



Palacký University
Olomouc

PALACKÝ UNIVERSITY OLOMOUC POLICY

R-B-21/08

Principles of the Doctoral Student Grant Competition at Palacký University Olomouc

Content: This internal standard sets out the rules of the competition for supporting the projects of the Doctoral Student Grant Competition at Palacký University Olomouc

Guarantor: Vice-Rector for Science and Research

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Effective: 20 April 2021

Principles of the Doctoral Student Grant Competition at Palacký University Olomouc

Article 1

Introductory Provisions

This Directive lays down the rules and principles of the Doctoral Student Grant Competition at Palacký University Olomouc (hereinafter “DSGC”), which uses student grants as a means to support the improvement of research-related teaching for students of doctoral programs accredited at Palacký University Olomouc (hereinafter “UP”). DSGC is financed from the Operational Program Research, Development and Education (hereinafter referred to as “OP RDE”) which is part of the project Improving schematics of Doctoral student grant competition and their pilot implementation, Reg. No. CZ.02.2.69/0.0/0.0/19_073/0016713.

Article 2

Basic Conditions of the Grant Competition

1. The conditions of DSGC are governed by the documentation of Call No. 02_19_073 Improving the Quality of Internal Grant Designs at Universities within OP RDE and the Basic Rules for Grant Research under DSGC Grants (hereinafter referred to as the “Rules”).
2. Student grants can be individual or team based.
3. The research team must consist of at least one and at most five full-time or part-time students of a doctoral program.
4. The principal researcher and other members of the student grant research team must be full-time or part-time students of a doctoral study program accredited at UP for the entire period of working on the student grant.
5. Each student can be a researcher (principal researcher or another member of the research team) on only one student grant submitted to this grant competition.
6. The required amount of work involvement for the principal researcher on a student grant is 50% of a full-time occupation. The amount of work involvement for other members of the research team is established in the range between 10% and 50% of a full-time occupation.
7. Researchers of individual and group student grants have the support of a mentor – a researcher or academic staff member with the minimum academic qualifications of a Ph.D. who provides academic and methodological support to the grant researchers. The participation of a mentor in student grant research is mandatory. The number of mentors for each student

grant depends on the number of researchers. Researchers are entitled to mentors depending on the level of their involvement in the student grant.

8. The duration of student grants is 12 months.
9. The topic of the student grant must not be the same as the topic of the dissertation of the principal researcher or other members of the research team. Fulfilment of this condition is set out in the student grant proposal.
10. Students with a workload of 30% of full-time and higher must carry out at least one educational/research activity abroad during the implementation of the student grant, such as an internship, summer school, research stay or active participation in a conference. These activities can be conducted within or outside the EU. If the educational/research activity is conducted in a country where the student’s native language is generally understood, at least part of the activity must be carried out in a second language (e.g., presentation of the paper, text of the study).
11. DSGC takes place at the UP level and the administrative operation is centrally coordinated by the UP Project Service.
12. The DSGC guarantor is the principal conductor of the project Improving schematics of Doctoral student grant competition and their pilot implementation. The guarantor is a member of the evaluation panels.

Article 3

Method and Form of Initiating the Procedure for Awarding a Student Grant

1. The call to submit student grants is announced by the UP Rector no later than 15 September of the year preceding the commencement of the student grant research.
2. Student grant proposals are submitted in 3 scholarly fields:
 - Science,
 - Medical and health sciences,
 - Social science, humanities and arts.
3. Researchers submit the student grants via a web app by the deadline specified in the DSGC Call. Submissions must include:
 - a) annotation and goals of the student grant – the student grant must include a summary of the educational goals of all the individual researchers,
 - b) information about the principal researcher and other members of the research team – this information will state the specific level of work involvement of the individual researchers (expressed as

- a percentage of full-time occupation) and include evidence of experience and the interests of researchers and mentors in the form of signed CVs.
 - c) planned research activities and their expected results,
 - d) planned educational/research activities conducted abroad and their expected results,
 - e) time schedule for the student grant,
 - f) requested funding specified in accordance with the Rules.
4. Student grants, including annexes, are to be submitted in English.

