



# DOCTORAL GRANT COMPETITION POLICY

## Article 1

### Introductory provisions

1. This policy sets out the rules of the competition to support doctoral grants - research grants conducted by doctoral students at the Jan Evangelista Purkyně University in Ústí nad Labem (UJEP) as part of the implementation of activity 3 Implementation of Doctoral Grants for Project U21 - Improving the quality of the grant competition and teaching in doctoral study programmes at UJEP (hereinafter referred to as the project) implemented under Call No. 02\_19\_073 Improving the Quality of Internal Grant Schemes at Universities RDE OP
2. The doctoral grant competition financed from RDE OP funds is implemented:
  - a. with the assistance of expert commissions set up by universities operating doctoral studies
  - b. with the assistance of the existing UJEP Grant Boards (organising the student grant competition financed from by funds earmarked for specific education research (SER)

in compliance with the conditions set out in Call No. 02\_19\_073 Improving the Quality of Internal Grant Schemes at the University RDE OP and related documentation.
3. The doctoral grant competition organised at the university-wide level is thematically divided according to establishments offering doctoral studies:
  - a. Humanities: Faculty of Arts (FF) and Faculty of Art and Design (FUD) – Classification by field of research and development according to the Frascati manual: Humanities and arts
  - b. Behavioural and didactic: Faculty of Social and Economic Studies (FSE) and Faculty of Education (PF) – Classification by field of research and development according to the Frascati manual:: Humanities
  - c. Polytechnic: Faculty of Science (PřF), Faculty of Environment (FŽP) and Faculty of Mechanical Engineering (FSI) – Classification by field of research and development according to the Frascati manual: Natural Sciences, Engineering and Technology





## Article 2

### Fundamental conditions and essentials of the grant competition

1. The full administration process of the doctoral grant competition—the application submission, external opposition opinions of the doctoral grant, continuous administration, final evaluation and termination of the grant—takes place in the English / foreign language.
2. Only a full-time doctoral student enrolled in a programme accredited at UJEP can be a doctoral grant beneficiary, and they must remain a student during the entire term of the grant project.
3. The team of researchers for a doctoral grant consists of:
  - a. an individual researcher: a Ph.D. Student who implements the doctoral grant where the only grant beneficiary is the student themselves;
  - or
  - b. the main researcher: a Ph.D. student who submits an application for a doctoral grant on their own behalf and who is responsible for coordinating and leading the research team and delivering the doctoral grant outputs;and other researchers: one or more Ph.D. students who, under the leadership of the main researcher, participate in the team doctoral grant project. Up to 4 other researchers may participate in a single doctoral grant project.
4. During the execution of a doctoral grant, the main doctoral grant researcher may only be replaced by another existing member of the research team. An individual researcher cannot be replaced during the execution of a doctoral grant. For all types of researchers, the implementation of the doctoral grant may be “suspended”, i.e., the researcher does not conduct any grant work during the given month and therefore does not claim any costs and does not submit an activity report.
5. Both individual and team doctoral grant researchers benefit from the support of a mentor, i.e., a research or academic worker in the same or a related field, with the Ph.D. Degree as a minimum academic qualification, who provides professional and methodological guidance to the grant researchers. Each researcher is entitled to a mentor depending on the intensity of their involvement in the doctoral grant.
6. The one and the same Ph.D. student may only be a researcher (individual, main or other researcher) for only one doctoral grant at a time within this doctoral grant competition..





7. A doctoral grant as part of the present grant competition may not be awarded on a topic identical to that of the dissertation of the individual/main researcher or other members of the research team.
8. The doctoral grant project period is 12 to 24 months.

