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Article 1
Introductory Provisions

The Faculty of Applied Informatics of Tomas Bata University in Zlín, (further only - FAI), issues this Internal Norm as a supplement to the (TBU Rector's Directive: "Tomas Bata University in Zlín Student Grant Competition Principles"; (hereinafter: "Competition Principles").

Article 2
FAI Faculty Evaluation Committee

(1) Members of the Faculty Evaluation Committee (hereinafter referred to as "FEC") of the FAI Internal Grant Agency - (further only "IGA"), are appointed by the FAI Dean. FEC members are usually FAI institute Heads, the FAI Faculty Secretary, or other FAI academic or scientific staff. The FEC is usually chaired by the Vice-Dean for Research, Development and Doctral Study. The maximum number of FEC-FHK members is 10.

(2) A minimum of at least two of the FEC members may not – concurrently, also be Student Project Guarantors. In the case where a member of the FEC is also a guarantor of any of the proposed projects, this member shall (recuse themselves) - not participate, in voting directly related to the given guaranteed project.

Article 1
Student Project Applications

(1) A FAI student may be a co-resolver of only one student project - (further only: "SP"), funded by task-specific support for university research (hereinafter, "SUR") assigned to FAI.

(2) The duration of the SP is 1 calendar year.

(3) Multi-member team project proposals are preferred. Each research team member must have a precisely defined scope of the resolved project proposal problem and with specified partial objectives.

(4) SP (student) researchers assessed with an F – Unsatisfactory; in the previous year cannot be project proposers. These may be project co-investigators - without right to receive stipends.

(5) Applications must be submitted via the IGA module in the OBD database as well as in printed form through The Research and Development Activities Department - (hereinafter only "RDAD"). The printed version must be signed by the Project Guarantor.

(6) The grant application must contain all the particulars defined by the competition principles. The application is - among other things, accompanied by a complete description of the project, including a justification of the required financial support, a description of the research team, and its experience with resolving projects. The recommended structure of the project proposal is given in Annex 1.

Article 2
Evaluation of Student Project Applications

(1) The SP grant application is assessed by at least one opponent, who is proposed by the Chairman of the FEC. The opponent is a FAI academic or researcher. The opponent must not be a member of the FEC. The opponent is, usually, an academic or scientific worker of a different institute than that of the Project Guarantor.

(2) The FEC shall reject applications with serious formal deficiencies. Other applications are judged according to the criteria approved by FEK for the given year.

(3) Each SP application is considered as a whole as well as from the perspective of individual project resolvers. In the course of the quantitative (point-based) evaluation of the application, criteria having different weights are considered. The application evaluation is then given by the sum of points obtained according to the individual criteria - including the weightings of the individual criteria. The ranking of projects is compiled on the basis of a point-based evaluation of the SP application as a whole. As a rule, the evaluation shall take into account:

a) Evaluation of the project by an opponent; (Point range: 0 - 50 points).

b) Evaluation of projects resolved in the previous year; (A-50 points, B-40 points, C-30 points, D-20 points, E-10 points).

c) Evaluation of the researcher in the previous academic year - (number of evaluation points according to the evaluation of the Ph.D. student for the given academic year). In the case of the assessment of the SP application as a whole, the Arithmetic Mean of the evaluation of all project resolvers is also considered.

Article 3
Distribution of Student Project Funds

(1) Distribution of financial resources funds into individual SP occurs in two phases:

a) During the SP application evaluation period; a maximum of 90% of the SUR support allocated to FAI may be distributed in the year preceding the implementation of the proposed SP.

b) After approval of the TBU Budget for the project implementation year, the real amount of allocated funds for SUR shall be distributed.

(2) The following rules shall be observed in the course of establishing SP support budgets:

a) Primarily, disproportionately high project operating costs shall be reduced.

b) The eligibility and effectiveness of investment funds shall be discussed.

c) Operational resources are reduced according to the ranking-order of projects, (according to the overall evaluation of an SP application (see Article 4, Paragraph 3). A minimum value of operating means below which shortened operating means cannot fall is set for the given actual year.

d) The level of the stipend is determined by means of calculations based on the evaluation of individual project resolvers according to Article 4 (3). Details are further regulated in Article 6.

e) Additional project (Overhead) Costs are calculated on a flat-rate basis, as 15% of the operational funds.

