



**Faculty of Economics and Administration, Masaryk University
Directive No. 5/2018**

**Regulations of Student Grant System at the Faculty of
Economics and Administration, Masaryk University**

In accordance with Section 28, subsection 1 of Act No.111/1998 Coll. on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter referred to as "Higher Education Act") I hereby issue this Directive.

Section 1

Subject of Amendment

(1) These Regulations of the Student Grant System at the Faculty of Economics and Administration (hereinafter referred to as "FEA") stipulate criteria and the method of providing special-purpose support for research conducted by students of accredited Doctoral and Master degree programmes that is directly linked to their education and that enhances research activities and creative work at FEA.

Section 2

The Aim of the Student Grant System

- (1) The aim of the Student Grant System is to:
- a. achieve higher efficiency of students when working on their dissertation or diploma theses,
 - b. enhance autonomous creative activity of students in the area of research and development leading to intensive involvement of students in the areas dealt with, mainly in team research and development activities at the departments, and in publication activities in indexed periodicals,
 - c. stimulate and enhance team research activities of students by making effective use of special-purpose support for specific tertiary education research,



- d. apply practical skills of students in project management (ability to define the purpose, aims, outcomes and activities of a project, and to allocate financial sources for each activity),
- e. present results of research conducted by students in Doctoral and Master degree programmes at student research conferences.

Section 3

General Principles of the Student Grant System

- (1) The Student Grant System complies with MU Directive No. 8/2017 Appendix No.1 on Regulations of tertiary specific-purpose research for a particular year.
- (2) The Student Grant System support is provided to undertake a research project.
- (3) Student Grant System projects are internal projects of MU as defined by MU Directive No. 6/2016 on Project Management and other relevant legal regulations and internal standards of MU.
- (4) Project proposals and final reports of the Student grant system are submitted exclusively via the Information System Project record keeping system (ISEP).
- (5) The duration of a project is one year, or specifically until the defence of the dissertation thesis by the researcher in the specific year, or as the case may be, as specified by conditions of a particular call opened for a particular year.
- (6) The Dean may announce specific topics or priority focus for individual types of projects and other supporting activities.

Section 4

Regulations of the Student Grant System

- (1) Project proposals must aim at creative activities and research outcomes necessary to attain quality dissertation theses. By submitting the project application proposers commit themselves that in case of receiving financial support for the project, they will state this fact in their dissertation work.
- (2) Project proposals must comply with the condition of project topic relatedness to the research conducted within the dissertation work; supervisors may stipulate other criteria.
- (3) The proposer and researcher responsible can only be a student of FEA in the doctoral degree programme in the present or combined form of study.
- (4) Students enrolled in the Doctoral degree programmes will submit a statement accompanying the project proposal, in which they will announce the anticipated date of defence of their dissertation thesis.
- (5) The researcher's supervisor is another member of the research team whose role is of an expert guarantor of the project. Other students of the Doctoral or Master's degree programme may also participate in the research.
- (6) One student can participate in just one research project of the Student grant system.
- (7) By granting a consent with the project proposal, the supervisor, as an expert guarantor of the project, confirms professional value of the proposed project, above-standard level of the outcomes planned and their feasibility.



- (8) The supervisor oversees implementation of the project into the semestral content of the student's Individual study plan and obliges himself/herself to consultation activity related to the project for the duration of the project, and to write an assessment report of the leading supervisor for the final examination procedure.
- (9) The financial support of the project can only be provided for eligible costs and expenses:
 - a. personal costs and expenses (labour costs, social and health insurance payments, statutory social fund payment), including scholarships,
 - b. costs and expenses incurred to purchase small-scale tangible and intangible assets (non-investment),
 - c. other running costs and expenses related to the implementation of the project,
 - d. costs and expenses incurred for services,
 - e. incremental costs or expenses.
- (10) The ratio of personal costs and expenses (including scholarships) for students must account for more than 60% of the overall personal costs.
- (11) If a business trip abroad is essential in order to conduct the project, and the researcher intends to undertake it, they will state the purpose of the trip, its date, duration and place of stay in the project proposal, and in case of a conference also the organiser's name; and they will justify the direct relatedness of the trip to the project. Student's supervisor is not eligible to claim travel expenses for a foreign trip.
- (12) Financial support for a student project can amount to the maximum of CZK 150,000.
- (13) The supervisor of the researcher, i.e. the expert guarantor of the project, is entitled to a reward amounting to the maximum of CZK 10,000.
- (14) The results arising from the specific tertiary research support must be related to the goals of the project and this fact must be stated in the project dedication.

Section 5

Managing Changes in Projects

- (1) Changes in projects are divided into substantial, other important changes, and insignificant ones. A significant change means:
 - a. change in itemised budget structure consisting in transfer of financial support between projects,
 - b. change of the researcher,
 - c. early termination of the project.Other important changes mean:
 - a. change in itemised budget structure of the project amounting to more than 10% of the overall amount,



b. change of a member of the research team.

Other changes are considered insignificant.