### Article 3

#### Financing of the doctoral grant

1. The total maximum sum of funds per grant amounts to multiples of the unit cost of work capacity corresponding to 0.1 FTE per month of the grant implementation. The value of this unit cost is CZK 7,986, of which CZK 5,000 is intended for personal (scholarship) costs of members of the research team as defined under Art. 2(3).
2. Members of the research team implement the grant on the basis of a scholarship, or on the basis of a concluded employment contract. Both approaches may be applied at once within a single research team.
3. The basic structure of the grant budget consists of:
  - a. personal costs of members of the research team (scholarship, or wage costs, including statutory levies)
  - b. other costs associated with the implementation of doctoral grants
    - i. personal costs of the mentor (monthly fee of CZK 600 for 0.1 FTE of the research team + statutory levies, but not more than 1.0 FTE);
    - ii. other direct (non-investment) costs related to the implementation of the doctoral grant, e.g. material, minor equipment, software, specialised literature, travel costs (for details see Art. 9(17)), external education;
    - iii. costs related to the organisation and administration of doctoral grants - a fixed rate of 15% of the total grant budget calculated using the procedure defined under paragraph 1 is set.
4. The grant application must contain detailed information on the anticipated direct expenses.
5. Investment costs are not regarded as eligible grant costs.
6. 5% grant co-financing will be covered by the part concerned from their own resources depending on the grant beneficiary.





## Article 4

### Doctoral grant application

1. The doctoral grant application is submitted by the grant beneficiary. The application is submitted to the SGS and Educational Activities Faculty Coordinator using a dedicated form, see Annex 1.
2. Submission of a doctoral grant application denotes delivery of the completed application form, including all annexes, to the SGS and Educational Activities Faculty Coordinator.
3. The doctoral grant application, along with all appendices, must be submitted at once in writing and in electronic format:
  - a. in writing (signed by the applicant)
  - b. in electronic format, by email in the pdf. format to the address of the competent SGS and Educational Activities Faculty Coordinator
4. The doctoral grant application may be submitted on the basis of a Call for Doctoral Grant Applications. The call will be launched uniformly for UJEP.
5. The doctoral grant application must include the specific amount of work capacity in terms of involvement of individual students expressed as FTE and description of the project team and documents attesting to the experience and interest of the researchers and the mentor (a signed CV or a signed letter of intent).
6. A doctoral grant application must include a summary of the educational objectives of all individual researchers.
7. The initial qualifications of an individual researcher or a research team achieved prior to the submission of the Doctoral Grant Application must be at least at the level set out in Annex 2 to the present Guideline, defined by the individual schools operating doctoral studies.
8. The doctoral grant outputs must be at least equivalent to those set out in Annex 3 to the present Guideline, defined by the individual schools operating doctoral studies.

## Article 5

### Doctoral grant competition bodies

1. The doctoral grants will be assessed by the Expert Commissions of the School of Doctoral Studies - Humanities, Behavioural and Didactic, Polytechnic Commissions, and, at the UJEP level, by the UJEP Grant Board.





