

Charles University, Faculty of Medicine in Hradec Králové

Dean's Directive No. 14/2025

Ref. No.: UKLFHK 697724/57

Title: Remuneration for Research Publications

Comes into force and effect on the date of execution by the Dean

Article 1

Aim and Applicability

The aim of this directive is to provide direct motivation to employees of the Faculty of Medicine in Hradec Králové ("LF HK") to write academic publications and to publish the results of their research work in prestigious international academic journals. The rules for remuneration hereunder apply to all employees of Charles University employed at LF HK and students of LF HK ("home authors"). In principle, the same rules apply to employees of the University Hospital Hradec Králové ("FNHK") (see Directive of the FNHK Director No. SM 88, as amended). The publications are entered in the Personal Bibliographic Database ("OBD system") and the results are transferred to the Register of Information on Outputs ("RIV register") for FNHK by the Medical Library of LF HK.

Article 2

Requirements for Awarding Remuneration

1. Remuneration is only awarded to research publications containing the results of research by home authors in extenso affiliated with LF HK which are published in peer-reviewed journals, meet the requirements below, and have been recorded in the OBD system.

The publications must meet the following requirements:

- Research publication in an academic journal.
- The publication has been published in its final version. For journals published in both printed and online form, the final version is the printed form of the publication. Electronic form is permitted for journals which are published only in online form.
- The author of the publication is affiliated with LF HK and the publication was created within the author's employment or study relationship with LF HK.
- The affiliation with LF HK is to be used in the following form:
In Czech: Univerzita Karlova, Lékařská fakulta v Hradci Králové/in English: Charles University, Faculty of Medicine in Hradec Králové.
The corresponding author is responsible for providing the affiliation in the correct form if he or she is a home author, otherwise each home author is responsible for the affiliation.
- If a published output was created using funding provided to LF HK, the author is responsible for providing the affiliation with LF HK in the given output.

- The dedication and the affiliation must be recorded in the OBD system.
 - A publication is eligible to be entered in the RIV register and be classified in the Jimp or Jsc category (impact factor, “IF”).
 Jimp – articles in journals with an impact factor must be included in the Web of Science database (“WoS database”) in the category Article, Review, or Letter.
 Jsc – articles in journals without an impact factor must be included in the Scopus database in the category Article, Review, or Letter.
2. Remuneration is not awarded for abstracts in proceedings or journals, not even with an IF, “full texts” in proceedings (not even with an ISBN code), or chapters in monographs and monographs.
 3. Remuneration is not awarded for publications created within multicenter clinical trials if the names of the authors are not listed among the co-authors of the article with the respective affiliation, but are listed only in the appendix or other supplement, or if the publications do not contain the elements of a research paper. However, such publications must still be entered in the OBD system.
 4. The Dean’s Board decides, upon the author’s proposal, in disputed cases (whether a publication meets the requirements for remuneration) and the author may also propose that the remuneration be exceptionally increased or that a different, significant, exceptional, and original publication be remunerated beyond the scope hereof.

Article 3

Procedure for Registering a Publication for Remuneration

1. The first home author of a publication ensures that the person responsible (person authorised to register publications) in the author’s department created the entry in the OBD system and completed the accompanying document for the entry. The author authorises the entry for the OBD system and the completed accompanying document and the person responsible notifies the publication to the Medical Library of the Faculty of Medicine in Hradec Králové (“Medical Library”). The author is responsible for the correctness and completeness of the entry for the OBD system and the accompanying document.
2. If the first author of the publication is not a home author from LF HK or an author from another faculty of Charles University (“CU”), the above obligations must be performed by the first home author from LF HK or FNHK in the order of the co-authors listed for the publication.
3. If the first author of a publication is a CU employee from another CU faculty, LF HK or FNHK are not obliged to notify or enter the publication according to the applicable rules for data collection at CU.
4. The entry in the OBD system must be made within three months of the date of publication, or the publication of the output, that is, the date of publication in the WoS database or the Scopus database in the case of Jimp or Jsc publications, respectively, but no later than before the date of termination of data collection for the given calendar year.

