

# **University of Defense in Brno**

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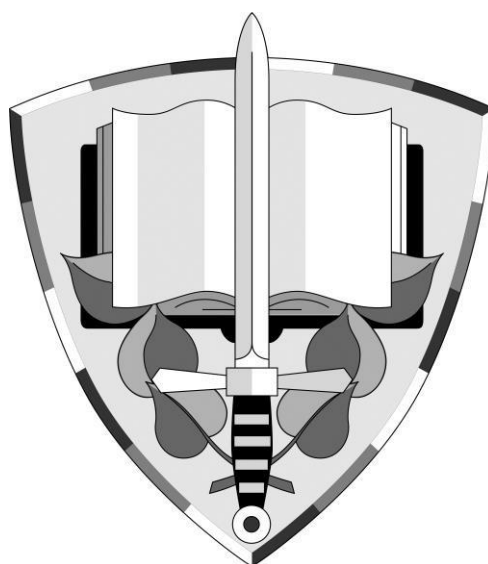
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Approved by:

Brigadier General Prof. Ing. Bohuslav Prikryl, Ph.D., m. p.

Rector

Brno, 6 September 2017



## **MEASURE OF THE RECTOR OF THE UNIVERSITY OF DEFENSE IN BRNO**

**No. 7/2017**

### **STUDENT CREATIVE ACTIVITY**

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**Brno 2017**

## **Article 1**

### **Introductory Provisions**

This measure, in accordance with Article 31 of the Study and Examination Regulations of the University of Defense in Brno and in accordance with Article 5, Paragraph 5 of the Scholarship Regulations for Students of the University of Defense in Brno, establishes the details of student creative activity organized by the University of Defense in Brno (hereinafter referred to as the "University") or its faculty<sup>1</sup>.

## **Article 2**

### **General Provisions**

- (1) Student creative activity organized by the university or faculty is a voluntary interest activity of students enrolled in bachelor's and master's study programs. The objective of student creative activity is to develop the ability of students to solve professional problems independently and creatively.
- (2) Student creative activities are in particular:
  - a) the student's participation in a research activity carried out by the university or its faculty (hereinafter referred to as "research assistant"),
  - b) the student's participation in a pedagogical activity carried out by the university or its faculty (hereinafter referred to as "pedagogical assistant"),
  - c) the student's participation in a competition of student creative activity organized by the university or its faculty.
- (3) The announcer of the student creative activity (hereinafter referred to as the "announcer") is the dean, if it is a student creative activity organized by the faculty, or the rector. The announcer may, by mutual agreement, co-organize the student creative activity with the university institute<sup>2</sup> or other units of the university<sup>3</sup>.
- (4) The supervisor of the student creative activity (hereinafter referred to as the "student supervisor") means an academic or research worker:
  - a) who participates in the solution of the relevant scientific and research task if it concerns the activity of a research assistant,
  - b) who participates in the relevant educational activity, if it concerns the activity of a pedagogical assistant,
  - c) determined by the announcer, if it concerns a competition of student creative activity.
- (5) The student is entitled to consult the student's supervisor on issues related to the student creative activity.

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<sup>1</sup> § 22 paragraph 1 letter a) Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (the Act on universities); Article 1 of Annex No. 1 of the Statute of the University of Defense in Brno.

<sup>2</sup> § 22 paragraph 1 letter b) Act on Universities; Article 2 of Annex No. 1 of the Statute of the University of Defense in Brno.

<sup>3</sup> § 22 paragraph 1 letter c) Act on Universities; Article 3 of Annex No. 1 of the Statute of the University of Defense in Brno.

