

Internal Directive 5/2015

Rules for Distribution and Use of Funds from the EUBA Doctoral Students' International Mobility Support Fund

Introductory Provisions

1. This directive regulates international mobility of students in doctoral studies (hereinafter "doctoral students") at the University of Economics in Bratislava (hereinafter "EUBA") undertaken as part of the research component of doctoral studies.¹ As defined by Article 54 of the Act 131/2002 on higher education institutions and on amendments and supplements of certain laws, as amended (hereinafter "the Act"), the research component of doctoral studies comprises the doctoral student's individual or team research work related to the dissertation thesis topic. The supervisor is the academic guarantor of the doctoral studies' research component.²
2. In accordance with the Principles Governing Organisation of Doctoral Studies at the University of Economics in Bratislava (hereinafter "the Principles"), doctoral students are obliged to meet their study obligations as defined by their individual curricula and the Academic Calendar.³ Full-time doctoral students admitted to their first year of the third level of studies from the academic year 2012-2013 onwards are obliged to participate in one international mobility event with a demonstrable link between the dissertation thesis focus and the programme of the international mobility event planned in their individual curriculum.⁴

Article 1

Mission of EUBA Doctoral Students' International Mobility Support Fund

1. In order to foster continual motivation and quality support for research activities at EUBA and to increase the share of doctoral students involved in international research projects, the EUBA Rector establishes the Doctoral Students' International Mobility Support Fund (hereinafter "the EUBA DSIMSF"). The EUBA DSIMSF purports to support, through financial contributions, international mobility of EUBA full-time doctoral students, or EUBA part-time doctoral students who are EUBA full-time employees in order to conduct the research component of their doctoral studies at foreign higher education institutions or any other relevant foreign expert establishments (hereinafter "the hosting institution").

Article 2

Funding from EUBA DSIMSF of EUBA Doctoral Students' International Mobility Conducted As Part of Doctoral Studies' Research Component

1. Funding from the EUBA DSIMSF is subject to the following rules:

¹ Sending of EUBA students on study visits abroad under cooperation agreements concluded with foreign universities and other institutions providing higher education is regulated by the Internal Directive 2/2012.

² Article 54(10) of the Act

³ Article 4(2)(c) of the Principles valid as of 1 September 2010, or Article 4(2)(c) of the Principles valid as of 1 September 2012

⁴ as defined by Article 4(2)(i) of the Principles valid as of 1 September 2012

- a) EUBA will reserve from its funds (budgetary as well as extra-budgetary resources) an amount intended to support EUBA doctoral students' international mobility conducted as part of doctoral studies' research component.
 - b) The amount of funds allocated to the EUBA DSIMSF is decided by the Rector every year when the budget for the current year is being created.
2. International mobility funding from the EUBA DSIMSF is subject to the following rules:
- a) A financial contribution to support EUBA doctoral students' international mobility (hereinafter "international mobility") conducted as part of the doctoral studies' research component may be requested by EUBA full-time doctoral students, or EUBA part-time doctoral students who are full-time EUBA employees. International mobility funding is available for the maximum period of 3 months of the duration of the relevant mobility event.
 - b) A financial contribution intended to support EUBA doctoral students' international mobility conducted as part of the doctoral studies' research component may be provided to the same person only once, and it cannot be granted retroactively for a doctoral student's international mobility event already carried out.
 - c) Funds from the EUBA DSIMSF will be awarded as a financial contribution for a maximum period of 3 months of the duration of the international mobility event, in one or more categories:
 - travel expenses⁵ up to the max. amount of **EUR 1,000**,
 - accommodation expenses up to the max. amount of **EUR 1,000**,
 - subsistence expenses up to the max. amount of **EUR 1,000**,
 - petty expenses⁶ up to the max. amount of **EUR 333**.
 EUBA reserves the right to carry out transfers of appropriations between the above-mentioned items.
 - d) Health insurance abroad and medical expense insurance is paid by the doctoral student from his/her own resources, if such insurance is not covered by the faculty's extra-budgetary resources.

