



**SILESIA  
UNIVERSITY  
IN OPAVA**

# **Rector's Decision No. 11/2020**

**Announcement of the  
Student Grant Foundation Competition  
for the Academic Year 2020/21**



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### **Article 1**

#### **Introductory provisions**

In accordance with the principles of the Student Grant Foundation (hereinafter referred to as the "SGF") at the Silesian University in Opava (hereinafter the "SU") approved in the form of postal voting by the Scientific Council of the SU from 1 to 9 April 2020, I announce the SGF Competition on April 15, 2020 at the SU for the academic year 2020/21 (hereinafter referred to as the "Competition").

### **Article 2**

#### **Competition schedule**

- 1) Applications for the award of a student grant (hereinafter also referred to as a/the "grant", "student project" or "project") may be submitted to the Department of Science and Research of the relevant University constituent until 22 May 2020.
- 2) The list of Student Grant Applications to be considered by the University Grant Committee must be delivered to the Rector's Department for Science and International Relations by 1 August 2020.
- 3) Interim Activity Reports are submitted individually by the individual, main and other grant managers (hereinafter referred to also as grant researchers) of each student grant, always on the last day of each calendar month during which the project is implemented; in two copies on a prescribed form to the Department of Science and Research of the relevant University

constituent, one copy is delivered to the Rector's Department for Science and International Relations without undue delay.

- 4) The deadline for submission of the Final Activity Reports by the individual or main researcher to the Department of Science and Research of the relevant University constituent is the last day of the first calendar month after the end of the project. However, if the individual or main researcher is a student who completes the study before this date, the deadline for submission of the Final Report is the day of completion of his/her study.
- 5) The Final Activity Reports, assessed by the rapporteur and the Grant Committee of the relevant University constituent, must be submitted to the University Grant Committee by 15 October 2021.
- 6) Activity Reports as well as Final Reports are submitted in English on the forms annexed to this Decision.

### **Article 3**

#### **Requirements for student projects**

- 1) An Application for a student grant must be prepared and submitted in English.
- 2) The student grant research team consists of either an **individual researcher**, i.e., a student enrolled in a doctoral study programme carried out by the SU (hereinafter a "Ph.D. student") who implements a student grant whose sole researcher is he himself/she herself; or of the **main researcher**, i.e., a Ph.D. student who submits an Application for a team student grant on his/her own behalf and who is responsible for coordinating and leading the research team and fulfilling the student grant outputs, and the **other researchers**, i.e., one or more Ph.D. students who, under the guidance of the main manager (researcher), participate in the implementation of a team student grant. The maximum number of other researchers of one student grant is 4 people.
- 3) Researchers of both individual and team student grants have the support of a **mentor**, i.e., a research or academic worker with a minimum academic qualification of Ph.D., who provides professional and methodological support to grant researchers. The participation of a mentor in implementing a student grant is mandatory. The number of mentors per one student grant is limited by the number of researchers. Each researcher is entitled to a mentor according to the amount of their involvement in the student grant.
- 4) The obligatory amount of work capacity of the individual and the main researcher of a student grant corresponds to 0.5 of full-time. The amount of work capacity of other student grant researchers is set within the range of 0.1–0.5 of full-time per person.
- 5) The duration of the student grant is 3–12 months, while the implementation of the student grant must be completed no later than 30 September 2021. The individual/main researcher is obliged to determine the length of the student grant in whole months, that is, the student grant always starts on the first day of the calendar month and ends always on the last day of the calendar month.
- 6) One student can be the researcher (individual, main or other researcher) of only one SGF student grant at a time.

- 7) It is not possible to award a student grant on a topic identical to the topic of the dissertation of the individual/main researcher or other members of the research team. Fulfilment of this condition is confirmed by the signatures of the researchers in the Application for a student grant.
- 8) An Application for a student grant must include the specific amount of work capacity involving individual students expressed in the amount of work and a description of the implementation team and proof of experience and interest of the researchers and mentor in the form of signed CVs/Letters of Intent.
- 9) An Application for a student grant must include a summary of the educational goals of all individual researchers; the Final Report on the activities of the student grant includes an evaluation of the fulfilment of these goals, e.g., in the form of self-assessment.
- 10) Students with a work capacity corresponding to 0.3 of full-time and higher must carry out at least one educational/research activity abroad during the implementation of the student grant (e.g., an internship, summer school, research stay, active participation in a conference). These activities can be realized in the EU and outside the EU. If the educational/research activity is carried out 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., a presentation of a paper, text of a study).
- 11) The financial amount that can be requested for the implementation of a project is determined in fixed multiples of the so-called **unit costs**. The amount of the unit cost corresponding to a work capacity of 0.1 of full-time a month of one student grant researcher is CZK 7,986. In the case of a higher degree of work involvement, the amount is multiplied proportionally, for instance, CZK 39,930 per month and for a researcher whose work capacity corresponds to 0.5 of full-time). In the case of team grants, the unit is the sum of the work capacities of all members of the research team (e.g. 2 persons working 0.5 of full-time for 1 month equals to CZK 79,860).
- 12) The minimum amount that must be used to cover the personal costs of a researcher (student), including all mandatory expenses<sup>1</sup>, is CZK 4,667 for a work capacity corresponding to 0.1 of full-time a month.
- 13) The maximum amount that can be requested in the project to cover other costs associated with the implementation of student grants is CZK 3,319 (per unit with a work capacity corresponding to 0.1 of full-time a month of one researcher). Other costs include:
  - the mentor's personal expenses;
  - other direct expenses related to the implementation of the student grant, e.g., material, small equipment, software, professional literature, travel expenses, external education;
  - the expenses associated with the organization and administration of the student grant (for instance, the overheads, ensuring the payroll of student grant researchers, financial management of student grants (administration of units by the University)) (hereinafter the "overheads"). These costs are planned by the individual/main researcher in the amount of CZK 811 per unit cost.

