

SLEZSKÁ  
UNIVERZITA  
V OPAVĚ



# Rector's Directive No. 5/2019

## **Rules of Student Grant Competition at the Silesian University in Opava**

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This Directive lays down the rules of the Student Grant Competition at the University of Silesia in Opava, through which special-purpose support for specific university research is distributed under Section 7 (6) of Act No. 130/2002 Coll., on support for research, experimental development and innovation from public funds and amending certain related acts (Act on support for research, experimental development and innovation), as amended, in accordance with the Rules of the provision of special-purpose support for specific university research, approved by the Resolution of the Government of the Czech Republic of 30 September 2019 (hereinafter referred to as the "Rules").

### **Article 1**

#### **General Provisions**

- 1) The aim of the Student Grant Competition (hereinafter referred to as "SGS") at the Silesian University in Opava (hereinafter referred to as "University") is to support projects of specific university research carried out by students of doctoral or master's degree programmes of the University (hereinafter referred to as "student project" or "student grant").
- 2) For each academic year, the Rector declares SGS by a Rector's Decision, which may indicate the topics and SGS announcement priorities for the year.
- 3) The researcher of the student project is a student of the doctoral study program of the University or an academic employee of the University.
- 4) Other members of the team are students of the doctoral or master's degree programme of the University or academic, scientific, research or development employees of the University; in the case of a student project whose researcher is a student of the doctoral degree programme of the University, the researcher's supervisor is always a member of the research team.

- 5) The research team has a maximum of 50 people.
- 6) The number of doctoral or master's degree programme students in the research team is at least equal to the number of other members of the research team.
- 7) The duration of the student project is 12 – 36 calendar months.

## **Article 2**

### **Organizational Provisions**

- 1) SGS is organized by the Grant Agency of the Student Grant Competition at the Silesian University in Opava (hereinafter referred to as the "University Grant Agency"). It consists of:
  - a) Grant Committee of the University Grant Agency (hereinafter referred to as the "University Grant Committee").
  - b) Grant Committee of the University Grant Agency of individual parts on which specific research is carried out (hereinafter referred to as "Grant Committee Parts").
  - c) The Supervisory Board of the University Grant Agency (hereinafter referred to as the "Supervisory Board of the SGS").
- 2) The activities of the University Grant Committee are administratively provided by an authorized employee of the Rector's Department for Science and Foreign Relations. It publishes all information and forms for the University SGS on the website [www.slu.cz](http://www.slu.cz) [in](#) the section of Science and Research.
- 3) Data on the supported student projects and data on the use of the aid shall be published by 31 March of the calendar year following the calendar year in which the support was granted.
- 4) The website of the University publishes the current composition of the University Grant Committee, the Supervisory Board of the SGS of the University and the Grant Committee of individual Parts.
- 5) Deadlines for submitting applications for a student grant, final reports, and applications for the continuation of the project will be determined by a decision of the Rector.

## **Article 3**

### **University Grant Committee**

- 1) The University Grant Committee is the Rector's advisory body in IGS matters.
- 2) The Rector appoints and dismisses its Chairman and, on the proposal of the Heads of Parts, appoints and dismisses members for individual Parts. The number of members for each Part shall be determined by the Rector.
- 3) The meeting of the University Grant Committee is convened, and the meeting is managed by its Chairman, who may delegate the management of the meeting to another member.
- 4) Minutes shall be taken of all meetings of the Committee.
- 5) The University Grant Committee has the right to a quorum if an absolute majority of its members are present. The resolution is adopted if an absolute majority of those present have spoken in favour of it.
- 6) The University Grant Committee may also vote on the adoption of the resolution by correspondence. In the event of such a vote, the Chairman shall send to all Members a draft

for a resolution on the matter, including the relevant supporting documents, and shall communicate the time limit for replying. Voting shall be carried out by sending an answer to the Chairman "I agree", "I disagree" or "I abstain from voting" within a specified period of time. Replies received after the deadline shall be discarded. On the valid resolution, the expression "I agree" must be expressed by an absolute majority of all members of the University Grant Committee. The result of the vote shall be communicated by the Chairman to the members in the same way as the vote was taken. Minutes shall be taken of the conduct and the outcome of the correspondence vote.

