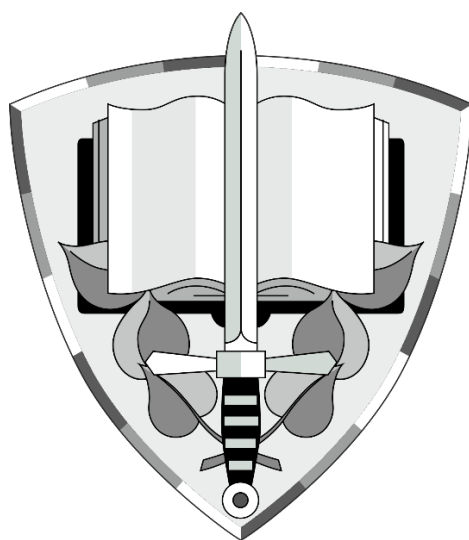


Approved by:
Brigadier General Prof. Ing. Bohuslav Příklad, Ph.D., m. p.
Rector

Brno, 28 November 2019



**MEASURE OF THE RECTOR
OF THE UNIVERSITY OF DEFENCE IN BRNO
No. 14/2019
ON GRANT APPLICATIONS**

as amended by the Measure of the Rector of the University of Defence in Brno No. 2/2020

PART ONE
INTRODUCTORY PROVISIONS

Article 1
Introductory Provisions

- (1) This Measure sets rules for the allocation and use of purpose-bound grants for specific university research purposes¹, the practices for the announcement and evaluation of the grant programmes as well as the method of assessment of the collected data of implemented student research projects in the University of Defence in Brno (hereinafter referred to as "the University").
- (2) This Direction aims to bolster the quality and efficiency of creative activities of the University's doctoral and Master's programmes.

Article 2
Principal declaration

- (1) Specific student research² is in the University conducted through student grant projects (hereinafter referred to as "student projects ") selected in student grant competitions.
- (2) Specific student research is financially supported by purpose-bound funding provided to the University by the Ministry of Education, Youth, and Sports (hereinafter referred to as "MSMT ") in compliance with government rules³.
- (3) Each University faculty⁴ running doctoral and Master's programmes announces student grant competitions within the financial limit allocated to the faculty by University; the faculties follow the Measure announcing and evaluating student grant competitions.

Article 3
Allocation of financial limits to the faculties and granting purpose-bound financial funding to student projects

- (1) Once a year, the University Rector decides on allocating financial limits for the student grant programmes in individual schools in tune with the quantification method specified in Annex No. 1 of the Measure.
- (2) The Rector announced to the University faculties the allocated financial limits in written form no later than seven days after the related decision made by MSMT is delivered.
- (3) The Dean of each University faculty decides on the purpose-bound grants for individual student projects within the allocated financial limit.

¹ § 3 (2) of Act No. 130/2002 Coll., on Support of Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related (Acts on the Support of Research, Experimental Development, and Innovations), as amended.

² § 3 (2)(c) of Act No. 130/2002 Coll., on the Support of Research, Experimental Development, and Innovations.

³ Resolution of the Government of the Czech Republic No. 697 of 30 September 2019.

⁴ Annex No. 1 of the University of Defence Brno Statutes.

Article 4
Student grant evaluation commission

- (1) The Dean of each school faculty sets up an Evaluation Commission for student grant competition (hereinafter referred to as "the Commission").
- (2) The Commission consists of a minimum of five commissioners. The head of the Commission is always the assistant Dean, responsible for creative activities in the university faculty.
- (3) The Commission controls the student grant competition principally by:
 - a) proposing conditions for announcing student grant competitions and setting the proposals forward to the Dean for consideration,
 - b) collecting the proposed student projects
 - c) checking whether the proposed student projects meet the criteria of the announced student grant competition; recommending and justifying to the Dean the rejection of the projects that do not meet these criteria,
 - d) organising the evaluation of proposed student grant projects, including providing information to external examiners,
 - e) collecting external examiners' assessments of proposed student projects,
 - f) processing and submitting student grant competition results and putting the results forward to the Dean's decision.
- (4) In addition, the Commission:
 - a) collects reports of the development of student projects, evaluates these reports, and notifies the Dean of the evaluation,
 - b) is entitled to propose to the Dean a reduction in the grant provided to a particular student project,
 - c) is entitled to propose to the Dean the early termination of an approved student project under the conditions specified by the Measure.
- (5) The rules for forming the Commission, handling data contained in the proposed student projects, treating cases of biased commissioners, and other regulations governing the work of the Commission that are not subject to the Measure are arranged by the Dean of a particular University faculty.

