

B3-09/3-SR



PALACKÝ UNIVERSITY IN OLOMOUC  
UP RECTOR'S DIRECTIVE

B3-09/3-SR

## **Principles for the Competition for Student Research Grants at Palacký University in Olomouc (consolidated version)**

**Contents:** The present Directive stipulates the rules for the competition for the funding of projects of specific university research carried out by doctoral or Master's students at Palacký University in Olomouc.

**Drafted by:** Vice-Rector for Science and Research at UP

**Date the regulation comes into force:** 25 November 2011

**Date the regulation comes into effect:** 28 November 2011

In accordance with the existing distribution list, the following persons shall be notified of the effectiveness of the new regulation:  
Rector, Vice-Rectors, Bursar, Rector's Office, Deans and Secretaries of Faculties,  
Manager of the Accommodation and Dining Facilities,  
Managers of the Computer Center of UP, Library of UP,  
University Press, Project Service of UP, Science and Technological Campus of UP, Academic Sport Center of UP,  
Managers of the Economic, Technical-administrative, Development and Construction, Operational, Departments of the Rector's Office, Archive of UP,  
Legal Department of UP,  
Internal Audit and Inspection Department of UP,  
Organization and Management Department of UP.

# Principles for the Competition for Student Research Grants at Palacký University in Olomouc (consolidated version)

## Article 1 Introductory Provisions

The present Directive stipulates the rules for the competition for the funding of projects of specific university research carried out by doctoral and Master's students (hereinafter "student projects") at Palacký University in Olomouc (hereinafter "UP"). These rules are based on Section 7 (5) of Act No. 130/2002 Sb., on the support of research, experimental development, and innovation from public funds, and on the amendment to some related acts (the Act on Support of Research, Experimental Development, and Innovation), as amended (hereinafter the "Act") and "Rules for providing special-purpose funding for specific university research" approved by the Government of the Czech Republic on 17 August 2009 (Resolution No. 1021, hereinafter the "Rules").

## Article 2 Basic Rules of the Grant Competition

1. In accordance with the Rules, the Ministry of Education, Youth, and Sports annually allocates UP special-purpose funding for specific university research (hereinafter the "funding"). Within UP the funding shall be divided among the faculties depending on their share in the activities.
2. Faculties may use the funding to cover costs related to organizing student scientific conferences (such funding shall not exceed 10% of the allocated support) or to cover the eligible costs of student research projects selected in the competition.
3. Student project researchers shall be from among doctoral students supervised by UP, or from among the academic staff of UP. Other members of the research team may include doctoral or Master's students, or academic, scientific, research or development staff. Research teams for student projects with a doctoral student being the main researcher (hereinafter "doctoral projects") shall always include the researcher's supervisor.
4. A researcher may submit only one project in the competition.
5. The number of doctoral or Master's students in a research team shall, as a minimum, equal the number of other members of the research team.
6. Projects may last from one to three years and shall start in March of the respective year.
7. Funding for a student project within one calendar year shall not exceed CZK 3 million.

8. Administrative issues related to the UP grant competition (hereinafter "grant competition") shall fall within the responsibility of the Research and Development Departments of individual faculties, or the Project Service of UP at the central level.

## Article 3 Manner and form of initiating proceedings to approve a student project

1. An invitation to submit student projects is announced by the Rector of UP annually by 30 November of the year preceding the commencement of the student project; the invitation is based on preferred topics determined by the Deans of individual faculties.
2. Researchers shall submit their student projects in an electronic form on grant competition forms by deadlines determined in the invitation, and the projects shall include the following particulars:
  - a) summary and objectives of the project (to be published),
  - b) details of the researcher and other members of the research team – the results of their creative work up to date,
  - c) planned research activities and the anticipated outcomes thereof,
  - d) time schedule of the project,
  - e) requested funding specified in its itemization in accordance with the Rules.
3. Projects including any appendices thereto shall be submitted in Czech.

## Article 4 Faculty Evaluation Committees and the UP Grant Board

1. In order to evaluate student projects Evaluation Committees shall be established at the level of faculties and the UP Grant Board at the level of UP.
2. Members of the Evaluation Committees and the Presidents thereof shall be appointed by the Deans of the respective faculties.
3. The UP Grant Board shall be appointed by the Rector and shall consist of one representative of each faculty and of the Vice-Rector for Science and Research, who presides over the Board.

