



# **RECTOR'S DIRECTIVE No. 5/2018**

## **STUDENT GRANT COMPETITION PRINCIPLES**

### **UNIVERSITY DIRECTIVE**

Valid from: 1 November 2018  
Effective from: 1 December 2019  
Prepared by: Assoc. Prof. Martin Novák, Ph.D.  
Cancels: Rector's Directive No. 10/2015

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## **Article 1**

### **Introductory provisions**

1. This Directive stipulates the rules for competition aimed at support of the student projects of the specific university research conducted by the students of the doctoral or master's degree programmes (the "project") at the Jan Evangelista Purkyně University in Ústí nad Labem (the "University"). These rules stem from Section 7(5) of Act No. 130/2002 Coll. on the support of research, experimental development and innovations from public funds and on the amendment of some related acts (the "Act on Support of Research, Experimental Development and Innovations"), as amended by Act No. 110/2009 Coll. and the Rules for Provision of Specific Support for Specific University Research approved by the Czech government on 30 September 2019 by the Resolution No. 697 (the "Rules").
2. The specific support for specific university research (the "support") is allocated to the University by the Ministry of Education, Youth and Sports of the Czech Republic every year in line with the Rules. The minimum amount of 95% of the support is further distributed to the faculties and sections of the University based on their contribution to performance. The remaining portion of the support will be used for the grant competition administration, organisation of the student scientific conference and remuneration for authors of the best projects according to Article 7, paragraph 5.
3. The administrative, coordinating and methodological activities related to the Student Grant Competition including the Student Scientific Conference organisation are performed by the Internal Grant Agency (IGA). This shall not affect the rights and obligations of the Grant Committees of the individual faculties and of the Grant Board of the University.

## **Article 2**

### **Basic Conditions of the Grant Competition**

1. The project researcher can be a student of the doctoral degree programme accredited at the University or the University academic personnel.
2. Other members of the research team can be the students of the doctoral or master's degree programme accredited at the University (the "students") or academic, scientific, research or development personnel of the University (the "academic personnel"). If the project researcher is a student of the doctoral degree programme, the researcher's lecturer is always a member of the research team.
3. The students shall represent at least one half of the research team, which shall not have more than 50 members.
4. The project term is 1 to 3 years.
5. The maximum amount of the financial funds allocated to the support of one project per calendar year is CZK 500,000.
6. The percentage of the personnel costs or expenses (including the scholarships) associated with participation of the students as the research team members in the project solution in the total personnel costs or expenses (including the scholarships) paid under the eligible project costs exceeds 75%.
7. The support can also be used to settle the costs of a project performed in the research department of a legal entity other than the University only if an accredited study programme studied by the students who are the research team members is performed in this department pursuant to Section 81 of Act No. 111/1998 Coll. on universities and on amendment and supplementing of other acts (the Universities Act), as amended by Act No. 473/2004 Coll. Subject to the conditions stipulated in paragraphs 3 and 6 of this Article, the research team members are also the science, research or development personnel of the subject legal entity.

## **Article 3**

### **Grant Committees of Faculties and the University Grant Board**

1. For purposes of assessing the projects, the Grant Committees will be established at the faculties and sections and the University Grant Board at the level of the University.
2. The Grant Committee at the individual faculties of the University is to be appointed by the competent dean. The chairman of the Faculty Grant Committee is the vice-dean for science. The committee members are usually the representatives of all departments, or representatives of the selected sections of the faculty and external experts.
3. The University Grant Board is appointed by the rector. The chairman of the University Grant Board is the vice-rector for science. The members are the vice-deans for science (or creative activity), or representatives of the faculties appointed in their behalf.
4. Membership in the Grant Committees of faculties and the University Grant Board is unsubstitutable.



5. The Grant Committees of faculties and the University Grant Board are convened by their chairmen at least two weeks before the meeting. Meetings of the Grant Committees of faculties and the University Grant Board are public, with the meeting minutes to be taken.
6. The Grant Committee of a faculty and the University Grant Board have a quorum when two thirds of their members are present. To be valid, a resolution requires consent of an absolute majority of all members. In the event of an equal number of votes, the vote of the chairman shall decide.
7. Grant Committee of a faculty
  - a) Evaluates the new, ongoing and finished projects (plays the role of an opponent),
  - b) Submits a proposal for distribution of the support funds allocated to the respective faculty to the University Grant Board,
  - c) Approves the project change requisitions.
8. A member of the Grant Committee of a faculty who was involved in preparation of the draft student project that is subject to evaluation or who is a member of the research team of the draft student project that is subject to evaluation, shall not take part in evaluation of such student project.
9. University Grant Board
  - a) Approves the projects proposed by the Grant Committees of the faculties for funding and submits approval thereof to the University rector,
  - b) Deals with the objections to the decisions of the Grant Committee of the faculties,
  - c) Plays the role of a controller,
  - d) monitors and evaluates solution and outcome of the supported projects.

