
Support of publishing activity in the field of education at the Faculty of Forestry and Wood Sciences of the Czech University of Life Sciences in Prague

Article 1

Introductory Provisions

- (1) This Regulation is valid for the Faculty of Forestry and Wood Sciences (hereinafter FLD) of the Czech University of Life Sciences in Prague (hereinafter CZU).
- (2) This Regulation is prepared in accordance with the Rector's Directive No. 5/2021 Publishing activity at the Czech University of Life Sciences in Prague.
- (3) With this Regulation, the FLD Dean establishes an editorial committee in accordance with Article 4, Paragraph 1 of the Statute of the FLD as an advisory body to the FLD Dean.

Article 2

Managing publishing activity at FLD

- (1) The Vice-dean for External Relations and Marketing is responsible for FLD's publishing activity.
- (2) The Publishing Committee (hereinafter also "Committee") is a collective body appointed by the FLD Dean, usually for 2 years.
- (3) Each department has a representative on the Committee, who is always proposed by the head of the given department.
- (4) The Committee is convened as needed by the Vice-dean for External Relations and Marketing, but at least once a year.
- (5) The Committee is chaired by the Vice-dean for External Relations and Marketing.
- (6) The Committee prepares a publishing plan, taking into account the the Faculty's means, its educational needs, and its publishing concept.
- (7) Other Vice-deans and guarantors of study programmes comment on the publishing plan.
- (8) The publishing concept is prepared by the Vice-dean for External Relations and Marketing and approved by the Dean of the Faculty.
- (9) Publishing plan is approved by the Dean of the Faculty.

Article 3

The Committee's rules of procedure

- 1) Membership of the Committee is honorary and fixed.
- (2) Committee meetings are convened and chaired by the Chairman.
- (3) The Committee can reach a resolution if at least two thirds of its members are present.
- (4) In exceptional situations, the Chairman can convene a Committee meeting with discussion and voting by means of remote communication, in full (remote meeting) or partially (hybrid meeting). If the Committee decides on this, they can also decide by public vote on matters that, according to the FLD's internal regulations, require a secret vote. More detailed conditions of meetings and voting by means of remote

communication shall be determined by the Chairman. Provisions regarding Committee meetings and voting shall be applied mutatis mutandis to meetings and voting by means of remote communication,.

(5) The Committee decides by voting. An overall majority of the votes of the members present is required for the adoption of the resolution.

(6) Minutes are made of the Committee meeting, which are approved by the Committee Chairman.

(7) In exceptional cases, the Committee can adopt a written resolution even outside of a meeting, i.e. a resolution by voting per rollam, in paper form or electronically. The procedure for this form of voting is as follows:

a. the Chairman will first ensure that the draft resolution, for which approval is sought, is sent to all the Committee members; simultaneously, he determines the e-mail address to which the Committee members send their vote, or stipulates a different procedure for voting outside the meeting and a period in which the Committee members have to vote, which is at least 5 working days;

b. if any Committee member notifies the Chairman within the specified period that he/she demands consideration of a resolution to be adopted per rollam, such a resolution cannot be adopted outside the Committee meeting;

c. the resolution is adopted if at least two-thirds of all Committee members expressed their agreement with it as part of the vote;

d. after the end of the voting period, the Chairman ensures that the voting results are sent to all Committee members. The Chairman also registers all the documents related to this vote; at the next Committee meeting, he will provide the members with information about the course and result of the vote per rollam.

Article 4

Subjects of support for publishing activity

- (1) Subjects of support for publishing activity at FLD are primarily:
 - a. Internal study materials (in printed and electronic form),
 - b. Study aids (in printed and electronic form),
 - c. Multimedia teaching aids,
 - d. Professional books.

Article 5

Organization of support for publishing activities

- (1) The publishing plan is compiled every year on the basis of proposals submitted by the departments and possibly by other FLD workplaces.
- (2) Proposals are submitted to the Vice-dean for External Relations and Marketing under two deadlines: usually by 1st May and 1st November of the given calendar year.
- (3) The publishing plan includes the following study materials:
 - a. Completely new internal study materials,
 - b. Internal study materials significantly revised (i.e. by more than 50%),
 - c. Reprints of existing internal study materials,
 - d. Study aids,
 - e. Multimedia teaching aids,
 - f. Professional books(collectively hereinafter referred to as "study materials" or individually also "study material").

