University of Chemistry and Technology in Prague	
Title	**Internal standard No. A/N/961/5/2026**
Subject	**Grant Regulations of the University of Chemistry and Technology, Prague**
Applicability	All university
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Effective until	Indefinite
Revision	Once per year
Cancelled	Internal standard of UCT Prague No. A/N961/12/2025
Prepared by	PhD Office – 998
Issued by	Prof. Ing. Milan Pospíšil, CSc.

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

Article 1
Basic Provisions

These Regulations lay down basic rules of the internal grant system of the University of Chemistry and Technology in Prague (hereinafter referred to as 'UCT Prague'). Internal grants represent one of the way of providing resources for scientific, research and development, but also cultural, social, community and sports activities of the students and the pedagogical activity of the students and academics of UCT Prague. The grant system of UCT Prague is used primarily for provision of support to research activity according to Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts, as amended, which is superseded on 1 January 2027 by Act No. 328/2025 Coll., on Research, Development, Innovation and Knowledge Transfer. The grant system of UCT Prague is also used for the provision of other special support of student projects financed from its own resources and pedagogical projects. The financial support is based on results of the Internal Grant Competition. There is no legal claim to the provision of a financial support.

Article 2
Categories of internal grants and their financing

1. The following grants have been established at UCT Prague:
   a) as a motivation tool enhancing creative scientific, research and development activities of full-time students in doctoral, Master's and Bachelor's study programmes accredited at UCT Prague – category A: student scientific project (hereinafter referred to as 'scientific project'),

b) to support cultural, social, community, presentation, educational and sport activities that develop student life and the academic community at UCT Prague – category B: student social project (hereinafter referred to as 'social project'),

c) for support of pedagogical projects of full-time students in the doctoral and Master's study programmes accredited by UCT Prague and the academics of UCT Prague and its faculties – category C: pedagogical project of the students and academics (hereinafter referred to as 'pedagogical project').

2. Internal grants in the scientific project category comply with conditions of independent performance of basic and applied research as defined by a special legal regulation[1)] and may therefore be fully financed from institutional support funds for long-term conceptual development of a research organisation (DKRVO) or other institutional support for research activities that UCT Prague as a public higher education institution receives by decision, or from a combination of the abovementioned funds.
3. Internal grants in the social project category and the pedagogical project category are fully financed from budgetary resources of UCT Prague except the support specified in Article 2, Para 2.
4. The particulars of the scientific projects are regulated by the internal standard 'Principles of the Grant Competition to Support Scientific Projects at UCT Prague' (hereinafter referred to as the 'VIGA Principles'), which are updated as necessary and published in a way that allows remote access on the UCT Prague website in the section Research/Internal Grants no later than on the day of publication of the 'Announcement of the Internal Grant Competition at UCT Prague' for the given year. This document regulates namely the following:
   - conditions of the students' participation,
   - types of scientific projects,
   - assessment procedure of the grant applications,
   - assessment criteria,
   - principles of dealing with the granted financial resources and checking of their management,
   - project completion method,
   - assessment of completed projects,
   - publication of the competition results.

5. The conditions of participation, forms of support, application and evaluation of proposals, including the criteria, implementation, funding, changes, conclusion and final evaluation of social projects are regulated by the internal regulation 'Principles of the Grant Competition to Support Cultural, Social, Community, Presentation, Educational and Sport Activities that Develop Student Life and the Academic Community at UCT Prague' (hereinafter referred to as the 'SIGA Principles'). The SIGA Principles must be published in a way that allows remote access no later than on the day of publication of the 'Announcement of the Internal Grant Competition at UCT Prague' for the given year.
6. The particulars of the pedagogical projects are regulated by the internal standard 'Principles of the Grant Competition to Support Pedagogical Projects of the Students and Academics of UCT Prague' (hereinafter referred to as the 'PIGA Principles'), which can be updated as necessary and published in a way that allows remote access on the UCT Prague website in the section Research/Internal Grants no later than on the day of publication of the 'Announcement of the Internal Grant Competition at UCT Prague' for the given year. This document regulates the following:
   - conditions for participation of the students and academics,
   - assessment procedure of the grant applications,
   - principles of dealing with the granted financial resources and checking of their management,
   - project completion method,
   - assessment of completed projects,

[1)] Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts, as amended, which is superseded on 1 January 2027 by Act No. 328/2025 Coll., on Research, Development, Innovation and Knowledge Transfer.

