

Principles for Student Grant Competition for 2020

Rector's Directive Nr. 7 / 2019				
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1. General Regulations

- 1.1 The Principles are based on the Rules for providing special aid for Specific Academic Research according to the Act No. 130/2002 Coll. on the Support of Research and Development from Public Funds and on the amendment to some related acts (the Act on the Support of Research and Development) introduced by subsequent regulations (hereinafter referred to as "Rules"). The Rules determine criteria and the method of granting special aid from public funds for research projects carried out by students in accredited doctoral or master study programmes. The project must be directly related to their education (hereinafter referred to as "Specific Academic Research"). The Rules are published on the web pages of the Ministry of Education, Youth and Sports at <http://www.msmt.cz/vyzkum-a-vyvoj/specificky-vysokoskolsky-vyzkum>.
- 1.2 Special aid for Specific Academic Research is provided in the form of a grant given to student projects by the Student Grant Competition (hereinafter referred to as "SGC").
- 1.3 The goal of the SGC is to increase and grant support to scientific research activity of students in doctoral or master study programmes in collaboration with the academic staff; and to increase quality and efficiency of research and development work of students in doctoral and master study programmes. The goal of the SGC is to improve furthermore the abilities of doctoral study programme students to solve special aid projects individually and to manage them administratively.
- 1.4 The SGC is organized for each faculty that offers a doctoral or master study programme.
- 1.5 All faculties that organise the SGC are bound to follow the Rules while choosing the supported projects.
- 1.6 The Department of Science and Research (hereinafter referred to as "DSR") is responsible for the administration of SGC at TUL.
- 1.7 The SGC is announced on November 30th in the year prior to the year of the SGC.
- 1.8 The Principles are published on the website of TUL at <http://www.tul.cz/sgs>.

2. Financial Support

- 2.1 Financial support is allocated to individual faculties from the TUL budget. The faculties can reallocate to some extent a certain amount of money to another faculty when the deans of both faculties in question are agreed. Reallocation can be executed any time during the student project progress. Reallocation of financial support between the faculties has to be announced by the deans to the head of the TUL CGC Committee.
- 2.2 Financial support can only be used for:
 - a) Payment of eligible costs for student projects which have been selected in the Student Grant Competition.

b) Payment of eligible costs related to the organization of Student Scientific Conferences, (up to 10 % of the aid granted).

c) Payment of eligible costs related to the organization of the Student Grant Competition, including costs for evaluation and review of student projects and evaluation of the achieved results, (up to 2.5 % of the aid granted).

2.3 Eligible costs for student projects are¹:

- a) Costs or expenses for non-investment assets (i.e. investments assets acquisition is not allowed)
- b) Personal expenses or costs, including scholarship for research, development and innovation according to the Act about universities – Act No. 111/1998 Coll.
- c) Costs or expenses for acquisition of tangible or intangible non-investment assets
- d) Other operating costs or expenses
- e) Expenses or costs for services
- f) Travelling costs or expenses, including travel insurance
- g) Additional costs or expenses up to a given overhead costs coefficient from the direct costs of a student project. The value of the overhead costs coefficient is set for each faculty and each year by the TUL bursar. The value of the overhead costs coefficients is published every year on the SGC website.

Criteria for granting the aid:

- a) The researcher of a student project is a student in a doctoral study programme at TUL or a TUL academician who fulfils the condition that at the time of SGC announcement 10 years has not expired since the award of his or her academic title Ph.D. or its equivalent. This limit does not include periods spent on maternity and parental leave and periods of incapacity for work.
- b) Other members of the research team are students in TUL doctoral or master study programmes, or academicians or scientific members of staff.
- c) The number of students in a doctoral or master study programme in the research team must be at least equal to the number of other members of the research team.
- d) The research team has a maximum of 50 members.