2. The chairman of the School of Doctoral Studies Expert Commission is a member of the School of Doctoral Studies Expert Commission appointed at the first session of the School of Doctoral Studies expert commission. The members of the commission are representatives of all faculties of individual School of Doctoral Studies concerned and representatives of all relevant doctoral study programs of the individual School of Doctoral Studies. Each faculty shall be represented by a single member on the commission concerned and each doctoral study programme shall be represented by a single member on the commission concerned. The UJEP Grant Board will assess and approve the composition of the expert commissions. Subsequently, the Expert Commission of individual School of Doctoral Studies at UJEP is appointed by UJEP President at the proposal of the sponsor of the School of Doctoral Studies.
3. The UJEP Grant Council is appointed by the UJEP President. The Chairman of the UJEP Grant Board is the UJEP Vice-President for Science. The members are the Vice-Deans for Science (or for Creative Activities).
4. Membership in the Expert Committee of the School of Doctoral Studies and in the UJEP Grant Council cannot be delegated.
5. The sessions of the Expert Committee of the School of Doctoral Studies (the first session is to be convened by the secretary, see paragraph 6) and the sessions of the UJEP Grant Council are to be convened by their chairman at least two weeks before the session is scheduled to take place. The sessions of the Expert Commission of the School of Doctoral Studies and the UJEP Grant Council shall be public and minutes shall be taken of the proceedings.
6. The University SGS and Educational Activities Coordinator shall assume the office of the secretary of the Expert Commissions of individual School of Doctoral Studies. For the purposes of evaluating the Doctoral Grant Competition before the UJEP Grant Board, the University SGS and Educational Activities Coordinator shall assume the role of an administrator.
7. The Expert Commission of the School of Doctoral Studies and the UJEP Grant Board shall form a quorum if at least two thirds of their members are present. For a valid resolution to be adopted, the majority of all members present is required. When voting, each member has one vote. The votes of all members are equal. In the event of a tie, the chairman's vote will decide.
8. The Expert Commissions of School of Doctoral Studies may take decisions outside the joint sessions using e-mail, also referred to as the "per rollam" voting. Decisions may be taken by per-rollam voting in relation to all activities of the Expert Commissions of the School of Doctoral Studies. The documents entering and resulting from a per-rollam vote shall be processed by Grant Commission secretary.
9. The Expert Commission of the School of Doctoral Studies:
  - a. evaluates new and ending doctoral grants,



- b. submits to the UJEP Grant Board a proposal for the distribution of support funds in accordance with the Call for Submission of Doctoral Grant Applications
  - c. approves requests for changes in doctoral grants,
  - d. monitors and evaluates the project implementation solution and results of supported doctoral grants, and prepares opinions on the results of doctoral grants for the UJEP Grant Council.
10. A member of the Expert Commission of the School of Doctoral Studies who participated in the drafting of an evaluated draft doctoral grant or who is a member of the research team of an evaluated doctoral grant may not participate in the evaluation of the doctoral grant concerned.
11. UJEP Grant Board
- a. approves doctoral grants proposed by the Expert Commissions of School of Doctoral Studies to be financed and submits approval thereof to the UJEP President,
  - b. addresses objections to decisions of the Expert Commissions of the School of Doctoral Studies,
  - c. performs a supervisory function,
  - d. monitors and evaluates the implementation and results of supported doctoral grants

## Article 6

### Mentor

1. There is a single mentor assigned to each grant regardless of whether the latter is an individual or a team grant.
2. The mentor is neither the project' researcher or leader and they do not evaluate the project.
3. The mentor must be an expert (Ph.D. required as a minimum) in the field covered by the grant and has prior experience providing guidance to doctoral students and project teams as part of R&D projects.
4. Duties and activities of the mentor:
  - a. participates in the formulation of the grant, setting its objectives and results,
  - b. provides methodology guidance to an individual beneficiary or project team,
  - c. coordinates the activities of the research team aimed at attaining the declared grant objectives,





- d. continuously monitors the implementation of the grant, consults the researcher (and team members) regarding the procedure applied in implementing the grant at least once a month in connection with the Activity Report,
  - e. provides specific advice to the researcher (and team members) to attain the results declared in the Doctoral Grant Application.
  - f. provides opposition to the project results and participates in the Final Activity Report, in which they briefly evaluate the grant process and the significance of the results achieved.
  - g. signs the monthly Activity Reports and the Final Activity Report.
2. The mentor is entitled to remuneration for their activities as per Art. 3(3)(B)(ii).

