



PhDr. Ingeborg Radok Žádná
rektorka / rector

Ref. AMU/900/22/00008
PID AMU/22/002751

Prague, 31 January 2022

RECTOR'S DECREE NO. 3/2022

Laying down the principles of the distribution of funds from the relevant chapter of the Plan in Support of Strategic Management of AMU 2022 - 2025 (Rules of AMU Interfaculty Competition)

Under Article 5, clause 7 of the Statutes of AMU and in accordance with Section 10(1) of Act No. 111/1998 on tertiary education and amending certain other acts (the University Act), the Rector of the Academy of Performing Arts hereby declares the present

Rules of the AMU Interfaculty Competition:

Article 1 Interfaculty Competition

- (1) The present rules of the Interfaculty Internal Competition of the Academy of Performing Arts in Prague ("AMU") are announced in accordance with the Programme to Support Strategic Management of Tertiary Schools promulgated by the Ministry of Education, Youth and Sports Physical ("Ministry of Education") for the years 2022 to 2025 and in accordance with the approved Plan of Implementation of the AMU Strategic Plan for 2022.
- (2) The Competition is focused on encouraging cooperation between Faculties, fostering student initiative, drive and the ability to succeed and is focused on supporting projects with both a national and international reach and on supporting the rise of student groupings that are analogues of start-up business in the art environment.
- (3) The Interfaculty Competition is linked to:
 - a) Strategic Plan of the Ministry of Education 2021+: priority objective 1 – Develop competences directly relevant for life and practice in the 21st century
 - b) AMU Strategic Plan and the Plan of Implementation of the AMU Strategic Plan for 2022:

Operational objective: 1.3. Support the excellence and initiative in the field of creative activities and comprehensive care for students' overall well-being in preparing for a difficult job

Measure: support of start-ups in the form of student art ensembles, orchestras, groups and teams, including the provision of methodological support and targeted advice in the field of art business adequate to the focus and nature of their activity

Activities: Interfaculty Competition to foster student start-ups in various forms in the expected categories: 1. projects implemented in the Czech Republic, 2. projects with international reach, 3. supporting the activity of rising art groups.

Output: Prepared and announced first round in the summer semester of 2021/22. Support provided to projects. (PRSZ indicators: 1.3. programme in support of interdisciplinary projects (rules, call, evaluation, final reports), 1.3. programme in support of forming art groups (rules, call, evaluation, final reports).)
- (4) AMU further redistributes the funds provided by the Ministry of Education in the internal project Interfaculty Competition based on the present rules (the "IC") so that the support is focused on students as much as possible and leads to improving their organisational and production competences.
- (5) The programme and the IC are coordinated by the Vice-Rector for International Relationships, Artistic Activity and Graduate and Public Relations (the "Vice-Rector") and covered in terms of administration by the Rectorate of AMU.
- (6) A school-wide evaluation panel is established for affairs associated with projects implemented under the IC (the "Interfaculty Cooperation Panel"). The membership of the Interfaculty Cooperation Panel and its competence is governed by the rules of procedure provided in Article 9. The Panel members are published in the relevant section of AMU's website.

Article 2 Terms of the Competition

- (1) The Vice-Rector calls the IC for the specific calendar year and publishes the call on AMU's website.

- (2) The requisites and the method of submitting draft projects are always included in the published call.

Article 3 Projects and project researcher

- (1) The IC is open only to projects that involve the **students from at least two AMU Faculties**.
- (2) The researcher must be a student in an AMU programme (i.e., not in the situation of studies interrupted).
- (3) The researchers are responsible for observing these Rules and for adhering to the conditions under which the support was granted.
- (4) The researchers undertake to:
 - a) handle intellectual property and ownership rights to the results of activity in accordance with relevant legislation,
 - b) cite the dedication to AMU and a specific Faculty in any published output achieved with the support under this programme,
 - c) submit the final project report within 30 calendar days from project completion,
 - d) report ending or interrupting their studies immediately.