4. Members of Faculty Evaluation Committees and the UP Grant Board may not be substituted for by other persons.
5. Meetings of Faculty Evaluation Committees and the UP Grant Board are convened by the respective Presidents, and
  - a) their meetings are open to the public,
  - b) minutes of the meetings are drawn up,
  - c) Faculty Evaluation Committees and the UP Grant Board are quorate if two thirds of their members are present,
  - d) for a resolution to be valid, it must be approved by a majority of all members,
  - e) in the case of a tie, the President has a casting vote.

#### **Article 5**

##### **Procedure to Evaluate Applications for Grants**

1. Student projects are selected upon the following criteria:
  - a) compliance with the formal requirements for student projects,
  - b) the importance of the planned research and anticipated outcomes thereof,
  - c) the quality and composition of the research team,
  - d) the adequacy and effectiveness of the funds used.
2. Faculty Evaluation Committees evaluate, select, and propose the funding of projects at individual faculties. Faculty Evaluation Committees shall establish a rapporteur for the project, shall arrange for a minimum of one review of each project and propose a list of projects to be approved by the UP Grant Board. If the eligible costs of the project exceed CZK 2 million, an external review is required.
3. The UP Grant Board evaluates the projects referred to it by individual faculties and proposes a ranking list of funded projects. In justified cases, the Board may request another review.
4. Upon recommendation by the UP Grant Board, the Rector decides on the allocation of funding.
5. The UP Grant Board shall not recommend that a grant project be approved or prolonged if the researcher in question failed to submit a project report and the final accounts within the stipulated deadline or if their report was classified as "failed".
6. An agreement on project research shall be entered into with student researchers.
7. Information on funded projects and the extent of funding shall be published at [www.upol.cz/](http://www.upol.cz/)

#### **Article 6**

##### **Principles of Economic Management of the Allocated Funds**

1. Project researchers shall dispose of the allocated funds economically in accordance with the generally binding regulations and internal regulations and standards of UP.
2. Grant funding may only be provided to cover eligible costs defined by Section 2 (2) (l) of the Act as such costs or expenses which may be expended for activities in research, development, and innovation, or in relation to such activities as:
  - a) the cost of staff including bursaries for research, development, and innovation under the Universities Act; however, the share of the cost of staff (including bursaries) related to the participation of doctoral or Master's students as researchers or members of the research team shall be at least 60% of the overall cost of staff paid as eligible costs,
  - b) costs or expenses to buy tangible assets; the eligible costs may include only such a part of the acquisition costs which corresponds to the expected use in the student project,
  - c) costs or expenses to buy intangible assets; the eligible costs may include only such a part of the acquisition costs which corresponds to the expected use in the student project,
  - d) other operating costs or expenses (including travel expenses),
  - e) costs or expenses on services,
  - f) additional costs or services.
3. Funds are allocated for the calendar year; if the projects continue, in justified cases funds may be transferred to the Fund of Earmarked Resources (not exceeding 5%) provided that their purposes determined in allowed costs will remain the same.
4. If the specific purpose funding is reduced in any year (see Article 2 (1)), the funding shall be preferentially used for ongoing projects, the funding of which may be proportionately reduced.
5. Researchers are responsible for:
  - a) stating reference to the project by including its registration number in a publication which is the result of the project, and
  - b) entering information on the achieved results into the Register of Information about the Results of R&D through an internal record system of UP (OBD).

#### **Article 7**

##### **Evaluation of the Project Research**

1. Researchers shall submit an electronic report on the research, the results of the student project and drawdown of allocated funds by 15 January

- (projects of more than one year) or by 15 March (one-year projects) of the year following that in which the funding was provided. The report shall include references to the published outcomes. In the case of continuing projects, the submitted report shall specify the research (required changes) of the project and funds for the following year.
2. Rapporteurs evaluate the interim report on student projects and recommend whether or not they continue. Final reports on student projects shall be evaluated by means of a public defense which shall take place by 31 March of the year following the finalization of the project. The evaluation of the reports focuses on the achieved results, the quality of the outcomes, and whether the funds were used economically and purposefully.
  3. The following classification is used to assess the fulfillment of project objectives:
    - a) complied
    - b) failed to comply.

**Article 8**  
**Final Provisions**

1. For the first time, these rules shall be used for providing support from 2012.
2. The present Rector's Directive comes into force once it has been signed by the Rector of UP, and comes into effect upon its publication on the official website of UP, i.e. the second day following the date of its force.

In Olomouc on 25 November 2011

Prof. RNDr. Miroslav Mašláň, CSc.,  
Rector