



Palacký University  
Olomouc

*Genius loci ...*

## **ANNEX SE**

### **SUBJECTS SELECTED FOR EVALUATION**

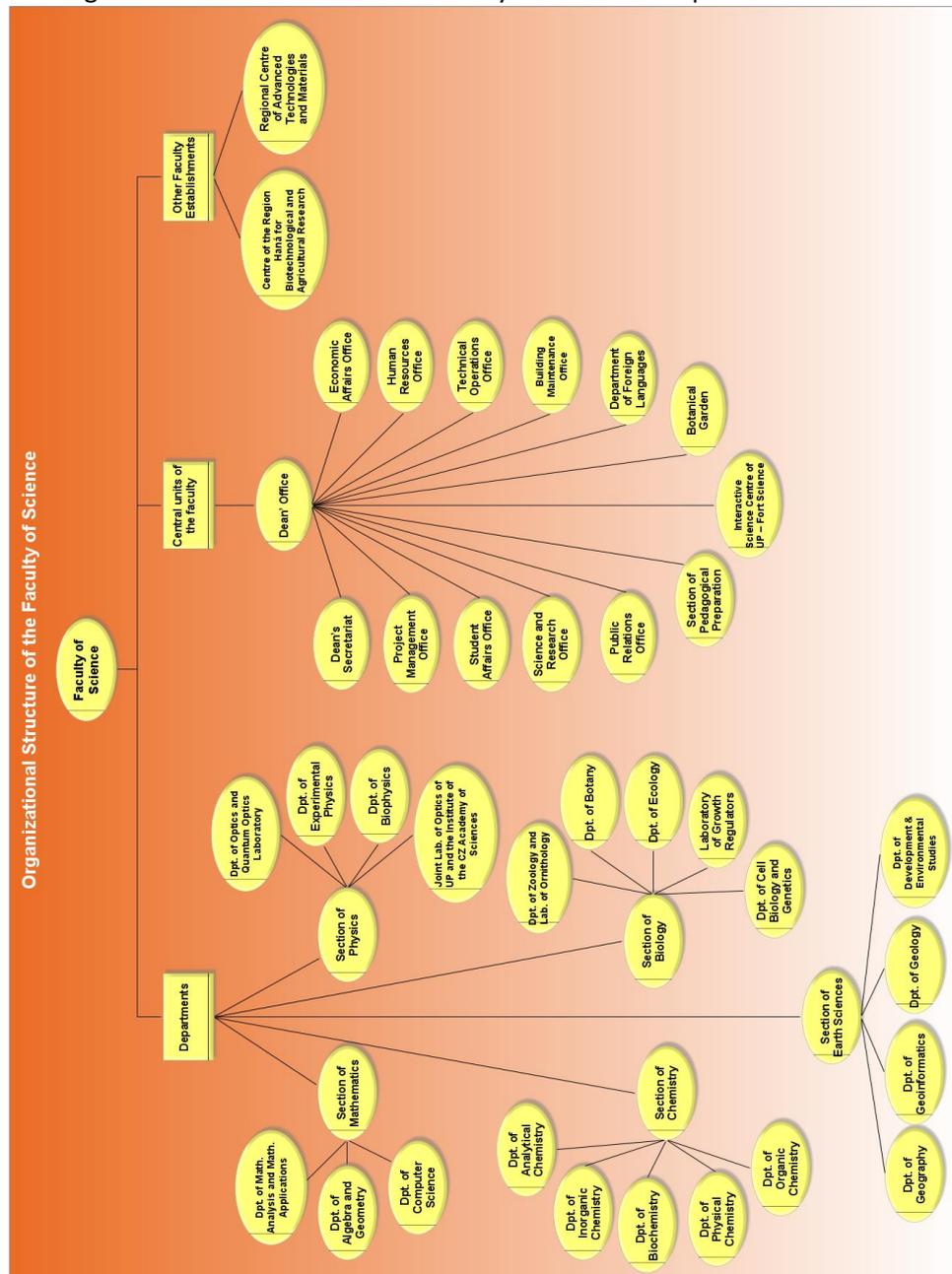
*January 2018*

## INTRODUCTION

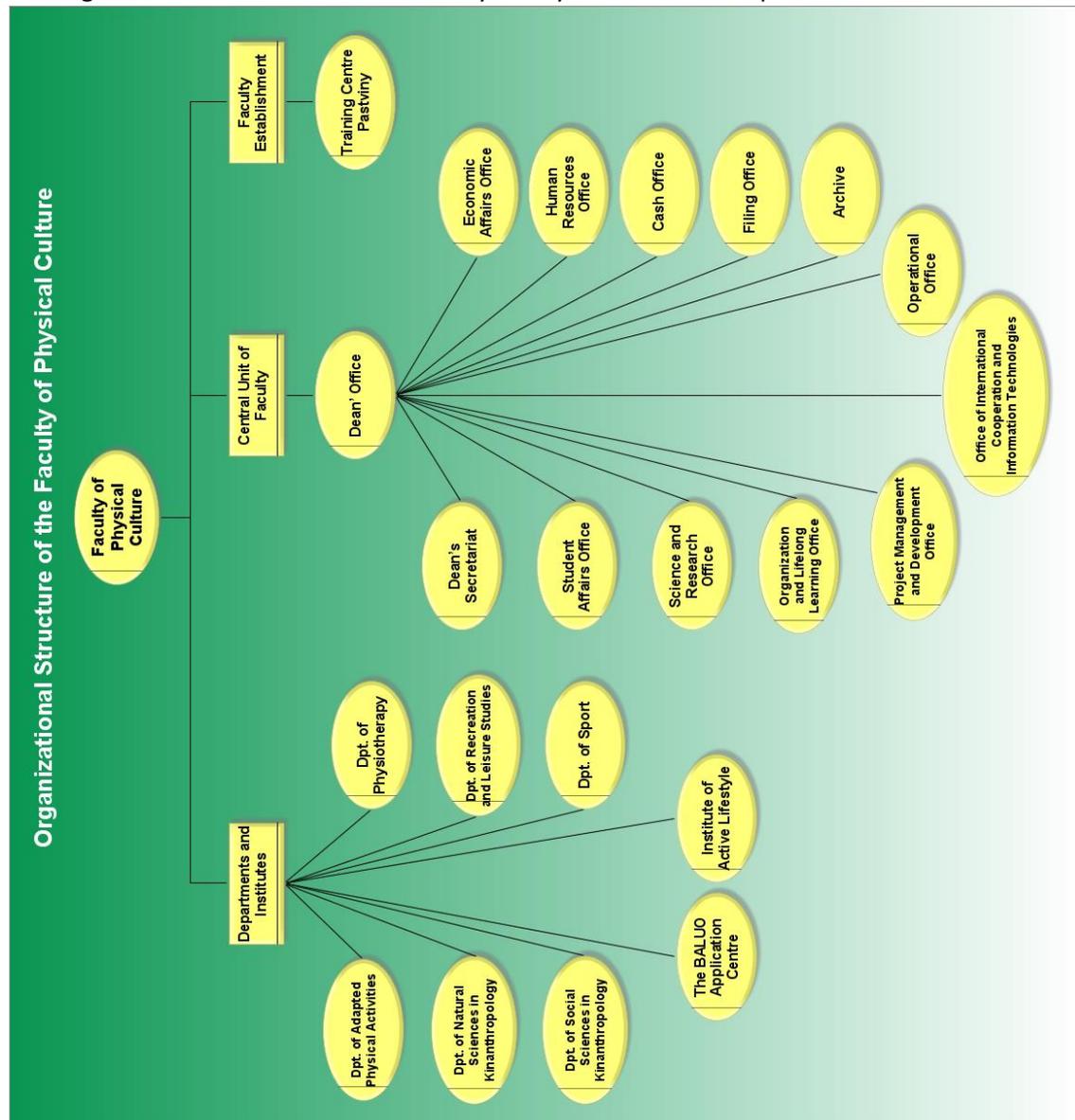
Palacký University Olomouc (UP) administration had decided to select the following centres for a deeper analysis within the evaluation process: the Faculty of Science (FS) as a major research faculty, the Faculty of Physical Culture (FPC) as a medium-sized faculty with a significant scientific output; and two research centres—The Centre of the Region Haná for Biotechnology and Agricultural Research (CRH) and the Institute of Active Lifestyle (IAL). This appendix addresses the subjects mentioned above and explains their focus and specificities, further fostered by the central university system.