¹ Eligible expenses, according to the §2 letter 2 of the Act for Support of Research, are expenses or costs of research, development and innovation that can be used to cover the activities in research, development and innovation or in relation to these

e) In the eligible costs of a student project, there is minimally a 75 % share of personnel costs (including scholarships) out of total personnel costs (including scholarships) that are related to the participation of students involved in doctoral or master study programmes as researchers or other members of the research team.

f) Everyone eligible of receiving a student project according to a) and b) can be the main leader of one student project only and at the same time, such a person can be a member of two student project research teams at maximum.

g) A student project that has the main leader in a TUL level accredited doctoral study programme student belongs to the SGC of the faculty where his/her supervisor is based.

h) The supervisor of the doctoral study programme student always becomes a research member if a student project is led by his/her doctoral study programme student.

i) The duration of the student project is 12 to 36 months.

j) Financial aid for any student project for one calendar year cannot be less than 150, 000 CZK and cannot exceed 1, 000, 000 CZK; exceptionally less than minimal amount of financial support to a student project can be granted, i.e. when the special aid for Specific Academic Research allocated for a certain faculty is lower than the stated minimal amount of financial support.

k) The financial aid can be used to cover the costs of the student project which is carried out at a legal entity research department other than one at TUL, only in the case of agreement between TUL and herewith legal entity according to the § 81 of the Act No. 111/1998 Coll., Higher Education Act and changes and additions of other laws, as amended by the Act No. 473/2004 Coll. Such a department must be one where an accredited study programme is implemented and in which student - members of the research team take their courses. According to the requirements stated in Article 2, entry 2.3, letters c), d), and e), other members of the research team are also scientific, academic or development members of staff of a given legal entity.

2.4 If the project researcher is a student, he or she will sign the Agreement to complete the job (hereinafter referred to as "DPP") or the Agreement to perform work (hereinafter referred to as "DPČ²") prior to the beginning of the project process.

The Agreements have to include:

a) Job description, which is "leading and organizing" the SGC project with the given registration number.

b) Remuneration; the minimum hourly wage for leading and organizing a SGC project for a specific year will be published on the website <https://www.tul.cz/sgs> up until December 31st of the year prior to the year of the project at the latest.

² DPP or DPČ forms 4.01 a 4.2 are available by logging on the intranet TUL "intranet zaměstnanci/vnitřní normy a formuláře/personální oddělení" or on the website www.tul.cz/sgs.

A scholarship will be also paid to a student - researcher for his or her scientific and research activity for the project.

2.5 Academicians or scientific members of staff execute work for SGC as part of their job duties and they are paid in agreement with their working contract or by a one-time reward according to the Internal salary regulation of the TUL.

3. Faculty SGC Committee and TUL SGC Committee

3.1 The TUL SGC committee is hereby established. The TUL SGC committee is an advisory authority to the rector. The TUL SGC committee evaluates student project support applications suggested by the Faculty SGC Committees and puts forward evaluated applications and their statements towards these applications to the rector. The TUL SGC committee offer their statements also to the Final report on the SGC projects at TUL and to the Final report on SGC financial management. The reports are given to the rector for approval.

3.2 The Rector will appoint in writing the members of the TUL SGC committee every year on November 30th of the previous year; the TUL SGC committee is to be composed of:

- a) The Chairman: Vice-Rector responsible for scientific and research activities.
- b) Members: representatives of faculties appointed by deans.
- c) Member: the bursar.

3.3 The SGC committee of the TUL has to consist of an odd number of members

3.4 Every faculty of TUL where SGC is organised is to establish the Faculty SGC committee, see 1.4.

3.5 Faculty SGC committee is appointed in writing by the dean of the faculty every year on November 30th of the previous year.

3.6 A faculty SGC committee member or TUL SGC committee member can serve one year, starting on November 30th.

3.7 Faculty SGC committee comprises minimally of 3 members, the chairman included.

3.8 Faculty SGC committee announces committee meetings, suggests committee statements, ensures taking committee meetings minutes; on the basis of approved statements, the committee publishes records in an online application.

3.9 Faculty SGC committee is made up of a of minimum of three Faculty SGC committee members that have no relation to the evaluated projects, i.e. when evaluating a student project support application sent to the faculty SGC, the faculty committee members (minimally three) need to be unbiased.

3.10 Unbiased faculty SGC committee members are such people that are not research team members; neither do they participate in any way in student project support application preparation.