#### **Article 4 Project Application**

1. The project application is to be filed by the researcher. The application is to be submitted to the secretary of the Grant Committee of the faculty using the required form (Annex 1 to this Directive).
2. The project application shall be submitted by 31 January of the year of the project launch. This is the latest deadline, whereas the Grant Committee of the faculty may fix an earlier deadline by publishing it in the internal instructions of the faculty by 31 December of each year.
3. Submission of the project application means delivery of the completed application form to the secretary of the respective Grant Committee both in two hard copies with signatures and electronically.
4. The secretary of Grant Board is then sent only the applications of the projects approved for funding in the given year both in form of 1 printed original with signatures and electronically.

#### **Article 5 Project Evaluation**

1. The researcher shall submit an interim or final report on the project performance, outcome and utilisation of the allocated funds to the science department of the respective faculty by 15 January of the year following the calendar year, in which the support was provided, in both printed and electronic form. The report shall contain:
  - a) Report on project progress in the given year. In case of ongoing projects, the report shall contain specification of the project performance (including the changes required) and financial funds for the next year of performance.
  - b) Financial report on utilisation of funds in the given year. The financial report shall contain the breakdown of the funds used in the past calendar year.
  - c) Summary of the project outcome as structured in the Register of information about the science, research and innovation outcome (RIV), or in the Register of artistic outcome in the area of arts and creative activity (RUV). Outcome (published and handed in for printing) shall be specified separately for the individual years of performance.
2. A failure to submit the interim or final report on the project performance shall be deemed a failure to perform the project.
3. In case of evaluation of new projects, the committee shall decide on their funding based on the applications, mainly with respect to quality of the research team and engagement of students (in particular, those in the doctoral degree programmes) in the project, currency and need of the subject issue solution, quality of output (scored according to the methodology applicable to the research and development evaluation) and the project compliance with the University Strategic Plan and Strategic Plan of the faculty.
4. In case of evaluation of ongoing projects, the committee shall decide on the funding to continue in the subject



period based on the interim reports, mainly with respect to performance of the interim objectives of the project and efficient use of the allocated funds in the previous periods. Should further funding of the project not be recommended, the committee shall decide on whether they will be evaluated as failed, or only preliminarily terminated (the reasons for the project preliminary termination include situations which could not be affected by the research team, such as long-term absence of a researcher due to illness).

5. In case of evaluation of completed projects, the committee decides on their completion or failure based on the final reports, identifying the reasons for eventual failure.
6. The outcome of the committee meeting is
  - a) Proposal for distribution of the allocated funds of the support to the individual projects proposed for further funding (both new and ongoing),
  - b) Evaluation of completed projects, and
  - c) Justification of why it did not recommend the ongoing projects for further funding or justification of any evaluation of some completed projects as incomplete.

