

University of Chemistry and Technology in Prague	
Identification	Internal standard No. A/N/961/1/2019
Subject	Grant Regulations of the University of Chemistry and Technology in Prague
Scope	The whole school
Effective from	24 October 2019
Effective until	Indefinite
Review	Once per year
Cancelled file	Internal standard of UCT Prague No. A/N961/11/2018
Produced by	Department of Research and Development – 965
Issued by	Prof. Ing. Karel Melzoch, CSc.

*Please note that this document does not substitute the binding document in Czech ("Grantový řád Vysoké školy chemicko-technologické v Praze").
If there are any doubts, the Czech version is decisive.*

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 the "UCT Prague"). Internal grants represent one of the way of providing resources for scientific, research and development, but also cultural, social and sports activities of the students and the pedagogical activity of the students and academics of the UCT Prague. The grant system of the UCT Prague is used primarily for provision of special support to specific university research 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. The grant system of the 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 the UCT Prague:
 - a) as a motivation tool enhancing the scientific, research and development activities of full-time students in Doctoral and Master's Study programmes accredited by the UCT Prague, which are immediately connected with their education – category A: student scientific project (hereinafter referred to as "scientific project"),
 - b) for support of cultural, social, presentation, educational and sport activities of students in all study programmes accredited by the 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 the UCT Prague and the academics of the 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 specific university research as defined by a special legal regulation¹⁾ and may therefore be fully financed from a special support of specific university research, which the UCT Prague obtains as a public university after meeting criteria established on the basis of a decision on the provision of support according to the budgetary rules.
 3. Internal grants in the social project category and the pedagogical project category are fully financed from budgetary resources of UCT Prague except the special support of specific university research. The main source of funding of internal grants in the social project category is a contribution to the educational activity. The main source of funding of internal grants in the pedagogical project category is the Institutional Development Plan.
 4. The particulars of the scientific projects are regulated by the internal standard "Principles of Student Grant Competitions to support projects of specific university research at UCT Prague", which are updated as necessary always no later than by the 30 November of the calendar year preceding the calendar year of granting the support and published on the website <http://www.vscht.cz/veda-a-vyzkum/iga/viga>. This document regulates 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 particulars of the social projects are regulated by the internal standard "Principles of Student Grant Competition to support cultural, social, presentation, educational and sports activities of the UCT Prague students", which can be updated as necessary always no later than by 30 November of the calendar year preceding the calendar year of granting the support. The document is available on the website <http://www.vscht.cz/veda-a-vyzkum/iga/siga>. This document regulates namely the following:
 - conditions of the students' participation,
 - 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,
 - publication of the competition results.
 6. The particulars of the pedagogical projects are regulated by the internal standard "Principles of Grant Competition to support pedagogical projects of the students and academics of the UCT Prague", which can be updated as necessary always no later than by 30 November of the calendar year preceding the calendar year of granting the support. The document is available on the website <http://www.vscht.cz/veda-a-vyzkum/iga/piga>. 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,
 - publication of the competition results.

¹⁾ Section 7 paragraph 6 of Act No. 130/2002 Coll., and Government Decree No. 697 of 30 September 2019.

7. The Internal Grant Competition is announced by the Rector's decree "Announcement of an Internal Grant Competition of the UCT Prague / Vyhlášení interní grantové soutěže VŠCHT Praha " for the given year of the competition with specification of the following:
 - timetable of the competition,
 - the particular allocation of the financial resources in the form of a special support of specific university research,
 - limits of the financial resources, which can be allocated to the scientific projects,
 - limits of the financial resources, which can be allocated to the social projects,
 - limits of the financial resources, which can be allocated to the pedagogical projects.

Article 3

Internal Grant Agency of UCT Prague

1. The Internal Grant Agency of the UCT Prague (hereinafter referred to as "IGA UCT Prague") is responsible for organization 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 Student Social Projects (hereinafter referred to as "UGC").
 - d) The All-University Grant Commission for Pedagogical Projects of the students and academics (hereinafter referred to as "PGC").
3. The organizational and administrative activities for the GC is ensured by the Department of Research and Development of the UCT Prague. The organizational and administrative activities for the UGC is provided by the Communication Department of the UCT Prague. The organizational and administrative activities for the PGC is provided by the Pedagogical Department of the UCT Prague.
4. The IGA budget of the UCT Prague is part of the UCT Prague budget for the given calendar year.

