



**The Faculty of Law, Palacký University hereby specifies
the additional rules for the competition for specific research projects carried out by students
(IGA) for the year 2024**

Priority thematic areas of projects:

- Law and society
- Current interpretive challenges of Czech law
- Law and modern technological challenges
- Law in the service of democracy

PF UP accepts the following projects into the competition in this call:

- applications for standard IGA projects - one-year or two-year projects;
- applications for above-standard IGApplus projects - one-year or two-year projects.

I. General rules

I.1 Rules for setting up a team of researchers

a) A full-time or part-time student of the doctoral study programme or an academic staff member of PF UP may be the leading researcher for standard projects. A full-time or part-time student of the doctoral study programme, a student of the master's study programme and an academic staff member may be a co-researcher.

b) Only a full-time or part-time student of the doctoral study programme may be the leading researcher of an above-standard project. Only the student's supervisor, or under special conditions, the mentor may be the co-researcher of the project.

c) The number of students in the doctoral or master's study programme in the research team shall be at least equal to the number of the academic staff. Any involvement of a mentor in an above-standard project will not be included in the total number of the academic staff.

d) If the leading researcher is a doctoral student, his/her supervisor is always a member of the research team.

e) The doctoral student may participate in the position of the leading researcher in one project only. This restriction does not apply to participation in multiple projects as a co-researcher. This rule also does not prevent students - the leading researchers of projects in the last year of the project implementation to submit a proposal for a new project within the framework of the currently announced call for applications.

f) The academic staff member may participate in one project only, both in the position of the leading researcher and in the position of the co-researcher. This restriction does not apply to the involvement of academics in standard and above-standard projects from the position of the supervisor (see rule I.1.d) or mentor for above-standard projects (see rule III.a).

g) The competition has been announced to support research carried out by students. If the leading researcher is an academic staff member, then the student's involvement in the project shall be real (not only formal to meet the project conditions) and the degree and manner of student involvement in the project shall result from the application for the project (share of outputs, etc.). Projects in which no output of the student researcher is expected are not allowed, the student researcher shall participate in the outputs at least as a co-author.

h) In the case of accepting the project for funding, a project solution agreement will be concluded with the leading researchers from among the students.

i) Each student participating in the IGA project in the position of the leading researcher or co-researcher is obliged to submit their own work and participate in its defence within the Student Scientific Professional Activity (SVOČ) competition, at least once during the project.

1.2 Budgeting rules, financial requirements

a) The project application shall clearly state the specific purpose of how the required funds will be spent.

b) When creating the budget, it is necessary to take additional costs into account (operating overheads of the faculty) in the amount of 20% of the total costs.

c) The project budget may include: personal expenses; material costs for the purchase of literature, computer equipment and office supplies; travel expenses for domestic and foreign research trips or trips for the purpose of participating in conferences and training events; costs of services such as conference and training fees, proofreading and translation services, and publishing and printing costs.

d) In the second year of the project, it is possible to request only the costs of bursaries and remuneration for researchers and co-researchers and publishing costs for the publication or other editorial work (e.g. translations, proofreading).

e) The maximum amount requested for one project is:

- for a standard one-year project: CZK 300,000
- for a standard two-year project: CZK 450,000
- for an above-standard one-year project: CZK 450,000
- for an above-standard two-year project: CZK 600,000

Personal expenses

f) Personal expenses include student bursaries, academic staff remunerations and statutory levies from the remunerations.

g) The maximum amount of the scholarship for one researcher-student is:

- for standard projects CZK 48,000 per year
- for above-standard projects CZK 96,000 per year

h) The share of personal expenses of students (bursaries) shall be at least 80% of the total personal costs in the project (bursaries min. 80%: remunerations + levies max. 20%). The required amount of personal costs for academic staff shall correspond to their real share in the implementation of the project and the amount of personal costs for academics shall be justified in the project application (the manner and extent of how the academic will participate in the project).

Travel costs

i) The cost of travel abroad shall be duly substantiated, while the justification shall include the specification and justification of the specific institution in the given place with an explanation of why the requested travel abroad to a specific place is necessary for the research within the project. A separate justification is required in a situation where several members of the research team are planning to travel to the same destination.

Literature

j) A request to purchase literature cannot be merely a blanket one. In the project application, it is necessary to identify at least 50% of the titles that the researchers plan to purchase from the grant.

k) Literature shall be ordered through the Economics Department or PF UP Library to ensure its proper and timely registration in the library. If the researchers or co-researchers buy the literature themselves, the accounting document will not be paid to them until the literature is registered in the library.

Technology, services, others

l) In justified cases and to a reasonable extent, it is possible to include in the budget funds for the purchase of computer equipment.

m) In the event that a foreign or domestic trip envisages a visit to a library, it is possible to include the costs of copying services that may arise in the library into the costs of the project.

n) If the output of the project is to be a professional book, it is possible to include expenses for publishing and printing services into the costs.

o) Projects cannot be used to finance investment costs, purchase of furniture and pocket money for foreign trips.

