

Student Specific Research Projects (IGA) 2019 - 2020 Competition at the Faculty of Law of Palacký University

- The priority topic of the projects is Law and Society
- In 2019 the Faculty of Law of Palacký University accepts:
 - a) applications for standard IGA projects - two-year projects,
 - b) applications for above-standard IGA projects - two-year projects.

General rules (for both standard and above-standard projects)

Rules for setting up a team of researchers

- 1) The leading researcher may be a full-time or part-time student of the doctoral study programme or a member of the academic staff of the Faculty of Law of Palacký University. The co-researcher may be a full-time or part-time student of the doctoral study programme, a student of the master's study programme and a member of the academic staff.
- 2) The number of students of the doctoral or master's study programme in the research team shall at least equal the number of members of the academic staff.
- 3) In the case that the leading researcher is a student of the doctoral study programme, his/her supervisor shall always be a member of the research team.
- 4) In the case of a multi-annual running of projects each person may participate in or submit only one project. An exception is granted to the supervisor who may participate in several projects running simultaneously (see rule ad 3).
- 5) The purpose of the competition is to support *research conducted by students*. In the case that the leading researcher is a member of the academic staff, the participation of a student in the project must be real (not only formal to meet the project conditions) and the degree and the manner of the student's involvement in the project must be based on the project application (the share in the outputs etc.). Projects in which no output of a student researcher is envisaged are inadmissible. A student researcher must participate at least as a co-author of the project.
- 6) The curriculum vitae of each member of the research team shall not exceed two A4 pages.
- 7) The proportion of personnel costs related to students in relation to the remuneration of the academic staff shall be at least 60%. The required amount of personnel costs related to the academic staff shall correspond with their real share in the performance of the project. The amount of personnel costs related to academic staff shall be substantiated in the project application (the way and scope of involvement of the member of academic staff in the implementation of the project).

8) In the case of acceptance of the project, a contract for the implementation of the project shall be concluded with the leading researchers and co-researchers from among the students.

9) The request for the remuneration and for the payment of scholarships shall contain the following information: activities and outputs declared in the project application, completed activities and outputs, activities and outputs not yet completed and the deadline for their completion.

10) In the first year of the running of a standard project remuneration and scholarships are paid upon an application with the earliest date being October of the relevant year. An exception applies to requests for payment of personnel costs to persons who have fulfilled their obligations arising from the project and end their involvement in the project earlier. In the second year of the running of a standard project the requests for remuneration and the payment of scholarships can be submitted at any time, provided that all project outputs have been fulfilled and documented. In the case of the above-standard projects, remuneration and scholarships can be paid out upon request on a continuous basis following the Project Progress Reports (see point 5 of the Above-standard Project Rules).

11) Requests for remuneration and the payment of scholarships shall be submitted by the leading researchers to the attention of a relevant employee of the R&D Support Center.

12) Remuneration and the payment of scholarships in the first year of the running of the project is subject to the exhaustion of a substantial amount of the budget approved for the relevant year. In the case that the personnel costs in an above-standard project are paid out continuously, in the last quarter of the first year of the running of an above-standard project the payment of personnel costs is subject to the exhaustion of a substantial amount of the budget approved for the relevant year.

Budgeting rules, financial requirements

1) It shall be clear from the project application how the required funds will be spent.

2) During the drawing up of the budget additional costs (operational overheads of the Faculty) of 20% of the total costs shall be taken into account.

Travel Expenses

1) Foreign Travel Expenses - it is not possible to use transport by car if the public means of transport is cheaper (or if there is no other good reason - which must be stated in the project application).

2) The foreign travel expenses shall be duly substantiated. Proper substantiation shall include the name of the particular institution at a given place and the explanation why this

required foreign trip to that particular place is necessary for the needs of the project. The higher the required amount, the more precisely the travel plan needs to be substantiated. The same applies if more foreign travels are requested within one project or if more members of the research team intend to travel to the same destination. Financial support for the required foreign travels will be allocated individually according to the stated reasons and the substantiation of the travel with respect to the project.

Literature

- 1) The request to purchase literature cannot be made specific at a later time. The requested amount, especially if it exceeds 15,000 CZK cannot be substantiated in general terms (e.g. by using the statement "foreign literature is expensive").
- 2) It is advised to order literature through the Economic Department in order to ensure its proper and timely registration in the library. In the case that the leading researchers and co-researchers purchase literature by themselves, the accounting document will not be refunded before the literature is registered in the library.