- 7) The University Grant Committee publishes lists of supported projects on the University's website without undue delay. In addition, it shall publish, in the same manner, by 31 March of the calendar year following the calendar year in which the aid was granted, the details of the student projects supported and the use of the aid to cover the eligible costs associated with the organisation of the SGS and the organisation of student scientific conferences.

## **Article 4**

### **Grant Committees of Parts**

- 1) A Part of the University, which deals with science and research and has an accredited master's or doctoral study programme, establishes the Grant Committee of Parts.
- 2) The Chairman of the Grant Committee of the Part is the Vice-Dean for Science and Research of the relevant faculty, or the Deputy Director of the Institute for Science and Research. The number of members of the Grant Committee of Parts is determined by the Dean of the Faculty or the Director of the Higher Education Institute.
- 3) Members shall be appointed and dismissed by the Dean or the Director, as the case may be, after a discussion of the proposal in the Scientific Board of the Part.
- 4) The provisions of paragraphs 3 to 6 of Article 3 shall apply mutatis mutandis to the Grant Committee of Part.
- 5) The activities of the Grant Committee of Parts are administratively provided by the authorized employee of the department for science and research of the Part.

## **Article 5**

### **SGS Supervisory Board**

- 1) The SGS Supervisory Board is a three-member body. The Chairman shall be the bursar. The other members shall be appointed by the Rector.
- 2) The term of office of the SGS Supervisory Board corresponds to the term of Rector.
- 3) The basic task of the SGS Supervisory Board is to ensure the compliance with legal regulations and internal regulations of the University in connection with the implementation of SGS and the allocation of grant funds. To this end, it shall carry out continuous monitoring of the activities of the grant committees and of the management of grant funds and shall propose remedial measures in the event of identified shortcomings.
- 4) The Supervisory Board of the SGS is entitled to inspect the written materials of the University Grant Committee as well as of the Grant Committee of Parts. Members of the SGS Supervisory Board are entitled to participate in grant committee meetings.

- 5) The SGS Supervisory Board is obliged to notify the Chairman of the University Grant Committee and the Rector of the identified deficiencies and to request their removal in the shortest possible time.
- 6) At least once a year, the SGS Supervisory Board submits a report to the Rector and the Chairman of the University Grant Committee listing the scope of control activities, a summary of findings, including proposals for measures and controls on their implementation.

## **Article 6**

### **Application for Awarding a Student Grant**

- 1) The method of submitting applications for a student grant (hereinafter referred to as the "application") is regulated by a decision of the Rector.
- 2) The application shall contain the following elements:
  - a) a description of the project;
  - b) the justification for the project;
  - c) expected project outputs,
  - d) the timetable for the solution;
  - e) data on the proposed researcher (hereinafter referred to as the "proponent") and team members.
- 3) The application must be consistent with the long-term intentions of the Part and the University and with the focus of scientific research on individual Parts.
- 4) The applications submitted after the deadline or without due formalities will not be included in the competition.

## **Article 7**

### **Selection Procedure**

- 1) The Grant Committee of Parts will determine an Internal Opponent (hereinafter referred to as the "Rapporteur") from the academic staff of the University for each submitted application, who is not assigned to the researcher's workplace (in the case of a university institute in the department in which the applicant operates), did not participate in the preparation of the proposal of the student project under consideration and is not a member of the research team of the student project under consideration. The rapporteur shall carry out an initial evaluation of the application and prepare an assessment on the prescribed form, which shall be available to the grant committees when examining the project application.
- 2) The evaluation of applications is carried out by the Grant Committee of Parts that prepares the order of received applications and submits them to the University Grant Committee for discussion. The selected applications are submitted by the University Grant Committee to the Rector for approval, including the proposed amount of financial support.
- 3) Applications shall be evaluated according to the following criteria:
  - a) quality of the proposed project, including the declared outputs,
  - b) quality of the research team, in particular the proponent and his/her possible trainer,
  - c) scientific relevance and topicality of the chosen topic,

- d) feasibility of the objectives of the project,
  - e) concept and methodology chosen for the solution,
  - f) adequacy of financial costs.
- 4) Approving the application by the Rector, the applicant becomes the project researcher with the effect from 1 January of the given year retroactively. The rapporteur shall become the project rapporteur on the date of approval of the application.
  - 5) The projects accepted for the solution will be subject to a Decision of the Rector of the Silesian University in Opava, which will be confirmed by the Rector or a person authorized by him/her (on the side of the University as the grantor), the head of the Part or a person authorized by him/her (on the side of the Part as the recipient of financial support) and the responsible researcher of the project.
  - 6) An approved project that is accepted for resolution shall be deemed to have started on 1 January of the given year.

