

Fourth Consolidated Grants Code of Charles University in Prague

Under Section 36 (2) of Act 111/1998 Sb. on Higher Education and on Changes in and Amendments to some other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Grants Code of Charles University in Prague under Ref. No. 31 320/99-30 on October 27, 1999.

The amendments to the Grants Code of Charles University in Prague were registered under Section 36 (2) and (5) of the Higher Education Act by the Ministry of Education, Youth and Sports on November 12, 2003 under Ref. No. 30 355/2003-30, on June 30, 2006 under Ref. No. 17 598/2006-30, on June 22, 2009 under Ref. No. 13 666/2009-30 and on November 23, 2009 under Ref. No. 26 521/2009-30.

**FOURTH CONSOLIDATED
GRANTS CODE
OF CHARLES UNIVERSITY IN PRAGUE
OF NOVEMBER 23, 2009**

Under sections 9 (1) (b) and 17 (1) (i) of Act No. 111/1998 Sb., on Higher Education and Changes in and Amendments to some other Acts (The Higher Education Act) and under Article 13 (3) of the Constitution of Charles University, the Academic Senate of Charles University has adopted the following Grants Code of Charles University as an internal regulation of the University:

Article 1

Introductory Provisions

The Code herein shall govern the details¹ concerning internal grant financing (hereinafter “grant financing“) at Charles University (hereinafter “the University“). Grant financing shall be one of the ways of securing means for scholarly, research, and developmental or artistic activities carried out at the University. •

Article 1a

Grant financing

1. The system of grant financing at the University shall consist of:
 - a) Grant Agency of the University (hereinafter “GAUK”)
 - b) Projects for specific university research (hereinafter “SVV Projects”).

¹ Art. 13 (3) of the Constitution of Charles University.

• Translator’s note: Words importing the masculine shall include the feminine, and unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.

2. Grant financing shall be provided by
 - a) Grants Board of the University¹ and
 - b) Grant financing Supervisory Board (hereinafter “DR”).
3. Sources of grant financing under this Code shall be financial means for specific university research^{1a} allocated to the University and other means earmarked in the University budget. Distribution of these financial means between the GAUK and SVV Projects shall be regulated by the budget of the University. Property purchased with these financial means shall be owned by the University.
4. Administrative management of grant financing shall be provided by the Rector’s Office.

Article 2

GAUK

1. Subject-Area Boards of GAUK for the fields of social sciences, natural sciences and medicine shall participate in providing the activities of the GAUK.
2. The implementation of activities of GAUK shall be regulated by the Principles of Activities of the GAUK (hereinafter “the Principles”) which shall be issued as a measure of the Rector after consideration by the Research Board of the University.
3. The Principles shall regulate essential elements provided in this Code; it can also regulate particulars of electronic implementation of GAUK as well as other details according to this Code.

Article 3

Grants Board of the University

1. The Grants Board of the University (hereinafter “GR”) shall be a permanent advisory body to the Rector for the distribution of financial means allocated for GAUK (hereinafter “grant financial means”).
2. Unless the Rector determines otherwise, the Vice-Rector, the Chairpersons and Vice-Chairpersons of the Subject-Area Boards of GAUK shall be members of GR. The Rector may appoint other members of GR from among distinguished scholars after consideration by the Research Board of the University. The Dean, a Vice-Dean of the Faculty, or a Director of another part of the University may not be members of GR.
3. The Rector shall appoint the members of GR, including its Chairperson, for a period of three years. The Rector may discharge a member of GR if he fails substantially to fulfil his obligations.
4. Above all, GR shall
 - a) prepare a draft of the Principles and after their issuance shall be concerned with their observance,

¹ Art. 13 (3) of the Constitution of Charles University

^{1a} S. 3 (2) (c) of Act No. 130/2002, on the Support of Research, Experimental Development and Innovations from Public Funds and Changes in some Related Acts (Act on the Support of Research, Experimental Development and Innovation), as amended.

