

Regulation No. 2/2020	Internal Standard of the Institute of Technology and Business in České Budějovice
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FULL WORDING OF REGULATION No. 2/2020 RULES OF SPECIFIC UNIVERSITY RESEARCH AT ITB

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Superior regulation	ITB Statute				
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Distribution list	ITB students and staff				



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**FULL WORDING OF REGULATION No. 2/2020
RULES OF SPECIFIC UNIVERSITY RESEARCH AT ITB COMPLETED BY THE
AMENDMENTS 1, 2, 3, 4, AND 5**

**Article 1
Project and main office**

- (1) This regulation regulates the procedure and conditions for conducting specific university research at the Institute of Technology and Business in České Budějovice (hereinafter referred to as "Project").
- (2) The financial support is intended for financing research conducted by students within the accredited Doctoral Study Programmes or Master's Study Programmes, and which is directly related to their education.
- (3) The relevant workplace for conducting and management of projects is the Department of the Vice-rector for creative activities.

**Article 2
Basic rules of contest**

- (1) The Vice-rector for creative activities announces a contest for supporting projects in the categories related to currently accredited Master's Study Programmes at the ITB.
- (2) The student grant competition takes place at the level of the applicant or its components, which carry out a doctoral study program or a master's study program (hereinafter referred to as "part of the applicant"); if the student grant competitions take place at the level of individual components of the applicant, they are governed by the same principles of the student grant competition.
- (3) The student project submitted to the student grant competition is assessed by at least one opponent who did not participate in the preparation of the assessed student project proposal and who is not a member of the decision-making team of the assessed student project proposal.
- (4) The researcher of the student project is a student of the applicant's doctoral study program or an academic worker of the applicant.
- (5) Other members of the research team are students of the applicant's doctoral or master's degree programme or academic, scientific, research or development staff of the applicant; in the case of a student project whose researcher is a student of the applicant's doctoral degree programme, the supervisor of the researcher is always a member of the research team.
- (6) The research team has a maximum of 50 persons.
- (7) The number of doctoral or master's study program students in the research team is at least equal to the number of other members of the research team.
- (8) Project duration is 12 to 36 calendar months.
- (9) Support for a student project for one calendar year amounts to a maximum of CZK 3,000,000 if the researcher is a student of a doctoral study program, or CZK 5,000,000 if the researcher is an academic employee of the applicant.

- (10) Vice-rector for creative activities shall set indicative financial limits for the calendar year for which the contest is announced. The overall indicative limit for projects is set as a share of the amount allocated to the ITB in the previous year.
- (11) The share of personal costs or expenses (including scholarships) associated with the participation of doctoral or master's degree students as researchers or other members of the research team in the solution of a student project, in the total personal costs or expenses (including scholarships), paid within the framework of eligible costs student project, is at least 75%.
- (12) The support can cover the costs of a student project carried out at a research workplace of a legal entity other than the applicant only if, based on an agreement between the given legal entity and the applicant in accordance with § 81 of the Higher Education Act, an accredited study program in which students study is carried out at this workplace, who are members of the solution team. Other members of the solution team are, if the conditions in points 6, 7 and 11 are met, the scientific, research or development staff of the given legal entity.
- (13) The percentage limit for ensuring the coverage of eligible costs related to the organization of student grant competition, including the costs of the assessment and control of student projects and evaluation of the results achieved shall not exceed 2.5 % of the grant awarded.
- (14) The percentage limit for ensuring the coverage of eligible costs related to the organization of student scientific conferences shall not exceed 10 % of the grant awarded.
- (15) The limits shall be adjusted according to the amount of grant allocated to the ITB based on the decision of the grantor. The Rector shall decide on the adjustments based on the proposal of the Vice-rector for creative activities after being consulted with the Bursar.
- (16) Vice-rector for creative activities shall decide on awarding the grant to projects in individual categories (hereinafter referred to as "accepted projects") no later than at the end of the assessment period. Awarding the grant is conditioned by the overall amount allocated to the specific research based on the decision of the grantor.

