**REQUEST FOR REIMBURSEMENT OF TEACHING\* IN THE WINTER/SUMMER SEMESTER OF THE ACADEMIC YEAR 20XX/20XX**

**Name:**

Field of Study:

Supervisor:

**I ask for a reimbursement of teaching in the winter/summer semester of the academic year 20XX/20XX, in the following extent**

**...................................................hours**

**The teaching had the following forms:**

- participation in lecturing the course

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| --- | --- | --- | --- |
| Course ID in STAG | Actual number of taught hours | Hours of lecture preparation \*\* | Course guarantor confirmation (Arranged by Dept. of Stud. Affairs) |
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- supervision of a Bachelor’s/ Master´s thesis/SOČ

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| --- | --- | --- | --- |
| Name of the supervised student | Thesis type (Bc., Mgr., SOČ) | Hours\*\*\* | Supervisor confirmation (for SOČ, Bc. and Mgr. Thesis - Dept. of Stud. Affairs arranges this), for Bc./Mgr. thesis - department confirms this by paying for it |
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- reviews of Bachelor’s or Master’s thesis

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| --- | --- | --- | --- |
| Name of the student, author of the thesis | Thesis type (Bc., Mgr.) | Hours\*\*\*\* | Agreement (arranged according to STAG by Dept. of Stud. Aff.) |
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- other pedagogical work for the faculty

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| --- | --- | --- |
| Work - specify | Hours | Agreement |
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I declare that I have neither received any reimbursement for that teaching nor I will ask for such reimbursement from other sources.

**In České Budějovice, date:**

 **......................................................**

 **student’s signature**

\* The Faculty of Science reimburses only teaching at the courses organized by the faculty and supervision of students of the faculty. Applicant must be recorded in STAG as teacher/supervisor.

\*\* The actual number of taught hours may be increased at most by 50% on the condition that such a preparation was really conducted.

\*\*\* A maximum of 21 hours per semester for supervision of Bachelor’s/Master´s thesis and 15 hours for each SOČ project is to be counted unless the senior supervisor and department´s head agree on a higher hour dotation.

\*\*\*\* A maximum of 6 - 8 hours for a Bachelor’s thesis review.