1.3 Rules for evaluation of project applications, changes and evaluation of projects in the final defence

a) Project applications are evaluated by a professional commission (faculty commission for the evaluation of IGA projects). While assessing the professional level of the project, in particular the following aspects are evaluated: the originality, scientific relevance, perspective and originality of the project; the expected benefit of the project for knowledge; project design elaboration, implementation

goals and proposed outputs; concept, methodology and work schedule; as well as the budget and the proper justification of its components.

b) When selecting the supported projects, the commission shall also assess the number of team members and the corresponding proportion of the planned project outputs and resources required.

c) In the case the project application in this call is submitted by the leading researcher of the currently ending IGA project, a report on the current implementation of this project and a list of project outputs fulfilled so far is a mandatory annex to the application.

d) The evaluation committee may propose a reduction in the required funding taking into account the complexity of the planned research and taking into account the requirements of proper and sound management as well as the overall budget of the IGA project call for the respective year.

e) It is possible to make significant changes in the budget and amounts of individual items during the project implementation only on the basis of the "Application for a change in the project," which is decided upon by the chairman of the faculty commission for the evaluation of IGA projects.

f) Changes concerning the material aspects of the project implementation (e.g., adjustment of focus, changes in the composition of the project team, etc.) are possible only on the basis of "Application for a change in the project," which is decided upon by the chairman of the faculty commission for IGA project evaluation upon negotiation with this commission.

g) The fulfilment of the planned outputs is subject to supervision. For the final defence of the project, all project outputs shall be submitted as final ones, i.e. published or accepted for publication, or accepted for review. All outputs, as well as the editorial board's confirmation of acceptance for publication or review are part of the final report.

II. Relevant performance and its point evaluation

Article in a journal indexed on WoS or Scopus in Q1 according to AIS or SJR.	40 points (multiplied by the coefficient of 0.75 for co-authorship)
Article in a journal indexed on WoS or Scopus in Q2 according to AIS or SJR.	30 points (multiplied by the coefficient of 0.75 for co-authorship)
Article in a journal indexed on WoS or Scopus in Q3 and Q4 according to AIS or SJR	20 points (multiplied by the coefficient of 0.75 for co-authorship)
Article in other professional journals	10 points (multiplied by the coefficient of 0.75 for co-authorship)
Professional book (one author)	40 points
Share in a professional book	According to the actual share of the author in relation to the total scope of the book, but at least 5 points.

III. Rules for the payment of bursaries and remunerations

a) Bursaries for student researchers and co-researchers of the above-standard projects are paid in part at regular intervals on the basis of submitted and approved interim reports, which shall contain the following information: description of current activities within the project, description of possible outputs, information on fulfilment of the planned project schedule including justification of possible deviations and delays in fulfilling the plan, description of activities planned in the following period and information on the drawing of project resources for travel, services and material costs.

b) The interim reports of the above-standard projects are submitted within the following deadlines:

- 1st year of the project implementation: by 31st May, 31st August and 15th November
- 2nd year of project implementation: 29th February, 31st May, 31st August and 15th November

c) Bursaries for student researchers and co-researchers of standard projects are paid always by the end of the calendar year on the basis of the "Application for payment of bursary". The application is submitted by 15th November.

d) Remuneration for researchers and co-researchers of projects - academic staff are paid once a year based on the "Application for payment of remuneration", which is submitted by the leading researcher by 15th November.

e) Applications for the payment of remunerations and bursaries are submitted to the Vice-Dean for Science and Research through the R&D Support Centre. The Vice-Dean for Science and Research will assess the application in terms of the implementation of the project plan. In the case of proper performance, he/she will propose to the Dean of PF UP the payment of remunerations and bursaries. In the event that the implementation of the project shows fundamental shortcomings, the Vice-Dean for Science and Research will submit the project for assessment to the IGA Project Evaluation Committee. This may recommend to the Dean of PF UP to reduce the remunerations and bursaries, deprivation of remunerations and bursaries or to terminate the project.

IV. Special rules for standard IGA projects

a) Articles in prestigious peer-reviewed Czech and foreign professional journals and professional books (monographs) are the preferred publication outputs of standard projects. **Minimal mandatory publication performance** within the project implementation corresponds to 30 points (two-year projects) or 20 points (one-year projects) for each researcher involved in the project, except for students of the master's study programme involved in the project in the position of co-researchers and academic staff involved in the project in the position of supervisor.

V. Special rules for above-standard IGApplus projects

a) IGApplus above-standard projects are designed to support excellent individual research carried out by doctoral students. Only the student of the doctoral study programme may be the leading researcher. The student - the leading researcher of the IGApplus project - is expected to be ready to work intensively on the project and to cooperate with the department where the doctoral study is being carried out. The student's supervisor within the doctoral study programme is the co-researcher. During the implementation of the project, the leading researcher may also cooperate with a mentor

from the academic staff of PF UP, who is not a direct member of the project team, but his/her role shall be sufficiently identified in the project description.

b) A motivation letter and a letter of recommendation from at least one internal academic staff member of PF UP is part of the project application of the IGAPlus project.

c) It is expected that the leading researcher fulfils the project outputs beyond the scope of his/her study obligations, which are part of the individual study plan in the quantity and quality that justifies the required amount of the bursary. Articles in prestigious peer-reviewed Czech and foreign professional journals and professional books (monographs) are the preferred publication outputs of above-standard projects. **The minimal mandatory publishing outputs** within the implementation of the whole IGAPlus project corresponds to 50 points (two-year projects) or 30 points (one-year projects).

d) It is also expected that at least some project outputs will have an international dimension (e.g. publications abroad, paper at a foreign conference, consultation of outputs during a stay at a foreign research institution). For the purposes of evaluating above-standard IGAPlus projects, a publication or presentation at a conference or research stay in the Slovak Republic or a publication or presentation at a conference in a foreign language in the Czech Republic is not considered an international overlap.

In Olomouc on 13th October 2023

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The Vice-Dean for Science and Research