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- b) coordinate the activities of Subject-Area Boards of GAUK (hereinafter “Subject-Area Boards“),
 - c) arrange for co-operation with reviewers and reporters (Art. 5 (7)) of proposed grant projects,
 - d) propose financial limits for grant projects for individual Subject-Area Boards,
 - e) propose the amount of financial means to enable the work of GAUK; these financial means may be used to cover the activities of reviewers and members of Subject-Area Boards acting as reporters, or other possible activities required for the evaluation of quality of grant projects,
 - f) put forward proposals regarding whether or not to award a grant, to continue, to exclude or to terminate a grant project based on the materials submitted by Subject-Area Boards; a proposal concerning financial means allocated shall be part of the proposal in the case of awarding, continuing or excluding the grant,
 - g) prepare the evaluation of completed grant projects based on the materials submitted by Subject-Area Boards,
 - h) give its opinion concerning possible differences arising in the activities of a Subject-Area Board or among Subject-Area Boards,
 - i) deal with suggestions and comments regarding the activity of GAUK.
5. The total of limits under paragraph (4) (d) and financial means under paragraph (4) (e) shall be given by the total amount of grant financial means for GAUK provided under Art. 1a (3).
 6. Meetings of GR shall be convened and presided over by the Chairperson of GR, who may authorise another member of GR to preside over the meeting. The minutes of the meetings of GR shall be taken and published in the usual manner.
 7. GR shall be competent to decide by resolution, provided a majority of its members are present. A resolution shall be adopted provided at least two thirds of the members of GR present vote in its favour.
 8. GR may invite other experts for consultation, who shall, however, not be entitled to vote.
 9. Resolutions of GR shall represent recommendations to the Rector.
 10. GR shall prepare an annual report on its activities which shall be submitted to the Rector, the Research Board of the University, and to the Academic Senate of the University (hereinafter “the Senate“). The annual report shall be published electronically.

Article 4

Supervisory Board

1. The Supervisory Board of GAUK (hereinafter “DR“) shall pay heed to the observance of relevant legislation, internal regulations of the University, and the GAUK Guidelines and in connection with that it shall carry out monitoring of the activities of GR and of Subject-Area Boards.
2. DR shall perform a continuous check of the economical use of grant financial means, including specific use of financial means allocated to individual grant projects.

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3. Members of DR shall be entitled to inspect all written materials of GR and of the Subject-Area Boards of GAUK. They may also take part in individual meetings of GR and Subject-Area Boards; they shall not however be entitled to vote.
4. When executing its responsibilities, DR shall deal with motions and suggestions concerning GAUK.
5. DR shall inform the Rector of deficiencies found without delay and shall suggest how to correct them.
6. DR shall have six members, one of whom shall be nominated by the Senate, one by the Research Board of the University, the third member being the Quaestor, and the remaining three members shall represent groups of subject-areas mentioned in Article 2 (2) (c). A member of GR or a member of a Subject-Area Board may not be a member of DR.
7. Members of DR shall be appointed by the Rector.
8. The Rector shall appoint a member of DR nominated by the Senate or by the Research Board of the University as Chairperson of DR.
9. The term of office of members of DR shall be three years. The rector may discharge a member of DR if he fails substantially to fulfil his obligations.
10. DR shall prepare an annual report on its activity which shall be submitted to the Rector, the Research Board of the University, and the Senate. The annual report shall also be published in the usual manner.