5. After the notification of a publication, the Medical Library checks all the data and assesses whether the given publication meets the requirements for awarding remuneration. If so, the Medical Library calculates the amount thereof under Article 4 hereof.
6. If an entry in the OBD system or the accompanying document have deficiencies in terms of the formal elements or content, the Medical Library invites the author to complete the information or remove the deficiencies. Remuneration may not be awarded if the entry in the OBD system or the accompanying document are deficient or incomplete.
7. After authorisation by the author and the responsible person, the outputs are transferred by the Medical Library to the RIV register.
8. The Medical Library submits a list of authors entitled to remuneration and the amount of the remuneration calculated to the Human Resources Office on a regular basis. After approval by the Dean, the Human Resources Office ensures the payment of the remuneration to the authors.
9. Remuneration for publications in the given calendar year is only awarded after the annual update of the Journal Citation Reports database (“JCR database”).

Article 4

Amount of Remuneration

1. For Jimp publications, the amount of the remuneration for one publication is determined on the basis of the ranking of the publishing journal in the given decile or quartile of the WoS JCR database according to the Article Influence Score (“AIS”).
 - Publications in the 1st decile in the field (D1): CZK 60,000
 - Publications in the 1st quartile in the field (Q1): CZK 50,000
 - Publications in the 2nd quartile in the field (Q2): CZK 40,000
 - Publication in the 3rd quartile in the field (Q3): CZK 10,000
 - Publications in the 4th quartile in the field (Q4) and journals included in the Scopus database (Jsc) are not remunerated, with the exception of authors below the age of 40 years at the time of the first publication of the paper (see below).
2. The share in the remuneration for a publication for each author is calculated as follows:
 - The first author and the corresponding author receive 25% of the total remuneration and the last author receives 10%; in the case of concurrent authorship positions, the respective shares are cumulated. The remaining 40% is divided equally among all authors, including the first, corresponding, or last author.
 - The minimum amount of the share in the remuneration is determined as follows: the first and corresponding author: CZK 10,000 for D1/Q1 according to the AIS; CZK 7,500 for Q2 according to the AIS; CZK 5,000 for Q3 according to the AIS; other authors 2,500 for D1/Q1 according to the AIS.
 - If there are several authors in the same authorship position (first, corresponding, last), their share in the remuneration awarded for the given position is divided among them equally. If one of the authors is not a home author (he or she is from another institution),

his or her share in the remuneration is awarded to the home author(s) in the same position.

- If the author of publication is also affiliated with (an)other institution(s) in addition to LF HK, the amount of the author's share in the remuneration is decreased by dividing the amount calculated of the author's share in the remuneration by the number of the affiliations included. If the author of a publication is affiliated to both LF HK and FNHK, he or she is entitled to remuneration from both institutions in accordance with the rules hereunder and the Directive of the FNHK Director No. SM 88, as amended.
 - The first author and the corresponding author (and the only author of a publication) below the age of 40 years at the time of the first publication of the paper also receives a fixed remuneration in the amount of CZK 2,000 for Q4 publications according to the AIS and publications entered in the Scopus database. Other co-authors do not receive remuneration for such publications. The remuneration is not divided by the number of other affiliations in this case and, if the first author and the corresponding author are the same person, the remuneration awarded for these roles is not cumulated.
 - The amount of the share of each author of a publication in the remuneration for a publication is rounded to whole hundreds of crowns.
 - Remuneration is only paid if the amount of a share calculated for a given author exceeds CZK 50.
3. In the case of exceptionally significant publications published in journals in the 1st decile or quartile, the Dean may award an extraordinary award to the author for the publication. Upon a proposal from the Dean's Board, the Dean may award remuneration for other significant, exceptional, and original publications beyond the scope hereof.
 4. The remuneration will not be paid to authors who are not in an employment relationship with LF HK (or if their work activities are financed through projects) or who are not students of LF HK on the payment date (they are not home authors).
 5. If a student of LF HK is the author or was involved in the creation of a remunerated publication, he or she is entitled to the payment of the remuneration provided that the total calculated remuneration (the student's share in the remuneration) exceeds or is equal to CZK 2,000. The remuneration will be paid to the author – student in the form of a scholarship unless it may be paid in another form.

Article 5

Final Provisions

1. This directive comes into force and effect on the date of execution by the Dean.
2. Dean's Directive No. 14/2019 Remuneration for Research Publications of 1 November 2019 is hereby repealed.

Hradec Králové, 1 December 2025

prof. MUDr. Jiří Mandáček, Ph.D.

Dean