

B3-13/7-SR	 PALACKÝ UNIVERISTY IN OLOMOUC UP RECTOR'S DIRECTIVE (SR)	B3-13/7-SR
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Provisions of Student Grant Competition at Palacký University Olomouc (full wording)

Contents:	This directive of the UP Rector defines the provisions of the competition for the support of specific university research projects executed by students of the Doctoral or Master's degree programs at Palacký University Olomouc.
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Valid from: Effective from:	9 October 2013 11 October 2013

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Provisions of Student Grant Competition at Palacký University Olomouc (Full Wording)

The UP Rector's Directive No. B3-09/3-SR, following the amendments of UP Rector's Directives No. B3-10/2-SR, No. B3-11/2-SR, No. B3-11/10-SR, No. B3-12/1-SR, No. B3-12/4-SR, No. B3-13/1-SR and No. B3-13/6-SR.

Article 1

Introductory Provisions

This directive defines the provisions of the competition for the support of specific university research projects executed by students of Doctoral or Master's degree programs (hereinafter "student project") at Palacký University Olomouc (hereinafter "UP"). These provisions are pursuant to Section 7 (6) of the Act No. 130/2002 Coll. on support of research, experimental development and innovations from public funds and adjustments to certain related legislation (Act on support of research, experimental development and innovations), as amended (hereinafter "the Act"), and to the "Rules for the provision of targeted support to specific university research" approved by the Government of the Czech Republic on 17 August 2009 (Resolution No. 1021; hereinafter "the Rules").

Article 2

Basic Provisions of the Grant Competition

1. Targeted support to specific university research (hereinafter "the subsidy") is allocated to UP by the Ministry of Education, Youth and Sports of the Czech Republic in accordance with the Rules. At UP, the subsidy is further divided among the individual faculties.
2. The faculty may use the subsidy for funding eligible expenses of student scientific projects in the student grant competition; up to 10% of the subsidy allocated to it may also be used for funding expenses related to organizing a student scientific conference.
3. The investigator of a student project is a student of a Doctoral degree program, UP being a supervising workplace, or a UP academic worker. Other members of the investigation team may be students of a Doctoral or Master's degree program, as well as academic, scientific, research and development workers. In case of a student project investigated by a Doctoral degree program student (hereinafter "DSP"), the investigator's supervisor is always a member of the investigation team.
4. Every investigator may only submit one project to the competition.
5. The number of Doctoral or Master's degree program students in the investigation team of a student project shall at least equal the number of other members of the investigation team.
6. The term of project investigation is 1 to 3 years beginning in March of the respective year.
7. The maximum subsidy for one student project in one calendar year is CZK 3 million.

8. Administration of the UP grant competition (hereinafter "GC") is ensured by the Science and Research Departments of the individual Faculties; the University-level coordination of GC is ensured by the UP Project service.

Article 3

Manner and Form of Opening the Grant Procedure of Student Projects

1. The call for submission of student projects shall be announced annually by the UP Rector no later than on November 30 of the year preceding the beginning of the student project investigation, based on priority topics established by the Deans of the individual faculties and the specific faculty conditions.
2. Student projects shall be submitted by the investigators electronically in GC application forms within the period set by the call. They must include:
 - a) Project annotation and objectives (these will be published),
 - b) Information about the investigator and other members of the investigation team – their previous achievements in creative activities,
 - c) The planned research activities and their expected outputs,
 - d) A project investigation schedule, and
 - e) Required funding stated in the form following the Rules.
3. Projects, including attachments, shall be submitted in Czech, Slovak or English.

Article 4

Faculty Assessment Commissions and the UP Grant Council

1. For the purpose of student project assessment, Assessment Commissions shall be established at the individual faculties; at the university level, the UP Grant Council shall be established.
2. The Assessment Commission of the particular faculty and its Chairs are appointed by the Dean.
3. The UP Grant Council is appointed by the Rector. It comprises one representative of each faculty; its Chair is the Vice-Rector for Science and Research.
4. Membership in Faculty Assessment Commissions and the UP Grant Council is non-transferrable.
5. Meetings of Faculty Assessment Commissions and the UP Grant Council are summoned by their Chairs, and the following applies:
 - a) These meetings shall not be public,
 - b) Minutes of the meeting shall be elaborated,
 - c) A quorum shall exist if two thirds of the members are present,
 - d) A valid decision requires approval of the simple majority of all members, and
 - e) In case of equality of votes, the Chair's vote is decisive.
6. Provision of the financial subsidy is determined by the Rector on the basis of a recommendation by the UP Grant Council.