Article 4
Stipends

(1) The algorithm for calculating the stipend level, the minimum stipend amount and the maximum amount of the stipend are determined and approved by the FEC for the current actual year of the SP´s resolution.

(2) Stipends are only budgeted for Full-time students. Combined Studies students may only be paid the stipend for extraordinary results - and in case of sufficient financial resources.

(3) Budgeted stipend funds are not subject to rights claims. The stipend is paid in full on condition of active participation in the project´s resolution. Assessment of the active project resolution conditions belongs to the FEC. If the project is not demonstrably resolved, or if the project objectives are not demonstrably fulfilled, the stipend shall not be paid.

(4) The proposal for non-payment of the stipend, or part there-of, is discussed by the FEC in accordance with the competition principles.

(5) An overall amount of stipend funds are allocated to a project. It is the responsibility of the Project Guarantor and the Vice Dean for Research and Development Activities to reallocate the funds allocated for such stipends among the individual researchers. Budgeted stipends for individual researchers need not be adhered to. Stipends can be paid according to the activity of individual co-researchers in the project.

(6) Stipends are usually paid in three instalments during the project implementation period. Stipends are usually paid out in May, September and December of the given SP year. Drawing-down of the first two instalments of the stipend is conditional on an active approach to the project´s resolution, the level of drawings on the project's financial resources; or eventually, trackable project outputs - (e.g. publications, research reports, software). The payment of the stipend in December of the current SP´s resolution is conditional on the successful Defence of the project.

(7) Stipends may be paid in individual instalments and the following amounts:

a) 1st Instalment (May) - up to a maximum of 1/3 of the total project funding allocated to the stipend

b) 2nd Instalment (September) – up to a maximum of 2/3 of the total allocated project funds for the stipend. The sum of the disbursed funds in the 1st and 2nd instalments must not exceed 2/3 of the total allocated project funds for the stipend.

c) 3rd Instalment (December) - up to the amount of the remaining project funds allocated for the stipend.

(8) In the case of early withdrawal of a co-researcher from the project, (e.g. the successful completion of their studies), that student can be paid an adequate part of the stipend. The co-researcher must apply in writing for the stipend to the Vice-Dean for Research, Development and Doctoral Study prior to withdrawing from the project. The application must be accompanied by the Project Guarantor's opinion, which shall include a proposal for the level of the stipend. The stipend is not paid after completion of their studies, or as the case may be, interruption of their studies.

Article 5
Evaluation of Student Project Results

(1) The results of each SP are evaluated from several points-of-view. The following evaluation criteria are generally taken into consideration:

a) The Evaluation Commission´s deliberations during the internal project Defense

b) The level of the Final Report´s elaboration

c) The project´s Efficiency Parameter

(2) The SP Results Internal Defence shall take place before a committee appointed by the Chairman of the FEC. The defence is usually organised at the end of November of the current year of the SP. During the defence, the SP resolver shall present the results-to-date or other planned project outputs. It also outlines the current drawdown of funds.

(3) The SP evaluation includes the project Efficiency Parameter (EP), calculated according to the formula below; where *ZH* is the number of eligible hours of the evaluated publication outputs; (taking into consideration only the mental share of project team authors, excluding the Project Guarantor), and *F* relates to the total funds allocated to the project (in thousands of CZK). The calculation of the Efficiency Parameter must be documented by means of a form - which will be updated annually for these purposes, and will be available in the FAI Information Systems.

$$EP = \frac{\sum ZH}{F}$$

NOTE: The formula is modified from the competition principles of September 29, 2015 so that it does not favour single-member or small-member SP teams

Article 6
Utilisation of Student Projects Unused Funds

(1) The unspent (unused) SP funds may, as a rule, be used as follows:

a) For the remediation of overdrawn funds (additional costs) of other SP.

b) The payment of Extraordinary Scholarships to SP resolvers.

(2) The manner of utilisation of undrawn funds is discussed and approved by the FEC.

Article 7
The Student Scientific Conference (Student Research and Professional Activities)

(1) The special-purpose support for SUR may be used to cover the eligible costs associated with the organisation of the student researche and professional activity competition, (hereinafter referred only to as "SRPA").

(2) Active participants of the SRPA are students of the Master's Degree programme who work at FAI in an auxiliary scientific force role - (hereinafter referred to as "Sci-tists") on the day of submission of the application for the competition.

(3) For their active participation in the contest, extraordinary scholarships may be paid to "Sci-tists" in accordance with the relevant TBU and FAI internal regulations and standards.