Article 4 Draft projects

- (1) Researchers shall submit draft projects including affiliation to the Faculty with which they are registered as students at the time of submission and which has a determining share in the project, or where the academic worker – project guarantor works. Draft projects cannot be submitted by proxy.
- (2) Researchers shall submit draft projects using the prescribed forms to the project section of the Rectorate to soutez@amu.cz by 28 February.
- (3) Projects must be completed **by 31 December 2022 for one-year projects and by 31 December 2023 for two-year projects**, unless specified otherwise in the call.
- (4) The draft project must include the name of the academic worker – project guarantor (the “Project Guarantor”) who will provide methodological and professional assistance during the project and assist with planning. The Project Guarantor is neither researcher nor the head of the project, nor are they responsible for the final project evaluation. The Project Guarantor must be an employee of the Faculty of which the researcher is a student. The Project Guarantor cannot be a member of the Interfaculty Cooperation Panel.
- (5) The researcher may choose a project consultant who need not be an academic worker of AMU to consult project management issues with.

Requirements for draft projects

- (6) The draft project is submitted in the Czech or English language and must contain:
 - a) Project title;
 - b) Month and year of project commencement and month and year of project completion;
 - c) Information about the project researcher and project team members (first name, surname, Faculty, field, year of study);
 - d) Information about the project guarantor (name, Department, Faculty);
 - e) Brief project annotation (project plan, project objective and the method for reaching the objective; scope and reasoning for the involvement of the students from individual Faculties);
 - f) Output and benefits for the development of AMU/Faculty/field;
 - g) Budget.

Project budget and costs

- 6) The researcher shall specify their financial requirements, in particular the costs of scholarships, payroll costs for the Project Guarantor and/or costs of agreements on work done outside employment, the required equipment and material (non-capital expenditure), travel costs and cost of services.
- 7) The scholarship and payroll costs must be adequate to the scope of the activity.
- 8) The grant cannot be used to finance common activities, standard updates of study software and common equipment for university workplaces (e.g., buying literature). The funds cannot be used to pay for purchases, repairs and maintenance of means of transport or overhead costs.
- 9) Capital expenditures are not allowed.
- 10) Project funds cannot be used for co-financing other projects.

Article 5

Draft project evaluation

- (1) The Rectorate will evaluate draft projects in formal terms first. If formal deficiencies are found, the applicants will be asked to correct them within a defined timeframe. If the correction is not completed in the timeframe, the draft project will be excluded from the competition.
- (2) The Interfaculty Cooperation Panel evaluates draft projects admitted for material evaluation. The Panel's decision is final and there is no possibility of appeal.
- (3) The project evaluation criteria are as follows:
 - a) project quality in terms of innovation,
 - b) added value for projects with financing from multiple sources,
 - c) interconnection of AMU Faculties – degree and depth of cooperation (the involvement of all three AMU Faculties is an advantage),
 - d) links to the aforementioned Operational objective AMU,
 - e) quality of preparation, comprehensibility of the project,
 - f) realistic and adequate budget considering the defined project objectives,
 - g) sustainability and social relevance of the project (project's life and impact after its implementation – e.g., further cooperation of the group or start-up is an advantage),
 - h) international scope (if any – an advantage),
 - i) evaluation of preceding projects in which the researcher was involved in the past.
- (4) The Interfaculty Cooperation Panel can propose alterations to a draft project (duration, budget).
- (5) The Rector makes the decision on granting the funds to projects further to an opinion of the Interfaculty Cooperation Panel.
- (6) The Vice-Rector shall then disclose the final status of their draft project and/or evaluation and scores to all researchers.
- (7) If a researcher decides not to implement a project or refuses the grant, the Rector may decide to grant the funds to the next draft projects in the rating.
- (8) There is no legal title for financial grants being provided to draft projects.