## ORGANISATION STRUCTURE AND ADMINISTRATION BODIES

The organisational structure of the Faculty of Science is represented below.



The organisational structure of the Faculty of Physical Culture is represented below.



The incorporation of the research centres under evaluation into the organisational manuals of individual faculties and the administration thereof will be illustrated below through the examples of The Centre of the Region Haná for Biotechnology and Agricultural Research (CRH) and The Institute of Active Lifestyle (IAL).

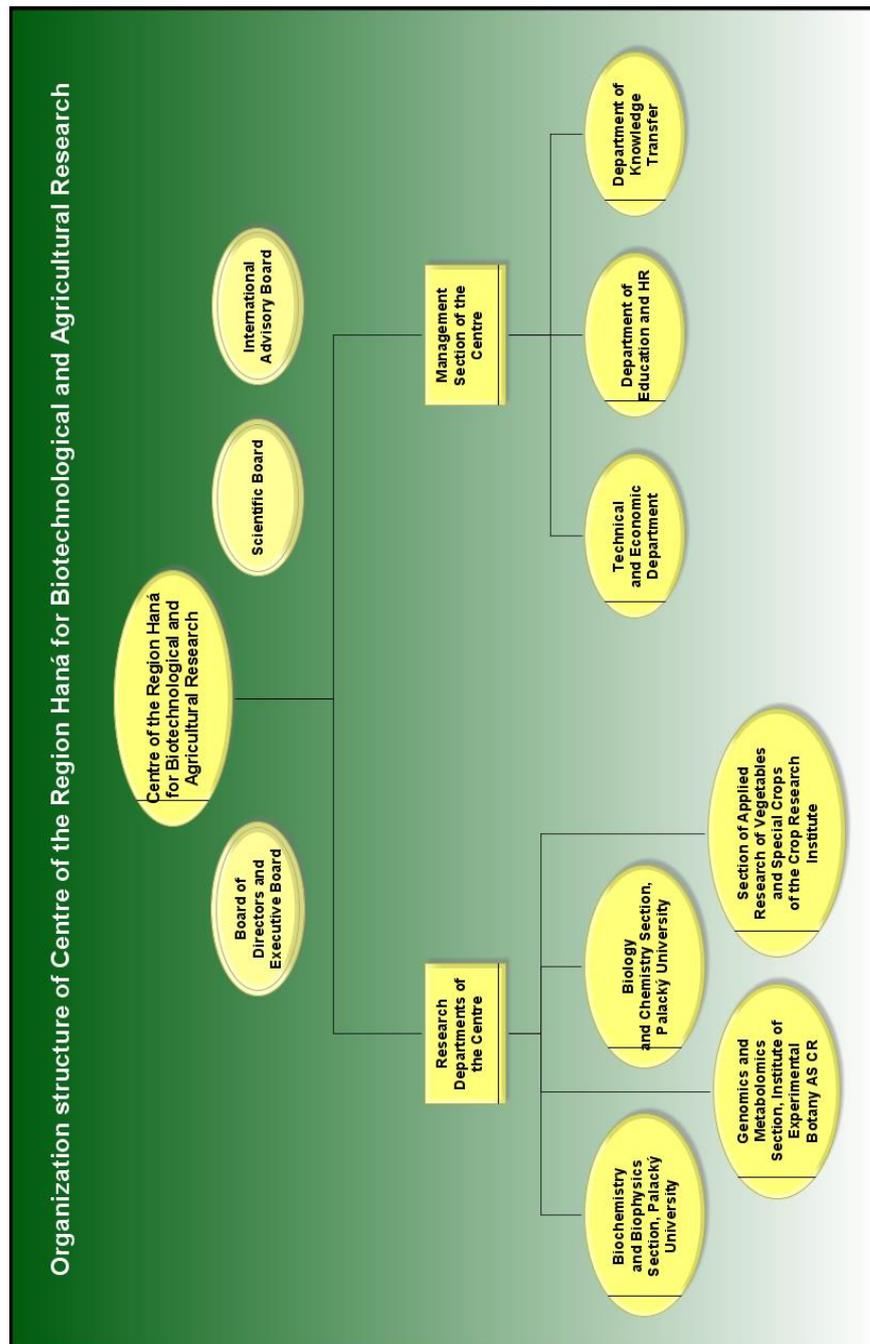
CRH is defined as a research centre at Palacký University Olomouc by the *Constitution of the Faculty of Science of Palacký University Olomouc*<sup>1</sup>, *Organisation code*<sup>2</sup>, Art. 5a - Research Centres. The Centre's activities are carried out in accordance with the General Contract on Partnership and Mutual Cooperation, the Statutes of the centre which is an appendix of the contract, the internal rules of the Centre's partners, and in accordance with the generally applicable rules. In order to guarantee the unified and continuous

