



University of Chemistry and Technology in Prague

Title	Internal standard No. A/N/961/5/2023
Subject	Grant Regulations of the University of Chemistry and Technology, Prague
Applicability	All school
Effective from	6 June 2023
Effective until	Indefinite
Revision	Once per year
Cancelled	Internal standard of UCT Prague No. A/N961/6/2021
Prepared by	Research and Technology Transfer Office – 965
Issued by	prof. Dr.RNDr. Pavel Matějka

*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 UCT Prague. The grant system of 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 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 scientific, research and development activities of full-time students in doctoral and master's study programmes accredited at UCT Prague, which are

immediately connected with their education – category A: student scientific project (hereinafter referred to as "scientific project"),

b) to support cultural, social, presentation, educational and sport activities of students in all study programmes accredited 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 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 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.

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 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 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 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 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,

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

IGRA@UCTP, Reg. No.: CZ.02.2.69/0.0/0.0/19_073/0016928

- 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.
7. The Internal Grant Competition is announced by the Rector's decree "Announcement of an Internal Grant Competition of UCT Prague" 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 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 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 "AGC").
 - 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 Research and Technology Transfer Office of UCT Prague. The organizational and administrative activities for the AGC is provided by the Communication Department of UCT Prague. The organizational and administrative activities for the PGC is 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 FGC chairmen, the chair of AS UCT Prague and a representative of the student's section of the Academic Senate (AS) of UCT Prague.
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 his 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 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 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) 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 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 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 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 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 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 recommended and not recommended 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 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 5 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 and other 3 members from the ranks of the academic community are proposed by the AS UCT Prague. 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.
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. The minutes from the AGC meetings are freely available. The GC obtains a copy of the minutes.
4. The AGC 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 recommended and not recommended by AGC for financing 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 AGC 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 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 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 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 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 UCT Prague students", "Principles of Grant Competition to support pedagogical projects of the students and academics of UCT Prague" and "Announcement of an 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 an Internal Grant Competition is announced by the Rector's decree "Announcement of an Internal Grant Competition of 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. The main researcher of a project submitted within the Grant Competition for 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,

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

- 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 that to the determination date published in the Rector's decree "Announcement of an Internal Grant Competition" for the given year of competition and according to the latest archived assessment of results of professional activity of the doctoral student according to the used methodology for annual assessment of doctoral students at UCT Prague, at least 50 % of the points obtained for publication activity come from his or her publication activities where affiliation to UCT Prague is specified,
- 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,
- d) an academic worker of 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. Only a full-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 his 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. 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 UCT Prague students".
- 6. Only a full-time student in the doctoral study programme accredited at UCT Prague where UCT Prague is at the same time his 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 "Principles of Grant Competition to support pedagogical projects of the students and academics of 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 paragraph 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's³ 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 the "respective evaluation panel") approve of the replacement of the researcher. 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.
- 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

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.

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 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 (Věda a výzkum) / IGA-Internal grants (IGA – Interní granty)".

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 Research and Technology Transfer Office of UCT Prague. The system for keeping records on social projects in MIS is administered by the Communication Department 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 Management Information System MIS <https://mis.vscht.cz/>.

Article 10

Joint and final provisions

1. These regulations were discussed by the Academic Senate of UCT Prague on 30 May 2023.
2. These regulations come to force on the day of signing by the Rector of UCT Prague.

prof. Dr. RNDr. Pavel Matějka
Rector