Article 5

Subject-Area Boards of GA

1. Members of Subject-Area Boards shall be appointed by the Rector mainly from among persons nominated by the Research Boards of Faculties and Higher Education Institutes; each Research Board may nominate a maximum of four candidates. At least one member of the Subject-Area Board shall not be an employee of the University.
2. The Subject-Area Board shall elect its Chairperson and Vice-Chairperson from among its members. The Vice-Chairperson shall substitute for the Chairperson in his absence, otherwise to the extent determined by the Chairperson.
3. The term of office of members of the Subject-Area Board shall be three years. The same person may be the Chairperson or the Vice-Chairperson of the Subject-Area Board for a maximum of two subsequent terms of office.
4. The Rector may, upon a proposal of the Chairperson of the Subject-Area Board, discharge a member of the respective Subject-Area Board. The Chairperson of the Subject-Area Board shall submit such proposal if the member of the Subject-Area Board fails substantially to fulfil his duties.
5. The Subject-Area Board shall deal with applications to continue grant projects, and with proposals for new projects, and shall arrange for their evaluation.
6. When dealing with applications to continue a grant project, the Subject-Area Board shall, with regard to the evaluation provided by reporters, propose

- a) continuation of the grant project with the grant of financial means in the expected amount,
 - b) continuation of the grant project with the grant of financial means in a lower than expected amount,
 - c) termination of the grant project when the annual report on the implementation shows serious shortcomings or when the use of financial means seriously violated instructions, or if a change in the research team prejudiced the fulfilment of the provisions in Art. 6 (2) or (3) and it was not corrected by another change,
 - d) exclusion of the grant project when its termination would represent a serious devaluation of the results reached; the Subject-Area Board shall propose granting a minimum amount of financial means to complete the grant project.
7. When dealing with applications for new grant projects, the subject area-board shall, with regard to the evaluation provided by the reporter and reviewer, compile them together in a certain order, and, next to the projects to be proposed for acceptance, it shall put the amount of financial means proposed. The reporter shall be appointed by the Subject-Area Board for a group of proposals for grant projects related by subject-area. The Subject-Area Board shall appoint at least two reviewers to any given application for a grant project; one reviewer may be assigned more than one application.
8. The Subject-Area Board shall, above all,
- a. monitor the use of grant financial means granted for individual projects,
 - b. evaluate all completed grant projects on the basis of their evaluation
 - c. deal with motions and comments regarding the activities of GAUK within its competence.

In its activities, the Subject-Area Board shall co-operate with GR.

9. The meetings of the subject–area board shall be convened and presided over by its Chairperson. The minutes of the meeting of the Subject-Area Board shall be taken and submitted to GR and DR.
10. The Subject-Area Board shall be competent to decide by resolution provided a majority of its members are present. A resolution of the Subject-Area Board shall be adopted provided a majority of members present vote in its favour.

Article 6

Grant Projects

1. Criteria for the evaluation of grant applications and applications to continue a grant project, as well as for the evaluation of completed grant projects shall be governed by the Principles.
2. A grant application or an application to continue a grant project may be submitted by a student enrolled in the University and studying in a Doctoral programme of study, or in a Master’s programme of study (hereinafter “the applicant“). An application to continue a grant project may not be submitted if, in case of its approval, the original time limit for the project would be exceeded; the Grants Board may grant an exception in cases deserving special consideration.

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3. The application must also state the names and other data of the persons who are to be members of the proposed research team. The supervisor of the applicant shall always be a member of the proposed research team, or, if the applicant is not studying in the Doctoral programme of study, another member of academic staff, generally the advisor on the thesis if its topic was already set, shall be a member instead. The number of students in Doctoral or Master's programmes of study in the research team may not be lower than the number of other members of the research team. The application shall also state the term of the proposed grant project; grant projects may last from one to three years.
4. The application shall state the programme of study in which the student is studying and the field of science under Art. 2 (1) into which the programme of study belongs.
5. The dates for submitting grant applications or applications to continue a grant project, as well as their essential elements and the manner of submission, including in electronic form, shall be specified in the Principles. A grant application or an application to continue a grant project shall be filed with the Rector's Office generally through the Faculty where the applicant has been enrolled.
6. One part of the application must be a statement of the Dean of the respective Faculty, as well as a statement of the supervisor, or the member of the academic staff under (3) second sentence. Also included in the application to continue a grant project must be a report on results achieved and on the use of financial means; the contents of the report may be regulated in the Principles.
7. The applicant shall be notified whether a grant has been awarded or not, or of continuation, exclusion, or termination of a grant project. Information concerning financial means allocated or possibly instructions for their use shall be part of the notification in the case of awarding, continuing or excluding a grant project.
8. If the leading researcher is a student in the Doctoral programme of study, the management of granted financial means shall be regulated by a contract made between the University and the leading researcher. The leading researcher shall be responsible for proper drawing and economical use of granted financial means.
9. Unless it is a case falling under (8), the management of granted financial means shall be regulated by a contract made between the University and a member of academic staff under (3) second sentence, which shall be co-signed by the applicant. The responsibility of the member of the academic staff for proper drawing and economical use of granted financial means and the position of the applicant shall be regulated by the contract.
10. Limits for salaries, other personal costs and costs of grant project bursaries shall be provided in the Principles.