Technology, services, others

- 1) In justified cases and to a reasonable extent it is possible to fund the purchase of technology from the project resources. The decision to grant support for the acquisition of technology is subject to the decision of the commission in a specific case.
- 2) In the case that the foreign or domestic travel involves a visit to a library, copying costs cannot be claimed if it is possible to scan the materials in the library. If scanning is impossible, this fact shall be stated and substantiated.
- 3) In the case that the output of the project is a monograph that is to involve the contribution of the Faculty, publishing costs shall be included in the budget requirements.
- 4) The limit for office supplies is about 5,000 CZK project/year.
- 5) The project funds shall not be used for buying furniture and as pocket money for foreign travels.

The rules for the evaluation of project applications and the assessment of projects during the final defence.

- 1) Outputs in prestigious peer-reviewed Czech and foreign professional journals and expert books (monographs) are preferred.
- 2) When selecting the supported projects the commission shall assess the ratio of anticipated project outputs and requested funds.

3) If at the time of submitting the project application the applicant is the leading researcher of another running IGA project, the project application shall contain the list of outputs from that project.

4) The achievement of anticipated outputs shall be checked. For the final defence of the project all project outputs shall be submitted in a finished and published form. Currently prepared outputs or outputs offered for publication are not relevant for the purposes of the defence. All (even if only partially processed) outputs are a part of the final report.

Other rules and obligations of researchers

1) The evaluation commission can reduce the requested costs if it recognizes that the project proves to be productive but some of the partial requirements are disproportionate, unreasonable or they do not correspond with the project objectives.

2) If a budget item was reduced, it cannot be increased again. It can be increased only in exceptional justified cases following the approval of the commission or the chairman of the commission.

3) It is not possible to increase the already approved personnel expenses.

4) Changes to projects are subject to approval by the commission or the chairman of the commission.

5) Each student who participates in the IGA project as the leading researcher or the co-researcher is obliged to submit his/her own work and participate in its defence within the Student Research and Professional Activities Competition (SVOČ) in each year of the project running.

Special rules for standard IGA projects

1) The maximum amount of the scholarship for a doctoral programme student in the position of the leading researcher is 25,000 CZK per year. The maximum amount of scholarship for a doctoral programme student in the position of the co-researcher is 15,000 CZK per year. The requested amount shall correspond with the real contribution of the particular researcher to the project and the amount of personnel costs related to a student researcher or a researcher from among the academic staff shall be substantiated in the project application.

2) The maximum requested amount for one project is 600,000 CZK. The total costs of the project divided by the number of persons in the project team can be a maximum of 150,000 CZK per person.

3) When entering the system the budget needs to be broken down by individual years. In the second year of the project running it is possible to pay the costs of scholarships and

the remuneration of the researchers and the editorial costs for publishing or other editorial work (e.g. translation, proofreading).

Special rules for above-standard IGA projects

- 1) The above-standard IGA projects are intended to support the research carried out by students of doctoral study programmes.
- 2) The researchers from among the students are expected to work intensively on the project and to cooperate with the department where the doctoral study is carried out in the extent corresponding with the weekly working hours on the premises of the Faculty of Law of Palacký University. The readiness thereto shall ensue from an attached affidavit. A letter of motivation and a letter of recommendation by at least one internal member of the academic staff of the Faculty of Law of Palacký University shall also be enclosed.
- 3) The student researchers are expected to achieve the project outputs beyond the scope of their study duties that are a part of an individual study plan, in the quantity and quality which is to justify the requested amount of scholarship. It is also expected that at least some project outputs will have international impact (e.g. publications abroad, contribution at a foreign conference). Publication or presentation at a conference in the Slovak Republic, or publication or a contribution at a conference given in a foreign language in the Czech Republic shall not be considered international impact for the purposes of IGA above-standard projects evaluation.
- 4) The maximum amount requested for one project is 600,000 CZK. The maximum amount of scholarship for a student of a doctoral study programme in the position of the leading researcher is 120,000 CZK per year. The maximum amount of remuneration for a member of the academic staff is 30,000 CZK per year.
- 5) Every three months the student researchers are obliged to submit Project Progress Reports and reports on the achievement of anticipated project outputs. The report on the work in progress shall be attached to the Project Progress Report.
- 6) The researcher from among the academic staff, who is the supervisor of a student researcher, shall continuously monitor the progress of the project and the achievement of the anticipated project outputs by the student and shall attach his/her evaluation in the Project Progress Report.
- 7) In the case that the student fails to fulfil his/her obligations within the project, the commission can issue an opinion on the basis of which the Dean of the Faculty of Law of Palacký University is entitled to reduce or withdraw the scholarship paid from the project or the project can be stopped.

8) In the second year of the project, only the costs of scholarships and researchers' remuneration and editorial costs of the publication or other editorial work (e.g. translations, proofreading) can be claimed.

In Olomouc on the 25th October 2018

doc. JUDr. Blanka Vítová, Ph.D., LL.M. Vice Dean for Science and Research

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