## Article 7

### Evaluation of doctoral grants

1. The competition takes place through evaluation panels / evaluations divide as per the aforementioned fields of research.
2. The process of approving doctoral grants always starts after the closing date of the Call for Doctoral Grants.
3. The SGS Faculty and Educational Activities Coordinator will forward a single counterpart of each doctoral grant application received to the University SGS and Educational Activities Coordinator for the purposes of evaluating the eligibility and formalities and for archiving, and retains a single counterpart for material evaluation and archiving with the relevant faculty.
4. The stage of evaluating the eligibility and formal essentials shall be covered by the University SGS and Educational Activities Coordinator and the Financial manager of the U21 Project - Improving the Quality of the Grant Competition in Doctoral Study Programmes at UJEP, as part of which the Doctoral Grant Competition is organised.
5. The criteria for checking eligibility and formal essentials, including a description of the evaluation method, form a separate annex to the Call for Grant Applications. The criteria serve an exclusionary purpose - they are evaluated on a YES or NO basis, i.e., met / not met (may be irrelevant for the grant concerned).
6. The criteria for checking acceptability and formal essentials are either correctable (i.e., data may be added by the applicant in the approval process at the request for data completion filed by the University SGS and Educational Activities Coordinator) and non-correctable (where non-compliance always results in the exclusion from the approval process without the possibility for the applicant to add data).







7. If any of the correctable criteria is not met and at the same time all non-correctable criteria are met, the applicant is once asked to complete the missing information at the email address specified in the Doctoral Grant Application, within 5 business days of the date of delivery of the request for additional data.
8. If the applicant does not provide the missing information / documents at the request for additional data (as required and within the set time limit), the grant application shall be eliminated from the approval process.
9. A report will be drawn up on the process of checking the eligibility and formal essentials.
10. The material evaluation of the doctoral grants will be based on opposition opinions submitted for the Doctoral Grant Application. Two opposition opinions will be drawn up for each Doctoral Grant Application.
11. The opposition opinions will be drawn up on the basis of a notification by the University SGS and Educational Activities Coordinator on compliance with the criteria of eligibility and formal essentials of grants. The University SGS and Educational Activities Coordinator shall send the notification, in writing, to the competent Faculty SGS and Educational Activities Coordinator .
12. The opposition opinions on the Doctoral Grant Applications shall be drawn up by external reviewers (i.e., experts with appropriate professional profiles and experience, who are not employed by the UJEP at the time of the doctoral grant evaluation, see PpŽP, Specific Part, Call for Improving the Quality of Internal Grant Schemes at Universities, chapter 5.2.4.1).
13. The Expert Commission of the School of Doctoral Studies will submit a list of external reviewers for each fields according to the submitted student grant applications. The UJEP Grant Board will assess and approve them. Subsequently, the reviewers will be selected by the Expert Committee of the School of Doctoral Studies.
14. The fee for the opposition opinions shall be paid from the financial resources of the U21 Project - Improving the Quality of the Grant Competition and Teaching in Doctoral Study Programmes at UJEP in the form of the Agreement to Complete a Job (hereinafter referred to as ACJ). The drafting of, and payment for, the ACJ shall be taken care of by the Project Financial Manager in cooperation with the Faculty SGS and Educational Activities Coordinator.
15. The Faculty SGS and Educational Activities Coordinator shall reach out to the reviewers suggested by the Expert Commission of the School of Doctoral Studies. The Faculty SGS and Educational Activities Coordinator shall also ensure the full administration related to the operation (including sending the Doctoral Grant Application to the reviewer and preparation and sending of the DPP, time sheets).
16. Supporting documents for the material evaluation, i.e. The Doctoral Grant Application, including appendices, will be submitted to the external reviewer in electronic format.







17. The external reviewer will award points to the project being evaluated, which will result in an overall score (As to be supported, B still to be supported, C not to be supported).
18. The opposition opinions drawn up will be handed over by the Faculty SGS and Educational Activities Coordinator to the University SGS and Educational Activities Coordinator for the purposes of further evaluation and archiving.
19. The Expert Commission of the School of Doctoral Studies will evaluate the doctoral grants submitted based on the Doctoral Grant Applications using the opposition opinions and with an account taken especially of:
  - a. the quality of the project team,
  - b. topicality and the need to address the research question concerned, the quality of the outputs (scored using a valid research and development evaluation methodology),
  - c. compliance of the doctoral grant with UJEP's or the Faculty's Strategic Intent.
20. At their sessions, the Expert Commissions of Schools of Doctoral Studies shall draw up a rank of doctoral grants approved for funding. The Commission session shall result in
  - a. a proposal for the distribution of the allocated support funds among the individual doctoral grants proposed for funding,
  - b. a list of doctoral grants recommended for funding,
  - c. a list of reasons for not recommending doctoral grants for funding
21. UJEP Grant Board will then approve or disapprove the doctoral grants proposed by the Expert Commissions of the Schools of Doctoral Studies for funding and submit their approval to the UJEP President.
22. A grant award decision will then be issued for each supported doctoral grant.