- (2) Significant changes can only be made based on an application of the researcher documented with approving stance of vice-dean for science, research, quality and qualifications. The application is decided upon by the vice-dean for research. Applications must be submitted via the ISEP.
- (3) Other important changes can only be made on the basis of approved application of the researcher, documented by approving stance of supervisor and the vice-dean for science, research, quality and qualifications.
- (4) Insignificant changes must be rationally justified in the final report on project results.
- (5) In case of early termination of the project, the researcher will submit a report summarising existing results of the project including statement of financial sources that had already been incurred, and related accounting documents. Financial sources that were not used will be allocated to projects at the researcher's department based on the vice-dean's for science, research, quality and qualifications proposal. The proposal will be decided upon by the vice-rector for science.

Section 6

Research Ethics

- (1) The researcher is responsible for truthfulness and completeness of the data stated. Topics for which approval of a pertinent ethical committee is required are accompanied by project proposal evaluation of the ethical committee generated in electronic form in the ISEP.

Section 7

Project Proposal Evaluation

- (1) Project proposals are evaluated in a two-round external examination process.
- (2) The evaluation committee appointed by the Dean will request, for the 1st round of the admission examination process, assessment of individual projects by independent external experts depending on their expertise so as to avoid conflict of interests. Based on the evaluation of the opponent, the committee will assess all project proposals with preference to project proposals submitted by students studying in the standard length of studies plus one year; substandard proposals will be eliminated.
- (3) The committee is chaired by the vice-dean authorised by the Dean, and the committee passes resolutions by an absolute majority of votes of their members.
- (4) Project proposals selected to the 2nd round of the admission examination process will be submitted to the MU committee for evaluation.
- (5) The MU committee will submit approved project proposals for approval to the Rector who will decide about the proposals no later than the last day of the evaluation period.



- (6) The results of the competition will be announced no later than the first working day following the end of the evaluation period.

Section 8

Finalising Projects and Final Examination Process

- (1) The results of the projects conducted are evaluated in the final external examination process in the time period from 1 January till 31 March of the calendar year following directly the year of the financial support provision.
- (2) For purposes of the final external examination process the researcher will prepare a final report in the ISEP system on the results of the project, including overview of the use of financial sources no later than 31 January the following year.
- (3) The external examination process has got two rounds.
- (4) In the first round, the committee of the Faculty appointed by the Dean will evaluate results of the research against the goals outlined, and applicability of the results for improvement of the quality of dissertation thesis. The committee can request an external examiner assessment. The project examiner can participate in committee talks with an advisory capacity.
- (5) A public seminar at the Faculty before the evaluation board of the Faculty is part of the final examination process. At the seminar, the researcher will present the results of the project. It is obligatory for the supervisor of the researcher to participate in the seminar.
- (6) In the second round, the MU committee will evaluate documents (i.e. final reports and project evaluation records) and will submit a proposal of evaluation of the results of the final examination process to the Rector. On the basis of the Rector's decision about the proposal, the MU will announce the results of the procedure processed by a method laid down by the Ministry of Education, Youth and Sports.

Section 9

Additional Provisions

- (1) Financial sources for the Student grant system will be provided from specific-purpose support for specific research.
- (2) The allocation of the support, or more precisely the ratio of the support allocated for the Student grant system to the overall specific research support is defined in Appendix No.1 of this directive.
- (3) In case the financial sources allocated for the Student grant system are not spent due to a low number of project proposals submitted or due to low professional level of the project proposals submitted, the evaluation committee will transfer the underutilised sources to departments depending on the calculation of benefits for the departments.
- (4) In case of early termination of the project or substandard performance on the project, the doctoral study board/committee can, under the impetus of the supervisor, propose that the Dean decreases the scholarship awarded according



to instruction No. 3/2018 or revokes the scholarship awarded according to MU Scholarship and Bursary Regulations.

Section 10

Final Provisions

- (1) From 31 December 2017 onwards, this directive repeals the following scholarship programmes for students of Doctoral degree programmes:
 - a. Scholarship programme to support student research projects,
 - b. Scholarship programme for student assistants of FEA MU research teams.
- (2) Interpretation of individual provisions of this directive is in the authority of vice-dean for science, research, quality and qualifications.
- (3) This directive is part of the area of methodological management of "Organisation, Management and Administration of GAMU financed projects".
- (4) Control of compliance with this directive is in the authority of an authorised official of the Office for science, research, quality and qualifications.
- (5) Two years from this directive coming into effect, evaluation of benefits, adjustments of parameters and verification of functionality will be performed, and if need be, programme optimisation will be conducted.
- (6) Appendix No.1 of this directive shows determination of the ratio of support allocated to the Students Grant System to overall support of specific-purpose research.
- (7) This directive comes into force by the day of publication.
- (8) This directive comes into effect by the day of publication.

Appendix:

No. 1 – Ratio of support allocated to the Student Grant System to overall support of specific-purpose research

In Brno 24 May 2018

prof. Ing. Antonín Slaný, CSc.,
Dean



Appendix No. 1: **Ratio of support allocated to the Student Grant System to overall support of specific-purpose research**

In accordance with section 9 subsection 2

Source: support for specific-purpose research
Calculation basis: the amount of support allocated to student grant projects will be divided in the following way:

	Percentage ratio of the support	Student Grant System
1. year	at least 40 % of the support allocation of the department	departmental student competition
2. year	at least 60 % of the support allocation of the department	departmental student competition
3. year	at least 60% of the overall support allocation for specific research	all-faculty student competition
4. year	at least 80 % of the overall support allocation for specific research	all-faculty student competition