Article 6a

SVV Projects

1. Details of the realization of SVV Projects at the University, essential elements of applications for projects, requirements and deadlines for their submission, criteria for the evaluation of such applications, the distribution of grants' means among SVV Projects, limits for individual costs of projects and essential elements of final reports on the research projects shall be governed by the Principles of Implementation of SVV Projects,

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which shall be issued as a measure of the Rector after consideration by the Research Board of the University. The measure of the Rector under the preceding sentence shall be commented on by the Senate.

2. The provisions of Art. 3 (1), (4) (a) and (8) to (10) shall apply to the definition of powers and responsibility of the Grants Board in the course of implementation of SVV Projects. Other powers of the Grants Board may be stipulated in a measure of the Rector under (1).
3. The provisions of Art. 3 (1) to (5) and (10) shall apply to the definition of powers and responsibility of DR in the course of implementation of SVV Projects.

Article 7

Transitional Provision

Members of the bodies under Article 2 (2) shall be appointed within six months of the date on which the Code herein becomes effective. Until then, the responsibilities and powers of those bodies shall be executed by the bodies established according to the existing regulations.

Article 8

Common and Final Provisions

1. The Code herein was approved by the Senate on September 24, 1999.
2. The Code herein shall come into force on the date of registration by the Ministry of Education, Youth and Sports².
3. The Code herein shall become effective on the first day of the calendar month following the date when it came into force.

.....
President of the Academic Senate

.....
Rector

The change in the Grants Code of Charles University in Prague (the first change) was approved by the Academic Senate of Charles University in Prague on October 31, 2003. This change came into force on the date of registration by the Ministry of Education, Youth and Sports, which was carried out on November 12, 2003, and it became effective on the first day following the date of its legal force.

The change in the Grants Code of Charles University in Prague (the second change) was approved by the Academic Senate of Charles University in Prague on June 2, 2006. This change came into force on the date of registration by the Ministry of Education, Youth and Sports, which

² S. 36 of Higher Education Act. The registration was carried out on October 27, 1999.

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was carried out on June 30, 2006, and it became effective on the first day of the calendar month following the date of its legal force.

The change in the Grants Code of Charles University in Prague (the third change) was approved by the Academic Senate of Charles University in Prague on May 22, 2009. This change came into force on the date of registration by the Ministry of Education, Youth and Sports, which was carried out on June 22, 2009, and it became effective on the first day of the academic year 2009/2010.

The change in the Grants Code of Charles University in Prague (the fourth change) was approved by the Academic Senate of Charles University in Prague on November 6, 2009. This change came into force on the date of registration by the Ministry of Education, Youth and Sports, which was carried out on November 23, 2009, and it becomes effective five days after the date of its legal force with the exception of Article 1 (18) of the change regarding Article 6a (1) last sentence which becomes effective on January 1, 2010.

To witness that the Fourth Consolidated text is correct:

JUDr. Ing. Josef Staša, CSc.
Chairman of the Legislative Commission of AS UK
(Academic Senate of Charles University in Prague)

RNDr. Tomáš Jelínek
Chancellor of UK