- (4) The author of a study material in the publishing plan must be an FLD academic employee; professional quality of a study material is guaranteed by the guarantor of the subject for which the given study material is intended.
- (5) The head of the relevant department is responsible for the validity, necessity, and usability of the study material.
- (6) The first edition (new internal study materials and other study materials) or significantly revised study material must go through a review procedure. At least one reviewer's opinion must be attached to the submitted study materials. If the reviewer's opinion is negative, the submitted study material will not be published. Reviewers must be externalists, i.e. persons with no employment relationship with CZU.
- (7) Significantly revised study material can be published at least 3 years after its previous publication.
- (8) The author submits a study material (and possibly also the reviewer's opinion) to the Vice-dean for External Relations and Marketing within the given deadline (according to the publishing plan) in electronic form.
- (9) The cost and scope of printed study materials is determined by the Vice-dean for External Relations and Marketing, taking into account the educational needs and the Faculty's means.
- (10) The title page and imprint of study materials must meet the prescribed requirements set by the CZU Publishing House.
- (11) A request to withdraw study material from the publishing plan is submitted by the head of the relevant department or workplace to the Vice-dean for External Relations and Marketing, no later than 2 months before the submission deadline set by the publishing plan.

Article 6

Production of materials

- (1) Production of study materials is financed by the FLD Dean's Office from its own resources, or from the funds of the Programme for the Support of Strategic Management of Universities; revenues from sold study materials are FLD income.
- (2) The price of the printed study materials is determined by the Head of FLD Dean's Office based on the cost calculation.
- (3) The distribution and sale of study materials is provided by the FLD Copy Centre.

Article 7

Remuneration

- (1) Remuneration for the development of study materials is paid from the funds of the FLD Dean's Office, namely:
 - completely new internal study material for lectures up to 90 standard pages up to CZK 10,000; over 90 standard pages up to CZK 15,000;
 - completely new internal study material for practicals, study aids, and multimedia teaching aids up to CZK 7,500;
 - significantly revised new internal study material for lectures up to 90 standard pages up to CZK 7,000, over 90 standard pages up to CZK 12,000;
 - significantly revised new internal study material for practicals up to CZK 5,500;
 - electronic study material to a one-off amount up to CZK 7,500;
 - technical books to the amount of up to CZK 20,000.

- (2) In the case an authors' team, the total amount of remuneration for the FLD authors' team is determined by the share of the number of FLD authors of the total number of study material authors (e.g., total number of an internal study material authors is 10, of which 6 authors are FLD academic staff, i.e. total amount of compensation for the FLD authors' team amounts to 60% of the maximum amount of remuneration specified in paragraph 1 of this article). The total remuneration for the FLD authors' team determined in this way will be divided between the individual FLD authors in the proportion in which the individual FLD authors participated in the creation of the study material.
- (3) Remuneration for the preparation of study materials is paid based on an application, a sample of which is given in Appendix 1 of this Regulation, submitted to the Vice-dean for External Relations and Marketing. The FLD Dean approves the proposal for the payment of remuneration for the development of study materials.
- (4) The reviewer's opinion is paid for from the funds of the FLD Dean's Office, and its amount is determined according to the scope of the assessed text, namely:
 - up to 90 standard pages of study material CZK 2,000/CZK 3,000 for foreign language teaching texts,
 - over 90 standard pages of study material CZK 2,500/CZK 3,500 for foreign language teaching texts.
- (5) Failure to meet the deadline set by the publishing plan (delayed submission of study material) is sanctioned by a 10% reduction in the remuneration for the preparation of study material for each month of delay in submitting the study material. The sanction is applied 7 days after the expiry of the set deadline.

Article 8

Transitional and Final Provisions

- (1) This Regulation repeals Dean's Regulation No. 7/2020.
- (2) An integral part of this Regulation is Appendix 1 – Application for granting a reward for the development of study material.
- (3) This regulation enters into force and effect on 1st February 2024.



prof. Ing. Róbert Marušák, PhD.
Dean

Appendix 1

APPLICATION FOR GRANTING A REWARD FOR THE DEVELOPMENT OF STUDY MATERIAL

Study material title:

Percentage share of authors from FLD on the study material. Each co-author must confirm this share with a signature.

Name of FLD author	Percentage share of study material from FLD authors	Signature	Notes