PART TWO
PROCESS OF A STUDENT GRANT COMPETITION

Article 5
Researchers and research teams of student projects

- (1) The researcher of a student project is a student of a doctoral programme of the University or any of the University faculties as well as a University staff member or a faculty staff member⁵.
- (2) As other members of the research team are considered students of doctoral and Master's programmes run by the University or any of the University faculties as well as academic, research, and development staff members of the University; in every student project

⁵ § 70 of Act No. 111/1998 Coll., on Higher Education Institutions and on amendments and supplements to some other acts (the Higher Education Act).

whose researcher is a student of a doctoral programme of University or any of University faculties the researcher's mentor is always a member of the research team.

- (3) The number of members of a research team must correspond with the significance and extent of a student project; the maximum size of a research team is 50 members.
- (4) Students of doctoral and Master's programmes constitute no less than 70 % of a research team.

Article 6 **A student project duration and grants**

- (1) The time duration of a student project is 12 to 36 months.
- (2) The funding provided to student projects during one calendar year can amount to a maximum of:
 - a) 3 000 000 CZK, if the researcher is a student of a doctoral programme,
 - b) 5 000 000 CZK if the researcher is an academic staff member of the University or any of its faculties.
- (3) The proportion of personnel costs or expenses (including scholarships) connected with the participation of the students of doctoral and Master's programmes in a student project as researchers or research team members on total personal costs or expenses (including scholarships), reimbursed as the eligible costs⁶ of a student project is no less than 75 %.
- (4) The costs of a student project conducted in a research place of a legal person can be funded by specific academic research grants if and only if an accredited study programme is implemented by agreement between the legal person and the University⁷ on the premises of the legal person, in which members of the research team participate as students. The research team comprises the legal person's science, research, and development staff members provided the terms set in Article 5 (3) and (4) and Article 6 (3) are fulfilled.

Article 7 **Announcement, content, and terms of a student grant competition**

- (1) Unless the law or this Measure provides otherwise, the announcement, content, terms, and student competition evaluation criteria comply with Act No. 130/2002 Coll., on the Support of Research, Experimental Development, and Innovations⁸.
- (2) The student grant competition, its content, terms, and evaluation criteria are posted by the Dean of a faculty on the public part of the faculty website and simultaneously on the public part of the website of the University; the criteria of evaluation are set by the Dean so that a minimum of one-half of the points could be awarded by external examiners, for the criteria concerning the technical expertise of a proposed student project.

⁶ § 2 (2)(1) of Act No. 130/2002 Coll., on the Support of Research, Experimental Development, and Innovations.

⁷ § 81 of the Higher Education Act.

⁸ particularity § 17 and following of Act No. 130/2002 Coll., on the Support of Research, Experimental Development, and Innovations.

Article 8
Evaluation of student project proposals

- (1) Student project proposals are in grant competitions assessed by the Commission.
- (2) The check and assessment is a two-round process.
- (3) In the first round, the Commission checks whether student project applications meet the student grant competition criteria. The Commission recommends rejecting the proposed student projects that do not meet these criteria; the Commission justifies this rejection and puts it forward to the Dean to decide.
- (4) In the second round, the Commission:
 - a) proposes to the Dean at least one external examiner for each unrejected student project application and puts forward this application to the Dean to decide; the Commission is entitled to propose as an external examiner only a person who is not involved in the preparation of the proposed student project, who is not a member of the student project research team and who has expertise in the sphere of study of the project,
 - b) provides the external examiners approved by the Dean with complete information indispensable for the evaluation of individual student project proposals,
 - c) awards individual student project proposals not eliminated from the competition by the Dean with points in accord with the criteria specified in the student grant competition, that is, the points for the competition criteria the Commission is authorised to award,
 - d) adds up the points awarded to individual student project proposals by external examiners as well as by the Commission, and accordingly, makes a ranking list of the proposed student projects,
 - e) puts forward the ranking list of proposed student projects to the Dean for decision.