7. The UP Grant Council shall not recommend provision or continuation of a grant to investigators who did not comply with the submission deadline for an investigation report and a financial statement in the previous years, or whose report was assessed as “failed to accomplish”.

8. A project investigation contract shall be concluded with the student being the investigator of the student project.

9. Information about projects funded and the amount of their subsidy shall be published on the UP website www.upol.cz.

Article 5

Grant Application Assessment Procedure

1. The selection criteria for student projects are the following:

- a) Fulfilment of the formal requirements set for a student project,
- b) The importance of the research planned, and its expected outputs,
- c) The quality and composition of the investigation team, and
- d) The appropriateness and efficiency of the use of financial resources.

2. The assessment, selection and recommendation of the individual projects for funding are executed at the individual faculties by the Assessment Commissions.

The particular Faculty Assessment Commission shall determine the project informant, ensure assessment of every project by at least one opponent, and recommend the order of projects for approval by the UP Grant Council.

For projects with eligible expenses exceeding CZK 2 million per year, an expert review of an external opponent is necessary.

3. The UP Grant Council shall assess the projects forwarded by the individual faculties and recommend the order of financed projects. In justified cases, the Council may request another opponent expert review.

Article 6

Allocated Resources Management Principles

1. The grant investigator is obliged to manage the allocated resources efficiently and in compliance with generally binding legislation and UP internal regulations.

2. Grant support may only be provided for eligible expenses defined in Section 2 (2), subparagraph 1) of the Act as costs or expenses that may be incurred in activities of research, development and innovations, or in relation to these, namely:

- a) Personal expenses or costs including scholarships for research, development and innovations in accordance with the University Act, whereby the percentage of personal expenses or costs (including scholarships) related to the participation of Doctoral or Master’s degree program students as investigators or other investigation team members is more than 60% out of the total personal expenses or costs,
- b) Expenses or costs for purchase of tangible assets, whereat only such part of the expenses on the purchase may be included in the eligible expenses that correspond to the expected utilization for the particular student project,
- c) Expenses or costs for purchase of intangible assets, whereat only such part of the expenses on the purchase may be included in the eligible expenses that correspond to the expected utilization for the particular student project,
- d) Other operational expenses or costs (including travel costs),
- e) Expenses or costs for services,
- f) Additional expenses or costs.

3. Financial resources are provided for a calendar year. In justified cases, the resources for continuing projects may be transferred to the Targeted Resources Fund (up to 5%); in such a case, their purpose in the following year remains as determined in the eligible expenses.

4. In case the particular targeted support is reduced in the respective year (see Art. 2, point 1), the subsidy shall be used preferably for the projects in progress; their budgets may be reduced proportionally.

5. The investigator is responsible for:

- a) A reference to the project by publishing its registration number in the project output publication, and
- b) Submission of information on achieved results in the Registry of Information on Research and Development Results (RIV) via the UP internal evidence system (OBD).

Article 7

Project Investigation Assessment

1. The investigator shall report electronically on the student project investigation, its results and fund drawing by January 15 (for multi-annual projects) or March 15 (for annual projects) of the year following the calendar year in which the subsidy was provided. The report shall contain references to published outputs. In case of continuing projects, the submitted report shall include specification of investigation (requested adjustments) and financial resources for the next investigation year.

2. Continuous student project reports are assessed by the informant, who subsequently recommends / does not recommend continuation of project investigation.

Final reports from student projects shall be assessed in the form of a public review taking place on March 31 in the year following the termination year of project investigation.

The assessment shall consider the achieved results, the quality of outputs, and the efficiency and purposefulness of funding management.

3. Accomplishment of project objectives after the termination of investigation is assessed by the following grades:

- a) accomplished,
- b) failed to accomplish,
- c) accomplished with reservations.

In Olomouc on 9 October 2013

Article 8

Final Provisions

This directive becomes valid on the day of its signature by the UP Rector. It becomes effective on the day of its publication on the UP official notice board; that is, on the day following its entry into force.

Prof. RNDr. Miroslav Mašláň, CSc., m. p.
Rector of UP