Article 4

DSGC Evaluation Panels

1. For the evaluation of student grants, three evaluation panels are established at the UP level, one for each scholarly field. The minimum number of members on one evaluation panel is 5.
2. Evaluation panels are made up of representatives of individual faculties and appointed by the Rector based on a proposal from the DSGC guarantor.
3. Members of the evaluation panels cannot deputise others to represent them.
4. Meetings of the evaluation panels are convened by the DSGC guarantor and
 - a) these meetings are closed to the public,
 - b) there will be a record from the meetings in the form of minutes,
 - c) the evaluation panels have a quorum if two thirds of their members are present,
 - d) valid resolutions require the consent of an absolute majority of all members,
 - e) in the event of a tie, the DSGC guarantor shall cast the deciding final vote.
5. The Rector decides on the allocation of financial resources on the basis of recommendations from the evaluation panels.
6. Student grant agreements are drawn up with the student grant researchers.
7. Information about the funded student grants and the amount of funding will be published on the UP website.

Article 5

Procedure for Evaluating Student Grant Proposals

1. The criteria for selecting student grants are:
 - a) meeting the formal requirements established for the student grant,
 - b) significance and relevance of the planned research and its expected results,
 - c) quality and composition of the research team,

- d) research schedule,
- e) appropriate and effective use of funds.
2. The accepted student grant proposals are divided between 3 evaluation panels based on the 3 scholarly fields in which the grants are submitted.
3. Formal evaluation based on checking compliance with the basic requirements of the competition is provided by DSGC specialists.
4. The evaluation is conducted in English via the web app.
5. At least one of the opponent evaluations of the student grant proposal is done by an external opponent – an expert with a corresponding academic profile and experience, who is not in an employment relationship with UP at the time of the student grant evaluation. Exempt from this rule are employment relationships the subject of which is the evaluation of student grant proposals submitted for DSGC or other grant competitions at UP.
6. The evaluation panels rank the student grants based on the points received from at least two opponent's opinions. Depending on the allocated funds, the proposals may be recommended to receive funding.

Article 6

Principles of Managing the Allocated Funds

1. Student grant researchers are obliged to use the allocated funds economically, in accordance with generally binding legal regulations, internal regulations, UP standards and the Rules.
2. The unit cost corresponding to a workload of 10% of a full-time/month per one student grant researcher is CZK 7,986/month.
3. The minimum amount that must be used to cover the personnel costs of a researcher, corresponding to a workload of 10% of a full-time/month, is CZK 4,667 and the maximum amount that can be used to cover other costs associated with the implementation of the student grant is CZK 3,319 per unit equal to the workload of 10% of a full-time/month of one researcher.
4. Other costs include:
 - a) The personnel costs of the mentor.
 - b) Other direct non-investment costs related to the implementation of the student grant, e. g., material, small equipment, software, academic literature, travel costs and external education.
 - c) Costs associated with the organization and administration of student grants, such as overhead costs.
5. The researcher is responsible for:
 - a) providing a reference to the student grant research by stating its name and registration number as well as noting that the student grant is funded through the OP RDE and
 - b) submitting information about the achieved results to the Register of Information on Results (RIV) through the UP internal registration system (OBD).

Article 7
Student Grant Evaluation

1. Every month, each researcher prepares an Activity Report. The report is signed by the researcher and mentor and approved by a DSGC specialist.
2. The principal researcher submits a Final Report no later than one month from the end of the implementation of the student grant. The report is signed by the principal researcher, other members of the research team, mentor(s) and a DSGC specialist.
3. The student grant final reports will be evaluated by the relevant evaluation panels by 28 February of the year after the conclusion of the student grant research. The evaluation of the reports will consider the achieved

results, quality of outputs and the appropriate and effective use of funds.

4. Fulfilment of the student grant objectives, following the conclusion of the research, is graded:
 - a) pass,
 - b) fail.

Article 8
Final Provisions

This policy enters into force on the day of its publication and shall take effect on the first workday after its entry into force.

In Olomouc on 16 April 2021

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Rector of UP