Article 9
Grant decision on a student research project

- (1) Purpose-bound funding of a student project is awarded on the day the decision on granting the student project funding is delivered in written form. The Dean of the respective faculty issues a grant decision on a student project; the decision to award a student project a grant includes namely the student project identification, time duration of the student project, the quantification of the approved financial support granted for a particular calendar year, and the breakdown of the approved financial support into budgetary areas. Regarding the student projects whose implementation exceeds one calendar year, the Dean makes separate decisions on providing financial assistance for each year.
- (2) The Dean of the respective faculty grants purpose-bound financial support to student projects consecutively in the order set by the Commission until the financial limit allocated by the Rector for the given calendar year is exhausted after considering the following:
 - a) financial security of multiannual student projects granted purpose-bound funding by the Dean in preceding years,
 - b) the remittance of eligible costs in connection with hosting student science conferences, but not exceeding 10 % of the financial limit allocated to the faculty,

- c) the remittance of eligible expenses in connection with the organisation of the student grant competition, including the costs of checks and evaluation of student projects and the fees of assessment of the project results, but not exceeding 2.5 % of the financial limit allocated to the University faculty.

Article 10

Publication of the results of the student grant competition

The Dean of the respective faculty posts the outcome of the student grant competition, including the ranking list, on the public part of the faculty website and simultaneously on the public part of the website of the University.

PART THREE

ABSORPTION OF FUNDS, CHECKS, ARCHIVING OF WRITTEN RECORDS

Article 11

Absorption of purpose-bound grants

- (1) The researcher draws the granted funding through their claims made at University in accord with the decision on the student project grant and in line with applicable legislation⁹, the University's internal regulations, and the University Rector's guidelines.
- (2) If student project researchers presume they will not exhaust the funding granted to their student projects within the calendar year, they will make the Dean of the respective faculty aware of this fact by 15 September of the relevant calendar year; the Dean of the faculty is then entitled to decide to spend the financial means in the student project competition differently or to return the financial means.

Article 12

Changes to approved student research projects

- (1) The Dean of a respective faculty decides on changes to approved student projects at a researcher's request or on the Commission's proposal.
- (2) If the Dean grants the researcher's request or complies with the proposal of the Commission concerning changes in the funding of a student project, extension of time duration of a student project, or exchange of the researcher, the Dean makes a written decision about the change in the decision on the student project grant; as a change in student project funding is considered a changed amount of financial support or changed financial limits in the budget areas specified in the decision on the student project grant.
- (3) The Dean takes into account a change to an approved student project that is not treated in the preceding paragraph and does not contradict the principles of the student grant competition formulated in this Measure. The researcher is notified in writing by the Dean of the faculty.

⁹ Act No. 134/2016 Coll., the Public Procurement Act, as amended.

Article 13

Early termination of a student research project

- (1) The Dean of the respective faculty decides on the early termination of an approved student project:
 - a) after receiving a reasoned request from the researcher or on demand of the Commission, or
 - b) always if the grantee who was a student of a Master's programme at the time when the research project was approved is no longer a student, and simultaneously if this person is not eligible to remain the grantee or if an exchange of the grantee is not possible due to a lack of applicants.
- (2) Once the Dean has decided to terminate an approved student research project early, the Dean makes a written record of this decision, which is promptly delivered to the grantee. The grantee is obliged to write and submit a final report of the research project development no later than one month after the receipt date in accordance with the Direction.

Article 14

Checks of using student research project grants

- (1) Anytime during a project implementation, at the request of the Dean of the respective faculty, the grantee submits all documents, including all the student project results, to be checked, and provides requested information concerning the student research project development.
- (2) The Dean of the respective faculty, at the request of the University Rector, submits all the documents and results of a student research project to be checked and provides requested information concerning the student grant tender or the development of any of the student research projects.

Article 15

Reports of a student research project implementation and their evaluation

- (1) The researcher writes and submits reports concerning the researcher's student project as follows:
 - a) For each calendar year of a student research programme, the researcher submits a report of the student research project implementation through the Commission to the Dean of the respective faculty, and no later than the end of January of the subsequent calendar year unless otherwise arranged by the Rector. The reference period of an interim report is one calendar year.
 - b) Having completed a student research project, the researcher submits, through the Commission to the Dean of the respective faculty, the final report of the research project implementation, and that is done no later than one month after the last day of the student project, stated in the grant decision on the project. The reference period of a final report is the time duration of the student project. Along with the final report, the researcher submits all the results of the student research project.
- (2) Each report (interim or final) consists of a spreadsheet of all the costs and expenses (including scholarships) covered in the reference period in connection with the student research project implementation and a complete list of student project results. In addition, the final report of a student research project contains a cost evaluation to check the cost-effectiveness of the student research project with regard to the project results.

- (3) Should the researcher fail to meet the deadline of an interim report submission or the report is qualified as insufficient, the Commission proposes to the Dean early termination of the student research project.
- (4) The Commission evaluates the interim and final reports and submits them to the Dean for their awareness.

