


Directive 2/2020	<b>Internal standard of the Institute of Technology and Business in České Budějovice</b>				
<b>CURRENT WORDING RULES OF SPECIFIC UNIVERSITY RESEARCH AT VŠTE</b>					
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<b>Repealed regulation</b>	Regulation No. 14/2017 Rules of Specific University Research at VŠTE				
<b>Superior regulations</b>	Regulation No. 13/2017 Research Projects				
<b>Related regulations</b>	-				
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<b>Distribution list</b>	VŠTE students and employees				
					
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## **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 “Student Grant Competition”).
- (2) 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 educating.
- (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) Vice-rector for creative activities announces a contest for supporting projects in the following categories:
  - a) Business Economics.
  - b) Building construction.
  - c) Logistics.
- (2) Student grant competition is organized at the level of the applicant or its parts which implement a doctoral study programme or Master’s study programme (hereinafter referred to as “applicant part”); if the student grant competitions are organized at the level of the individual parts of the applicant, they follow the same principles of student grant competition.
- (3) A student project submitted to a student grant competition is assessed by at least one opponent who did not participate in the preparation of the proposal of the assessed student project and who is not a member of the research team of the assessed student project proposal.
- (4) A student project researcher is a student of a doctoral study programme of the applicant or a member of the applicant’s academic staff.
- (5) Other project team members include students of a doctoral or Master’s study programme of the applicant or academic or research and development staff of the applicant; in the case of a student project, whose main researcher is a student of a doctoral study programme of the applicant, the researcher’s supervisor is always a member of the research team.
- (6) The research team has a maximum of 50 members.
- (7) The number of students of a doctoral or Master’s study programme in the research team is equal or exceeds the number of other members of the research team.
- (8) The duration of a student project is 12 – 36 calendar months.
- (9) The maximum financial support for a student project for one calendar year is CZK 3,000,000, if the researcher is a student of a doctoral study programme, or CZK 5,000,000, if the researcher is a member of the applicant’s academic staff.

- (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 VŠTE in the previous year. The exception is the first year of the contest.
- (11) The share of the personnel costs or expenditures (including scholarships) concerning the participation of the students of a doctoral or Master's study programme as researchers or research team members in a student project of the overall personnel costs or expenditures (including scholarships) paid within eligible costs of the student project shall account at least for 75 %.
- (12) The financial support can be used to reimburse the costs of the student project conducted at the research department of a legal person other than the applicant only if the legal person carries out an accredited study programme at this department, within which the students who are members of the research team study, based on the agreement of the legal person with the applicant in accordance with Section 81 of the Higher Education Act. In conditions stipulated in points 6, 7, and 11 are met, other team members can include scientific, research and development staff members of the legal person..
- (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 VŠTE on the basis of the decision of the grantor. The Rector shall decide on the adjustments on the basis of 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 on the basis of the decision of the grantor.

### **Article 3** **Project proposal**

- (1) Project researcher submits a project proposal to the Vice-rector for creative activities. 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 for 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 corresponding financial budget.
- (2) Finanční podporu na jeden projekt stanoví prorektor pro tvůrčí činnost, pro kalendářní rok, podle výše dotace přiznané VŠTE na základě rozhodnutí poskytovatele.
- (3) Podíl osobních nákladů na studenty (včetně stipendií) musí činit více jak 75 % z celkových osobních nákladů.

#### **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 VŠTE. The members of the committee are appointed by the Vice-rector for creative activities no later than three working day upon 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 VŠTE.
  - 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 VŠTE on the basis of the grantor's decision.

## **Article 5**

### **Decision on amount of grant**

- (1) Vice-rector for creative activities decides on 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 the 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 VŠTE 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) The duration of specific research projects is one year; therefore, it is not possible to transfer the funds unspent to the dedicated fund.
- (2) Any changes in projects shall be made so that they are in line with all provisions of relevant legislation and internal standard of the VŠTE in all project stages.
- (3) 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.
- (4) 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.
- (5) 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.

#### **Annexes:**

[Annex 1: Algorithm](#)