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Dean's Directive No. 1/2022 on the Support of Creative and Pedagogical Activities of Members of the Academic Community of FUD UJEP

This Directive regulates the conditions for the awarding of internal grants of the Faculty of Art and Design of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as "FUD" or the "Faculty"), for the support of the qualification development of FUD academic staff, and for the awarding of FUD annual prizes.

Article 1 Integral Grants

1.1 The source of funding for internal grants is the part of the Faculty budget generated on the basis of the creative artistic activities of the Faculty's academic staff and students registered in the Register of Artistic Outputs (RUV) and allocated within the Artistic Activities Fund (FUČ).

1.2 Internal grants are intended to support the creative artistic and research activities of members of the academic community (with the exception of publishing activities). Internal grants are primarily intended to support the organisation of exhibitions and other public presentations of artistic, design and curatorial activities, the realisation of artistic, design and curatorial outputs, research activities, artistic research, and participation in conferences, symposia and workshops.

1.3 Internal grants are divided into two categories – academic (A), comprising academic staff and doctoral students, and student (S), comprising Bachelor's and follow-on Master's students. Each category has a clearly defined budget, assessment criteria for submitted grant applications, and its own specific application form.

In both categories, internal grants may be submitted as individual projects, carried out by a single member of the academic community, or as collective projects, carried out by a principal investigator and co-investigators. In the case of collective grants, the principal investigator must always be an academic staff member or a doctoral student, including within the student (S) category.

In the case of individual applications submitted within the student (S) category, the applicant must remain a student of the Faculty for the entire duration of the project, i.e. until submission of the final report. In the case of final-year Bachelor's and Master's students,

FUD shall set the deadline for the implementation of the grant and submission of the final report no later than 30 June of the relevant calendar year.

1.4 Any member of the Faculty's academic community may be an applicant or investigator. Consent to submit a grant must be given by the applicant's superior (the Head of the relevant Department; if the Head of Department submits the application, then the Vice-Dean for Creative Activities, or the Dean) in the case of the academic (A) category or where an academic staff member submits a collective grant within the student (S) category.

In the case of an individual grant within the student (S) category, consent is given by the Head of the relevant studio or Department.

In the case of grant applications submitted in the academic (A) category by doctoral students, the supervisor and the Head of the Department of History and Theory of Arts shall comment on the application.

1.5 Each member of the academic community may submit a maximum of two grant applications per calendar year.

1.6 Internal grants are announced twice in each calendar year. The deadlines for submission are from 1 March to 31 March and from 1 September to 30 September.

1.7 The grant application must be submitted to the FUD Dean's Office in printed form, signed by the applicant, and simultaneously sent electronically to the Dean's Office.

1.8 The application must contain a project description including clearly defined outputs, its justification, a budget specifying the requested amount, and, where appropriate, additional materials or documentation.

1.9 The maximum amount of the grant is 70% of the total project budget. Co-financing may be secured from external sources or from the resources of individual units, for example FUD Departments.

1.10 The Dean of FUD decides on the awarding of grants following discussion in the Dean's Board, on the basis of a proposal submitted by a five-member committee appointed by the Dean, composed of four academic staff members and one representative of the Student Chamber of the Academic Senate of FUD. The committee shall reflect expertise in design, graphic design, curatorial studies and fine art. No member of the committee may be an applicant for an internal grant. The Secretary of FUD is the sixth permanent member of the committee in an advisory capacity.

1.11 The Dean's Committee and the Dean's Board assess applications in particular according to the following criteria:

Category A (academic staff and doctoral students)

- overall creative artistic or research quality of the proposed project and the quality and clarity of the application;
- use of planned outputs within the Register of Artistic Outputs (RUV) or the Register of Information on Results (RIV), provided that inclusion of the supported project in RUV categories A, B or C is anticipated. If inclusion in category C is anticipated, only one application per calendar year may be submitted; any further applications must anticipate inclusion in RUV categories A or B;
- use of planned outputs in the preparation of habilitation procedures and procedures for appointment as Professor;

- use of planned outputs within internationalisation activities;
- number and categorisation of artistic outputs registered in RUV in the past five years (this criterion may be assessed flexibly for staff or doctoral students without a previous long-term higher education appointment and therefore without an obligation to register outputs in RUV).

Category S (Bachelor's and follow-on Master's students)

- overall quality of the proposed project and the quality and clarity of the application;
- use of planned outputs within RUV or RIV;
- use of planned outputs within the broader artistic and societal representation of FUD;
- use of planned outputs for the development of the internal environment of FUD;
- use of planned outputs within internationalisation activities.

