

University of Chemistry and Technology, Prague	
Title	Internal standard No. A/N/961/3/2021
Subject	Principles of grant competition to support pedagogical projects of students and academics at UCT Prague
Applicability	All school
Effective from	22 November 2021
Effective until	Indefinite
Revision	Once per year
Cancelled	Internal standard of UCT Prague No. A/N/961/3/2020
Prepared by	Department of Education - 963
Issued by	prof. Dr. RNDr. Pavel Matějka, Rector

Article 1
Introductory provisions

1. These “Principles of grant competition to support pedagogical projects of students and academics at UCT Prague” adjust and supplement basic requirements for internal grants of the category C: pedagogical projects of students and academics (hereinafter “pedagogical project”) as stated in the internal standard of UCT Prague No. A/N/961/6/2021 “Grant Regulations of the University of Chemistry and Technology, Prague”.
2. Internal grants within the pedagogical projects category are fully financed from own budget resources of UCT Prague.

Article 2
Characteristics of types of pedagogical projects

1. Within the grant competition of UCT Prague, financial support is provided to the following types of pedagogical projects:
 - a) Innovative pedagogical project (category C1),
 - b) All-university pedagogical project (category C2).

a) Innovative pedagogical projects are designed for full-time students of doctoral study programmes who meet the conditions under Article 8, paragraph 6 of the Grant Regulations of the University of Chemistry and Technology, Prague and for academics at UCT Prague and its faculties. Co-investigators may be full-time students of doctoral and master study programmes accredited at UCT Prague, academics of UCT Prague, other employees of UCT Prague and external workers contracted based on a work agreement (DPP). Each student may propose only one C1 pedagogical project. If study materials include printed or e-learning materials, the project will also engage the Centre of Information Services of UCT Prague. An Innovative pedagogical project may include:

- innovation of subjects of existing study programmes; e.g. inclusion of forms of distance learning, workshops, project based learning,
- innovation of existing study programmes,
- creation and innovation of study materials and other study resources of multimedia nature for students and academics of UCT Prague, students and teachers of secondary and elementary schools (study materials should support also blended learning),
- creation and innovation of courses of life long learning, except for the Third Age University.

b) All university pedagogical project is a project whose aim is to acquire, strengthen and develop practical pedagogical skills and experience of students of doctoral study programmes (hereinafter “DSP students”) within programmes/sub-programmes accredited at UCT Prague. It is a pedagogical project involving a group of full-time DSP students, whose supervising workplace is a department of UCT Prague and who take active part in instruction of students at UCT Prague. In case of this type of pedagogical project, an academic of UCT Prague applies for the project for a group of DSP students.

2. The work on pedagogical projects is limited to the term of one calendar year and its completion date shall not be later than 31 December.

Article 3

Financial resources for pedagogical projects

1. Funds are allocated to a pedagogical project always for one calendar year and cannot be transferred to the following year. Within the project it is possible to apply for funding exclusively for current costs. Within the project it is not possible to request funding for conference fees and furniture.
2. The funds allocated to an innovative pedagogical project are divided in:
 - a) personal costs , which includes:
 - salary costs of employees,
 - social and health insurance,
 - remuneration paid to external workers (only those with a DPP contract)
 - stipends paid to students.
 - b) operating costs, which includes:
 - material costs (consumables, low value tangibles, purchased literature, etc.),
 - service costs (intraschool transfers including e.g. the services of the Centre of Information Services of UCT Prague, lease, low-value intangible assets – software and other),
 - travel costs related to the work on the project – in case of students, this is done in the form of special purpose scholarships pursuant to Article 6b) of the Scholarship Rules of UCT Prague.
3. The funds allocated to an all-university pedagogical project may be budgeted and used exclusively for stipends of the DSP students who are actively involved in instruction of students at UCT Prague.
4. Other costs are not eligible within a pedagogical project and such funds will not be granted.
5. Limits of the funds which can be allocated to a pedagogical project will be published in the Rector’s decree “Announcement of internal grant competition of UCT Prague” no later than 7 days before the start date for submitting applications, however no later than on 31 December of the calendar year preceding the calendar year when the funds are to be granted.
6. Once the grant has been approved, the project applicant will receive the “Rules for use of funds”, which need to be followed. No agreement between the applicant and UCT Prague is made regarding the approved grant.
7. Upon a request made by the all-university grant commission for pedagogical projects of students and academics (hereinafter the “PGC” or by the Grant Council of UCT Prague (hereinafter the “GC”), the applicant is obliged to submit detailed information documenting the use of the allocated funds.

Article 4

Required items of application for a pedagogical project

1. A pedagogical project application within the grant competition is a set of documents which includes all information necessary for evaluation of the quality of the proposed project and the abilities and potentialities of the project team to carry out the project and the adequacy of the financial requirements. The application contains:
 - a) An application form, which is a part of the electronic IGA Module under the Management Information System of the UCT Prague (MIS) and which contains:
 - name of the project,
 - basic information on the applicant and co-applicants,
 - annotation to the project (in the maximum scope of 10 lines),
 - expected project outcome,
 - summarized budget of the project,
 - justification of the required funding.The written form of the application must include:
 - signature of the applicant and co-applicants,
 - signature of the head of the applicant's department.
 - b) Detailed justification of the project, which in case of innovative pedagogical projects is maximum 3 pages of A4 long and includes the following:
 - aims, plan and outcomes of the project (1 page of A4),
 - summary of the current situation (half page of A4),
 - description of the project team – pedagogical activities, involvement in the subjects to be innovated within the submitted project, authorship of pedagogical materials and study materials up to date, including references to such materials (1 page of A4),
 - justification of the required funding – list and justification of individual financial items including their specification and quantification (half page of A4).

