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| The University of Pardubice | |
| Directive No. 6/2015 | |
| Subject: | Student Grant Competition |
| Applicable to: | all university departments |
| Effective from: | January 1, 2016 |
| Reference No: | RPO/0048/15 |
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| Approved by: | prof. Ing. Jiří Kulháněk, Ph.D. Vice-Rector for Research |

Article 1 Introductory Provisions

The purpose of this Directive is to lay down the rules of competition to support specific university research projects carried out by students of doctoral or master's degree programs (the "student project") and student scientific conferences at the University of Pardubice (the "University").

These rules are based on Act No. 130/2002 Sb., on the Support of Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts (the Act on the Support of Research, Experimental Development and Innovation), as amended (the "Act") and Article 3 (b) of Government Resolution No. 1021 of 17 August 2009 - Rules for the Provision of Targeted Support to Specific University Research under the Act (the "Rules").

The use of targeted support for specific university research is realized at the University in the form of Student Grant Competition ("SGC").

Article 2 Internal Grant Agency

1. The Student Grant Competition is organized by the Internal Grant Agency of the University of Pardubice (hereinafter referred to as "IGA").
2. The IGA is headed by the Chairperson, who is the Vice-Rector responsible for Research. Other members are the Vice-Rector responsible for Education and authorized representatives of the faculties.
3. The IGA decides on the support to student projects and student scientific conferences.
4. The IGA agenda is administered by the Department of Science and Academic Activities ("RD").

Article 3 Student Project

1. The core element of SGC is a student project.
2. The principal investigator of a student project is a doctoral student or an academic.
3. The members of the research team are students of doctoral or master's degree programs and academic or scientific and research staff of the University. In case that the principal investigator of the project is a doctoral student, his/her supervisor is always a member of the team. The number of students in the research team is at least equal to the number of other members of the research team.
4. An employee who has a contract of employment with the University with a type of work: academic - university teacher or researcher, and simultaneously studies in a doctoral or master's program may only be assigned to one of these categories for the duration of the project:
 - a) member of the research team - student

- b) member of the research team - other worker (academic or scientific and research worker of the University).
- 5. The duration of the student project is 1 to 3 years.
- 6. The student project proposal is processed and submitted for evaluation only electronically in the module Internal Grant System (the “IGS”).
- 7. The results and outcomes of the student project are subject to an external examination process organized by the faculty. The minimum number of members of the external examination committee is 5, and at least one of the members shall not be an employee of the faculty.
- 8. The results and outcomes of the student project are summarized in the final report. In the case of multi-annual student projects, a partial report is drawn up during the course of the project after the end of each year. The final report and the partial report shall include a report on the course of the external examination process.
- 9. The final report/partial report of the student project is processed and submitted for assessment only electronically in the IGS module.

Article 4

Student Scientific Conference

- 1. The Student Scientific Conference serves for presentation and evaluation of results of research and professional activities of students of doctoral and master's degree programs.
- 2. The decision to hold a student scientific conference is the responsibility of the faculty, which pays the eligible costs associated with its organization from the allocated funds.
- 3. The guarantor of the student scientific conference is a person authorized by the faculty.
- 4. The student scientific conference includes the announcement of the best contributions or posters in the specified categories.
- 5. The Student Scientific Conference Program Committee shall be composed of senior representatives of relevant fields of science outside the University and the University itself.
- 6. The Student Scientific Conference Program Committee also constitutes an evaluation committee.
- 7. The Student Scientific Conference is usually of an international character and is conducted in English.
- 8. The Student Science Conference may be multi-disciplinary.
- 9. In addition to doctoral and master's degree students, young researchers - doctoral graduates within 5 years of graduation - may be active participants in the Student Science Conference. However, their number may not exceed 20 percent of all participants.
- 10. The proposal for the organization of a student scientific conference is processed and submitted for assessment only electronically in the IGS module.
- 11. The final report of the student scientific conference is processed and submitted for assessment only electronically in the IGS module.

Article 5
SGC Funding and Use of Targeted University Research Support

1. The SGC shall be financed, in particular, from targeted support provided by the Ministry of Education, Youth and Sports (the “MEYS”) in accordance with the set rules.
2. Of the support received, 1 percent is earmarked for DSAA to cover the eligible costs of SGC and IGA administration.
3. The remaining 99 percent of the support received is allocated to individual faculties according to Article 4 (1) of the Rules.
4. The costs associated with the SGC, including the costs of evaluating and reviewing student projects and evaluating the results achieved, may not exceed a maximum of 2.5 percent of the total support received (including the costs of DSAA pursuant to Paragraph 2).
5. The sum of the costs associated with the organization of all student scientific conferences held at the University shall not exceed 10 percent of the targeted support provided by the Ministry of Education, Youth and Sports.
6. Financial support for the project is always granted for one calendar year. The allocation of funds for the next calendar year for a multi-annual student project is subject to the preparation and submission of a partial report documenting the results achieved in the previous year, including an assessment of the management of the allocated funds. The principal investigator of the student project shall apply for funds for the next calendar year electronically in the IGS module and the IGA shall decide on their allocation or non-allocation.
7. Student projects can be supported by both non-investment and investment funds.
8. The financial support of a student project for one calendar year shall not exceed CZK 3 million.
9. All student project support shall not be used solely to purchase the device (investment).
10. The proportion of personnel costs (including scholarships) associated with the participation of students as principal investigators or other research team members in a student project, in the total personnel costs paid within eligible student project costs, shall exceed 60 percent of each project duration each year.
11. Personnel costs of an employee who has a contract of employment with the University with a type of work: academic - university teacher or researcher and at the same time studies in a doctoral or master's degree program shall not be reported as student's personal costs.
12. Eligible costs under Section 2 (2) of the Act are:
 - a) personnel costs or expenses, including research, development and innovation scholarships under the Higher Education Act¹ (student scholarships, academic staff wages, remuneration from Out-of-Employment Agreements, social and health insurance contributions),
 - b) costs or expenditures for the acquisition of tangible and intangible assets (expenditures of an investment nature; only the part of the costs of acquisition of tangible and intangible assets that corresponds to the use of these assets for the project may be included²),
 - c) other operating costs or expenditures (small assets included in the records,

