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Article 1

Opening provisions

- (1) This Director's Instruction is complementary to the Rector's Directive entitled Evaluation of teaching and creative activities, as amended (the "Rector's Directive") and sets out rules for the evaluation and remuneration for excellent publications and managing qualification theses at the Centre of Polymer Systems.

Article 2

General principles

- (1) Authors of a report published in a journal registered at Web of Science Core Collection may be rewarded in the form of a special one-off bonus payment; for students, a payment of a special scholarship may be applied.
- (2) Mentors of diploma/bachelor's theses conducted at the CPS may be rewarded in the form of a special one-off bonus payment; for students, a payment of a special scholarship may be applied.
- (3) The special bonus payment shall be deemed to be an optional component of monthly pay.

Article 3

Special payment for excellent publications

- (1) Only authors for whom the Centre of Polymer Systems is indicated as their affiliation in the given publication ("CPS authors") shall be eligible to receive a special one-off bonus payment / special scholarship.

- (2) Publications for which a special one-off bonus payment / special scholarship may be awarded shall meet the following criteria:
- a) The publication has been published in a technical periodical journal indexed in the database of Web of Science Core Collection.
 - b) The publication is flagged as an “Article” or “Review”.
 - c) The technical periodical journal is incorporated, in terms of field, in scientific disciplines excluding FORD 5/6 within the structure of the OECD classification fields (Frascati Manual) – M17+ Converter (“M17+ Converter”).
- (3) The bonus payment may be awarded only after the publication has been made public in the database of Web of Science Core Edition.
- (4) The latest known information on the journal’s AIS by category within the Ford disciplines’ structure of the M17+ Converter shall be used to assess the journal’s inclusion within a quantile; the information is published at https://veda.k.utb.cz/jcr_ford_ais/ for the needs of UTB.
- (5) The amount of the special bonus payment shall be subject to the funds available, the amount of the base of the payment determined by the CPS Director for the year in question, dependent on inclusion in the journal in which the publication had been printed in quantiles as per AIS in two categories:
- a) The journal is included in quartile I in at least one FORD discipline, but is not in decile I.
 - b) The journal is classified in decile I in at least one FORD discipline.
- (6) The proposal to distribute the special bonus payment among authors is determined as follows:
- a) The total amount of the bonus payment for the publication shall be determined as a proportion of the base of the bonus payment corresponding to the proportion of CPS authors in the total number of authors of the publication.
 - b) The distribution of the total amount for bonus payments for the publication to each of the authors shall be proposed by the principal author identified as part of the corresponding record in the OBD application.
 - c) For publications involving two or more authors, the amount of the bonus payment for one author shall be limited. The maximum shall be 60% of the relevant base of the bonus payment.

- (7) Data collection and evaluation of proposals to award bonus payments shall take place on a semi-annual basis (as per 30 June and 31 December) via the CPS' Project Support Department in collaboration with the UTB Library.

Article 4

Assessment of leading qualification theses

- (1) A special bonus payment for leading a qualification thesis may be awarded only to a mentor of a student's qualification thesis conducted at the CPS, and the student must be listed as a student with tracked costs in accordance with UTB Budgetary Rules.
- (2) The amount of the special bonus payment shall be subject to the funds available, the amount of the payment determined by the CPS Director for the year in question and inclusion within two recognized categories:
- a) Bachelor's theses
 - b) Diploma theses
- (3) Each process of collection and evaluation of proposals shall take place at the end of the given academic year through the CPS' Financial Department. Only defended qualification theses shall be assessed.

Article 5

Final provisions

- (4) The present Director's Instruction shall apply as at 1 August 2020 and become effective from 1 August 2020. The document shall apply to publications published / qualification theses defended as at 1 January 2020 onwards.