- 3.11 The Faculty SGC committee names opponents. The opponents evaluate student project support applications and/or they evaluate the annual record on student project progress in the achievements.
- 3.12 The opponent of the student project support application is required to be unbiased, see 3.10.
- 3.13 The opponent of the annual record on student project progress in the achievements is required to be unbiased, see 3.10; and at the same time, he/she cannot be a Faculty SGC committee member nor TUL SGC committee member.
- 3.14 The Faculty SGC committee chooses to grant such projects that are in accordance with stated SGC TUL goals; in accordance with stated long-term strategic goals of the faculty in research, and development; and as based on the opponents' evaluation. Chosen projects are forwarded for assessment to the TUL SGC committee. Student projects suggested by the Faculty SGC committee are forwarded by the SGC TUL committee to the rector for approval.
- 3.15 The Faculty SGC committee may change the budget of submitted student project support applications.
- 3.16 The Faculty SGC committee continuously checks student projects factual progress in the achievements, and supervises effective use of financial support.
- 3.17 The Faculty SGC committee may change the budget of ongoing student projects in order to ensure effective use of financial support.
- 3.18 The Faculty SGC committee and TUL SGC committee make their decisions by voting. For a decision to be approved more than half committee members out of the total number has to vote for that decision.
- 3.19 The TUL SGC committee may suggest partial reallocation of the financial support for Specific Academic Research between the faculties in order to fulfil SGC goals if the deans of the affected faculties agree.

4. Project Applications

- 4.1 The application for the student project support is sent via an online application, the link of which is available at: <https://www.tul.cz/sgs>. The application is to be handed over within the time given, i.e. every year the period starts on December 1st (starting with the calendar year 2019) and ends January 10th.
- 4.2 Any submitted project application must not be identical to another project that has been or is supported by public funds or within the scope of additional activity.
- 4.3 Student project applications include the following information:
- a) Basic information about the project (Czech and English title, Czech and English abstract, the start date and the end date of the project).

b) Information about the main leader (name and surname, faculty, department, relationship to TUL, achieved academic degree, the date when the diploma about the academic degree was issued, other relevant information such as about maternity or parental leave or periods of incapacity for work, etc.).

c) Information about research team members (name and surname, faculty, department, relationship to TUL, personal costs and scholarship/s requested).

d) Budget information covering the whole period of project progress and detailed explanation of finances used in the first year of the project.

e) Description and explanation of the project proposal (motivation, current state of knowledge or technology level description, project goals and results, used methods and methodology, social and economic impact of the project or its contribution to the science, time plan of the project progress, description of research members' work).

f) Information about previous achievements of student research team members, i.e. achievements in RIV for TUL (last five-year achievements of student research team members in RIV, their authorship involvement, is counted).

g) Information about planned project results.

4.4 A preview of draft proposals for student project applications is available to the dean of the faculty, to the members of faculty SGC committee, to the members of TUL SGC committee, and to administrative employees of DSR in the period of application acceptance.

4.5 The head of the department needs to approve the student project support application submitted to the Faculty SGC. The approval is given by the head of the department via on-line application, the link of which is available at <https://www.tul.cz/sgs>. The link is activated after the application is submitted by the main leader of the project.

4.6 Student project support applications with formal or factual errors are to be rejected.

5. Evaluation of Student Project Support Applications

5.1 For the applications' evaluation the following criteria will be used:

a) Qualitative criteria (yes/no answer) are set according to the following qualitative parameters:

i. Competence and qualification of the research team members with regards to the solving of a student project.

ii. Topicality, scientific significance of the proposed project; the project will have an impact on the scientific field.

iii. Clearly defined and measurable objectives, concepts and outcome.

iv. Clearly defined and adequate project timetable (schedule) with measurable milestones.

v. Adequate financial aid requirements, i.e. appropriacy toward the research team composition, planned goals and project results.

b) Quantitative criteria (points will be given to the application) are set according to the following quantitative parameters:

i. Scientific and professional level of the project.

ii. The quality and excellence of the expected results

iii. Social relevance of the scientific problem as defined in the project.

iv. Economic impact of successful solution of the defined project problem.

v. Project goals in accordance with department and faculty long-term strategic goals.

c) Verbal evaluation of weaknesses and strengths of the student project and evaluation of the effective use of financial support.