<sup>1</sup> see attached document *annex\_SE1*

<sup>2</sup> see attached document *annex\_SE2*

management of the Centre's research activities, financial management and projects controlling the following bodies have been established: The Board (as the highest body of the Centre, performing a supervisory role), The Executive Board (as the Centre's executive body), The Scholarly Board and the International Advisory Board (as the Centre's advisory bodies), Scientific Director and Executive Director.

The statutory representatives of UP and the respective partner institutions are involved in the Centre's bodies: by nature of their function and associated competencies, they ensure that the Centre's activities are interconnected with the operational and financial structure of the individual institutions and that all action necessary for the Centre's operation is discussed with the relevant institutional bodies. The interconnectedness of the Centre's executive level with the recipient and partner institutions is monitored by the employees of the recipient and the partnering institutions and their agendas at the Operational Department of the Centre. The interconnectedness and coordination of research agendas is monitored through the involvement of heads of research units in the Centre's management—in the position of director's deputy—and the seats in the centre's Scientific Board. The Scientific Director presides over the Scientific Board and is accountable to the Director for all research activities and the transfer of their results to the application level. The director manages the Centre's activities and is, by the nature of his or her function, accountable to the Executive Board. The Operational Department of the Centre is governed by the Director and comprises the following departments: Technical and Economic Department, Department of Knowledge Transfer and Department of Education and HR. The centre's organigram follows:



The IAL is defined, similar to the CRH, by the *Constitution of the Faculty of Physical Culture of Palacký University Olomouc*<sup>3</sup>. The Institute's activities are managed by the Head of Institute who is, in accordance with the organisational structure, responsible to the Faculty's Dean. The IAL is a relatively small unit, comparable in size to a department, without further inner structures and therefore needs no organigram for illustration.

<sup>3</sup> see attached document *annex\_SE3*

**ADMINISTRATIVE SUPPORT OF RESEARCH**

Administration of research at the Faculty of Science (FS) is, at a general level, executed in accordance with the respective laws and in accordance with the *Constitution of Palacký University Olomouc*<sup>4</sup> and other respective norms. At the level of individual personnel, grant and publication activities are carried out closely interconnected with the operation of individual units, that is to say the departments and centres, especially with respect to all administrative and legal matters.

At the central management level, the Faculty of Science runs a Department of Science and Research; the Department, currently employing three people, falls within the responsibilities of the Vice-Dean for Science and Research. The role of the Department is to manage and administer a wide array of central activities, among them the administration of institutional support (FRUP, IGA), scientific boards of the FS, *habilitation* processes and granting professors' degrees, publication activities and the like. In collaboration with the units at the Rector's office, the Department of Science and Research administers grants at the levels between the Faculty and the Rectorate and the subsidy provider.

An integral part of the administration of science and research at the Faculty of Science is the redistribution of the institutional support—finances from the Research Organizational Development (the so-called *source 30*)—which is governed by the internal methodology of funds redistribution allowing the distribution of funds allocated from RUP to the level of individual departments. This system ensures the stability and predictability of the fiscal environment in the field of science and research funding.