- publication of the competition results.

7. The Internal Grant Competition is announced by the Rector's decree 'Announcement of the Internal Grant Competition of UCT Prague' for the given year of the competition. In this Announcement, the Rector is allowed, based on the current development strategy of UCT Prague, the concept of scientific work of students and the capacities and available financial resources, to limit the scope of the competition and announce IGA only for selected categories or types of projects. The decree 'Announcement of the Internal Grant Competition of UCT Prague' for the given year of the competition further specifies the following:
   - timetable of the competition,
   - the particular allocation of the financial resources from the specific funding sources,
   - limits of the financial resources that can be requested in an application for a scientific project or which can be allocated to scientific projects,
   - limits of the financial resources that can be requested in an application for a social project or which can be allocated to social projects,
   - limits of the financial resources that can be requested in an application for a pedagogic project or which can be allocated to pedagogic projects,
   - evaluation criteria for individual categories of internal grants.

Article 3
Internal Grant Agency of UCT Prague

1. The Internal Grant Agency of UCT Prague (hereinafter referred to as 'IGA UCT Prague') is responsible for organisation of Internal Grant Competitions within the scientific, social and pedagogical projects.
2. The following bodies participate in the activities of the IGA UCT Prague:
   a) The Grant Council of UCT Prague (hereinafter referred to as 'GC').
   b) The Faculty Grant Commissions (hereinafter referred to as 'FGC').
   c) The All-University Grant Commission for Social Projects (hereinafter referred to as 'AGC').
   d) The All-University Grant Commission for Pedagogical Projects of the students and academics (hereinafter referred to as 'PGC').
3. The organisational, methodological and administrative support for the GC are ensured by the PhD Office of UCT Prague. The organisational, methodological and administrative support for the AGC and social projects are provided by the Counselling and Career Centre of UCT Prague. The organisational, methodological and administrative support for the PGC are provided by the Pedagogical Department of UCT Prague.
4. The IGA budget of UCT Prague is part of the UCT Prague budget for the given calendar year.

Article 4
Grant Council of UCT Prague

1. The GC is the Rector's advisory organ for allocation of resources financing the internal grants. The GC consists of a chairperson and 8 members. The GC members are the vice-rector for science and research (usually the GC chairperson), vice-rector for external relations and communication (AGC deputy), vice-rector for pedagogy (PGC deputy), the vice-rector without portfolio responsible for PhD studies, the FGC chairmen, the chair of AS UCT Prague, a representative of the student's section of the Academic Senate (AS) of UCT Prague and a representative of the PhD Office.
2. The GC members and the chairperson are appointed and removed by the rector. The term of office of a GC member is determined by the duration of their position as the vice-rector, the FGC chairperson or a

senator of the Academic Senate. The GC members and the chairperson can be appointed for several consecutive terms of office.

3. The GC performs the following tasks:
   a) based on the suggestions and comments, it updates the principles of the student Grant Competitions and supervises their observance,
   b) it coordinates activity of the grant commissions,
   c) it prepares a proposal for announcement of the Internal Grant Competition for the rector in the given year,
   d) it proposes allocation of resources within the support of research activity according to the methodology specified in the 'Principles of the Grant Competition to Support Student Scientific Projects at UCT Prague',
   e) it ensures evaluation of the all-university scientific projects,
   f) based on documents submitted by the grant commissions, it makes decisions on accepting, rejecting, elimination or termination of the grant project, in case of a multi-year project, it makes a decision on its continuation or termination,
   g) based on documents of the grant commissions, it comments on the evaluations of completed projects,
   h) it issues evaluation of completed projects using a method that allows remote access by the 31 March of a year following the year when the support was granted,
   i) it deals with comments and suggestions concerning activities of the IGA UCT Prague.
4. The GC members usually meet twice a year; the meetings are not public. If necessary, the chairperson summons an extraordinary meeting of the GC. The GC is eligible to make decisions if an absolute majority of its members takes part. The GC makes decisions by an absolute majority of all the present. In justified cases, the FGC, AGC or PGC chairperson can be substituted by the FGC, AGC or PGC vice-chairperson. The GC chairperson can put a matter to a *per rollam* vote where the result of the vote is valid if an absolute majority of the GC members take part. The minutes from the GC meeting and the *per rollam* vote are freely available.
5. When making decisions on all project proposals, the GC member deals in conformity with the Code of Ethics of the University of Chemistry and Technology, Prague.
6. The GC can invite further experts from the academic community of UCT or the rectorate workplaces for consultation without the right to vote.
7. The GC writes an annual report on its activity in the previous calendar year by 31 March and hands it to the Rector and the AS of UCT Prague. The annual report is published on the UCT Prague website in the section Research/Internal Grants.