5.2 Student project support applications are evaluated via an online application, the link of which is available at <https://www.tul.cz/sgs>.

6. The Rules of Student Project Factual Progress and its Financial Management

6.1 The support granted can be used only to cover eligible costs of the student project. Eligible costs or expenses include the costs of research, development and innovation which are justified and the accounting of which is verifiable, and which have been approved by the Faculty SGC committee (including budget cuts approved during the project evaluation).

6.2 The project researcher is responsible for the use and management of the funds granted. According to the Rector's directive on the Internal Control System, he or she is also the transactor of financial operations. The financial means granted for the project are drawn on the basis of its internal project number that has been assigned by the Accounting department.

6.3 Each project result has to state explicitly that the results were supported by a student project from the special aid for Specific Academic Research. The results have to be labelled with the specific project number given to the projects automatically in an online application.

6.4 According to the § 15 Act on Support of Research and Development, the TUL department for which assets were acquired from the project, becomes their owner.

6.5. The rights to the results from the project are owned by the TUL, according to the § 16 Act on the Support of Research and Development. The researcher is obliged to comply with the Rector's directive No 2/year 2015 on the Protection of Intellectual Property at the Technical University of Liberec and on the Commercialization of the results of science and research. The project researcher is especially obliged to inform TUL about the creation of the results.

- 6.6 The project researcher has to make a deal and sign a Licence Contract with the students contributing on the project progress in the achievements about results property right transfer in order to ensure that the rights to the project results belong to TUL. The students will be compensated for the property right transfer within the scholarship granted by the SGC. The main leader has to make the deal with the students before the project begins. If the student does not agree with the deal, he/she cannot continue to be the research team member and cannot contribute to the project progress in the achievements. If the scholarship paid to the student is evidently imbalanced when compared to contribution or usage the results subsequently have, the student will be paid extra afterwards. The results of the project can be introduced in dissertations or theses in a way which will not endanger the intellectual protection of results.
- 6.7 Before a given deadline, the researcher is obliged to submit the results into the Information System of Research and Development (part of RIV), according to the Act on the Information System of Research and Development.
- 6.8 The student project is financially concluded to November 30th of the calendar year in which the grant was given to the project.
- 6.9 The real amount of additional (overhead) costs in a given year can be different from planned overhead costs as stated in the student project application. The actual amount of overhead costs will be entered into the accounts. If the actual overhead costs are higher than planned overhead costs, the amount accounted for will be only up to the extent of the planned overhead costs. If the actual overhead costs are within the planned overhead costs limit, the full amount will be charged.
- 6.10 Unspent funds up to 5 % of the total amount assigned can be transferred by the Faculty to the Fund for special means (FÚUP).
- 6.11 Budget surpluses from the projects SGC faculty must be preferentially paid from budget surpluses for other SGC projects at the faculty, and only from other Faculty's own resources.
- 6.12 Unused funds shall be returned to the provider.

7. Changes in the Course of Student Projects

- 7.1. Changes in budget and financial management of the grant are to be done only by the Change in the Course of the Student Project and only when the student project goals stated in the project proposal can be achieved by the change in budget and financial management as seen in the period of factual progress in the achievements.
- 7.2 Change category:
- a) Changes in the student projects that do not need external approval:
 - i. Changes in the use of additional (overhead) costs.
 - ii. Changes in eligible costs use (i.e. changes in expenses on tangible and intangible assets, services, personal costs, etc.) within the budget entries.

iii. Transfers between budget entries up to 20% from the total sum granted to the student project, and only in compliance with Article 2 of the Principles.

b) Changes in the student projects that need to be assessed and approved by the Faculty's SGC committee, approved by the chairman of the TUL SGC committee.

i. Transfer between budget entries comprising more than 20% of the total amount granted to the student project.

ii. Change in the person of the project researcher.

c) Not approved changes in the student projects:

i. Changes that are not in compliance with the rules and conditions of financial support.

ii. Changes in student project goals stated in the project proposal.

7. 3 Changes in the course of the project may be requested not later than by November 1st of the relevant calendar year.

