

**SILESIAN
UNIVERSITY
IN OPAVA**



Rector's Directive No. 4/2020

**The Student Grant Foundation
at the Silesian University in Opava**



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This Directive determines the rules of the Student Grant Foundation (hereinafter referred to as the "SGF") at the Silesian University in Opava.

Article 1

General provisions

- 1) The aim of the SGF at the Silesian University in Opava (hereinafter referred to as the "University") is to support the research projects carried out by the students of doctoral study programmes at the University (hereinafter the "student project" or "student grant").
- 2) The competition for SGF projects is announced for each academic year by the Rector by a Rector's Decision, which determines the details of the SGF competition for the given year.
- 3) The project manager of the student project (hereinafter also referred to as a/the researcher) is a student of a doctoral study programme of the University.
- 4) Other members of the team are students of a doctoral study programme of the University.

Article 2

Organizational provisions

- 1) The SGF is formed by:
 - a) The Grant Committee of the SGF of the University (hereinafter referred to as the "GCU").
 - b) The Grant Committees of the SGF of individual University constituents in which doctoral study programmes are carried out (hereinafter the "GCs of University constituents").
 - c) The Supervisory Board of SGF (hereinafter the "Supervisory Board").

- 2) An authorized employee of the Rector's Department for Science and International Relations administratively provides the activities of the GCU. He/she publishes all information about and forms related to the SGF on the website www.slu.cz in the Science and Research section.
- 3) The data on supported student projects are published on the University's website.
- 4) The current composition of the GCU, GCs of University constituents and the Supervisory Board is published on the University's website.

Article 3

Grant Committee of the University

- 1) The GCU is an advisory body to the Rector in matters of the SGF.
- 2) The Rector appoints and dismisses its Chairman and, on the proposal of the Heads of the University constituents, he/she appoints and removes members for individual University constituents. The Rector determines the number of members for individual University constituents.
- 3) Meetings of the GCU are convened and chaired by its Chairman; he/she may entrust the management of a meeting to another member.
- 4) Minutes shall be taken of the GCU meetings.
- 5) The GCU is qualified to pass a resolution if an absolute majority of its members is present. A resolution is adopted if an absolute majority of those present speak in favour of it.
- 6) The GCU may also vote on the adoption of a resolution in the form of postal voting. In the event of such a vote, the Chairman shall send all members a motion for a resolution on the matter, including the relevant supporting documents, and shall set a time limit for their reply. The voting takes place in such a way that the individual members send an answer "I agree", "I disagree" or "I abstain" to the Chairman within the set time limit. Replies received after the deadline are discarded. A valid resolution requires the statement of "I agree" by an absolute majority of all GCU members. The Chairman shall communicate the result of the vote to the members in the same way as for the vote. Minutes shall be taken of the course and result of the postal voting.
- 7) The GCU publishes lists of supported projects on the University's website without undue delay.

Article 4

Grant committees of the University constituents

- 1) A constituent of the University, which deals with science and research and has an accredited doctoral study programme establishes the GC of the University constituent.
- 2) The Chairman of the GC of a University constituent is the Vice-Dean for Science and Research of the relevant Faculty, or the Deputy Director of the University Institute for Science and Research. The number of members of the GC of a University constituent is determined by the Dean of the Faculty or the Director of the University Institute.
- 3) The members are appointed and removed by the Dean or the Director.

- 4) The provisions of paragraphs 3 to 6 of article 3 shall apply mutatis mutandis to the GCs of University constituents.
- 5) An authorized employee of the Department of Science and Research of the relevant University constituent administratively provides the activities of the GC of a University constituent.

Article 5

Supervisory Board

- 1) The Supervisory Board is a three-member body. The Chairman is the Bursar. Other members are appointed by the Rector.
- 2) The term of office of the Supervisory Board corresponds to the term of office of the Rector.
- 3) The basic task of the Supervisory Board is to ensure compliance with legal regulations and internal regulations of the University in connection with the implementation and allocation of grant funds. To this end, it carries out an ongoing inspection of the activities of grant committees and the management of grant funds and, in the event of identified deficiencies, it proposes remedial measures.
- 4) The Supervisory Board is entitled to inspect the written materials of the GCU as well as the GCs of University constituents. Members of the Supervisory Board are entitled to participate in the meetings of grant committees.
- 5) The Supervisory Board is obliged to notify the Chairman of the GCU and the Rector of identified deficiencies as soon as possible and request their elimination.
- 6) At least once a year, the Supervisory Board prepares a report listing the scope of inspection activities, a summary of findings, including proposals for measures and inspection of their implementation, which it submits to the Rector and the Chairman of the GCU upon request.

Article 6

Application for a student grant

- 1) The manner of submitting applications for the award of a student grant (hereinafter referred to as the “Application”) is regulated by a Rector’s Decision.
- 2) An Application has the following requirements:
 - a) a project description;
 - b) a justification of the project;
 - c) expected outputs;
 - d) a time schedule of the project implementation;
 - e) information on the proposed project manager (hereinafter also the “proposer”) and team members.
- 3) The application is submitted in English.
- 4) Applications submitted after the deadline or without the appropriate requirements shall not be included in the competition.