(4) The best works presented in various sections of the competition are evaluated. Specialised Stipends are awarded to recognised students.

Article 8
Validity and Effectivity

(1) This Directive enters into force and effect on: 10. 4. 2018

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Dean, FAI

Appendix 1: Recommended IGA Student Project Structure Description

1. Project Introduction

In the project introduction, describe the basic principles of resolving the project within the framework of specific university research and justify its originality in comparison with the current state of knowledge in the given field. From this part, the project assessors must be able to ascertain what the project is about and what the project resolution itself is. The aim of this section is for you to convince them of the correctness of the proposed solution, its originality, and its professional level. Further, provide a description of what you consider is most important in the project proposal. Describe possible variant solutions to your project´s design. Describe what you know about similar solutions of the same issues in the Czech Republic, and abroad. List the literature used.
Recommended range: 2-4 pages of printed text

2. Project Framework

The project framework is a way of elaborating a basic overview of the project and its scope, which defines the key elements of the project - (the description includes the project mission, the project plan, the aims, objectives and phases of the project and the project results). For its generality and comprehensibility, it is the basis for the basic decision on the future fate of the project. The project framework must answer the following questions:

- What should the project demonstrate, be done?
- Why the project is being solved?
- How the project will be resolved?
- When will project tasks be resolved?
- What are the critical resolution prerequisites?
- What are the Objective Achievement Indicators - expected results?

2.1 Project Aims and Objectives

Describe the aims and purposes which this project will contribute to. The project outcomes will be achieved by applying the specific results achieved by this project - with the contribution of other results or activities; and this usually only after the end of the project. The goal of the project expresses exactly what you want to accomplish with this project. The project aim is then, a concrete commitment to the project. The specified and defined project objectives must correspond to the specific project results and the method of their handover and processing. The definition of aims and objectives reflect the contractual commitment of the project. Clearly and unambiguously indicate what the project resolution should achieve, and what knowledge / results will be gained by its implementation. Definition of aims and objectives therefore answers two basic questions: 1. What? 2. By when?

2.2 Project Necessity and Timeliness

Explain why it is necessary to resolve your project at this time. Describe if - and how, your project reacts to current and anticipated future economic and social needs and challenges, (e.g. to improve economic performance, demographic development, etc.). Indicate why the project should be supported from public resources.
Recommended range: 1-2 pages of printed text

2.3 Result Application Possibilities

Describe the project results application possibilities - or other possible uses. Also describe options you do not plan to use, but are realistic. Describe your planned project implementation method(s) - (including approaches and procedures and the expected use of the results).
Recommended range: 1- 2 pages of printed text.

2.4 Critical Prerequisites to Attain Project Purposes

Critical prerequisites in order to achieve the project purpose should express what conditions must be met in order to achieve the project purpose – as defined above. Describe or indicate what other projects or activities must also be undertaken - (and who will provide them), such that they achieve the project objective purposes. Describe how any project completion risks will be minimised will be ensured. Furthermore, describe the critical assumptions you cannot control, safeguard or have under one´s control. Recommended range: One printed text paragraph - (1/4 page).

2.5 Project Results and Benefits

Indicate the expected results and benefits of the project. The given results must be achieved, at the latest, upon completion of the project. Indicate which project results ensure that the defined project objective is achieved; (e.g. number and type of publications). The result is, here, understood as an evaluable output according to the currently valid Government Council for Science and Research Methodology. Outline the expected benefits of the project (i.e. the assessment of the adequacy of the expected benefits, project outcomes - and the probability of achieving the expected results). Recommended range: 0.5 printed text page.

3. Project Methodology and Time Schedule

Here, describe the approach, selected methods and procedures for resolving the project submitted to the specific university research programme that you will use in the course of resolving this project. This methodology should serve as a methodological guide to its resolution - especially for the project and research teams and will be assessed by expert reviewers / experts. This part of the project proposal is intended to help one to clarify the factual way of resolving the problem. Part of this is a time-plan for resolving this project. We recommend structuring the description of methods in line with the individual resolution stages. Recommended range: 1 printed text page.

4. Project Financial Support

Describe in detail, and justify, requested individual support items.

5. Resolution Team Competencies and Experience

Describe the research teams´ structure and composition. Include researchers' significant publication and other creative / research results. Furthermore, present achieved results in the course of resolving past IGA projects, or other scientific research projects.