### **Article 3**

#### **Research Assistant**

- (1) The activity of the research assistant is aimed at participating in solving the scientific and research tasks of the university, its faculty, university institute or other unit within the framework of long-term plans for the development of the organization or scientific and research projects corresponding to the level of a bachelor's or master's study program. Part of the activity of the research assistant is the development of a student's scientific work and its defense by the student in the framework of the student creative activity competition or its presentation by the student at a student scientific conference organized by the university, faculty or other university.
- (2) Any student who has been selected for this activity by the announcer in the framework of the relevant selection procedure can participate in the activity of the research assistant.
- (3) The selection procedure is announced by the announcer by publishing the terms of the selection procedure in the university's electronic information system.
- (4) In the conditions of the selection procedure, the announcer shall state in particular:
  - a) the type of study program for the students of which the creative activity is announced,
  - b) a detailed description of the scientific and research tasks to which the announced student creative activity relates,
  - c) the duration of the expected student creative activity, determined in months, when this duration can be a maximum of eight calendar months, in the period from November to June of one academic year,
  - d) specific requirements for student knowledge and abilities,
  - e) objectively ratable criteria for selecting students for the student creative activity, if the number of places for this activity is limited,
  - f) the latest deadline and place for submitting the application,
  - g) the deadline and method of announcing the results of the selection procedure.
- (5) The selection procedure is usually announced by the announcer in September of the academic year to which the student creative activities relate; the results of the selection procedure will be announced by the announcer to all students who submitted their application properly and on time, no later than the end of October of the same academic year.
- (6) The announcer will announce an additional selection procedure if, during the academic year, other activities intended for the research assistant arise. Paragraphs 3 and 4 of this article apply to the announcement and the course of the additional selection procedure, with the provision that the duration of the anticipated activity is shortened accordingly.

### **Article 4**

#### **Pedagogical Assistant**

- (1) The activity of the pedagogical assistant is focused on participation in the preparation and implementation of educational activities, including professional seminars and conferences of the university or its faculty.
- (2) Any student who has been selected for this activity by the announcer within the relevant selection procedure can participate in the activity of the pedagogical assistant.

- (3) The selection procedure is announced by the announcer by publishing the conditions of the selection procedure in the electronic information system.
- (4) In the conditions of the selection procedure, the announcer shall state in particular:
  - a) the type of study program for the students of which the creative activity is announced,
  - b) a detailed description of the educational activities to which the announced student creative activity relates,
  - c) the duration of the expected student creative activity, determined in months, when this duration can be a maximum of eight calendar months, in the period from November to June of one academic year,
  - d) specific requirements for student knowledge and abilities,
  - e) objectively ratable criteria for selecting students for the student creative activity, if the number of places for this activity is limited,
  - f) the latest deadline and place for submitting the application,
  - g) the deadline and method of announcing the results of the selection procedure.
- (5) The selection procedure is usually announced by the announcer in September of the academic year to which the student creative activities relate; the results of the selection procedure will be announced by the announcer to all students who submitted their application properly and on time, no later than the end of October of the same academic year.
- (6) The announcer will announce an additional selection procedure if, during the academic year, other activities intended for the pedagogical assistant arise. Paragraphs 3 and 4 of this article apply to the announcement and the course of the additional selection procedure, with the provision that the duration of the anticipated activity is shortened accordingly.

## **Article 5**

### **Competition of Student Creative Activity**

- (1) The competition of student creative activity (hereinafter referred to as the "competition") is the climax of independent work and creative activity of students organized by the announcer on the announced topic or topics. As part of the competition, students present their scientific work developed according to the assignment, or the selected topic according to the conditions stated when the competition was announced.
- (2) A student of the university, its faculty or a student of any other higher education institution can participate in the competition.
- (3) The competition is announced by the announcer by publishing the conditions of this competition in the public part of its website.
- (4) In the conditions of the competition, the announcer shall state in particular:
  - a) the scope of topics,
  - b) specific requirements for the student's knowledge and abilities, or for the type of study program for the students of which the creative activity is intended,
  - c) objectively ratable criteria for ranking student scientific work within the competition,
  - d) detailed requirements for the form and content of the research work submitted by the student to the competition,

- e) the latest deadline and place for submitting the student's application and research work for the competition,
  - f) the deadline and method of announcing the results of the competition.
- (5) Competitions are usually organized as part of student scientific conferences organized by the announcer, in the summer term of the academic year, usually in the month of May.

