



RECTOR'S DIRECTIVE č. 8/2023

Principles of Student Grant's Competition

DIRECTIVE FOR UJEP

Valid from: 30. 11. 2023

Effective from: 1. 1. 2024

Processed by: doc. Ing. Jan Slavík, Ph.D.

doc. RNDr. Jaroslav Koutský, Ph.D., rector

Cancelles: Rector's directive No. 5/2018



Article 1

Introductory Provisions

1. This Directive sets out the rules for the competition to support student projects of specific university research carried out by students of a doctoral or master's degree program (hereinafter referred to as the project) at the Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as UJEP). These rules are based on Section 7(6) of Act No. 130/2002 Coll., on the support of research, experimental development, and innovation from public funds and the amendment of certain related acts (Act on the Support of Research, Experimental Development, and Innovation), as amended and the Rules for the Provision of Targeted Support for Specific University Research approved by the Government of the Czech Republic on September 30th 2019 by Resolution No. 697 (hereinafter referred to as the Rules).
2. Specific support for specific university research (hereinafter referred to as support) is allocated to UJEP annually by the Ministry of Education, Youth, and Sports of the Czech Republic per the Rules. According to their contributions to its creation, at least 95% of the support is further divided into faculties and parts of UJEP. The remaining amount of support will be used for the administration of the grant competition, the organization of the student scientific conference, and the reward for the solvers of the best projects, according to Article 8, paragraph 5.
3. Administrative, coordination, and methodological activities within the Student Grant Competition, including organizing the Student Scientific Conference, are entrusted to the Internal Grant Agency (hereinafter referred to as the "IGA"). The IGA's responsibilities do not affect the rights and obligations of the faculty Grant Committees and the UJEP grant Board.
4. Student projects of specific university research (SGS) are part of the UJEP grant schemes. SGS are like so-called starting grants for young academic staff, primarily students of doctoral study programs. The main purpose of these grants is not only research that contributes to the student's professional development but also the acquisition of soft skills - e.g., project and financial management, human resources management, etc.- or the exchange of experience within the framework of active participation in foreign scientific conferences and foreign doctoral schools.

Article 2

Basic conditions of the grant competition

1. The project's principal investigator can be a student of a doctoral study program accredited by UJEP or an academic staff member of UJEP (AP). AP can be the principal investigator of the project, but only when one of the project outputs is the submission of an external scientific grant—within the framework of national grant schemes (Czech Science Foundation and Technology Agency of the Czech Republic) or European grant schemes (Horizon Europe, COST, LIFE, or ERC).
2. When the project's principal investigator is a student in a doctoral study program, the investigator's supervisor or consultant is always a research team member.



3. Other members of the research team may be students of a doctoral or master's degree program accredited by UJEP (hereinafter referred to as students) or academic, scientific, research, or development staff of UJEP (hereinafter referred to as academic staff—AP), but only if their PhD student is part of the research team.
4. Students represent at least half of the research team.
5. The maximum remuneration for an AP involved in the project is CZK 10,000/year; an AP cannot apply for reimbursement of the costs of foreign internships or foreign trips within the project.
6. The project duration is 1 to 3 years.
7. The maximum financial resources granted to support one project per calendar year is CZK 500,000.
8. The share of personal costs or expenses (including scholarships) associated with students' participation as research team members in the project solution in the total personal costs or expenses (including scholarships) covered within the project's eligible costs is more than 75%.
9. The support can cover the costs of a project carried out at a research workplace of a legal entity other than UJEP only if, based on an agreement between the legal entity and UJEP pursuant to Section 81 of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to Other Acts (Higher Education Institutions Act), as amended, an accredited study program is carried out at this workplace, in which students who are members of the research team study. Other research team members are the legal entity's scientific, research, or development workers, provided the conditions in points 3 and 6 of this article are met.

Article 3

Faculty Grant Committees and UJEP Grant Board

1. To assess projects, a Grant Committee is established at the faculties and components and, at the UJEP level, the UJEP Grant Board.
2. The relevant Dean appoints the Grant Committee at individual UJEP faculties. The vice dean for science, research, and creative activities is the chairperson of the Faculty Grant Committee. The committee members are usually representatives of all departments or selected departments of the faculty and external experts.
3. The Rector appoints the UJEP Grant Board. The vice-rector for science is the chairperson. The members are vice-deans for science (or creative activities) or representatives of the faculties appointed in their place.
4. Membership in the Faculty Grant Committee and the UJEP Grant Board is irreplaceable.
5. The chairman of the Faculty Grant Committee and the UJEP Grant Council convenes meetings of the Faculty Grant Committee and the UJEP Grant Council at least two weeks before the meeting. The meetings are public, and minutes are taken.