Article 4

Grant Council of the UCT Prague

1. The GC is the Rector's advisory organ for allocation of resources financing the internal grants. The GC consists of a chairman and 8 members. The GC members are the vice-rector for science and research (usually the GC chairman), vice-rector for external relations and communication (UGC deputy), vice-rector for pedagogy (PGC deputy), the FGC chairmen and a representative of the student's section of the Academic Senate (AS) of UCT Prague.
2. The GC members and the chairman are appointed and removed by the rector. The term of office of a GC member is determined by the duration of his position as the vice-rector, the FGC chairman or a senator on behalf of the students' section of the Academic Senate. The GC members and the chairman 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 an Internal Grant Competition for the rector in the given year,
 - d) it proposes allocation of resources within the special support of specific university research according to the methodology specified in the "Principles of Student Grant Competitions to support projects of specific university research at UCT Prague" and similarly according to the rules of the Ministry of Education, Youth and Sport ("Rules for the provision of special support

of specific university research according to an act on support of research, experimental development and innovation"),

- e) it ensures evaluation of the all-university scientific projects (e.g. Emil Votoček Grant),
 - f) based on documents submitted by the grant commissions, it makes decisions on granting, non-granting, elimination or termination of the grant project,
 - 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) no later than by 31 March of the year following the year when the support was granted and in the manner set forth by the Ministry of Education, Youth and Sport, it issues information on the supported projects and further use of the support,
 - j) 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 chairman 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, UGC or PGC chairman can be substituted by the FGC, UGC or PGC vice-chairman. The GC chairman 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 drafts, 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 the 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 website <http://www.vscht.cz/veda-a-vyzkum/iga/viga>.

Article 5

The Faculty Grant Commission

- 1. To ensure operation of the IGA UCT Prague, a FGC has been established at each faculty of the 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 chairman and vice-chairman 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 chairman 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 chairman. 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. The minutes from the FGC meeting and the *per rollam* vote are freely available. The GC obtains a copy of the minutes.
- 4. The FGC performs the following tasks:
 - a) discusses and evaluates drafts of new scientific projects, compiles the success rates and proposes the amounts of allocated resources to the selected projects,
 - b) discusses and approves changes to student scientific projects,
 - c) hands drafts of new student scientific research projects approved and rejected by the FGC to GC for financing,

- d) discusses and hands proposals for premature termination of projects to the GC,
 - e) hands evaluation of student scientific project results to the GC.
5. The project administrator performs the following tasks:
 - a) ensures that the budgets of new drafts of the student scientific projects or requests for prolongation of the student scientific projects correspond with the principles of student Grant Competition,
 - b) ensures external reviews of the drafts 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 drafts, 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 UGC has been established to ensure activity of IGA UCT Prague when evaluating internal grants in the social project category.
2. The UGC has at least 5 members. The chairman is usually the vice-rector for internal relations and communication, the vice-chairman a representative of the students' part of the AS UCT Prague and other 3 members from the ranks of the academic community are proposed by the AS UCT Prague. The UGC members are appointed and removed by the Rector. The maximum term of office of the UGC members is four years. The UGC members and the chairman 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.
3. The UGC members usually meet twice a year; the meetings are not public. The UGC meetings are managed by the chairman. The UGC is eligible to make decisions if an absolute majority of its members are present. The minutes from the UGC meetings are freely available. The GC obtains a copy of the minutes.
4. The UGC performs the following tasks:
 - a) discusses drafts of new social projects, compiles the success rates and proposes the resources allocated to the selected social projects,
 - b) provides assessment of completed social projects,
 - c) hands drafts of new social projects to GC,
 - d) hands proposals for premature termination of social projects to GC,
 - e) hands annual evaluations of the results of social projects to GC.
5. When making decisions on all project drafts, the UGC member observes the Ethical Codex of the University of Chemistry and Technology in Prague.