Article 3

Application for International Mobility Financial Contribution from EUBA DSIMSF and Approval Thereof

1. The doctoral student submits his/her complete application for EUBA DSIMSF's international mobility financial contribution (hereinafter "the Application") to the EUBA Department for Research and Doctoral Studies (hereinafter "the EUBA DRDS) by one of three possible closing dates for applications, i.e. by 28 February, 31 May and 30 September of the current year. The Application must include the following particulars:
 - a) justification of the doctoral student's Application, providing a demonstrable link between the dissertation thesis focus and the programme of the international mobility event planned in the student's individual curriculum,
 - b) a detailed programme of the international mobility event, including the date of its commencement and completion, and the intended timetable of individual activities in the research component of the doctoral student's doctoral studies,
 - c) letter of acceptance by the hosting institution whereby the doctoral student is

⁵ Travel expenses can only cover one round-trip ticket to the place of the study visit.

⁶ Petty expenses allowance depending on expert activities performed at the hosting institution (travel cost, permits, document copying etc.) In exceptional cases, it is allowed to include in this item specific expenses associated with the international mobility event.

- accepted to the international mobility event in accordance with the dissertation thesis focus and the international mobility event's programme,
- d) the supervisor's statement concerning the demonstrable link between the doctoral student's dissertation thesis focus and the international mobility event's programme, along with the recommended specification of the category for the envisaged publication output from the international mobility event, as defined in Annex 1 hereof,
 - e) consent of the faculty's Dean to the conduct of the international mobility event in conjunction with the faculty's strategic internationalization objectives, including the Dean's statement concerning potential coverage of health insurance abroad and medical expense insurance,
 - f) planned budget for the international mobility event, along with the planned financing schedule for the event's individual activities and the doctoral student's declaration of honour on the doctoral student's commitment to pay health insurance abroad and medical expense insurance from his/her own resources, if such insurance is not covered from the faculty's extra-budgetary resources.
2. Whether the application submitted is awarded funding is decided by the EUBA Rector based on the recommendation by the EUBA DSIMSF Board. The EUBA DSIMSF Board consists of the Vice-Rector for Research and Doctoral Studies and Vice-Deans for Research and Doctoral Studies at EUBA faculties. The Board evaluates applications in accordance with the *Publication Group (A1, A2, B, C and D) and Publication Category Definition for Subsidy Distribution Purposes*, which constitutes Annex 1 hereof, using weight coefficients for calculating the amount of the subsidy for research, development or artistic activities (D2). As regards the subsidy for research, development or artistic activities, only publication outputs in A1, B, and C category are considered and in the D group only publications in the following categories: ADE, ADF, AEC, AED, AEG, AEH, AFA, AFB, AFC, AFD, AFE, AFF, AFG, AFH, AEM, AEN.

Article 4

EUBA DSIMSF Financial Contribution Agreement for International Mobility and Report on the Results of EUBA DSIMSF-Funded International Mobility Conducted As Part of Doctoral Studies' Research Component

1. Recipients of a financial contribution from the EUBA DSIMSF will enter into an agreement with EUBA wherein they undertake to adhere to the international mobility event's programme. Failure to comply with the terms and conditions of the agreement will give rise to the repayment of the financial contribution granted. A sample agreement between EUBA and a EUBA DSIMSF financial contribution recipient constitutes Annex 2 hereof.
2. EUBA DSIMSF financial contribution recipients are obliged to observe rules for accounting of the financial contribution in accordance with valid EUBA internal rules.⁷ The report on the results of EUBA DSIMSF-funded international mobility conducted as part of doctoral studies' research component, along with an evaluation of benefits of the international mobility event prepared by the supervisor, is subject to approval by the Faculty Dean, and after the report's approval, the doctoral student is obliged to submit the report to the EUBA DRDS.

⁷ Internal Directive 1/2011 - Principles for Organising and Funding of EUBA Employees' Business Trips Abroad

Article 5
Temporary and Final Provisions

1. This directive shall become effective on 1 May 2015.
2. Upon approval of this directive, the Internal Directive 02/2010 of 3 February 2010 shall be repealed in its entirety.