6. 6. The Faculty Grant Committee and the UJEP Grant Council have a quorum when two-thirds of its members are present. A valid resolution requires the consent of an absolute majority of all members. In the event of a tie, the chairman decides.
7. The Faculty Grant Committee
 - a. evaluates new, ongoing, and ending projects (plays the role of opponents),
 - b. submits a proposal to the UJEP Grant Council for the distribution of support funds allocated to the relevant faculty,
 - c. approves requests for changes in projects.
8. The UJEP Grant Board
 - a. approves projects proposed by the Faculty Grant Committees for funding and submits their approval to the UJEP Rector
 - b. resolves objections to the decisions of the Faculty Grant Committees,
 - c. performs a control function,
 - d. monitors and evaluates the solutions and results of supported projects,
 - e. approves requests for changes in the project solutions.
9. In the case of interfaculty projects, the faculty or component from which the principal investigator comes is responsible for evaluating the project. This also applies to the evaluation pursuant to Article 5 of this Directive and the fulfillment of obligations pursuant to Article 7 of this Directive. If the evaluation pursuant to Article 5, point 7, is tied to the fulfillment of quantitative or qualitative criteria, then the criteria of the evaluation of the Faculty Grant Committee from which the principal investigator comes are decisive.

Article 4

Project application

1. The project application shall be submitted by its principal investigator on the prescribed form (Annex No. 1 of this Directive) to the secretary of the faculty Grant Committee.
2. The project application may be submitted by January 31st of the year the project commences. This deadline is set as the latest; however, the faculty's Grant Committee may set an earlier deadline by publishing it in the faculty's internal instructions **by December 31st** of each year.
3. Submission of the project application shall mean delivery of the completed application form to the secretary of the relevant Grant Committee, both in printed form by internal mail to the responsible person of the IGA in two copies with signatures, and electronically.
4. The application shall include a specification of the scope of work of the individual members of the research team.
5. Only applications for projects approved for funding in a given year are subsequently sent to the secretary of the Grant Board, both in the form of 1 printed original with signatures and electronically.



Article 5

Project evaluation

1. The researcher submits interim or final reports on the project solution, its results, and the funds allocated to the relevant faculty's science department.
2. The researcher submits the interim report in two deadlines:
 - a. by 30.9. in the current year of the solution
 - b. by 31.1. of the following calendar year.

The interim report must contain information on the ongoing solution and use of funds and must be signed by the supervisor or consultant if the researcher is a student in a doctoral study program.

3. The final report is submitted by the researcher by 31.1. of the year following the calendar year in which the support was provided, both in printed and electronic form. The report includes:
 - a. A report on the progress of the project in the given year. For ongoing projects, the report includes a specification of the project solution (including required changes) and the financial resources for the next year of the solution.
 - b. A financial report on the use of funds in the given year. The financial report includes a statement of use for the past calendar year.
 - c. An overview of the project outputs according to the structure of the Register of Information on Results in the Field of Science, Research and Innovation (RIV), or the Register of Artistic Outputs in the Field of Arts and Creative Activities (RUV). Outputs (published, in the 'online first' mode, submitted to print, or in the case of monographic outputs, confirmation from the editors of the manuscript submission) are listed separately for individual years of the solution.
4. Failure to submit an interim or final report on the project solution shall render the project unfulfilled.
5. In the case of evaluating new projects, the committee decides on their funding based on applications, taking into account, in particular, the quality of the research team and the involvement of students (especially doctoral students) in it, the topicality and necessity of solving the research question, the quality of the outputs (scored according to the valid UJEP methodology) and the compliance of the project with the UJEP Strategic Plan or the Faculty Strategic Plan.
6. In the case of evaluating ongoing projects, the committee decides on the continuation of their funding in a given period based on their interim reports, taking into account, in particular, the fulfillment of the project's interim objectives and the effectiveness of the use of allocated funds in previous periods. If their further funding is not recommended, the committee decides whether to evaluate them as unfulfilled or only as prematurely terminated (the reason for premature termination of the project is situations that the research team, such as long-term illness of the researcher or termination of studies, could not influence).
7. In evaluating completed projects, the committee decides whether they are fulfilled or not based on their final reports and determines the reasons for their possible non-fulfillment.



8. The output of the committee meeting is:
 - d. a proposal for the distribution of allocated support funds between individual projects proposed for financing (new and ongoing),
 - e. an evaluation of completed projects,
 - f. a statement of the reasons for not recommending projects for further funding or possibly evaluating some completed projects as unfulfilled.
9. The evaluation includes fulfilling the obligations in Article 7 of this Directive.
10. The evaluation of completed projects is as follows:
 - g. Excellent
 - h. Completed
 - i. Completed with reservations
 - j. Not completed
11. In the case of the evaluation "completed with reservations", the faculty grant committee may decide to postpone fulfilling the project's obligations (especially the outputs to which the principal investigator committed in the project application) by a maximum of 12 months. In the case of the evaluation "not completed", the faculty grant committee may decide to exclude the principal investigator from university competitions such as SGS and IGA for the next 3 years.