7.4 Change execution procedure:

a) Changes as in 7.2, letter a) must be included and justified in the Final report.

b) Changes as in 7.2, letter b) are requested via an online application, the link of which is available at <https://www.tul.cz/sgs>. Justification of requested changes has to be included.

c) If the change is approved, the project researcher proceeds in his/her student project progress in the achievements according to the changes approved.

d) If the change is not approved, the project researcher proceeds in his/her student project progress in the achievements according to the project proposal and according to the annual reports about the student project progress in the achievements in case of long-term projects.

8. Formative and Summative Assessment of Student Projects

8.1 Each project, its factual progress in the achievements and its financial management is continuously evaluated by the Faculty SGC committee.

8.2 Student projects results are presented in the Students' scientific conference if the conference is announced by the dean of the faculty to which the project belongs.

8.3 Student projects results; financial management and the use of financial support are published every year in the Annual Report on the Student Project.

8.4 Progress in the achievements of the project and drawing of the project funds is under the ongoing monitoring of the SGC faculty committee. In case the progress in the project seriously deviates from its timetable or from its budget allocation plan (budget discipline breach), which is stated in the project application, the Faculty SGC Committee is entitled to:

a) Make a change of the project researcher.

b) Suggest to the dean to stop further research steps and to stop further drawing on project funds. Unused project means can be used to increase the financial support of other student projects of the faculty, or they can be returned to the provider.

8.5 Serious deviation from the project plan is defined as follows:

a) Planned factual and time milestones are not met.

b) Financial support is used differently from the budget justification for a given year.

8.6 Should the dean decide to stop the student project, the affected student project researcher is not allowed to apply as a TUL researcher for any grant support either at national or international level (to any national or international support providers) and is excluded from every grant call at the Technical University of Liberec for the three subsequent years.

9. Students' Scientific Conference

9.1 The students' scientific conference is organised at the faculty where SGC is carried on.

9.2 The Dean of the faculty will decide about the organization of such a conference.

9.3 Eligible costs related to the students' scientific conference organization are paid from the granted funds, according to the regulation No. 2 of the Principles.

9.4 The students' scientific conference enables presentations and evaluation of research results of students in doctoral and master study programmes.

9.5 The students' scientific conference obligatory participants are:

a) The main leader of student projects supported financially within SGC.

b) Supervisors of the student projects main leaders if the main leader is a student.

c) Faculty SGC committee members.

10. Annual Report on Student Project Progress in the Achievements

10.1 The Final reports shall be submitted by the main leader up until January 10th of the following year to the year when the grant was awarded. Final reports shall be submitted via an online application, the link of which is available at <https://www.tul.cz/sgs>.

10.2 The Final report on student project progress in the achievements includes the following information:

a) Analysis of the progress in the achievements for the last year.

b) Evaluation of milestone meeting and goal fulfilment for the last years, i.e. milestones and goals defined in the project proposal or in the changed partial report.

c) Excellency evaluation (contribution towards science and knowledge, social relevance, economic impact).

d) Summary of actual drawing on the project funds for the last year.

e) Justification of changes made in project funds drawing in the last year.

f) List of student project results submitted to the RIV for the last year.

10.3 Should the student project be a long-term project, i.e. such projects that are expected to continue in the following calendar year, the annual report includes the following information:

g) Suggestion for further progress in the achievements for the following calendar year.

j) Changes in the project budget for the following calendar year.

i) Detailed justification of project funds drawing for the following calendar year.

10.4 Should the report be submitted for the long-term student projects in its final year, the Final report will include in a) and b), 10. 2, summative information on the whole student project period.

10.5 The analytical account statements (VEMA) are mandatorily included in the Final report on the Student Project Progress in the Achievements.

11. Evaluation of Annual Reports on Student Project Progress in the Achievements

11.1 The Final report of the student project progress in the achievements is to be assessed by unbiased opponents.

11.2 The Final report on projects with a total amount consisting of less than 750, 000 CZK will be assessed by at least one evaluator. The Final report on projects exceeding 750, 000 CZK will be reviewed by at least two evaluators.

11.3 The Final report will be evaluated according to the following criteria:

a) Evaluation of formal processing of the student project Final report.

b) Evaluation of the project results when compared to the project planned goals.

c) Evaluation of the project outcomes in the course of project progress (publications, patents, etc.)

d) Financial management of the granted support.

e) Overall student project evaluation.