Article 5
The Faculty Grant Commission

1. To ensure operation of the IGA UCT Prague, an FGC has been established at each faculty of UCT Prague, which evaluates internal grants in the scientific project category.
2. The minimum number of the FGC members is five. The vice-dean for science and research is usually at least a member of the FGC. The FGC members are appointed from the ranks of experts at the given faculty. The FGC members are appointed and removed by the Dean. The FGC selects the chairperson and vice-chairperson from its members and one or more members are appointed to the position of project administrator. The FGC position can also be executed by the Dean's college supplemented with the administrator(s) of projects nominated by the Dean. The FGC term of office is usually four years. The FGC members and its chairperson can be appointed for several consecutive terms of office.
3. The FGC members usually meet twice a year; the meetings are not public. The meetings of the grant commission are managed by its chairperson. The GC is eligible to make decisions if an absolute majority of its members is present. The FGC can put a matter of an ongoing project to a *per rollam* vote and the

result is valid if an absolute majority of its members take part. Documents serving for taking *per rollam* vote and the result of such vote are archived by the FGC. The minutes from the FGC meeting are freely available.

4. The FGC performs the following tasks:
   a) discusses and evaluates proposals of new scientific projects, compiles the success rates and proposes the amounts of allocated resources to the selected projects,
   b) hands proposals of new student scientific research projects recommended and not recommended by the FGC to GC for financing,
   c) discusses and approves changes to student scientific projects; in the case that the supervisor or head of the department informs FGC of the researcher's failure to fulfil the obligations associated with the project, the FGC is authorised to propose a change in the student research project,
   d) proposes to the Dean the award of projects and their researchers with exceptionally good results,
   e) hands evaluation of student scientific project results to the GC.
5. The project administrator performs the following tasks:
   a) ensures that the new proposals of the student scientific projects or requests for changes or prolongation of the student scientific projects correspond with the principles of student Grant Competition,
   b) ensures external reviews of the proposals of student scientific projects,
   c) based on the final reports, ensures evaluation of the results of completed student scientific projects.
6. When making decisions on all project proposals, the FGC member observes the Ethical Codex of the University of Chemistry and Technology in Prague.

Article 6
All-University Grant Commission for social projects

1. The AGC has been established to ensure activity of IGA UCT Prague when evaluating internal grants in the social project category.
2. The AGC has at least 10 members. The chairperson is usually the vice-rector for internal relations and communication, the vice-chairperson a representative of the students' part of the AS UCT Prague. The AGC regular members include two representatives of students of UCT Prague, of which one is the representative of the Collegium of Student Senates and Clubs (K3S), a representative of the Department of Physical Education and Sport (DPES), a representative of the Counselling and Career Centre (CCC) and four representatives of academic workers at faculties. The vice-chair of the AS UCT Prague representing students proposes to the rector the representatives of students incl. the vice-chair of the AGC; the vice-rector for education proposes the representative of DPES and CCC; the dean of each faculty proposes one representative of the relevant faculty. The AGC members are appointed and removed by the Rector. The maximum term of office of the AGC members is four years. The AGC members and the chairperson can be appointed for several consecutive terms of office. The term of office of the vice-rector and representative of the students' part of the AS UCT Prague is determined by the period of their functions. The secretary of the AGC is an employee of the CCC; they have the right to vote only provided they are a member of the AGC.
3. The AGC members usually meet twice a year; the meetings are not public. The AGC meetings are managed by the chairperson. The AGC is eligible to make decisions if an absolute majority of its members are present and it adopts resolutions by a majority of the present members. The chairperson or the secretary of the AGC may announce a vote *per rollam* (by letter) with a voting period of at least 5 working days; such a vote is valid if a majority of the AGC members participate, and a resolution is adopted if it receives a majority of the votes cast. Minutes from the AGC meetings and voting *per rolam* are made and are freely available. The GC obtains a copy of the minutes.