## Article 8

### Allocation of funds

1. The funds are allocated to the doctoral grant at the maximum amount as per the calculation referred to under Art. 3(1), always for the entire term of the doctoral grant project. These allocated funds can be used exclusively in connection with the grant being pursued.
2. Once the grant has been allocated, the total grant budget cannot be increased. At the same time it is not possible to:
  - a. change the personnel-costs-to-total grant budget ratio,



- b. increase the work capacity dedicated to the entire grant,
  - c. reduce the overheads below the rate set out under Art. 3(3)(b)(iii),
3. If necessary, funds may be transferred between individual items referred to in the chapter entitled Direct costs defined under Art. 3(3)(b)(ii) with the consent of the project's Financial Manager.
4. As regards the funds allocated to the doctoral grant, the ordering party for the operation is the Vice-Rector for Science. The circulation of accounting and other economic and personal documents shall be taken care of by the Financial Manager in cooperation with the Faculty SGS and Educational Activities Coordinator in accordance with UJEP internal guidelines as in force.
5. Unless the UJEP Grant Board decides otherwise, the project starts on 1 January of the year during the which the financing is scheduled to start, and ends on 31 December of the year the financing is set to end.
6. Scholarships paid out as part of the grant are awarded in accordance with Article 2 of UJEP Scholarship Rules.

## Article 9

### Implementation of doctoral grants

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1. The total amount of the work capacity of individual researchers at UJEP (sum of all concurrent employment contracts, agreement to complete a job, contracts to perform work and the work capacity under the doctoral grant) may not exceed 1.2 FTE during the entire project implementation period.
2. Individual / main researchers must always report a work capacity corresponding to 0.5 FTE each month.
3. Other researchers always report the work capacity assigned to them as part of the grant per month (ranging between 0.1 and 0.5 FTE). During the doctoral grant, the amount of work capacity of other researchers can be adjusted provided all restrictions are observed (i.e., the work capacity must range between 0.1 and 0.5 FTE and the adjustment does not result in an increase in the doctoral grant budget).
4. During the project implementation, the main researcher may be replaced by another member of the research team. If the project only involves the main researcher, the latter cannot be replaced and the project is terminated with their departure.
5. If another researcher leaves, it is possible to:



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- a. replace them with another student enrolled in doctoral studies at UJEP (the proposal for a new additional researcher must include their identification and curriculum vitae),
  - b. divide their work capacity among the remaining researchers so that their changed work capacity remains within the range of 0.1 to 0.5 FTE and at the same time the total work capacity at UJEP does not exceed 1.2 FTE. The overall work capacity of the team will not change as a result. If, as a result of such adjustment, the work capacity of one of the other researchers reaches a value equal to or exceeding 0.3 FTE, they shall also be subject to the foreign internship obligation.
  - c. adequately reduce the overall work capacity of the team, which will also accordingly reduce the project budget for the remaining period.
6. The mentor may be replaced during the project. A proposal to change the mentor must include the identification of the new mentor and their CV.
  7. Changes to the project team composition (including the mentor role) must can be done on the 1st day of the month. One exception to this relates to the termination or interruption of studies during the month.
  8. It is not possible to change the objectives or outputs of the project during the grant period. However, it is possible to change the process to attain the project objectives in consultation with the mentor. The mentor confirms their consent by approving the Activity Report, in which these changes are reflected.
  9. During the grant project, the educational objectives of all researchers must be maintained.
  10. The researchers undertake:
    - a. submit, for each month of the grant period, an activity report confirmed by the mentor as per the conditions set out below, see paragraphs 10 and 11.
    - b. submit the final activity report as per the conditions set out below, see paragraphs 12 and 13.
    - c. if the topic of the dissertation is changed, confirm a new affidavit stating that the new topic of your dissertation is different from that of the grant and attach the affidavit to the next Activity Report.
    - d. immediately report the termination or interruption of studies (to the main researcher if the change applies to another researcher, or to the Faculty SGS and Educational Activities Coordinator if the change applies to the main researcher).





