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# University grant competition of CZU for doctoral students within the project Improving the quality of the internal grant scheme at CZU

## Article 1

### Introductory Provisions

- (1) This Decision is valid for all units of the Czech University of Life Sciences in Prague (hereinafter "CZU") with the exception of University Farm Estate Láňy and University Forest Establishment Kostelec nad Černými lesy and regulates the rules of the university internal grant competition for doctoral student' programmes (hereinafter referred to as "DSP"), the aim of which is the pilot verification of the newly set scheme of university grants for DSP students through the implementation of grants awarded to DSP students within the university internal grant competition.
- (2) The aim of the implementation of student grants is to increase the level of skills of DSP students necessary for their future professional application in the field of research and development.
- (3) A Grant Commission (hereinafter also referred to as "GC") has been established for the implementation of the competition as a professional, managing and executive body.

## Article 2

### Grant Commission

- (1) GC has 9 members. There are 6 vice-deans for science and research of individual CZU faculties, as well as the vice-rector for science and research and two other members, at least one of whom shall be external.
- (2) The chairman of GC is the vice-rector for science and research.
- (3) The activities of GC are organizationally and administratively ensured by the Department for Science and Research of the CZU Rectorate (hereinafter also referred to as the "Department of R&D R").
- (4) GC has the following tasks:
  - discusses applications for student grants and ensures their professional assessment by evaluators;
  - decides on the award of student grants; suggests the possibility of adjusting the project budget in line with the available funds of the competition;
  - decides on the allocation of student grants;

- decides on changes against the originally approved grant application, should they occur during the internal grant solution;
- addresses comments regarding the competition;
- prepares the populating of the database of evaluators;
- In its procedures, GC follows the Rules of Procedure pursuant to Article 3.

### Article 3

#### **GC Rules of Procedure**

- (1) GC proceeds according to the following rules:
  - meetings are usually convened by its chairman by e-mail;
  - GC meets as needed; in the event of an exceptional situation (such as ordered quarantine, natural disasters or other accidents), a GC meeting may also be held through an electronic communication system without the personal presence of one or more GC members;
  - GC has a quorum if at least 5 of its members are present out of a total of 9 members;
- (2) GC meetings are chaired by the chairman, or a representative authorized by the chairman, who submits the agenda, negotiations and proposes a solution.
- (3) Each of the GC members present has one vote; in the event of a tie, the chairman shall have the casting vote. The resolution is adopted if the majority of the present members of GC decide on its adoption.
- (4) If GC is to decide on a matter falling within its competence and if it is a matter for which, due to its content, meaning and time availability, it would be ineffective to convene a GC meeting or for the reasons set out in paragraph 1, point 2 of this Article, GC may adopt a resolution by means of distance communication.
- (5) The resolution on the matter pursuant to the previous paragraph shall be made in such a way that the chairman of GC, through the Department of R&D R, ensures the distribution of the draft resolution with which the consent is to be given; at the same time, it also sets a deadline for the GC member to vote. If a member of GC does not vote within the set time limit, he or she shall be deemed to have abstained in favour of the motion for a resolution. The resolution pursuant to the previous paragraph is adopted if an absolute majority of all GC members has agreed to it.
- (6) After the deadline for votes, the chairman of GC shall inform the GC members of the result of vote. The Department of R&D R registers all documents related to the respective voting. These documents shall be submitted at the request of a GC member.
- (7) GC meetings are confidential and take place only in the presence of GC members or a recorder of the course of meeting or other persons designated by GC.

- (8) Minutes shall be taken of GC meetings, which shall be signed by the chairman. All documentation related to the GC meeting is stored at the Department of R&D R.
- (9) Final decisions on the award of grants are published at CZU public websites.

#### Article 4

##### **Dates of the Competition**

- (1) Applications for student grants are possible as of 1<sup>st</sup> October 2020.
- (2) The deadline for submitting applications for student grants is by 15<sup>th</sup> December, 12.00 at the latest.
- (3) The results of the competition shall be published by April 15<sup>th</sup> 2021.

#### Article 5

##### **Terms and Conditions of the Competition**

- (1) Detailed terms and conditions of the competition are published in the tender documentation of the competition at <https://www.czu.cz/cs/r-7212-veda-a-vyzkum/r-16299-ugs>
- (2) Tender documentation contains in particular:
  - general terms and conditions of the competition;
  - terms and conditions for applying for student grants;
  - rules for the evaluation of submitted applications;
  - evaluator's report form;
  - terms and conditions for the implementation of student grants.
- (3) Applications for student grants are submitted through the University Information System and at the same time by submitting one complete printed copy of the application (with all prescribed attachments and signatures) to the Department of R&D R within the deadline according to Article 4 of this Decision.

#### Article 6

##### **Final Provisions**

- (1) This Decision shall enter into force and shall take effect upon publication.

In Prague 22nd September 2020

Prof. Ing. Petr Sklenička, CSc.  
Rector