¹ Section 91, Subsection 2, Clause c) of Act No. 111/1998 Sb., on Higher Education and on the Amendments to Other Acts (Higher Education Act), as amended.

² For tangible fixed assets (assets with a purchase price exceeding CZK 40,000 and an operating and technical function exceeding 1 year) with an operating and technical function longer than the grant project duration, the recognized costs are determined using the formula: $R(C) = (A / B) \times C \times D$, where $U(N)$ is the recognized cost, A is the time of the project, B is the operational-technical function, C is the cost of the equipment and D is the share of its use for the project. For tangible fixed assets with an operational or technical function equal to or less than the duration of the grant project, the eligible costs shall be determined according to the formula: $R(C) = C \times D$.

Recognized costs for the acquisition of intangible fixed assets (assets costing more than CZK 60,000 and operating and operating functions for more than one year) are determined accordingly.

- consumables, purchase of literature, depreciation of tangible and intangible fixed assets which were not purchased from public funds and are used in the project in the amount corresponding to the length of the period and the share of the use of these assets in the project, bank fees, insurance, patent fees, etc.),
- d) costs or expenses for services (services of a production and non-production nature, maintenance and repair of equipment used in the project, SW used in the project, licenses, in-university services, travel expenses, conference fees, etc.),
 - e) ancillary costs or expenses of up to 15 percent of the total of actually reported personnel costs, including scholarships, operating costs and service costs, in accordance with the Bursar's Guideline 1/2013 Determining the Level of Overhead Costs for Special-purpose Projects.
13. Ineligible costs incurred in connection with the project shall be borne by the Faculty.

Article 6 Course of SGC

1. The SGC is announced by the Rector of the University for each year no later than 30 November of the calendar year preceding the year of SGC's implementation.
2. Applications for support to new student projects and applications for support for the next calendar year for multi-year student projects are submitted through IGS by January 31 of the year of SGC implementation at the faculties where student projects are assessed and with the Dean's statement submitted to the IGA by February 7.
3. The IGA shall decide on supported student projects and on the use of the subsidy to cover the costs associated with the organization of student science conferences and SGC by February 20 of the year of the SGC implementation at the latest.
4. The principal investigator is obliged to use the allocated support by December 31 of the year of SGC implementation.
5. By February 7 of the following calendar year, the principal investigator of the Student Project shall submit to the IGA the final report/partial report on the student project, incl. reports on the course of the external examination process organized by the relevant faculty.
6. By February 7 of the following calendar year, the student scientific conference guarantor shall submit to the IGA a final report on the course and results of the evaluation of the presented papers.
7. The final report/partial report on the student project and on the course of the student scientific conference is processed and submitted for assessment only electronically in the IGS module.
8. The student project principal investigator/student scientific conference guarantor shall enter into the OBD internal information system the results of the student project/student scientific conference no later than 31 January of the following calendar year. Reporting of results is determined by the University Directive³.

Article 7 Changes During Student Project/Student Scientific Conference

1. The change of the principal investigator is approved by the chairperson of the IGA with the approval of the Dean of the relevant faculty.
2. The replacement of the team members is not considered to be subject to approval, but the principal investigator is obliged to describe and justify these changes in the partial/final report.
3. Transfers of funds within or between chapters referred to in Article 5 (12) a), b), c), and d), up to 20 percent of the amount allocated to the budget chapter from which the funds will be transferred shall not be considered subject to approval.
4. Changes of more than 20 percent of the amount allocated to the budget chapter from which

funds will be transferred shall be approved by the chairperson of the IGA with the approval of the Dean of the relevant faculty upon written request of the faculty.

5. Transfers from/to Chapter Article 5 (12b) investments; (12e) additional costs are not possible.
6. Any transfer of funds between projects is approved by the chairperson of the IGA with the approval of the Dean of the relevant faculty.
7. A request for change, subject to approval by the chairperson of the IGA, is submitted through the DSAA no later than November 30 of the year of the student project implementation.
8. Any changes that are subject to approval shall be electronically recorded in the Grants and Projects module after being signed by the Principal Investigator of the Project and the person competent to approve the change. The principal investigator is responsible for their saving. At the same time, the principal investigator is obliged to duly justify any changes in the partial/final report.

Article 8 Final Provisions

1. The documentation of the SGC project is governed by the rules of the University Directive.⁴
2. This Directive shall enter into force on the day of its publication and effect on 1 January 2016.
3. University of Pardubice Directive No. 1/2010 Student Grant Competition is hereby repealed.

Pardubice, November 25, 2015

prof. Ing. Miroslav Ludwig, CSc.
Rector

³⁾ University of Pardubice Directive No. 2/2015 - Recording of Results of Creative Activities of Employees and Students of the University of Pardubice in the OBD Internal Information System.

⁴⁾ University of Pardubice Directive No. 1/2013 Coordination and Administration of Projects at the University of Pardubice