

DIRECTIVE

INTERNAL GRANT COMPETITION

PART ONE

GENERAL PROVISIONS

Article 1

In accordance with the Rules for Applicants and Beneficiaries – General Part (version 5) and the Rules for Applicants and Beneficiaries – Specific Part, the Call for Improving the Quality of Internal Grant Schemes at Universities of the Operational Programme Research, Development, Education (hereinafter the “OP RDE”), this Directive sets the principles and rules of the student grant competition Internal Grants (hereinafter the “Competition”), which is financed from the OP RDE – Quality internal grants of BUT Reg. No CZ.02.2.69/0.0/0.0/19_073/0016948 (hereinafter the “project”).

PART TWO

EVALUATION DISCIPLINE PANEL

Article 2

Establishment

1. An evaluation discipline panel (hereinafter the “EDP”) is established.
2. The EDP is a working group of the Rector.

Article 3

Composition

1. The EDP is headed by the Chairman, who is the Vice-Rector for Creative Activities.



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2. The other members of the EDP are appointed by the Rector on the proposal of the Chairman of the EDP from the vice-deans responsible for the creative activities of a faculty and from the representatives of a higher education institution responsible for the creative activities of a higher education institution which provides a doctoral study programme.
3. If a membership is terminated, the Chairman of the EDP shall immediately propose the appointment of a new member.

Article 4

Division

1. The EDP is divided into two sections.
2. Section for Natural Sciences, Engineering and Technology, Medical and Health Sciences and Agricultural and Veterinary Sciences, which includes doctoral study programmes of the Faculty of Civil Engineering, Faculty of Mechanical Engineering, Faculty of Information Technology, Faculty of Chemistry, Faculty of Electrical Engineering and Communication and Central European Institute of Technology participating in implementation of a doctoral study programme.
3. Section for the Social Sciences, Humanities and Arts, which includes doctoral study programmes of the Faculty of Fine Arts, the Faculty of Architecture, the Faculty of Business and the Institute of Forensic Engineering participating in the implementation of a doctoral study programme.

Article 5

Deliberations

1. The EDP meets and negotiates as needed.
2. The EDP negotiations are carried out in such a way that the two sections of the EDP negotiate separately.
3. Meetings of a section of the EDP are convened by the Chairman of the EDP who sends digital invitations to members of the relevant section of the EDP in advance. The invitation includes supporting documents for the meeting.
4. The meetings of both sections are chaired by the EDP Chairman or a member of the given EDP section authorised by the Chairman (hereinafter the “chairing person”).
5. Minutes are taken of the meeting, which are accessible to members of the given EDP section.



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Article 6

Resolutions

1. A section of the EDP has a quorum if an absolute majority of all its members is present at its meeting. For the avoidance of doubt, the Chairman of the EDP shall be considered a member of both sections of the EDP.
2. If a section of the EDP has a quorum, a resolution is adopted if an absolute majority of the members present vote for it.

Article 7

Remote voting

1. Voting can also take place remotely.
2. Remote voting will take place by the EDP chairman sending out the draft resolution digitally together with the supporting documents for the decision.
3. The motion for a resolution is adopted if it is voted for by an absolute majority of all members of the section.
4. Those who do not vote do not agree with the proposal.
5. Evidence of remote voting is kept by the Chairman of the EDP.

Article 8

Bias

1. A biased person is one who, given his or her relationship to the matter, might be interested in a decision regarding the matter.
2. If the biased member does not exclude himself or herself from the decision making, the chairing person shall do so.
3. A biased person shall not decide the matter.



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Article 9

Administrative support

1. The administration of the EDP's activities is ensured by the Project Support Department (hereinafter the "PSD").
2. Ensuring the administration means in particular the following:
 - a) keeping lists of EDP members;
 - b) distributing supporting documents for meetings and voting;
 - c) taking minutes of meetings;
 - d) keeping records of documents arising from the EDP's activity.

PART THREE

PROPOSER AND PROPOSAL OF THE INTERNAL GRANT

Article 10

Proposer

1. The proposer of an internal grant (hereinafter the "grant") is only a student of a doctoral study programme (hereinafter the "proposer").
2. The proposer submits the proposal alone or together with a maximum of four other students of a doctoral study programme (hereinafter a "team member").
3. The proposer may submit only one proposal and may not be a member of another investigation team, unless a continuation of the competition has been announced. A team member may not submit a proposal and may not be a member of another investigation team, unless a continuation of the competition has been announced.

Article 11

Proposal

1. The proposer submits the proposal exclusively digitally via the Apollo information system.
2. The language of the proposal is English.



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PART FOUR

COMPETITION PERIOD

Article 12

1. A proposal may be submitted within the competition period.
2. The competition period is stated in the tender documentation.
3. If the reserved funds are not used up, a continuation of the competition will be announced.
4. A continuation of the competition is announced by the Chairman of the EDP.
5. A continuation of the competition is governed by the rules set out in this Directive and the tender documentation for the continuation of the competition.