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<sup>1</sup> Mandatory expenses usually include contributions to social and health insurance, FKSP, social fund, etc.

- 14) Paragraphs 11 to 13 are without prejudice to the right of the SU to require the student to modify the grant in connection with the results of its evaluation. However, in the case of reducing the budget of student grants in the process of their evaluation, it is not possible to reduce the personal expenses for the researcher below the minimum level of personnel expenses set in the unit.
- 15) It is not allowed to increase the total budget of a student grant after its award.
- 16) The eligible costs of a student grant consist of these cost items:
1. personal costs or expenses of the researcher or researchers;
  2. other costs which include:
    - 2.1. the mentor's personal expenses;
    - 2.2. operating costs or expenses, e.g., small tangible or intangible assets, books, magazines, office supplies, etc.;
    - 2.3. costs of services, e.g., student travel, rentals, courses and seminars, advertising, printing work;
    - 2.4. overheads in the amount according to paragraph 13.
- 17) The University Grant Committee must be informed in advance in writing by the individual or main researcher of any intended changes compared to the originally approved Application, if they occur during the implementation (replacement of the main researcher by another existing member of the project team, interruption or termination of studies, changes in specifications of claimed parts of the implementation, etc.). Following the opinion of the project rapporteur, the proposed changes are discussed by the Grant Committee of the University constituent, which shall recommend to the Grant Committee of the University the acceptance or rejection of the changes. The University Grant Committee shall notify the project manager (researcher) of its decision without undue delay.
- 18) The researcher is entitled to transfer funds between individual cost items 1, 2.1, 2.2 and 2.3 listed in paragraph 16 in the total amount of up to CZK 10,000 compared to the originally approved schedule specified in the Decision of the Rector of the Silesian University in Opava to award a student grant. The researcher does not have to request changes in writing according to the previous sentence. However, in the case of changes to item 1 in paragraph 16, the researcher must comply with the provisions of paragraph 12.

## **Article 4**

### **The method of submitting and allocating projects**

- 1) Applications are submitted in writing by the proposer, resp. the researcher in the form and manner specified by the Rector's Directive No. xx/2020 and within the deadlines specified in article 1 to the Department of Science and Research of the given University constituent in one copy and in the electronic form.
- 2) After the assessment of the Applications by a rapporteur, an external opponent and the Grant Committee of the University constituent, the Chairman of the Grant Committee of the University constituent shall ensure the submission of one hard copy and the electronic version

of the Application and input evaluations of the Application by the rapporteur and external opponent to the Rector's Office for Science and International Relations using the file service.

- 3) An Application for a student grant is evaluated and selected for support through a competition at the University level organized by scientific fields – see the classification of R&D according to the Frascati Manual 2015 below (scientific fields can be grouped, but not further subdivided), i.e.:
  - the same rules for the evaluation, selection and inspection of student grants apply to all participants in this round of the student grant competition;
  - the point rankings of projects and partial financial allocations for individual scientific fields can be compiled within the competition max. at the level of “broader fields” of the fields of classification of research and development defined in the Frascati Manual 2015, that is, scientific fields can be grouped, but not further subdivided.

The fields of classification of research and development according to the Frascati Manual 2015 are: 1. Natural sciences, 2. Engineering and technology, 3. Medical and health sciences, 4. Agricultural and veterinary sciences, 5. Social sciences, 6. Humanities and arts.

- 4) In the case of accepting the project for funding, the individual/main researcher shall be issued a decision on the award of a student grant, which specifies the content, financial demands and rights and obligations of the parties involved.
- 5) The Grant Committee of a University constituent, which may request the opinion of a rapporteur or an external opponent, assesses the Activity Reports. In the event that the implementation of the project does not proceed in accordance with the Application, the Grant Committee of the University constituent shall subsequently inform the University Grant Committee and propose to it further action. The University Grant Committee may decide to reduce the student grant budget, reduce the research team, or terminate the grant early. In carrying out the activities under this paragraph, the Grant Committees shall proceed without undue delay.
- 6) Simultaneously with the Final Activity Report, the individual/main researcher documents electronic copies of the outputs or documents confirming the achievement of the minimum set of student grant outputs and other outputs included in the student grant Application (certificates, confirmations of participation, confirmations of acceptance of publications, if relevant, etc.)

## **Article 5**

### **Final provisions**

This Decision shall become valid and enter into effect on the day of its publication on the intranet.

In Opava on April 14, 2020

doc. Ing. Pavel Tuleja, Ph.D.

Rector

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