Article 7

Selection procedure

- 1) For each submitted Application, the GC of a University constituent shall determine an internal opponent from among the academic staff of the University (hereinafter only the “rapporteur”) who is not assigned to the proposer’s workplace (in the case of a University Institute, a Department or Centre where the proposer functions), has not been involved in the preparation of the proposal of the assessed student project and is not a member of the research team of the assessed student project; as well as one external opponent. The rapporteur and external opponent shall carry out an initial evaluation of the Application and prepare an opinion on a prescribed form, which shall be available to the grant committees when assessing the project application.
- 2) The evaluation of Applications is performed by the GC of the University constituent, which creates the order of received applications and submits them to the GCU for discussion. Selected applications are submitted by the GCU to the Rector for approval, including the proposed amount of the financial support.
- 3) Applications are evaluated according to the following criteria:
 - a) the quality of the proposed project, including the declared outputs,
 - b) the quality of the research team, especially the proposer, and their mentors,
 - c) the scientific relevance and topicality of the chosen topic,
 - d) the attainability of the project objectives,
 - e) the concept and methodology chosen for the implementation,
 - f) the adequacy of the financial costs.
- 4) By approving the application by the Rector, the proposer becomes the manager (researcher) of the project. The rapporteur becomes the project rapporteur on the day the application is approved.
- 5) A Decision of the Rector of the Silesian University in Opava shall be issued for the projects accepted for implementation, which will be confirmed by signature by the Rector or a person authorized by him/her (on the University side as a grant provider), the Head of the University constituent or a person authorized by him/her (on the University constituent side as the recipient of the financial support) and the responsible project manager.

Article 8

SGF financing rules

- 1) Only approved projects are eligible for funding. Eligible costs for approved projects are the costs incurred from the approved start date of the project. These costs can be pre-financed from the University constituent’s resources. Pre-financing is decided by the Head of the constituent University constituent.
- 2) The funds for a student project are always allocated for one academic year. Unused funds must be sent to the current account of the Rector’s Office without delay.
- 3) The support shall not cover the costs of a student project carried out at a research institute of a legal entity other than the University.

Article 9

Principles of managing funds allocated to approved projects

- 1) Grant funds are funds allocated by the University to the beneficiary.
- 2) Grant funds are intended only to cover the costs directly related to the approved project for which they have been allocated.
- 3) The drawing of grant funds and their accounting records is carried out by the Economic Deconstituentment of the relevant University constituent, on the basis of documents submitted by the project manager. The Head of the University constituent is responsible for their proper drawing and settlement in accordance with the applicable internal regulations and management standards at the University.
- 4) When planning or billing funds, amounts are rounded down.
- 5) In the event of non-compliance with the standards and regulations applicable to the management of funds at the University, the GCU or the Supervisory Board shall recommend to the Rector to decide on the return of the allocated funds to the Rector's Office.
- 6) All costs for the implementation of an internal project are registered under a registration number of accepted projects, which has been assigned to the accepted project at the Rector's Deconstituentment for Science and International Relations.

Article 10

The course of implementation and completion of a project

- 1) The GCU must be informed in writing in advance by the project manager of any intended changes compared to the originally approved Application, if they occur during the implementation. The proposed changes shall be discussed by the GC of a University constituent which shall recommend the GCU to accept or reject the changes after the opinion of the project rapporteur. The GCU shall notify the project manager of its decision without undue delay.
- 2) The project manager is entitled to transfer funds between individual cost items 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 on the award of a student grant. The project manager is entitled to make transfers within one cost item without restriction. He/she does not have to request changes in writing according to the previous two sentences.
- 3) In the case of student grants designed for a period longer than one year, their managers submit an Application for the Continuation of a Project at the time of announcing the competition for the next period. Based on the evaluation of the achieved results and the ongoing evaluation of the rapporteur and the GC of a University constituent, the GCU shall propose or not propose to the Rector the award of the student grant for the next period.
- 4) After the completion of the project, the project manager shall submit a Final Report (including the final statement) on a prescribed form.
- 5) The GC of a University constituent shall prepare a Final Project Evaluation on a prescribed form and submit it for approval by the GCU. The decision of the GCU shall be confirmed by its Chairman by his signature.
- 6) When assessing the success of a project, special emphasis is placed on the assessment of the correct use of the entrusted funds and the published results of the project.

- 7) The GC of a University constituent informs the GCU about cases in which the projects have been implemented with an insufficient quality output or, conversely, with an exceptional quality output.
- 8) In the case of exceptionally high-quality projects, the GCU may propose to the Rector the award of exceptionally successful projects.
- 9) After the completion of a project, the objects acquired from the grant funds are transferred to the administration of the University constituent from which the student grant manager is, unless otherwise specified in advance.

Article 11

SGF documentation

The management of the SGF documentation is governed by the Archive and File Rules of the Silesian University in Opava.

Article 12

Final provisions

- 1) This Directive shall enter into effect on the day of its publication on the intranet.
- 2) This Directive shall enter into effect on the day of its entry into effect.

In Opava on April 14, 2020

doc. Ing. Pavel Tuleja, Ph.D.
Rector

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