Detailed justification of the project, which in case of an all-university pedagogical project is maximum 2 pages of A4 long and includes:

 - aims and description of benefits to students and to UCT Prague (1 page of A4),
 - project plan (in what aspects of instruction the doctoral students will be involved) (half page of A4),
 - justification of the required funding (half page of A4).
2. The grant application is submitted electronically in Czech via the electronic IGA Module within the Management Information System of UCT Prague (MIS) and simultaneously 1 copy is submitted in the printed form with all the necessary signatures (see Article 4, Point 1a). The printed form of the grant application is submitted to the Department of Education. The grant application must be submitted within the deadline established by the "Announcement of an Internal Grant Competition of the UCT Prague" for the given calendar year.
3. Any factual or formal shortcomings of the grant application constitute a reason for it to be eliminated before evaluation of applications by the PGC.

Article 5
Procedure for evaluation of pedagogical project applications

1. Pedagogical project applications are evaluated by PGC.
2. Proposals of submitted projects are checked by PGC members who evaluate compliance with formal requirements and whether the budgets of the projects are in conformity with the Grant Regulations of the University of Chemistry and Technology, Prague” and these “Principles of grant competition to support pedagogical projects of students and academics at UCT Prague” and write their opinion on the project proposal.
3. The quality of a pedagogical project application is evaluated by PGC members, who establish the order of applications and pass them over as recommended or not recommended to the GC.

The main criteria during evaluation of a pedagogical project are:

- importance of the project for students and its benefits to UCT Prague (0 – 8 points),
 - quality of project proposal (0 – 4 points),
 - adequacy of financial requirements (0 – 4 points).
4. In justified cases, PGC may propose to GC a reduction of the financial requirements.
 5. The Department of Education will inform all applicants about the results of the selection process and they will assign an internal iFIS code to the approved grants for utilization of the funds and their record-keeping.
 6. A list of granted and non-granted pedagogical projects will be published on the website www.vscht.cz, in the section “Věda, výzkum / IGA – Interní granty”, in compliance with the time schedule provided in “Announcement of internal grant competition of UCT Prague”.

Article 6
Final report, evaluation of work on pedagogical projects

1. Applicants will send a final report of maximum 5 pages of A4 electronically (by e-mail) to the Department of Education within the due deadline. The final report including an electronic statement of utilization of the allocated funds will be entered by the applicant into the module for submitting and record-keeping of projects within the Management Information System of UCT Prague (MIS).
2. In case of an innovative pedagogical project the final report needs to include:
 - main achievements and fulfilment of the project objectives,
 - characteristics of the innovated subjects, innovated study programmes, new and innovated courses of further education, new and innovated study materials and other study resources (the outcomes need to be loaded to e-learning),
 - justification of changes during project implementation,
 - justification of utilization of the planned costs.
3. In case of an all-university pedagogical project the final report shall include:
 - description of compliance with the project objectives and own assessment of the achieved benefits,
 - justification of changes in the project team,
 - justification of utilization of the budgeted costs.
4. Together with the report, it is also necessary to submit an overview of the utilization of the granted funds in the form of an electronic statement from the information system of the UCT Prague produced by the staff of the Economic Department –Financial Planning and Budget.
5. In case of an innovative pedagogical project, the selected applicants will present the project outcomes at the Pedagogical Conference of UCT on the determined date. The applicants will be selected by the PGC. It means a brief assessment of the project outcome not exceeding 10 minutes. The date of the

Pedagogical Conference will be determined in the time schedule stated in the “Announcement of internal grant competition of UCT Prague”.

6. The project final report will be assessed by the members of PGC; in addition to the fulfilled objectives, they will also check correct use of funds. The results of the assessment will be delivered by PGC to the Grant Council (GC). Based on the results of the assessment of pedagogical projects provided by PGC, GC may propose projects with extraordinary outcome to be awarded by the Rector.
7. The results of assessment of completed projects will be published on the website www.vscht.cz, section “Věda, výzkum / IGA – Interní granty”, in compliance with the time schedule stated in the “Announcement of internal grant competition at UCT Prague”.

Article 7

Joint and final provisions

1. In case of any breach of rules, sanctions will be applied pursuant to the Code of Discipline of UCT Prague and they are within the authority of the Rector of the Dean of the respective faculty.
2. These “Principles of grant competition to support pedagogical projects of students and academics at UCT Prague” were discussed by the Academic Senate of UCT Prague on 16 November 2021.
3. These “Principles of grant competition to support pedagogical projects of students and academics at UCT Prague” come to force on the day of their signing by the Rector of UCT Prague.

Pavel Matějka
Rector, UCT Prague