

The Doctoral School in Humanities and Arts

Faculty of Art and Design – Jan Evangelista Purkyně University in Ústí nad Labem

Rules for Grant Funding Utilisation

1. The funds are intended for financing the following activities:
 - a. Costs associated with the teaching of visiting professors and external lecturers within the doctoral programme (travel expenses), see Appendix 1.
 - b. Costs supporting the publication and artistic activities of doctoral students, see Appendix 2.
 - c. Costs for events or joint events for doctoral students within the doctoral school (conferences, excursions, exhibitions, etc.), see Appendix 3.
 2. Applications for support are submitted on an ongoing basis throughout the calendar year in forms that are annexes to these rules.
 3. Applications are assessed promptly until the funds allocated for the given calendar year are exhausted. Applicants are required to submit a final statement and a report on the use of the funds no later than 30th November of the given calendar year.
1. Technical clarifications for funding in 2025:
 - a. Before concluding any contract or purchasing necessary materials, services, etc., it is essential to contact the secretary of the Doctoral School, Markéta Chalupová (marketa.chalupova@ujep.cz).
 - b. The following must be included in all invoices and contracts:
 - i. Order number – to be created and provided by the secretary of the Doctoral School, Markéta Chalupová.
 - ii. Billing details of the university:

Univerzita Jana Evangelisty Purkyně v Ústí nad Labem
Pasteurova 3544/1
400 96 Ústí nad Labem

IČ: 44555601
DIČ/VAT: CZ44555601
 - c. The name of the doctoral student should not appear anywhere in the billing details (it may only appear in the delivery address)
 - d. Budget manager: PhDr. Lenka Halasová
 - e. The initiator of the operation: the guarantor of the Doctoral School, prof. Mgr. Michal Koleček, Ph.D.
 - f. Budget number: 46230 08 0004 01