4. The AGC performs the following tasks:
   a) evaluates proposals for social projects, establishes their ranking and recommends to the GC their approval, rejection or exclusion, as well as the amount of support;
   b) decides on changes to social projects; the SIGA Principles stipulate which changes are subject to a decision by the chairperson of the AGC and which are merely to be notified to the CCC;
   c) proposes the early termination of social projects to the GC;
   d) evaluates completed social projects and submits the results to the GC;
   e) submits proposals for the development of the competition and the updating of the SIGA Principles.
5. When making decisions on all project proposals, the AGC member observes the Code of Ethics of the University of Chemistry and Technology in Prague.
6. The members of AGC will disclose any facts that may constitute a conflict of interests in relation to the project that is being discussed. In this case, the member shall not participate in the evaluation of or decision-making regarding the project. This fact shall be recorded in the minutes.

Article 7
All-University Grant Commission for pedagogical projects

1. The PGC has been established to ensure activity of IGA UCT Prague when evaluating internal grants in the category of pedagogical projects.
2. The PGC has 6 members. The chairperson is usually the vice-rector for pedagogy, vice-chairperson the deputy of pedagogical committee of the AS UCT Prague, the other members are vice-deans for pedagogy of the individual faculties UCT Prague. The PGC members are appointed and removed by the Rector. The maximum term of office of a PGC member is four years and can be repeated for several times in succession. The term of office is determined by the period of the position of vice-rector, vice-dean or senator.
3. The PGC members usually meet twice a year; the meetings are not public. The PGC meetings are managed by the chairperson. The PGC is eligible to make decisions if an absolute majority of its members are present. The minutes from the PGC meetings are freely available. The GC obtains a copy of the minutes.
4. The PGC performs the following tasks:
   a) discusses proposals of new pedagogical projects, compiles the success rates and proposes the resources allocated to the selected pedagogical projects,
   b) provides assessment of completed pedagogical projects,
   c) hands proposals of new pedagogical projects recommended and not recommended by PGC for financing to GC,
   d) hands proposals for premature termination of pedagogical projects to GC,
   e) hands annual evaluations of the results of pedagogical projects to GC.
5. When making decisions on all project proposals, the PGC member observes the Ethical Codex of the University of Chemistry and Technology in Prague.

Article 8
Internal Grant Competition of UCT Prague

1. The rules of the Internal Grant Competition UCT Prague comprise of the following documents: The 'Grant Regulations', the 'VIGA Principles', the 'SIGA Principles', the 'PIGA Principles' and 'Announcement of the Internal Grant Competition of UCT Prague'.
2. The Internal Grant Competition for obtaining financial resources to implement scientific, social and pedagogical projects is announced by the Rector upon a proposal from the GC for a specific period of time and with a definite date when the financial support will be terminated. The exact timetable of the Internal

Grant Competition is announced by the Rector's decree 'Announcement of the Internal Grant Competition of UCT Prague' for the given year of the Grant Competition no later than 7 days before start of submission of applications.

3. The Internal Grant Competition adequately respects the provisions on public competitions in research, experimental development and innovation of an act on the support of research, experimental development and innovation[2].
4. The main researcher of a project submitted within the Grant Competition for student scientific project can only be:
   a) a full-time student in doctoral study programme accredited by UCT Prague where UCT Prague is simultaneously the training facility,
   b) a full-time student in the doctoral study programme accredited at UCT Prague where the training facility is not UCT Prague, but another research centre, based on an agreement with UCT Prague according to Section 81 of Act No. 111/1998 Coll., on Higher Education Institutions as amended. The condition for the student's participation is the commitment to publish the results of the solution of the project with the UCT Prague affiliation,
   c) non-studying persons who interrupted the doctoral study programme accredited at UCT Prague because of a maternity or parental leave can be the main researchers listed in the project application to a Grant Competition under the same conditions as students specified in points a) or b). The granting of a project is conditioned by re-registration for full-time study in the doctoral study programme at UCT Prague by the start of the project.