11. Each researcher will draw up an Activity Report Activity Report for each month of the doctoral grant project; for a sample Activity Report see Annex 4. Each report shall be signed by the researcher and the mentor, and approved by the University SGS and Educational Activities Coordinator. The content of the report is as follows: the activities undertaken in the given month, the work capacity of the researcher during the month expressed in FTE, evaluation of the work progress achieved on the outputs, plan of activities for the following period, summary of activities of the other researchers (only for Activity Reports submitted by the main researcher).
12. The individual or main grant researcher shall submit the Activity Report to the Faculty SGS and Educational Activities Coordinator, within 5 business days of the end of the reported month, who will subsequently deliver it to the University SGS and Educational Activities Coordinator.
13. At the end of the doctoral grant project, each individual and main researcher shall submit the Final Report, i.e., for team grants, only one Final Report is submitted); for a sample Final Report see Annex 5. The Final Report is signed by the individual researcher, main researcher, other researchers, mentor / mentors and workers assigned to bodies organising the student grant competition. The content of the Final Report is as follows: a summary of the grant implementation, achieved outputs, activities of other researchers (for team grants) and attainment of the educational objectives declared in the Doctoral Grant Application, e.g., in the form of a self-assessment. In the Final Report, the mentor(s) will also indicate the following: a summary of the mentored activities, including an assessment of the grant implementation, acquired knowledge and outputs, recommendations for the student's further/future research activities.
14. The Final Report is submitted by the individual or main grant researcher within 15 business days of the end of the grant period to the Faculty SGS and Educational Activities Coordinator, and it is then transmitted to the University SGS and Educational Activities Coordinator.
15. If the Activity Report or Final Report is not submitted, the doctoral grant/project shall be regarded as failed.
16. Following the grant termination, the UJEP Grant Board shall evaluate the success of the grant project. It will then confirm its successful completion in the Final Report or mark the grant as failed.
17. Students with a work capacity of 0.3 FTE and higher must carry out at least one educational/research activity abroad during the doctoral grant project (e.g., internship, summer school, research stay, active conference participation). This can be done both in EU and non-EU countries. If the educational/research activity is completed in a country where the student's mother tongue is generally understood (e.g., Slovakia), at least part of the activity must be carried out in a foreign language (e.g., paper presentation, text of a study).
18. During the project, the destination for the internship abroad may be changed following agreement with the Faculty SGS and Educational Activities Coordinator.





19. In the outputs of the doctoral grant, the researcher shall indicate that the doctoral grant has been co-financed under Project U21 - Improving the Quality of the Grant Competition and Teaching in Doctoral Study Programmes at UJEP CZ.02.2.69/0.0/0.0/19\_073/0016947, for example by stating: "This output/grant has been co-financed under Project U21 - Improving the Quality of the Grant Competition and Teaching in Doctoral Study Programmes at UJEP CZ.02.2.69/0.0/0.0/19\_073/0016947".

**List of annexes:**

1. Doctoral Grant Application (form) + annexes
2. Initial requirements of an individual researcher or research team
3. Doctoral grant outputs
4. Activity Report (sample)
5. Final Report (sample)