## **Article 8**

### **Financing Regulations of the SGS**

- 1) The SGS costs and expenses are covered by the dedicated support for specific higher education research provided to the University under the decision to grant support under the Ministry of Education, Youth and Sports budget rules. These financial resources will be broken down by items in accordance with the Rules. Other means of the University, or its Parts, may be used to solve SGS.
- 2) Only approved projects are eligible for funding. The eligible costs for approved projects are those incurred since 1 January of the given year. These costs may be pre-financed (until the budget of the SU is approved by the Academic Senate of the SU), from the funds of the given Part. The pre-financing is decided by the relevant manager of the given Part.
- 3) Support may be used to cover eligible costs associated with the organisation of student scientific conferences, up to a maximum of 10 % of the aid granted to each Part.
- 4) Special-purpose support for specific higher education research provided by the Ministry of Education, Youth and Sports will leave funds to the Rector's Office to cover the eligible costs associated with the SGS organisation, including costs for the reimbursement of evaluation, control of student projects and evaluation of the results achieved, up to a maximum of 2,5 % of the aid granted.
- 5) Support for a student project for one calendar year may amount to a maximum of CZK 3,000,000 if the researcher is a student of a doctoral study programme; or CZK 5,000,000 if the researcher is an academic employee of the applicant.
- 6) Financial resources for a student project are allocated for one calendar year at a time. The final statement of the special-purpose support for specific university research must be submitted to the Rector's Office by 15 January of the calendar year following the calendar year in which the special-purpose support was granted. The unused financial resources of the special-purpose support are to be immediately sent to the current account of the Rector's Office.
- 7) The support may cover the costs of a student project carried out at a research workplace of a legal entity other than the University only if, on the basis of an agreement between the legal entity and the University under Section 81 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, an accredited study programme is carried out at that workplace, in which students

who are members of the research team study. Other members of the research team may, subject to the conditions laid down in Article 1 (5) and (6) and Article 8 (8) (a), also be scientific, research or development staff of the legal entity.

- 8) Special-purpose support for specific university research is provided only for eligible costs, as defined in Section 2 (2) (k) of Act No. 130/2002 Coll., on Support for Research, Experimental Development, and Innovation, as amended, as such costs or expenses in research, development and innovation that may be incurred by the University for research, development, and innovation activities or in connection with them. These costs shall consist of cost items No:

1. **personnel costs or expenses, including scholarships** for research, development and innovation under the Higher Education Act, whereby the share of personnel costs or expenses (including scholarships) related to the participation of students of the doctoral or master's degree programme of the University as investigators or other members of the research team in solving the student project, in the total personnel costs or expenses (including scholarships), paid within the eligible costs of the student project, must be more than 75%.

These costs shall be broken down into:

- 1a) **personnel costs of academic, scientific, research or development workers**, including any mandatory statutory contributions to health and social insurance (their amount at the date of the directive is 9% of the gross salary for health insurance and 25% of the gross salary for social insurance) and funds for the creation of a social fund (i.e., 2% of the gross salary),
- 1b) **scholarships** for students in accordance with the University Scholarship Regulations.
2. **costs or expenses for the acquisition of tangible and intangible fixed assets** (investment costs), while only the part of the costs for the acquisition of assets that corresponds to their use for the project can be included in the eligible costs, i.e. that assets with a longer useful life (based on the depreciation period) than the period of solving the student project cannot be fully covered by the support of specific university research. The remaining costs associated with depreciation will be co-financed from the financial resources of that Part of the University from which the project researcher is from.

