

Faculty of Medicine in Hradec Králové, Charles University
Dean's Measure no. 14/2019

Title: **Rewards for scientific publications**

Valid and effective: the day of the Dean's signature

Article no. 1
Objective of the measure

The objective of this measure is to motivate the employees of the Faculty of Medicine in Hradec Králové (hereinafter "LF HK") in publishing results of scientific activities in prestigious international scientific publications. The rules are unanimous for all employees of LF HK and are valid from 1. 1. 2019. The same rules apply for employees of the University Hospital in Hradec Králové (hereinafter "FN HK"), see Measures of FN HK director.

Article no. 2
Conditions for reward recognition

1. Only those scientific works which in extenso fulfill the further mentioned criteria with an affiliation of LF HK and are documented in the system for publication documenting (OBD) will be rewarded.
2. Publications must fulfill the following criteria:
 - Scientific publication in a scientific journal.
 - The publication is published in its definitive form. For journals with both print and online forms, the print form is considered as definitive. Online form is allowed for journals with an exclusive online form.
 - The publication is affiliated with LF HK and originated as a part of employment or study relationship of the author with this institution.
 - The publication is dedicated to a specific grant, scientific research, institutional research of LF HK (PROGRES) or is funded by public or non-public sources.
 - The dedication must be recorded in the OBD system.
 - The publication fulfills the criteria for sending to RIV and classifying into J_{imp} , J_{sc} categories.
 - J_{imp} – articles in impacted journals, which are excerpted in Web of Science database (furthermore "WoS") with attributes Article, Review, Letter.
 - J_{sc} – articles in non-impacted journals, whose ISSN is excerpted in the Scopus database, with attributes Article, Review, Letter.
3. Rewards do not apply for abstract proceedings of journals (even with the impact factor, furthermore "IF"), "fulltexts" in proceedings (even with ISBN), chapters in monographs and monographs themselves. Rewards also do not apply for publications of multicentric clinical studies, whose authors are not recorded by name among the article coauthors with the respective affiliation, but are recorded in an appendix or other attachment, or which do not contain critical elements of a scientific work.

4. The Dean's Advisory Boards will decide about rewarding other potential, significant, original publications and about disputed cases.

Article no. 3

Guidelines for submitting the publication for reward recognition

1. The first author of the publication ensures that an entitled person (person responsible for publishing activities) inputs the record into the OBD system of the respective workplace and provides outputs in the Medical Library of the LF HK (hereinafter "Medical Library") with a filled dispatch note with the mental share ratios of all authors in percentages (from other institutions as well) and a list of affiliations of the publication.
2. In the case that the first author of the publication is unaffiliated with either LF HK or any other faculty of the Charles University (hereinafter "UK"), the above mentioned obligations pass onto the nearest in order author from LF HK or FN HK.
3. In the case that the first author of the publication is an employee of another UK faculty, neither LF HK nor FN HK have obligations to record the work in OBD. These works will not be rewarded continuously. Rewards will be paid once the data logging at UK is completed, and after these works are checked by the OBD system within the scope of the entire UK.
4. The OBD record must be completed within three months from the issue date, i.e. publication of the results. For J_{imp} articles that means publishing in WoS database, for J_{sc} in Scopus database. The latest date is the declaration of the end of data collection for the respective calendar year.
5. Once the publication is recorded the Medical Library checks all data and evaluates if the publication fulfills criteria for rewards recognition and sets the reward amount according to the Article no. 4 of this measure. If the record in the system has some formal deficiencies, the Medical Library asks the author to supplement.
6. Once a month the Medical Library provides the faculty Dean with a list of authors and reward amounts. Once approved, the Dean approves the evidence.
7. Internal evaluations of publications for the respective calendar year always start after an annual Journal Citation Reports database update (furthermore "JCR") (June/July).

Article no. 4

The amount of reward

1. For J_{sc} publications the amount of reward is fixed for all publications, 2.500,- CZK per publication.
2. For J_{imp} publications the amount of rewards is given by the ranking of the journal in the respective quartile of the JRC WoS database according to Article Influence Score (furthermore "AIS"). The total amount is rounded to whole hundreds.

- 1. quartile 50.000,- CZK
- 2. quartile 40.000,- CZK
- 3. quartile 10.000,- CZK
- 4. quartile 5.000,- CZK

- 3. In the case of exceptionally significant publications published in a journal's 1. quartile the Dean can recognise an extraordinary bonus reward.
- 4. To calculate rewards for an individual author, the mental share ratio of all authors (even from other institutions) from the dispatch note is used. These ratios cannot be changed afterwards.
- 5. If the reward for an author is less than 50,- CZK, it will not be paid.
- 6. The reward will not be paid to the worker without an active employment contract with LF HK. The only exception are Ph.D. students who publish an article in a journal's 1. or 2. quartile and are the first authors of the article. In addition, the calculated rewards for the author (Ph.D. student) must exceed 1.500,- CZK after taking all parameters into account (mental share, number of affiliates, etc.)
- 7. All grants, PROGRES and other LF HK or FN HK projects are considered as equal for calculation of the amount of reward.
- 8. If the author affiliates with other institutions than LF HK, the reward will be cut according to the number of affiliated institutions. If the author affiliates the publication with both LF HK and FN HK, he / she receives a reward from both institutions according to the principles of this measure and the Measure of FN HK Director.

Article no. 5 Closing provisions

- 1. This measure is valid and in effect from the day of signature of the Dean.
- 2. By this the Dean's measure no. 12/2018 Rewards for scientific publications, effective in 2018, is cancelled.

In Hradec Králové, on 1. 11. 2019

prof. MUDr. Jiří Mandáček, Ph.D.
Dean