Article 16

Evaluation of the results of student research projects achieved through purpose-bound funding and their publication

- (1) Based on the information included in the final and interim reports of the implementation of student research projects, annually, the Dean of the respective faculty submits to the University Rector through the Vice-Rector responsible for creative activities:
 - a) a detailed statement of the absorption of funds during one calendar year, no later than by the end of January of the subsequent year the evaluation is related to, and
 - b) evaluation of results achieved in the University specific research, no later than by the end of February of the subsequent year the assessment is related to.
- (2) The data of the evaluation of the results achieved through MSMT funding allocated to specific research in the University are annually published within the deadline set by MSMT directive and posted on the public part of the faculty website.

Article 17

Archiving of documents and student project results

- (1) The Dean of the respective faculty is responsible for keeping records of an implemented student project, including all the project results.
- (2) No later than 30 days after the implementation of a student project, the researcher is obliged to submit the complete records of the student project to the Dean of the respective faculty, including the project results; the researcher submits the records either in an electronic or paper form.
- (3) The records of an implemented student project, including the project results, are preserved by the Dean's Office for ten years following the day of the project implementation.

PART 4

SPECIAL, TRANSITIONAL, AND FINAL PROVISIONS

Article 18

Exceptions

An exception from Article 5 (4) of the Measure for a research team can be granted by the Rector at the written request of the Dean of the respective faculty. No exceptions can be given unless fewer than 50 % of research team members are students of doctoral and Master's programmes of the University.

Article 19

Transitional provisions

The student research projects receiving purpose-bound grants before the Measure application are completed in accordance with the Measure, except for Article 5 (4) of the Measure, which is not to be applied to these projects.

Article 20
Validity and Effectiveness

- (1) This Measure is enforced from the day it is signed by the Rector.
- (2) This Measure comes into effect from 29 November 2019. This Measure replaces the Measure of the Rector of the University of Defence No. 2/2016 on the Principles of a Student Grant Competition, with Reg. No. 150/1/40/2016-2994, of 1 July 2016.

Annex No. 1

The formula for calculating the basis for decision-making in student grant competitions held in the University of Defence faculties

$$U_i = \left(k_D \frac{D_i}{\sum_{j=1}^N D_j} + k_M \frac{M_i}{\sum_{j=1}^N M_j} + k_A \frac{A_i}{\sum_{j=1}^N A_j} \right)^{(1-m)} \left(\frac{V_i}{\sum_{j=1}^N V_j} \right)^m$$

where

$j = 1, 2, 3, \dots, N$,

N number of university faculties providing Master's or postgraduate programmes,

V_i is the indicator of a university faculty performance in research, development, and innovation for calendar years $r-2, r-3, r-4$ (r is the year of the awarded grant) with the ratios of 5:3:2, which includes the sum of non-investable assets¹⁰ for long-term research organization development¹¹ (R_i) and of non-investment special-purpose resources for funding or programme projects¹² of research and development, except the financial help from the Strategic Framework of Sustainable Development (Národní program udržitelnosti I a II (G_i), i. e., $V_i = nR_i + (1-n)G_i$,

D_i is the number of students in postgraduate faculty programmes of standard course duration plus an additional year on 31 October of the year preceding the year when a grant is awarded,

M_i is the number of students in Master's faculty programmes during the 12 months preceding 1 November of the calendar year preceding the year when a grant is awarded,

A_i is the number of students in doctoral faculty programmes during the 12 months preceding 1 November of the calendar year preceding the year when a grant is awarded,

k_D, k_M, k_A are coefficients expressing the degree of impact of a particular indicator on specific university research,

m is a coefficient indicating the ratio of performance in research, experimental development, and innovations and the ratio of the number of students and graduates,

n is a coefficient indicating the ratio of the funding of long-term conceptual development of a research body and the purpose-bound financing ratio of research and development,

U_i is the final coefficient.

The Ministry of Education, Youth, and Sports (MSMT) specifies coefficient ratios (k, m, n). It publishes them in grant tenders in accordance with § 14j of Act No. 218/2000 Coll., on Budgetary Rules, and on the amendment to some other relevant acts.

¹⁰ Ministry of Finance Decree No. 323/2002 Coll., on budget composition, as amended.

¹¹ § 3 (3)(a) of Act No. 130/2002 Coll., on the Support of Research, Experimental Development, and Innovations.

¹² § 3 (2)(a), (b) of Act No. 130/2002, Coll., on the Support of Research, Experimental Development, and Innovations.