1.12 The investigator shall receive written (or electronic) notification of the decision and the amount awarded no later than three weeks after the end of the deadlines specified in point 1.6. The results shall subsequently be announced at the next meeting of the Dean's Board.

1.13 If a grant is awarded, the investigator is obliged to include the FUD logo and the following statement in any public presentation of the project outputs:

"The project is supported by the Faculty of Art and Design of Jan Evangelista Purkyně University in Ústí nad Labem."

Failure to comply shall result in proceedings leading to the retroactive withdrawal of the grant and the loss of eligibility to apply for an internal grant in the following calendar year.

1.14 The financial settlement and final report, including photographic documentation, must be submitted in printed form no later than 31 January of the following year. In the event of failure to meet the deadline, incorrect financial settlement or incomplete reporting, the Faculty may require repayment of the grant up to its full amount. The investigator shall also lose eligibility to apply for an internal grant in the following calendar year.

1.15 Any unused portion of the grant expires at the end of the calendar year and may not be transferred to the following year.

Article 2 Support for the Qualification Development of Academic Staff

2.1 One-off bonuses for the successful and documented completion of a doctoral study programme in the amount of:

- CZK 10,000 if the period of study does not exceed the standard duration by more than two years;
- CZK 15,000 if it does not exceed the standard duration by more than one year;
- CZK 20,000 if it does not exceed the standard duration.

2.2 One-off bonuses for the successful and documented completion of a habilitation procedure in the amount of CZK 30,000 and for appointment as Professor in the amount of CZK 50,000.

2.3 The bonus is paid upon application by the academic staff member who has successfully completed the doctoral study programme, habilitation procedure, or procedure for appointment as Professor.

2.4 The bonus shall be granted to an academic staff member who, at the time of successful completion of the doctoral programme, habilitation procedure, or procedure for appointment as Professor, was employed as academic staff at FUD UJEP and was not simultaneously employed at another higher education institution.

2.5–2.7 Academic staff are entitled to reimbursement of ordinary costs directly related to:

- doctoral studies up to CZK 3,000 per calendar year for a maximum of three years;
- habilitation procedures up to CZK 5,000 for a maximum of two years;
- procedures for appointment as Professor up to CZK 7,000 for a maximum of two years.

2.8 Entitlement arises on the date of submission of confirmation of enrolment or notification of initiation of the relevant procedure.

2.9 If the reason for support ceases in the given calendar year due to interruption or termination of studies pursuant to Section 56(1)(a), (b), (e) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Act”), or due to interruption or termination of the habilitation or professorial procedure, the academic staff member shall repay the reimbursed amount for that calendar year to the Faculty budget.

Article 3 Annual Prizes

3.1 The Dean may annually award prizes to the best students.

3.2 The Studio Prize (CZK 2,000) is awarded to one student from each studio upon nomination by the Head of the studio.

3.3 The Department Prize (CZK 2,000) is awarded to one student of the follow-on Master’s programme in Curatorial Studies upon nomination by the Head of the Department of History and Theory of Arts.

3.4 The Dean’s Prize (CZK 7,000) is awarded to one student of the Faculty. The decision rests with the Dean.

3.5 The Graduate Prize (CZK 10,000) is awarded to one Bachelor’s graduate and one follow-on Master’s graduate upon nomination by the Final State Examination Committee.

3.6 The Defence Text Prize (CZK 2,000) is awarded to one student upon nomination by the Final State Examination Committee.

3.7 Prizes are awarded publicly, usually at the final ceremonial announcement of the results of Bachelor’s and Master’s thesis defences or during graduation ceremonies. The prize includes a diploma.

3.8 Prizes are paid in the form of scholarships at the nearest payment date.

3.9–3.11 Nominations are submitted to the Dean's Office by the relevant Heads or the Chair of the Final State Examination Committee no later than the specified dates (final critiques or the last day of thesis defences).

3.12 A student may not receive more than one prize in the same year. In the event of concurrent nominations, the higher-value prize shall be awarded.

3.13 The Dean reserves the right, for serious reasons, not to award a prize, to reduce its nominal value, or exceptionally to award it to more than one student.

3.14 In the case of a collective work, the prize shall be divided equally among all members of the collective; each member shall receive a diploma.

This Directive repeals Dean's Directive No. 2/2010 on the Support of Creative and Pedagogical Activities of Members of the Academic Community of FUD UJEP.

This Directive enters into force and effect on 1 March 2022.

doc. Mgr. A. Pavel Mrkus
Dean of FUD UJEP