Article 6

Allocation of funds and project implementation

1. Financial funds are always allocated to the project for one calendar year.
2. The person in charge of individual operations within the scope of the funds allocated to the given project is always the head of the cost center (usually the head of the department or research center).
3. Individuals in charge of operations are responsible for the effective and economical use of the project's funds.
4. Eligible project costs are those costs incurred for research, development, and innovation activities in direct connection with the project solution and following the approved proposal, namely:
 - a. personal costs of the research team members, including student scholarships (according to Act No. 111/1998 Coll. on higher education institutions), social and health insurance contributions,
 - b. material costs (consumables, small tangible assets, purchase of literature, etc.),
 - c. costs of services,
 - d. travel costs (students are paid in the form of scholarships),
 - e. additional costs (max. up to 15% of the allocated funds for a given year).



5. Investment costs are not considered eligible project costs.
6. According to paragraph 4 above, the structure of drawing funds may only be changed so that it does not violate the general rules of the competition (Article 2, especially paragraph 6). In cases where such changes concern more than 10% of the allocated funds for a given year, their approval by the Faculty Grant Committee is required. The total amount of funds for one calendar year may not be exceeded. All changes in the drawdown, including their justification, must be stated in the interim and final reports. Written requests for changes in the research team and in the budget drawdown shall be submitted by the researcher to the secretary of the Faculty Grant Committee no later than October 30th. These changes shall be discussed and approved by the Faculty Grant Committee. The Secretary of the Grant Committee shall send the opinion of the Grant Committee on all requests (minutes with attendance list) to the responsible person IGA3, who shall forward them to the UJEP Grant Board. The minutes must be signed by the chair of the Faculty Grant Committee, and the individual requests for changes must be attached to them. The UJEP Grant Board shall make the final decision on the proposed changes.
7. Unless the Faculty Grant Committee decides otherwise, the project design and drawdown shall begin with its approval by the UJEP Grant Board and shall end **on December 31st** of the year in which the funding is to end.
8. Concluding contracts within the project is governed by the UJEP Organizational Regulations.
9. The Rector's decision to assign a project also means delegating authority and responsibility for the project's professional and economic aspects to the Dean of the Faculty where the project is being handled.
10. In the project outputs, the researcher will state UJEP as the support provider, the relevant grant number, which is assigned to all supported projects by IGA, and the student grant competition as its source, for example, by formulating: "Project No.: xxx was supported by grant within Student grant competition at UJEP" (English: "Project No.: xxx was supported by grant within Student grant competition at UJEP").

Article 7

Additional obligations during the project

1. The supervisor or consultant, as a project team member whose supervisor is a student of the doctoral study program (doctoral student), fulfills the role of a so-called mentor. Following the Supervisor Standard in doctoral study programs at UJEP (see Rector's Directive No. 4/2023), this means that the supervisor or consultant:
 - a. provides the supervisor not only with professional and constructive feedback but also communicates about the possibilities of personal development or employment after completing the doctoral study;



- b. reflects the individual situation and needs of the supervisor to the maximum extent possible (e.g. health problems, care for a close person, but also language barriers in the case of international students, etc.);
 - c. actively supports the involvement of the researcher in events at the faculty, cooperation with other doctoral students, students in master's or bachelor's programs, and other academic (or scientific) staff at the faculty;
 - d. actively supports the researcher in research stays abroad (professional internships).
2. The implementation of the project always has an international dimension - e.g., active participation in a global (scientific) conference, a scientific and research (creative) internship at a foreign workplace, a joint publication in an international author's collective, or submission/involvement in an international creative activity project. Fulfillment of this obligation is part of the evaluation (see Article 5, point 7).
3. One of the outputs of multi-year projects is the submission of an application for an external grant - e.g., European grants (Horizon Europe, COST, LIFE, ERC), GAČR (Junior Star, etc.), TAČR, or projects of a research (creative) nature (e.g., departmental research, cross-border and transnational cooperation, Visegrad Fund, etc.).

Article 8

Student Scientific Conference

1. The Student Scientific Conference (SVK) is held in two rounds. The first round involves defending the project before the Grant Committee of the relevant faculty and selecting the three most successful projects. Then, the university-wide second round, in which the three most successful UJEP projects for the given calendar year will be selected, is organized by IGA in cooperation with the UJEP Grant Council.
2. The SVK is held no later than March 15th each year unless otherwise stipulated by the current situation or the Rector's decision.
3. At the Student Scientific Conference, research team members present the goal, methodology of the solution achieved results, and the project's added value (in the form of contribution to knowledge or social relevance).
4. The Student Scientific Conference is public and divided into sections:
 - a. Humanities and Social Sciences
 - b. Polytechnic
 - c. Behavioral and Didactic.
5. The UJEP Grant Board shall appoint a minimum of a three-member evaluation committee composed of academic staff from other universities in the Czech Republic.
6. Within the university-wide round, the committee shall evaluate at least the three best projects regarding the quality of their outputs and overall contribution. Their solvers shall receive a financial reward, the amount of which shall be decided by the UJEP Grant Board.

7. The UJEP Grant Board shall publish the project solutions' results (overview of outputs) in co-operation with IGA on the UJEP website.

Article 8

Transitional and final provisions

1. The Directive shall enter into force on January 1st, 2024.
2. The Directive repeals the Rector's Directive No. 5/2018.