At the Faculty of Physical Culture, the science and research agendas fall within the oversight of the Vice-Dean for Science and Research, who is in charge of the following:

- methodical governance and overseeing the agendas of the Department of Science and Research;
- coordinating agendas with the respective Vice-Rector;
- development strategies regarding science, research and innovation at the Faculty;
- providing necessary documentation for sessions of the Scientific Board;
- organisation of *habilitation* processes, professors' degrees and programs, honorary degrees and the like;
- management, coordination and oversight of the research grant agendas at the Faculty, including output documentation, specifically within the systems OBD and RIV;
- coordinating material support for research at the Faculty and the innovation of research equipment in connection with the development of the Faculty and the preparation and implementation of research projects, including projects carried out within the Operational Program Research, Development and Education;
- execution of analyses of the qualification structure of academics and researchers employed at the Faculty: the Vice-Dean is responsible for the preparation of all documents necessary for the Dean's qualified decision-making in human resources;
- documentation and coordination of science conferences, seminars, and symposiums held by the Faculty;
- management and coordination of science journals published at the Faculty;
- expert accountability for the scientific database and the library fund, this in collaboration with the Faculty of Physical Education's library;

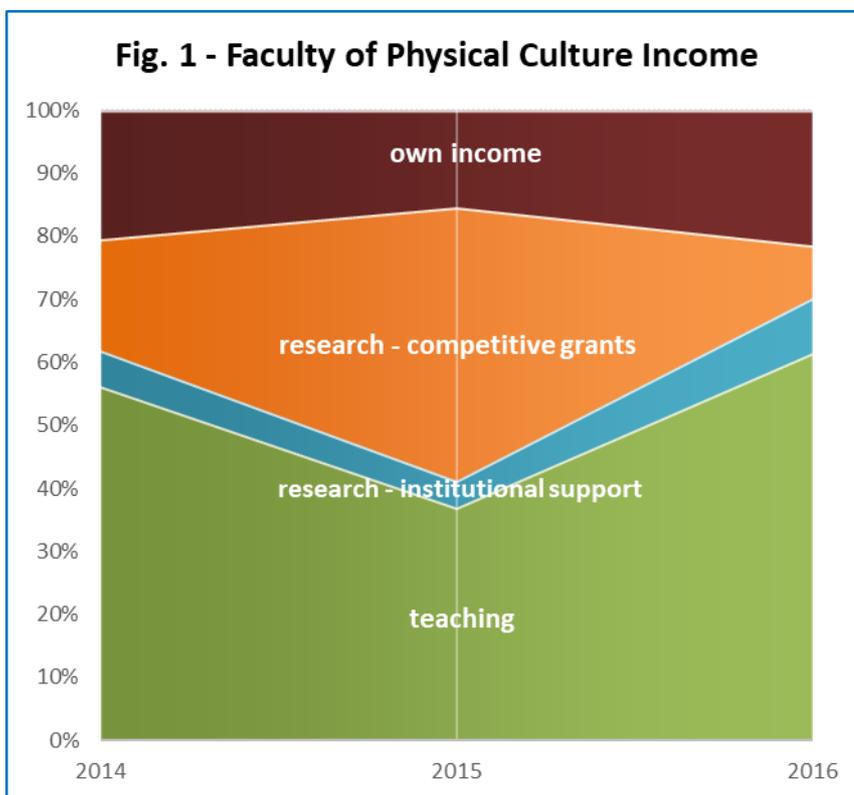
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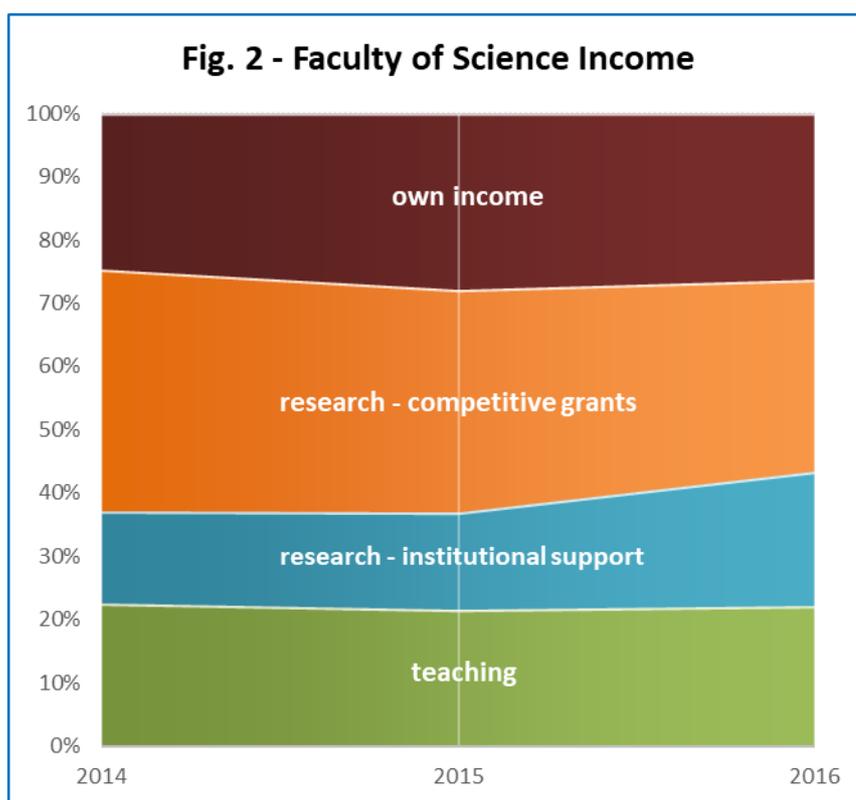
<sup>4</sup> see attached document *annex\_4*

