

University of Chemistry and Technology, Prague	
Title	Internal standard No. A/N/961/8/2024
Subject	Principles of student grant competition to support cultural, social, presentational, educational and sport activities of students at UCT Prague
Applicability	All school
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Cancelled	Internal standard No. A/N/961/4/2022
Prepared by	Counselling and Career Centre - 940
Issued by	prof. Ing. Milan Pospíšil, CSc.

Article 1

Introductory provisions

1. These “Principles of student grant competition to support cultural, social, presentation, educational and sport activities of students at UCT Prague (hereinafter “Principles”) adjust and supplement basic requirements for internal grants of the B category: student social project (hereinafter “social project”).
2. Internal grants within the social projects category are fully financed from own budget resources of UCT Prague

Article 2

Characteristics of types of student social projects

1. Within the student grant competition of UCT Prague, financial support is provided to contact and contactless forms of social projects, which may include namely:
 - a) cultural and social activities,
 - b) educational and presentation activities,
 - c) sport activities.
2. Social projects are designed for students of bachelor, master and doctoral study programmes accredited at UCT Prague and its faculties. Internal employees of UCT Prague or external collaborators may be involved in the project.

3. The work on social projects is limited to the term of one calendar year, usually from 1 February of the calendar year when the support is granted till 1 February of the following year; the funds must be utilized by 31 December of the year in which the financial support is granted.
4. If the project consists in activities taking part on the premises of UCT Prague, the applicant must take into account that the event shall take place in compliance with the directive A/S/962/1/2018 Rules for organizing student events on the premises of the University of Chemistry and Technology, Prague.

Article 3

Financial resources for social projects

1. Funds are allocated to a social project always for one calendar year and cannot be transferred to the following year.
2. Transfers of funds between two or more projects during the implementation of the projects can be done only in exceptional cases with a written consent of the researchers of the given projects and with the consent of the University Grant Commission (hereinafter referred to as 'UGC').
3. The funds allocated to a social project are divided in:
 - a) operating costs that include:
 - material (consumables, literature, low-value tangible fixed assets etc); the low-value tangible fixed assets will remain property of UCT Prague,
 - services (intra-university transfers including services, lease, low-value intangible assets – software, payment of invoices to suppliers for services etc),
 - 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 the Scholarship Rules of UCT Prague),
 - b) wages paid based on work performance agreements ('DPP' in Czech) to:
 - persons responsible for the action and present on site (at least one of the researchers) in case the project includes lease of spaces outside of UCT Prague,
 - outside collaborators,
 - c) stipends paid to students – special purpose scholarships pursuant to the Scholarship Rules of UCT Prague.
4. Other costs are not eligible within a social project and such funds will not be granted.
5. The main researcher must not contract another person to perform the whole project or its substantial part as service (assessed by the UGC) unless the applicant himself/herself and the members of the project team are substantially involved in the work on the project.
6. Limits of the funds which can be allocated to a student social project in the given year are 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.
7. In case of social projects, granting of funds and their utilization is not subject to an agreement between the applicant and UCT Prague. The utilization of funds is ensured by the Counselling and

Career Centre as instructed by the applicant. Once the grant has been approved, the applicant will receive the “Rules for use of funds”, which need to be followed.

8. Upon a request made by the UGC or the Grant Council of UCT Prague (hereinafter “GC”), the applicant is obliged to submit detailed information documenting the use of the allocated funds.

Article 4

Required items of application for a social project

1. A social project application within the student grant competition is a set of documents which includes all information necessary for evaluation of the quality of the proposed project, the abilities and potentialities of the project team to carry out the project and the adequacy of the financial requirements of the project. The application shall contain:

a) An application form, in accordance with the ‘Announcement of the Internal Grant Competition at UCT Prague’ 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),
- summarized budget of the project in accordance with Art. 3, Point 3,
- detailed itemised budget of the project.

b) Detailed justification of the project or possibly other subactivities in accordance with a template defined in the Rector’s Decree “Announcement of internal grant competition at UCT Prague”.

c) justification of the required funding of the project and its subactivities in accordance with a template defined in the Rector’s Decree “Announcement of internal grant competition at UCT Prague”.

2. The project proposal is submitted electronically in accordance with instructions provided in the ‘Announcement of the Internal Grant Competition at UCT Prague’ (including the document templates) and by the deadlines in accordance with the schedule set out thereof.

3. The project proposal including all documents may be submitted in Czech or English. Should any of the documents or electronic systems be displayed only in Czech, an applicant who does not speak Czech may ask the Counselling and Career Centre for assistance with filling in such part.

4. Any formal shortcomings of the project proposal constitute a reason for it to be eliminated before evaluation of applications by the UGC.

Article 5

Procedure for evaluation of social project proposals

1. The evaluation of proposals of social projects is done by the UGC, which, in accordance with these Principles and related documents, assesses the budget and appropriateness of expenses, the quality of the proposed project and its potential for the academic community at UCT Prague.

2. When evaluating the content of the social project proposals, the UGC assesses the proposal based on the following main criteria, ordered from the most important to the least important:

- the importance of the project for students and its contribution for the academic community at UCT Prague,
- participation of students in the project,
- appropriateness of financial requirements,
- quality of the project proposal.

The UGC may ask the main researcher to defend or explain the project or a part thereof in person.

3. Based on the evaluation, the UGC agrees on the wording of a written review of the project proposal in accordance with the prescribed criteria, defines the order of the proposals and provide them with a “recommended” or “not recommended” statement by the GC; in justified cases, the UGC may also propose to the GC a reduction of the financial requirements for the implementation of the project.
4. The Counselling and Career Centre will notify all applicants about the results of the competition and assign an internal iFIS code to the approved grants for the purpose of utilization of the funds and their record-keeping.
5. A list of granted and non-granted social projects will be published on the website <https://www.vscht.cz/veda-a-vyzkum/iga/siga> in compliance with the time schedule provided in “Announcement of internal grant competition of UCT Prague”.

Article 6

Final report, evaluation of work on social projects

1. In the course of the project implementation, the main researcher may be requested by the Chair of the UGC to provide a progress report on the status of the project implementation, summarising the objectives achieved to date, the success rate of the event carried out, changes to the project implementation, level of involvement of students, photo documentation or video recording of the implementation of the project.
2. The main researcher will send a final report on project implementation electronically and by the deadline set out in the ‘Announcement of the Internal Grant Competition at UCT Prague’.
3. In the final report it is necessary to include:
 - main achievements, fulfilment of project objectives,
 - overview of students’ involvement in the project implementation,
 - success rate of the project (assessment by researchers/organizers),
 - justification of changes in the utilization of funds compared to the planned 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 confirmed by the staff of the Economic Department –Financial Planning and Budgeting.
5. The project final report will be assessed by the members of UGC; in addition to the fulfilled objectives they will also check eligibility of the utilized funds. The results of the assessment will be delivered by the UGC to the Grant Council (GC). Based on the results of the assessment of social projects provided by the UGC, GC may propose projects with extraordinary outcome to be awarded by the Rector.

6. The results of assessment of completed projects will be published on the website <https://www.vscht.cz/veda-a-vyzkum/iga/siga> 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 were discussed by the Academic Senate of UCT Prague on 29 November 2024.
3. These Principles come to force on the day of their signing by the Rector of UCT Prague.

prof. Ing. Milan Pospíšil, CSc.

Rector