PART FIVE

PROPOSAL EVALUATION

Article 13

Formal evaluation of the proposal

1. The formal evaluation of the proposal is performed by the competition administrator (hereinafter the “administrator”).
2. The administrator is the PSD.
3. If the proposal has formal defects, the administrator will help the proposer to eliminate them.

Article 14

Opponent

1. The proposal is evaluated by two opponents, at least one of whom is not an employee of the Brno University of Technology.
2. The opponent is selected by the relevant section of the EDP on the administrator’s proposal.



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3. The administration behind acquiring an opponent is ensured by the administrator.
4. Article 8 relates to the opponent's bias with the necessary modifications.

Article 15

EDP

1. If both opponents recommend a proposal for implementation, it proceeds to the evaluation by the EDP. If the opponents' opinions differ, the opinion of a third opponent, which is determined in accordance with Article 14, is decisive.
2. The EDP will compile the order of proposals according to the opponents' opinions. It may deviate from an opponent's proposal only if justified in writing.
3. The EDP is entitled to reduce the proposed budget when evaluating a proposal.

Article 16

Rector

1. The Rector decides on the proposal on the basis of the EDP's recommendation.
2. The Rector's decision is final and it may not be appealed.
3. If the Rector deviates from the EDP's evaluation, he or she shall justify the decision in writing.

Article 17

Decision

1. The administrator shall prepare the decision for the Rector.
2. The decision shall contain binding instructions on how to implement the grant.

PART SIX

INVESTIGATION



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Article 18

Conditions

1. Binding conditions for the investigation are set out in this Directive, the tender documentation and the decision in accordance with Article 17(2). The tender documentation shall be prepared by the administrator and signed by the Vice-Rector for Creative Activities.

Article 19

Investigator and member of the investigation team

1. The investigator is the proposer whose proposal the Rector decided to be implemented under the condition that the proposer concludes a basic labour-law relationship with the Brno University of Technology for a definite period of time, which is defined by the period of the investigation.
2. The investigator is the principal of operations. The administrator of the budget is a person designated by the component where the investigation under the grant takes place.
3. The basic labour-law relationship shall be prepared by the personnel department of the component where investigation under the grant takes place. Instructions for ensuring compliance of the basic labour-law relationship with the conditions of the project shall be provided by the administrator.
4. The same applies to team members.
5. It is only possible to replace the investigator with a team member.
6. A team member may be replaced.

Article 20

Mentor

1. The mentor oversees the proper course of investigation.
2. The mentor shall be approved by the EDP on the investigator's proposal.

Article 21

Activity report and final activity report

1. The language of the activity report and the final activity report is English.



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2. The activity report shall be prepared by the investigator and each team member on the last day of the month and submitted to the administrator for approval via the mentor.
3. The activity report shall contain essential information about the investigation.
4. If the activity report is not submitted or contains significant defects, the EDP administrator will propose the early termination of the grant.
5. The final activity report shall be prepared by the investigator as of the last day of the investigation under the grant.
6. The EDP evaluates the grant based on the final activity report.

Article 22

Interim report

1. The interim report shall be prepared in English by the investigator in the case of a two-year grant on the last day of November for the first year of the investigation and it shall be submitted through the mentor and administrator for the EDP's approval.
2. In the following, Article 21 applies with the necessary modifications.

Article 23

Modifications

1. Modifications shall be proposed by the investigator through the Apollo information system.
2. Modifications may be made with the consent of the mentor. Minor modifications shall be approved by the administrator, substantial modifications by the HOP.

Article 24

Early grant termination

1. With the exception of the case described in Article 21(4), the grant shall be terminated by the delivery of an early grant termination notice. The administrator is notified about the early grant termination by the investigator.
2. The grant is also terminated if the investigator terminates or interrupts his or her study or if his or her study is terminated or interrupted.



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3. The grant is also terminated in the case of the EDP's recommendation not to continue the investigation under grant on the basis of the interim report.

Article 25

Eligible costs

1. Only non-investment costs are eligible.
2. Eligible costs are personnel costs, charges, mentor fees, travel expenses, tangible and intangible assets and materials, overheads and services.
3. The costs listed in the Rules for Applicants and Beneficiaries – Specific Part, the Call for Improving the Quality of Internal Grant Schemes at Universities are considered ineligible.
4. Ineligible costs shall be borne by the component where the investigator belongs.

PART SEVEN

FINAL PROVISIONS

Article 26

Final provisions

The Directive shall enter into force and effect on the date specified in its heading.

prof. RNDr. Ing. Petr Štěpánek, CSc., dr. h. c.

Rector



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