### **Article 6 Special Provisions**

- (1) A student can perform one activity of the research assistant or one activity of the pedagogical assistant within one academic year.
- (2) The announcer, in the conditions of:
  - a) the selection procedure, shall state the requirement that applications for the selection procedure be submitted on the form, the sample of which is specified in Annex No. 1 of this measure,
  - b) the competition, shall state the requirement that applications for the competition be submitted on the form, the sample of which is specified in Annex No. 2 of this measure.
- (3) The related supervisor of the student within the activities of the research assistant and the pedagogical assistant evaluates the student's activity at the end of each month and records this evaluation in a written protocol, the sample of which is in appendices no. 3 and 4 of this measure. Protocols on the student's activity within these activities serve as a basis for any decision on the scholarship<sup>4</sup>.

### **Article 7 Validity and Effectiveness**

This measure becomes valid and effective on the day it is signed by the rector. On this day, the Directive of the Rector of the University of Defense No. 5/2007 on student creative activity, Ref. No. 76/14-S/2007-2994, dated October 30, 2007, is cancelled.

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<sup>4</sup> Article No. 5 of the Scholarship Regulations for students of the University of Defense in Brno.

**Application  
for the Selection Procedure as Part of the Activity of the Pedagogical / Research Assistant  
in the Academic Year .... / ....**

Completed by the student:

Degree, rank, first name and surname of the student:	
Study group:	
Work title:	
Annotation:	
Date and signature of the student:	

The following information is filled in by the announcer or a person authorized by her/him:

Degree, rank, first name and surname of the student's supervisor:	
Department:	
Date and signature of the student's supervisor:	

Degree, rank, surname and first name of the head of the unit/department:	
Statement of the head of the unit/department:	
Date and signature of the head of the unit/department:	
Conclusion of the vice-dean for research activity of the faculty: (accepted/not accepted)	
Reason for non-acceptance:	
Date and signature of the vice-dean for scientific activities of the faculty:	

**Application for the Student Creative Activity Competition**

<b>Title of work:</b>  <p style="text-align: center;"><b>xxx</b></p>
<b>Authors:</b> ( <i>rank, degree, first name, surname, study group</i> ):  <p style="text-align: center;">xxx</p>
<b>Student's supervisor:</b> ( <i>rank, degrees, first name, surname, department</i> ):  <p style="text-align: center;">xxx</p>
<b>Abstract:</b> ( <i>from 1600 to 2000 characters including gaps</i> ):  Xxx
<b>Title:</b>  <p style="text-align: center;"><b>xxx</b></p>



**Abstract:** *(from 1600 to 2000 characters including gaps):*

xxx

**Date:**

**xx. xx. xxxx**

**Signature of the (main) author:**

.....

A sample protocol for the evaluation of a student's activity within the research assistant

*Headings are given by the student's supervisor according to the requirements of the file service for editing documents.*

**Activity Plan and Student Activity Evaluation Protocol within the Research Assistant  
for the Academic Year...**

Degree, rank, first name and surname of the student:	
Study group:	
Date and signature of the student:	

Degree, rank, first name and surname of the student's supervisor:	
Department:	
Signature of the student's supervisor:	

Period (month/year)	Activity of the RA (description)		Evaluation (as fulfilled or not fulfilled)
<b>I propose to award a one-time creative scholarship: (yes - in what amount/no)</b>		<b>Date and signature of the supervisor of the RA:</b>	<b>Date and signature of the head of the department (institute, center):</b>

A sample protocol for evaluating the student's activities within the pedagogical assistant

*Headings are given by the student's supervisor according to the requirements of the file service for editing documents*

**Activity Plan and Student Activity Evaluation Protocol within the Pedagogical Assistant for the Academic Year...**

Degree, rank, first name and surname of the student:	
Study group:	
Date and signature of the student:	

Degree, rank, first name and surname of the student's supervisor:	
Department:	
Signature of the student's supervisor:	

Period (month/year)	Activity of the PA (description)	Evaluation (as fulfilled or not fulfilled)	I propose to award a one- time creative scholarship: (yes - in what amount/no)	Signature of the supervisor of the PA:

**Date:**

**Signature of the head of the department (institute, center):**