These are the costs of:

- **tangible fixed assets** with a useful life of more than one year and a purchase price of more than CZK 40,000;
  - **intangible fixed assets** with a useful life of more than one year and a purchase price of more than CZK 60,000.
3. **other operating costs or expenses**, e.g., small tangible or intangible assets (i.e., assets that do not meet the conditions in paragraph 8 (b)), books, magazines, office supplies, travel, etc.
  4. **costs or expenses of services**, e.g., rentals, courses and seminars, advertising, printing works, overhead costs (calculation according to the valid Methodological Guideline of the Bursar to determine the overhead costs of projects), etc.

**Article 9**  
**Principles for the Management of Financial Resources**  
**Allocated to the Approved Projects**

- 1) Grants are funds allocated by the University to the recipient.
- 2) The grant financial resources are intended only to cover the costs directly linked to the approved project for which they have been awarded.
- 3) The use of grant funds and their accounting records is carried out by the economic department of the respective Part, on the basis of documents submitted by the project researcher. Their proper drawing and settlement is the responsibility of the head of the Part in accordance with the applicable internal regulations and standards of management at the University.
- 4) When planning or accounting for financial resources, the amounts shall be rounded down.
- 5) In the event of non-compliance with the standards and regulations applicable to the management of funds at the University, the University Grant Committee, or the Supervisory Board of the SGS will recommend to the Rector to decide on the return of the allocated financial resources to the Rector's Office.
- 6) All costs for the solution of the internal project are recorded under the registration number of the projects received, which was assigned to the given project at the the Rector's Office for Science and Foreign Relations.

**Article 10**  
**Course of the Solution and Termination of the Project**

- 1) The University Grant Committee must be informed in advance in writing by the researcher about any intended changes compared to the originally approved application, if they occur during the course of the solution (change of the project researcher, interruption or termination of studies, changes in the specification of the claimed parts of the solution, etc.). The proposed changes are discussed by the Grant Committee of Part after the opinion of the project rapporteur, which will recommend to the University Grant Committee the acceptance or rejection of the changes. The University Grant Committee shall notify the Project Investigator of its decision without undue delay.
- 2) The Researcher is entitled to carry out transfers of funds between individual cost items referred to in Article 8 (8) 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 Researcher is entitled to carry out transfers within one cost item without restrictions. Changes under the previous two sentences need not be requested in writing by the researcher. However, in the case of changes in the heading "personnel costs", the researcher must comply with the mutual shares of personnel costs and scholarships (see Article 8 (8), point 1).
- 3) In the case of student grants designed for a period longer than one year, their researchers submit an Application for the Continuation of the Project at the time of announcement of the competition for the next period. On the basis of the evaluation of the results achieved and the ongoing evaluation of the rapporteur and the Grant Committee of Parts, the University Grant Committee will propose or not to propose to the Rector the award of a student grant for the next period.



- 4) After the completion of the project, the project the researcher will submit the Final Report (including the final statement) on the prescribed form.
- 5) The Grant Committee of Parts will prepare the Final Project Evaluation on the prescribed form and submit it for approval to the University Grant Committee. The decision of the University Grant Committee shall be confirmed by its Chairman's signature.
- 6) The forms and other particulars of the Final Report, the Application for the Continuation of the Project and the Final Project Evaluation are annexed to this Directive.
- 7) When assessing the success of the project, emphasis is placed on assessing the correctness of the use of the entrusted financial resources and the published results of the project.
- 8) The Grant Committee of Parts informs the University Grant Committee about cases where the projects were dealt with inadequately quality output or, conversely, with an exceptionally quality output.
- 9) In the case of exceptionally high-quality projects, the University Grant Committee may propose an award for exceptionally successful projects to the Rector.
- 10) Upon completion of the project solution, subjects acquired from grant funds are transferred to the management of the Part from which the principal researcher of the student grant is, unless otherwise specified in advance.

## **Article 11**

### **SGS Documentation**

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

## **Article 12**

### **Final Provisions**

- 1) This Directive repeals Rector's Directive No. 15/2018.
- 2) Grant projects that have been approved according to Rector's Directive No. 15/2018 will be completed according to Rector's Directive No. 15/2018.
- 3) This Rector's Directive shall enter into force on the day of its publication on the intranet.
- 4) This Directive shall become effective on 1 November 2019.

In Opava, date:

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

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