of the specified working hours, and that for the entire duration of the supported period.
- (4) A reduction in workload of a Postdoctoral Employee included in the Programme during the supported period is possible down to 0.5 if the Postdoctoral Employee has no other workload at TBU in Zlín, no other employment relation outside TBU in Zlín, and, at the same time, takes care of a child under 15 years of age or takes care of a person who is considered to be dependent on the help of another natural person in compliance with the Social Services Act.
- (5) Salaries to be paid to Postdoctoral Employees are governed by the Salary Regulations of Tomas Bata University in Zlín (hereinafter referred to as "Salary Regulations").

Article 6
Conditions for providing a contribution from the Programme

- (1) During the supported period, the Postdoctoral Employee shall receive a contribution to his/her salary costs in the form of co-funding of his/her salary in accordance with the Salary Regulations.
- (2) The contribution may be provided in the range of 50 to 100% of the basic salary scale of the salary category 2Ab.
- (3) The contribution will be granted on the condition that the Postdoctoral Employee properly fulfils his/her work schedule throughout the entire period of support.
- (4) The possibility of awarding other salary components in accordance with the Salary Scales of TBU in Zlín from the resources of the relevant Faculty is not affected by the provision of a contribution in accordance with this Directive.
- (5) The total approved amount of contributions allocated to a component part for a calendar year shall be transferred to that component part by adjusting the amount of institutional support allocated within the TBU Institutional Plan to the created Work Breakdown Structure component of the

component part in question.

- (6) After the Rector's Decision has been issued, the component part shall apply for the assignment of a Work Breakdown Structure component to be used for all supported Postdoctoral Employees at the same component part for the purpose of fulfilling this Programme.
- (7) In the event that the contribution intended for the Postdoctoral Employee and for the supported period remains unspent, the component part is obliged to transfer these funds back to the Work Breakdown Structure component of the Institutional Plan within 15 calendar days from the date of termination of the supported period.
- (8) In the event of termination of employment of the Postdoctoral Employee during the supported period, the relevant component part is obliged to notify the Rector of this fact in writing within 3 calendar days. At the same time, the component part is obliged to transfer the unused funds back to the Work Breakdown Structure component of the Institutional Plan, and that by the 1st day of the calendar month following the month of premature termination of the supported period.

Article 7

Assessment of fulfilment of Work Schedule by a Postdoctoral Employee

- (1) The criterion for evaluating the fulfilment of the purpose of the Programme is the fulfilment of the Work Schedule approved for the Postdoctoral Employee and the quality of the results achieved.
- (2) A continuous assessment shall be carried out every month by the senior executive of the relevant constituent part, who approves it by approving the attendance record of the Postdoctoral Employee, which contains a description of the activities carried out.
- (3) For the purpose of the final evaluation of the Work Schedule, the Postdoctoral Employee shall submit a Final Report, which contains:
 - a) Information on the implementation of the scientific results achieved.
 - b) List of published outputs and of outputs accepted for publication which have been created in connection with the fulfilment of the Work Schedule.
 - c) Opinion given by the senior executive of the relevant constituent part regarding the fulfilment of the Postdoctoral Employee's work schedule, where the senior executive shall describe the fulfilment of expectations in the following areas:
 - Integration into the constituent part
 - Potential for the development of the constituent part
 - Benefit for the constituent part
 - Potential for personal career development
- (4) Before submitted, the Final Report shall be approved by the Dean/Director of the relevant component part.
- (5) The Final Report shall be submitted to the Rector within 30 calendar days from the date of termination of the supported period.