11.4 The result of formative student project evaluation, i.e. the result of evaluation made in the course of project progress, based on the final/annual report can be:

a) To continue in the project progress.

b) To continue in the project progress with budget changes.

c) To stop the project.

11.5 The summative (final) student project evaluation based on the Final report in the last year of the project can be:

a) Fulfilled with merits (the project's target has been achieved, and some student project results are of such quality that they can succeed in international comparison).

b) Fulfilled (the project's target has been achieved, and the goal fulfilment can be proved by results submitted or to be submitted to the RIV).

c) Fulfilled with reservation (the project's target has been achieved only partially, and some goals cannot be proved by results submitted or to be submitted to the RIV).

d) Failed (the project's target has not been achieved to at least some extent, and there are no project results submitted or to be submitted to the RIV).

11.6 Should the student project be assessed as “failed”, the affected student project main leader is not allowed to apply for any grant support either at national or international level (to any national or international support providers) and is excluded from every grant call at the Technical University of Liberec for the three subsequent years.

11.7 On the basis of the submitted Final reports and their evaluation, the Faculty's SGS committee will submit via an online application, the link of which is available at www.tul.cz/sgs, a brief report on supported student project contribution. The brief report shall include:

a) Examples of excellence in terms of the Methodology M17 + achieved through support.

b) Data on student scientific conferences held with support.

11.8 The DSR will prepare a summary Final report for TUL and forward it to the Rector for approval.

12. Deadlines and Timetable of SGC Organisation

12.1 Deadlines determined for main leaders and the Faculty SGC committee:

a) Applications shall be submitted via an online application, the link of which is available at <https://www.tul.cz/sgs>, from December 1st till January 10th of a given calendar year.

b) The Faculty SGC committee will suggest student projects recommended for financing on the basis of the opponents' evaluation and if necessary the faculty SGC committee will suggest budget changes, both suggestions are to be made by February 7th of a given calendar year.

c) The TUL SGC will choose from the List of suggested student project applications recommended for funding and will pass the List of projects recommended for financing to the Rector for his approval before February 10th of a given calendar year.

d) Each project must be financially completed before November 30th of a given calendar year. Research goals and outputs of each project must be delivered before December 31st of a given calendar year.

e) Final reports will be submitted via an online application, the link of which is available at <https://www.tul.cz/sgs> before January 10th of the following year.

f) The Faculty's SGC committee will submit the Verbal Evaluation of the Benefits of Student Projects to the Department of Science and Research via an online application, the link of which is available at <https://www.tul.cz/sgs>, by February 28th of the following year.

g) The DSR will prepare a summary Final report on SGC projects and submit it to the Rector for his approval by March 20th of the following year.

12.2 Deadlines determined by the Ministry of Education, Youth and Sports:

a) Before February 15th of a given calendar year, TUL will publish the List of projects with granted funds for each calendar year on its web pages.

b) Before November 30th of a given calendar year, TUL will publish the Principles of the Student's Grant Competition for the following year on its web pages.

c) Before February 15th of a given calendar year, TUL will publish on its web pages data on the supported student projects and data on their drawing of financial aid.

d) Before March 31st of the following year, the TUL will publish the evaluation of the results achieved from the granted support on its web pages.

13. Provisional and Final Regulations

13.1 All documentation related to the student projects must be archived for 10 years. The authorized person of the faculty will archive the documents in compliance with the directive on "Filing and Disposition of Documents".

13.2 The Vice-Rector for science, research and international affairs reviews and evaluates compliance with this Directive.

13.3 The Vice-Rector for science, research and international affairs and the Legal department are authorized to interpret this directive.

13.4 Projects started before this Directive are excluded from following the criteria for grant support as stated in 2.3, letter d) of this Directive. The criteria for grant support as in 2.3, letter e) and j) of this directive are replaced with the criteria as in 2.3, letter f) of the Rector's directive No. 3/2012 – Principles of SGC of 25th November 2018.

13.5 Hereby the previously used Rector's directive No. 3/2012 – Principles of SGC of 25th November 2018 is repealed and replaced with the present one.

13.6 The present directive is valid from the date of signature and is activated by the announcement.