- presentation and communication of research and scientific achievement of the Faculty;
- preparation of documents for Palacký University's Annual Report on science, research and innovations.

#### FINANCING

The distribution of income at the individual faculties is shown in the graphs below, Figure 1 representing the Faculty of Physical Culture and Figure 2 representing the Faculty of Science. The comparison clearly shows that while the proportion of income at the FPC has undergone dramatic development in past years, the break-down has remained rather stable at the FS.





## HUMAN RESOURCES POLICY

### EMPLOYEE EVALUATION

During the evaluation period, the Faculty of Physical Culture applied *The Quantification of workload of academic staff at FPC at UP*<sup>5</sup>. This method manual on quantifying the academic activities of the Faculty's employees consists of converting each employee's individual activities within a calendar year into 'converted hours'. The quantification principle was introduced mainly to allow the Faculty to express the work executed by all employees within a certain period in equal units. The conclusions drawn from the quantification then served as an important information tool in for the heads of departments and the faculty's management in decision-making regarding the flexible part of individual salaries. The monitored agendas of academic employees were divided into three types: teacher training, creative activity and organisational activity.

To evaluate academic and research staff, the Faculty of Science, on the other hand, applies the system IS HAP, which was broadly introduced in the evaluation report and analysed in greater detail in the appendix *Description of the information system for academic staff performance evaluation (IS HAP) and its mathematical background*<sup>6</sup>.

### SUPPORT FOR YOUNG RESEARCHERS

The Faculty of Science remunerates doctor program students with a 50% bonus, increasing the monthly scholarship to approx. 600 EUR. The policy motivates young researchers to better performance and responsibility in their doctor studies.

<sup>5</sup> see attached document *annex\_SE4*

<sup>6</sup> see attached document *annex\_13*

## ACADEMIC AGENDAS

### DEAN'S PROVISIONS ON GRANTING THE DEAN'S AWARD TO AUTHORS OF PRESTIGIOUS SCHOLARLY PUBLICATIONS AND OUTSTANDING TEACHERS

The science and research evaluation processes at the Faculty of Science also include the Dean's Award, which motivates academics to publish their work in prestigious science journals. The Award is announced on the basis of *Dean's Provisions on Granting the Dean's Award to authors of Prestigious Scholarly Publications and Outstanding Teachers of the Faculty of Science at Palacký University Olomouc*.<sup>7</sup> It is announced annually at the December session of the Faculty's Scientific Board. Below are the basic criteria for the award for prestigious publication:

- the employee holds a minimum part-time job at the Faculty (full-time employees are prioritised);
- the employee is the primary or co-author of the work (key proportion of work penned by awardees);
- the respective journal has reached a 90% or higher ranking by The Web of Science (prioritising high-quality work).