Article 3 **Project proposal**

- (1) Project researcher submits a project proposal to the Vice-rector for creative activities. The project proposal must include the following:
- a) Annotation.
 - b) Professional characteristics of the project, which will include the characteristics of the issue addressed, the current status, project outcomes and the methods of their achievement, and the schedule of the solution.
 - c) Expected outputs.
 - d) Planned participation in professional events financed from the grant – in the case of planned participation in conferences, workshops, or other presentation events, a presentation of a contribution is expected (poster, lecture, contribution in proceedings).

- e) A list and brief characteristics of principal professional results achieved by the members of the research team in the last 3 years and relevant to the project.
 - f) The total number of students (in Master's or Doctoral study programmes) included in the research team.
 - g) An application for the amount of the grant and a corresponding financial budget.
- (2) Financial support for one project is determined by the Vice-rector for creative activities, for the calendar year, according to the amount of the grant awarded by VŠTE based on the provider's decision.
- (3) The share of the personnel costs for students shall account for more than 75 % of the overall personnel costs (including scholarships).

Article 4 Project assessment

- (1) Proposals are assessed if all the regulatory requirements are satisfied.
- (2) Within the project assessment, the project proposal is assessed by a committee of experts in scientific disciplines at the ITB. The members of the committee are appointed by the Vice-rector for creative activities no later than three working days after the beginning of the assessment period. The chair of the Committee is the Vice-rector for creative activities.
- (3) The assessment criteria are as follows:
- a) Qualification of the researcher if the researcher is an academic worker.
 - b) Thematic relevance of the project to the research conducted at the ITB.
 - c) Potential for long-term project intention.
 - d) Professional level of the expected outcomes of the project including the possibility of their presentation.
 - e) Adequate overall budget and balance sheet of the planned project outputs.
 - f) Adequate research team structure in relation to the planned project outputs.
 - g) The degree of the coordination of proposals in terms of the research and educational needs of the school.
- (4) The Committee may request project assessment by independent experts.
- (5) There is no legal right for awarding the grand in the indicative amount set by the Vice-rector for creative activities for a given calendar year. The specific amount of the grant depends on the grant allocated to the ITB based on the grantor's decision.

Article 5 Decision on the amount of grant

- (1) Vice-rector for creative activities decides on the specific amount of financial support allocated to grant projects accepted in a given calendar year. The decision is made on the basis of the grantor's decision and the result of assessment by the Committee no later than 14 calendar days after receiving the grantor's decision.

- (2) Upon receiving the decision of the Vice-rector for creative activities on the amount of financial support for the projects accepted, the Department of the Vice-rector for creative activities shall provide the Head of the Faculty with a list of changes in financing the projects accepted for the implementation in the initial opponent proceedings and confirmed by the Rector or authorized Vice-rector. The list shall include the following:
- a) A list of projects to be implemented by the ITB in the relevant calendar year.
 - b) Any changes in the budgets of these projects resulting from the final amount of money allocated for the implementation of the projects.

Article 6 Implementation and changes in projects

- (1) Projects of specific research may take several years. The financial support is nonetheless always allocated within one calendar year. Therefore, it is not possible to transfer the funds unspent to the dedicated fund. Any changes in projects shall be made so that they are in line with all provisions of relevant legislation and internal standard of the ITB in all project stages.
- (2) A substantial project change is:
- a) A change in the budget structure consisting in transferring financial support between individual projects.
 - b) A change of the researcher.
 - c) Premature termination of projects.
- (3) Substantial project changes may be implemented only with the approval of the Vice-Rector for Creative Activities, upon the researcher's request approved by the Director of the Faculty.
- (4) In the case of premature termination of the project, the researcher shall submit a final report summarizing the project's results to date.

Article 7 Project completion and final opponent proceedings

- (1) Project results shall be assessed in the final opponent proceeding in the period of 1 January – 30 March of the calendar year immediately following the calendar year in which the project was implemented and the grant provided.

Article 8 Final Provisions

- (1) This full version of the regulation takes effect on 7 November 2022.

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