   The details of the Student Grant Competition in the scientific project category valid for the particular year of the Student Grant Competition are regulated by the 'VIGA Principles' and the 'Announcement of the Internal Grant Competition of UCT Prague' for the given year.
5. Only a full-time or part-time student in a Bachelor, Master or Doctoral study programme accredited at UCT Prague (in case of a student in a doctoral study programme, UCT Prague must at the same time be their training facility) can be the main researcher of a project submitted to a Student Grant Competition regarding a social project. This category of grant projects is not intended for academics of UCT Prague.
6. Only a full-time student in the 1st, 2nd or 3rd year of the doctoral study programme accredited at UCT Prague where UCT Prague is at the same time their training facility and an academic worker of UCT Prague can be the main researcher of a project submitted to a Grant Project application for pedagogical projects. The details of the Grant Competition in the pedagogical project category are regulated by the 'PIGA Principles' and the 'Announcement of the Internal Grant Competition of UCT Prague' for the given year'.
7. Projects of the Internal Grant Competition cannot be attended by a person whose study is interrupted on the closing date for submission of applications with the exception of Para 4, letter c) herein. Under exceptional circumstances, the GC can grant an exception upon a proposal from FGC, AGC or PGC.
8. Termination of full-time form of study or suspension of the student-researcher's[3] study or termination of an academic worker-researcher's employment during the implementation of a project is a reason for UCT Prague to terminate the financial support provided to the project. Continuation of the student project financing is only possible if the FGC, GC, AGC or PGC (hereinafter referred to as the 'respective evaluation panel') approve of the replacement of the researcher. In the case of social projects, the transition of the researcher to a part-time form of study or the termination of studies of the researcher are not a reason for termination of providing financial support provided the researcher has been accepted to study in a follow-up Master's study programme at UCT Prague, they will enrol in the programme on the nearest date of enrolment and they comply with the conditions set out in Para 7. The researcher is obliged to promptly report to the respective evaluation panel any changes in the project team including the change of the form of study of other student member of the project team to a combined form of study.

[2]Section 17 and subsequent of Act No. 130/2002 Coll.

[3] Researcher is the person responsible for project management. Other participating students, academic staff, research and development staff are other members of the project team.

9. The financial resources for implementation of Internal Student Scientific Projects are provided to the researchers - students on the basis of an agreement concluded between the researcher and UCT Prague. In case of a Student Scientific Project, the agreement is confirmed by the vice-rector for science and research on behalf of UCT Prague. As regards the social and pedagogical projects, the allocation of the financial resources and their management is conditioned by conclusion of an agreement between the researcher and UCT Prague.
10. Property purchased from the grant resources is the property of UCT Prague.
11. Basic information on the organisation and course of the Internal Grant Competition of UCT Prague, the accepted and rejected project proposals and results of evaluation of the terminated projects are freely accessible on the UCT Prague website in the section Research/Internal Grants.

Article 9
Administration of the Internal Grant Competition of UCT Prague

1. The technical and administrative safeguarding of the internal grant system at UCT Prague is provided by means of an independent module for submitting, evaluation, record keeping and statistical processing of projects and project proposals within the Management Information System (MIS).
2. The system for keeping records on scientific projects in MIS is administered by the PhD Office of UCT Prague. The system for keeping records on social projects in MIS is administered by the Counselling and Career Centre of UCT Prague. The system for keeping records on pedagogical projects in MIS is administered by the Pedagogical Department of UCT Prague. Secure access to the system is provided to the faculty administrators and other participants in the grant system according to their user rights and settings.
3. The application of the module for submitting and keeping records of projects is electronically accessible on the website with secure access the address is provided in the 'Announcement of the Internal Grant Competition at UCT Prague' for the given year of the competition.

Article 10
Joint and final provisions

1. These regulations were discussed by the Academic Senate of UCT Prague on 24 November 2026.
2. These regulations come to force on the day of signing by the Rector of UCT Prague.

Prof. Ing. Milan Pospíšil, CSc.
Rector