## **Article 6**

### **Funds Allocation and Project Completion**

1. The financial funds are allocated to the project always for one calendar year.
2. The individual transactions up to the amount of the funds allocated to the subject project shall always be ordered by the cost centre manager.
3. The persons ordering the individual transactions are responsible for purposeful and efficient use of the funds for the given project.
4. The eligible project costs include the costs spent on the research, development and innovation activities directly related to the project performance and in line with the approved proposal, namely:
  - a) Personnel costs of the research team members including the students' scholarship (pursuant to Act No. 111/1998 Coll. on universities), social security and public health insurance payments,
  - b) Material costs (consumables, low-value tangible assets, purchase of literature, etc.),
  - c) Costs of services,
  - d) Travel expenses (paid to the students in the form of scholarship),
  - e) Additional costs.
5. The eligible project costs shall not include the capital expenditures.
6. The structure of the funds utilisation according to paragraph 4 above can be changed only with the aim of avoiding violation of the general rules of competition (Article 2, mainly paragraph 6). In cases when such changes affect more than 10% of the allocated funds for the given year, they need to be approved by the Grant Committee of the faculty. The total amount of the funds per calendar year shall not be exceeded. Any changes in utilisation including justification thereof shall be noted in the interim and final report. The written requests for changes in the research team and budget utilisation shall be submitted by the researcher no later than on 30 October to the secretary of the Grant Committee. The changes are to be discussed and approved by the Grant Committee of the faculty. The statement of the Grant Committee (minutes with the attendance sheet) on all of the requests shall be immediately sent by the secretary of the Grant Committee to the responsible person of IGA to pass it on to the University Grant Board. The minutes shall be signed by the chairman of the Grant Committee of the faculty with the individual requests for changes attached. The University Grant Board shall make the final decision on the changes proposed.
7. Unless otherwise decided on by the Grant Committee of the faculty, the project starts on 1 January of the year of the planned funding and ends on 31 December of the year when funding is supposed to end.
8. Conclusion of the contracts under the project shall be governed by the Organisational Rules of the University.
9. The rector's decision on the project approval constitutes the delegation of the powers and responsibilities for the project performance from the technical and economic aspects to the dean of the faculty where the project is performed.
10. In the project outcome, the research shall specify the University as the support provider, respective grant No. to be allocated to all supported projects by IGA and the student grant competition as its resource, e.g. using the following formulation:  
"Projekt číslo: xxx byl podpořen grantem v rámci studentské grantové soutěže na UJEP" "Project No.: xxx was supported by a grant within the student grant competition at Jan Evangelista Purkyně University in Ústí nad Labem).



## **Article 7**

### **Student Scientific Conference**

1. The Student Scientific Conference is organised through IGA in cooperation with the University Grant Board no later than on 15 February of each year.
2. At the Student Scientific Conference, the research team members present the solution methodology, results achieved and economic efficiency of utilisation of the financial funds.
3. The Student Scientific Conference is public and split into the sections of
  - a) Science and technical disciplines, and
  - b) Humanist, social-science and arts disciplines.
4. The University Grant Board appoints an evaluation committee with at least three members for each section.
5. In each section, the committee evaluates at least 3 best projects in terms of quality of their outcome and general benefit. The researchers win a financial bonus, the amount of which is to be decided on by the University Grant Board.
6. The outcome of the projects (summary of outcome) is to be published by the University Grant Board in cooperation with IGA on the University website.

## **Article 8**

### **Transitional and Final Provisions**

1. The Directive becomes effective on 1 December 2019.
2. The Directive cancels the Rector's Directive No. 10/2015.



**STUDENT PROJECT APPLICATION**

<b>Name of the project</b>							
<b>Researcher</b>							
First name, surname, academic degrees							
E-mail / Telephone:							
Faculty / Department:							
Study programme and discipline (when a student is the researcher):							
<b>Other research team members</b> (academic personnel AP or student S, specify the study programme and discipline, study programme degree and year for the students). The research team shall have a maximum of 50 members.	<b>Name</b>	<b>Position (S/AP)</b>	<b>Study Programme</b>	<b>Degree Mgr./Ph.D.</b>	<b>Year</b>		
<b>Brief explanation of the student project plan and project procedure</b> (in case of a multi-annual project, broken down to the individual years, maximum 2 pages)							
<b>Assumed outcome or result achieved by the project<sup>1</sup></b>							
<b>Financial costs structure</b> (personnel costs of students - usually SCHOLARSHIP - shall amount to a minimum of 75% of the total personnel costs; the personnel costs which are subject to the tax and insurance payments shall be SPECIFIED inclusive of such payments)	<b>Cost Items</b>	<b>Year of Performance</b>					
		<b>1</b>		<b>2</b>		<b>3</b>	
		<b>CZK</b>	<b>%</b>	<b>CZK</b>	<b>%</b>	<b>CZK</b>	<b>%</b>
	Wage (+ mandatory payments)						
	Scholarships						
	Other personnel costs (+ mandatory payments)						
	<b>Total personnel costs</b>		<b>100</b>		<b>100</b>		<b>100</b>
	Material						
	Services						
	Travel expenses						
Other cost		-		-		-	
<b>TOTAL</b>							
<b>Summary of outcome<sup>1</sup> of the research team members for the past 1 year preceding the year of the grant project start</b> (including publications in printed media). Shared authorship of students to be identified with (S) next to the authors' names!							
<b>Transaction orderer</b> (cost centre manager)		<b>Name:</b>			<b>Signature:</b>		
<b>Researcher:</b>		<b>Date:</b>			<b>Signature:</b>		