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 chairman is usually the vice-rector for pedagogy, vice-chairman 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 chairman. 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 drafts 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 drafts of new pedagogical projects 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 drafts, 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", "Principles of Student Grant Competitions to support projects of specific university research at UCT Prague", "Principles of Student Grant Competition to support cultural, social, presentation, educational and sports activities of the UCT Prague students", "Principles of Grant Competition to support pedagogical projects of the students and academics of the UCT Prague" and "Announcement of an Internal Grant Competition of the 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 the duration of one year, with termination of the financial support by 31 December. The exact timetable of an Internal Grant Competition is announced by the Rector's decree "Announcement of an Internal Grant Competition of the UCT Prague" for the respective year of the Grant Competition no later than 7 days before start of submission of applications, no later than by 31 December of the calendar year preceding the year of granting the support.
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 innovation².
4. An application for a project within the Grant Competition for scientific project can only be submitted by:
 - a) a full-time student in Doctoral study programme accredited by the UCT Prague where the UCT Prague is simultaneously the training facility,
 - b) a full-time student in the Doctoral study programme accredited by the UCT Prague where the training facility is not UCT Prague, but another research centre, based on an agreement with the UCT Prague according to Par. 81 of Act No. 111/1998 Coll., on Higher Education Institutions as amended. The condition for the student's participation is that at least 50 % of points obtained for publication activity according to the methodology for annual evaluation of professional activities of Doctoral students of the UCT Prague (the *e-doktorand* application) come from his publication activities where affiliation to the UCT Prague is specified by the determination date of the Rector's decree "Announcement of an Internal Grant Competition of the UCT Prague" for the given year of the competition,
 - c) a Grant Competition application can also be submitted by non-studying persons who interrupted the Doctoral study programme accredited by the UCT Prague because of a

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

maternity or parental leave 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 the UCT Prague by the start of the project,

d) an academic worker of the UCT Prague in case of a student scientific disciplinary 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 "Principles of Student Grant Competitions to support projects of specific university research at UCT Prague".

5. An application for a Student Grant Competition regarding a social project can be submitted only by a full-time student in the Bachelor's, Master's or Doctoral study programme accredited by the UCT Prague (in case of a student in the Doctoral study programme, the UCT Prague must at the same time be his training facility). This category of grant projects is not intended for academics of the UCT Prague. Details of the Student Grant Competition in the social project category valid for the particular year of the Student Grant Competition are regulated by the "Principles of Student Grant Competitions to support projects of specific university research at UCT Prague", "Principles of Student Grant Competition to support cultural, social, presentation, educational and sports activities of the UCT Prague students".
6. An Grant Project application for pedagogical projects can be submitted only by a full-time student in the Doctoral study programme accredited by the UCT Prague where the UCT Prague is at the same time his training facility and an academic worker of the UCT Prague. The details of the Grant Competition in the pedagogical project category are regulated by the "Principles of Grant Competition to support pedagogical projects of the students and academics of the UCT Prague".
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 Point 4, Letter c) herein. Under exceptional circumstances, the GC can grant an exception upon a proposal from FGC, UGC or PGC.
8. Dismissal, interruption or termination of the student-researcher's³ study or termination of an academic worker-researcher's employment during the implementation of a project is a reason for termination of the financial resources provided to a project by the UCT Prague. Continuation of the student project financing is only possible if the FGC, UGC or PGC approve of the change in the research team. In case of a student-researcher who has duly completed his study within the schedule or transferred to a combined form of study, the FGC, UGC or PGC can grant an exception and the financial support of the project can standardly continue until the end of the calendar year for which the Internal Grant Competition has been announced. The researcher is obliged to promptly report to the FGC, UGC or PGC 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.
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 the UCT Prague. In case of a Student Scientific Project, the agreement is signed by the vice-rector for science and research on behalf of the 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 the UCT Prague.
10. Property purchased from the grant resources is the property of UCT Prague.
11. Basic information on the organization and course of an Internal Grant Competition of UCT Prague, the accepted and rejected project drafts and results of evaluation of the terminated projects are freely accessible on the website <http://www.vscht.cz>, section "Science, Research / IGA".

Article 9

Administrative safeguarding of the Internal Grant Competition UCT Prague

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.

1. The technical and administrative safeguarding of the internal grant system at UCT Prague is provided by means of an IGA Module within the Information Management System.
2. The IGA Module is used for announcement of individual Grant Competitions, creation and registration of the grant applications, registration of the external examiners and insertion of the examiners' opinions. It is also used for statistical processing of applications for the needs of the GC and the individual FGC, UGC and PGC.
3. The registration system of the scientific projects under the IGA Module is administered by the Department of Research and Development of the UCT Prague. The registration system of the social projects under the IGA Module is administered by the Communication Department of the UCT Prague. The registration system of the pedagogical projects under the IGA Module is administered by the Pedagogical Department of the 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.
4. The IGA Module application is electronically accessible on the website with secure access – the Information Management System MIS <https://mis.vscht.cz/>.

Article 10
Joint and concluding provisions

1. These regulations have been discussed by the Academic Senate of the UCT Prague on 22 October 2019.
2. These regulations become effective on the day of signature of the Rector of UCT Prague.

Prof. Ing. Karel Melzoch, CSc.
Rector