Bratislava, on this 15th day of April 2023

prof. Ing. Ferdinand Daño, PhD.
Rector

Annex 1 - Definition of Publication Groups for Subsidy Distribution Purposes
Annex 2 - EUBA DSIMSF Financial Contribution Agreement for International Mobility

Annex 1 - Definition of Publication Groups for Subsidy Distribution Purposes

In order to define publication groups for subsidy distribution purposes, the publication output classification regulated by the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 456/2012 on Central Publications Registry and Central Artistic Activities Registry (hereinafter "the Decree") is used. For practicable reasons, publications are divided based on categories introduced by the Decree into the following groups: A1, A2, B, C and D. As regards the subsidy for research, development or artistic activities, only publication outputs in A1, B, and C category are considered and in the D group only publications in the following categories: ADE, ADF, AEC, AED, AEG, AEH, AFA, AFB, AFC, AFD, AFE, AFF, AFG, AFH, AEM, AEN.

D1 - weight coefficients for calculating the amount of the subsidy for the conduct of accredited study programmes

D2 - weight coefficients for calculating the amount of the subsidy for research, development or artistic activities

Groups and Categories	D1	D2	
Group A1 - Scientific monographs and books of similar nature			
Scientific monographs (AAA, AAB)	0.50	0.45	
Monograph-like studies published in journals and proceedings (ABA, ABB)	0.50	0.45	
Chapters in academic monographs (ABC, ABD)	0.05	0.045	
Group A2 - Other books			
University textbooks (ACA, ACB)	0.50	0.00	
Specialist books (BAA, BAB)	0.50	0.00	
Primary- and secondary-level textbooks (BCB)	0.50	0.00	
Course literature and teaching materials (BCI)	0.50	0.00	
Literary monographs, dramatic works, screenplays, literary translations and author catalogues (CAA, CAB)	0.50	0.00	
Reviews (EAI)	0.50	0.00	
Specialist translations (EAJ)	0.50	0.00	
Compilatory books (bibliographies, encyclopaedias, catalogues, dictionaries, proceedings, atlases, etc.) (FAI)	0.50	0.00	
Group B - Publications in indexed journals			
Academic papers in indexed journals (ADC, ADD)	1.00	1.00	
Specialist papers in indexed journals (BDC, BDD)	1.00	1.00	
Literary works and translations in indexed journals (CDC, CDD)	1.00	1.00	
Inventor's certificates, patents and discoveries (AGJ)	1.00	1.00	
Group C - Publications in non-indexed journals registered in WoS or Scopus			
Academic papers in journals registered in Web of Science or SCOPUS	ADM	0.50	0.45
	ADN	0.25	0.225
Specialist papers in journals registered in Web of Science or SCOPUS	BDM	0.50	0.45
	BDN	0.25	0.225
Group D - Other publications			
Chapters in university textbooks	ACC	0.06	0.00
	ACD	0.03	0.00
Academic papers in other journals	ADE, ADF	0.015	0.023
Academic papers in peer-reviewed proceedings and monographs	AEC	0.060	0.092
	AED	0.030	0.046
Abstracts of academic papers in indexed journals	AEG, AEH	0.015	0.023
Published invited academic conference papers	AFA	0.060	0.092
	AFB	0.030	0.046

Groups and Categories		D1	D2
Published academic conference papers	AFC	0.060	0.092
	AFD	0.030	0.046
Abstracts of (invited) academic conference papers (AFE, AFF, AFG, AFH)	AFE, AFF, AFG, AFH	0.015 0.015	0.023 0.023
Abstracts of academic papers in journals registered in Web of Science or SCOPUS	AEM, AEN	0.015	0.023
Chapters in specialist books	BBA, BBB	0.015	0.00
Chapters in textbooks and teaching materials	BCK	0.015	0.00
Entries in specialist terminology dictionaries and encyclopaedias	BDA, BDB	0.015	0.00
Specialist papers in other (non-indexed) journals	BDE, BDF	0.015	0.00
Specialist papers in peer-reviewed proceedings	BEC	0.060	0.00
	BED	0.030	
Abstracts of specialist papers from national and international events (BFA, BFB)	BFA, BFB	0.015	0.00
Chapters in literary monographs, chapters of literary translations	CBA, CBB	0.015	0.00
Literary works and translations in non-indexed journals	CDE, CDF	0.015	0.00

**EUBA DSIMSF Financial Contribution Agreement for International Mobility Under
EUBA Internal Directive 5/2015 No./.....**