Of the shortlisted authors/works, 10 are awarded every year, most of them reaching the 95 percentile or more, with the impact factor often reaching two-digit numbers. All awardees receive 2,000 EUR in prize money.

## GUARANTEEING QUALITY

The quality of research and science at the Faculty of Science is implicitly guaranteed via the mechanism within which individual units and departments are provided with financial resources based on their research performance, which consequently motivates them to better performance overall. This concerns activities carried out at multiple levels and diverse fields, from grant support, to grant overhead costs or finances from the Research Organizational Development (ROD). The motivation mechanism is thus boosted both on a quantitative basis and also, with the RVO distribution method, spread effectively time-wise: that is, a department is granted money in a year X for works published in years X1–X5. The quality of individual research agendas is monitored through the system IS HAP which makes the evaluation of employees' performance in the field of science and research possible. The evaluation of employees falls within the oversight of respective heads of departments, who are, in turn, evaluated by the Dean.

The quality of creative output at the Faculty of Physical Education is also reflected in external evaluation. The study called *Czech research centres' publication performance in the period 2009-2013, by field of research* (Jurajda, Kozubek, Münich, & Škoda, 2016)<sup>8</sup> and a number of follow-up studies show that the Faculty ranks first in the quality of Czech kinanthropological institutions, measured both in the number of articles in the most reputable journals with in impact factor, or IF (D1+Q1), and in the total number of articles in journals with IF published in the field of AK<sup>9</sup> – Sports and Leisure Activities. Moreover, the Faculty ranks second among Czech research institutions when measured by the total number of articles in journals with IF published in the field of AM - Teacher Training and Education. The role the Faculty plays in the international context is documented in

<sup>7</sup> see attached document *annex\_SE5*

<sup>8</sup> more details available at <https://idea.cerge-ei.cz/studie/publikacni-vykonnost-2/index.php>

<sup>9</sup> Czech classification of scientific disciplines: AK stands for Sports and Leisure Activities; AM stands for Teacher Training and Education.

ShanghaiRanking's Global Ranking<sup>10</sup> in which the Faculty ranks 101st - 150th among sports science institutions (out of 361 evaluated universities). Making the Faculty the leading institution in the Czech Republic and one of the major institutions in Eastern Europe, this specific result is a great success, legitimising the Faculty's strategy: focus on quality research and involvement in international research projects, such as the IPEN or the HBSC. This is all the more the case as the ranking is based on an evaluation of five indicators (each standing for 20% of the evaluation): the number of articles at Web of Science, number of quotations of articles published at the institution, number of quotations per article, number of articles published in the top 25% journals (Q1) and the proportion of works co-authored by foreign researchers. According to the enumerated indicators the Faculty's employees have achieved a major increase in quality in the past years.

The Faculty of Physical Culture is a leading research centre in the Czech Republic, in the long run striving for the best possible position internationally. The Faculty personnel succeed in engaging top international science teams and consequently took part in prestigious scientific projects. The objective of the Faculty is to maintain and build on this position in the long term. The Faculty will seek to further expand the range of research topics and specialisations (that are currently being addressed mostly at a local level) with potential to be developed towards stronger international impact. The past few years have seen a significant increase in the number of results from the creative agendas of the Faculty's staff, as evidenced in the Web of Science (from 1 article per year in the years 2004 and 2005 to 33, 37 and 41 articles in the years 2014, 2015 and 2016 respectively) and Scopus. The conditions for such an acceleration of scientific performance were set a few years ago through a research project administered at the Faculty. Once the project was over, the Faculty has managed to keep the bar high and further develop the trend initiated by the project, with researchers publishing copious amounts of work in the most prestigious journals in the Q1 category of the Web of Science (including publishing achievements in the Lancet journal).