**Article 1
Parties to Agreement**

Provider	University of Economics in Bratislava Dolnozemska č. 1, 852 35 Bratislava 5 (hereinafter "EUBA") Registration No.: 00 399 957 TIN: 2020879245 Provider's account number Represented by prof. Ing. Ferdinand Daňo, PhD., EUBA Rector
Recipient:	Doctoral student's name and surname Doctoral student's date of birth Permanent address Recipient's account number EUBA faculty and department

**Article 2
Subject Matter of Agreement**

1. The subject-matter hereof is rules governing the relationship between EUBA and the recipient of a financial contribution from the EUBA Doctoral Student's International Mobility Support Fund (hereinafter "the EUBA DSIMSF") awarded under the EUBA Internal Directive 5/2015 Rules for Distribution and Use of Funds from the EUBA Doctoral Students' International Mobility Support Fund (hereinafter "the Internal Directive 5/2015").
2. The purpose of the Agreement is the award of a financial contribution to support an international mobility event of "the doctoral student's name and surname at (name and location of the hosting institution)", conducted as part of the research component of the doctoral student's doctoral studies.

**Article 3
Financial Contribution**

The sum of the financial contribution granted from the EUBA DSIMSF in accordance with Article 2(2)(c) of the Internal Directive 5/2015 amounts to

EUR

say:

broken down as follows:

- a) travel expenses⁸
- b) accommodation expenses
- c) subsistence expenses
- d) petty expenses⁹

Article 4 Draw-down Period

The Parties to the Agreement have agreed that the international mobility event at the above-mentioned hosting institution will commence on and will last until

The financial contribution recipient is obliged to submit a final account in respect of unused funds within 10 days of completing the international mobility event, and based on such approved final account to immediately return the unused funds to the Provider's account (pursuant to the Act No. 283/2002 on travel allowances and Act No. 523/2004 on budgetary rules in public administration and on amendments and supplements of certain laws).

Article 5 Obligations of Parties to Agreement

The EUBA DSIMSF financial contribution recipient acknowledges that:

1. he/she will comply with provisions of the Internal Directive 5/2015,
2. he/she will use the funds awarded to meet the objectives of the international mobility event,
3. he/she will use the funds awarded solely as stipulated in Article 3 and 4 hereof, with no transfer of funds between individual items (as referred to Article 3(a) through 3(d)) permitted,
4. he/she will observe rules for accounting of the financial contribution in accordance with valid EUBA internal rules,
5. he/she will submit the report on the results of the EUBA DSIMSF-funded international mobility event conducted as part of doctoral studies' research component, along with an evaluation of benefits of the international mobility event prepared by the supervisor, to the EUBA DRDS after the report's approval by the Faculty Dean,
6. he/she will compensate EUBA for the damage, if any, arising from a breach of the Internal Directive,
7. in the event of termination of employment in the position of a part-time doctoral student awarded a financial contribution from the EUBA DSIMSF as a full-time EUBA employee under Article 1 of the Internal Directive 5/2015, he/she will pay back to EUBA the full amount of the EUBA DSIMSF financial contribution, to the Provider's account number as specified in the heading hereof, within 1 year of completing the international mobility event,
8. he/she will pay expenses for health insurance abroad and medical expense insurance using his/her own resources as stipulated by Article 2(2)(d) and 3(1)(f) of the Internal Directive 5/2015, if such insurance is not paid from the faculty's extra-budgetary resources subject to the Faculty Dean's approval.

⁸ Travel expenses can only cover one round-trip ticket to the place of the study visit.

⁹ Petty expenses allowance depending on expert activities performed at the hosting institution (travel cost, permits, document copying etc.) In exceptional cases, it is allowed to include in this item specific expenses associated with the international mobility event.

EUBA acknowledges that:

EUBA will provide the EUBA DSIMSF financial contribution for the doctoral student's international mobility event to the recipient's account in the amount of EUR upon signing hereof by both Parties.

**Article 6
Final Provisions**

1. Any amendments hereto may only be effected by mutual consent of the Parties by means of written appendices hereto.
2. The Agreement shall become valid on the date of signing thereof by both Parties.
3. The Agreement is executed in four counterparts distributed as follows: the recipient will receive 1 counterpart, the Rector 1 counterpart, the EUBA DRDS 1 counterpart and the Dean of the relevant faculty 1 counterpart.

Bratislava, on this day of

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prof. Ing. Ferdinand Daňo, PhD.
EUBA Rector

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Recipient