It is assumed that the Faculty's creative activities will be further enhanced by future developments in scientific infrastructure, such as the Centre for Kinanthropological Research, which is currently being refurbished. International research projects will be further supported as a major source of opportunities for the Faculty's personnel to get involved in international research projects and the associated publication outputs. Furthermore, a greater emphasis will be put on applied research and the effectiveness of the BALUO Application Centre, with an aim to increase the number of commissions and the proportion of contract research revenues. Yet another opportunity for the future and the possibility of further improvement of publishing output rests in the fact that the Faculty journal *Acta Gymnica*<sup>11</sup> was retrospectively included in the Web of Science database as of 2016.

## STUDY PROGRAMS

### INTERCONNECTING EDUCATION AND RESEARCH

The research agenda of the Faculty of Science is inherently connected to the education processes thereof. The Faculty is divided into five subject-related segments: (Physics, Chemistry, Biology and Ecology, Earth Sciences, Mathematics) and two research centres

<sup>10</sup> more details available at <http://www.shanghairanking.com/Special-Focus-Institution-Ranking/Sport-Science-Schools-and-Departments-2016.html>

<sup>11</sup> more details available <https://gymnica.upol.cz>

(The Centre of the Region Haná for Biotechnological and Agricultural Research and The Regional Centre of Advanced Technologies). The structure roughly corresponds to the distribution of accredited study programs and subjects, in which both teaching and research activities take place.

Research activities are carried out within all educational processes at all levels of study. For the bachelor and follow-up master programs it is carried out in the form of diploma and bachelor theses research, which is closely connected to the research profile of the supervisor and the respective department. Bachelor and master students often take part in research internships abroad, for example through the Erasmus program, as well as in practical internships, excursions and training at research institutions outside Palacký University Olomouc, including at the institutes of the Academy of Sciences.

The most significant link between the education process and scientific activity consists of the doctoral study programs. First of all, these programs are widely internationalised and accredited in English, without exception. During the course of study, students are obliged to carry out a research internship abroad for at least three months. To be allowed to defend their dissertation, students are required to publish at least two impacted works. Students are taken as an integral part of the responsible departments, with a minimum of a part-time job and active involvement in teaching undergraduate students. Research and education agendas at the Faculty of Science are widely interconnected, the links being multi-layered, reciprocal and meeting international standards in the field.

The research agenda at the CRH ([www.cr-hana.eu](http://www.cr-hana.eu)) is closely connected to the bachelor, master and doctoral programs in a number of subjects. The Centre's personnel have made it possible to have new subjects accredited as of 2014: *Bioinformatics* and *Biotechnology and Gene Engineering*. This step has increased the quality of education in the modern fields of biology and biotechnology and enhanced the interconnectedness of research carried at the CRH and the educational processes at the Faculty of Science. Students are directly involved in the Centre's research activities via the work on their theses, through their supervisors and theses research carried out at the Centre's infrastructure. Such small-scale research projects allow students to become members of research teams at the Centre, to work in a motivating international environment, to establish priceless professional contacts and to take part in international internships. Teams at the Centre operate as guarantors of doctoral study programs *Biochemistry*, *Experimental Biology* and *Biophysics*, all of them accredited in both Czech and English language. Doctoral program students are supervised by the Centre's employees and are considered as legitimate members of research teams, most of them assuming part-time jobs at the Centre. Following the development of new research initiatives at the Centre and the resulting demand for highly qualified experts, new study programs have been accredited (such as *Bioinformatics*, *Biotechnology* and *Gene Engineering*) and others are on the accreditation waiting list (among them doctoral programs in *Nano-material Chemistry* and *Nanotechnology*).

Teachers at the Faculty of Physical Education aim to implement the cutting-edge results of their research activities into the education processes at all levels of study. Students are acquainted with the principles of scientific and applied work, this within a whole range of specialised subjects, such as Methodology; they actively process the results of their activities (such as in the online system Indares.com). It is one of the priority objectives to have the maximum number of theses processed in connection with research projects, whether they are IGA projects (internal agency) or international projects. The Faculty holds educational workshops for doctoral students and academics, further supporting their research activities.

The interconnection between educational and research activities is most significant in the doctoral programs: students actively participate in the creative, educational and organisational activities of the Faculty, this in accordance with the Dean's guidelines for the doctoral program of Kinanthropology.