Article 6

Conditions of project implementation and financing

- (1) The maximum amount of grant is CZK 150,000 per project.
- (2) The funds are part of a central allocation and will be granted in the calendar year after the receipt of a written decision from the Ministry of Education on allocating funds for the Plan in Support of Strategic Management ("PPSŘ").
- (3) Projects may be financed from multiple sources (by other providers).
- (4) Projects must prevent double financing (the financing of one item from two sources).

- (5) The grants are paid primarily in the form of scholarships for research, development and innovation activity under a special law and based AMU'S Grant Rules. The Rector grants the scholarships to the team members.
- (6) The researchers shall provide full assistance to the Project Guarantor, Vice-Rector, Interfaculty Cooperation Panel, authorised employee of the Faculty or Rectorate and/or, as the case may be, an employee authorised by the Ministry of Education during any audit of the use of project support and the course of the project.
- (7) If there are serious shortcomings during project implementation, in the final report, if the set project goals are not met and in the event of lack of financial discipline, the Vice-Rector will ask the researcher for an explanation. If the explanation is not satisfactory, the Interfaculty Cooperation Panel can decide to end the project prematurely.

Article 7 **Changes during the course of projects**

- (1) During the course of the project, it is possible to change:
 - a) project schedule,
 - b) researcher, project team member, and the Project Guarantor,
 - c) output,
 - d) budget.
- (2) Project changes under the preceding clause are considered material and are subject to the Vice-Rector's approval. The researcher shall apply for such approval using a separate written application confirmed by the Project Guarantor. The researcher should submit any request for material changes in a project to the Rectorate electronically to soutez@amu.cz by 30 June of the respective calendar year at the latest.
- (3) Researchers shall notify immaterial changes in writing to soutez@amu.cz in good time. The Vice-Rector approves such changes and ensures that the changes take place in line with these rules and shall keep written project records including the changes.

Article 8 **Final report**

- (1) The researcher shall prepare the final project report within 30 calendar days from completing the project. If a project is still in progress in December, the researcher shall submit the final report by 20 December. Any activities completed in December can be added to it thereafter.
- (2) The final reports are to be submitted on the prescribed forms, electronically to soutez@amu.cz.
- (3) The final report must contain, without limitation:
 - a) a summary of the project and its success given the set goals, including the relevant material, to the effect that the event actually took place (e.g., programme, poster, DVD, etc.),
 - b) justification of the meaningful use of the granted funds,
 - c) explanatory comments for any approved changes.
- (4) Each final report will be assessed by the Interfaculty Cooperation Panel, focusing on the achievement of the set goals and the corresponding output. The final evaluation is public and will be posted on AMU's website.
- (5) The Interfaculty Cooperation Panel decides and rates each completed project as:
 - a) Passed (A), or
 - b) Passed with reservations (A-), or
 - c) Failed (0).
- (6) If a project is rated as "passed with reservations (A-)" or "failed (0)" in the final evaluation, the Interfaculty Cooperation Panel may ask the researcher to complement the final report or complete the output.

- (7) With two-year projects, the researcher shall always submit a project status report as of 20 December. The Vice-Rector assesses the project status reports. The provisions of the preceding clauses shall apply reasonably to the project status reports.

Article 9 **Interfaculty Cooperation Panel**

- (1) The Rector appoints and recalls the members of the Interfaculty Cooperation Panel. The Interfaculty Cooperation Panel has seven members as follows:
- a) Vice-Rector – Chair;
 - b) one member from among AMU's academic workers;
 - c) one member from among AMU's students;
 - d) four experts who are not AMU employees (i.e., not employed with AMU) based on the principal fields of art: theatre, film and television, music, and dance.
- (2) The Vice-Rector chairs the Interfaculty Cooperation Panel. In the event of Chair's absence, a deputy designated by the Chair substitutes for them.
- (3) Each member's term of office is three years and begins upon appointment.
- (4) Meetings of the Interfaculty Cooperation Panel are called by the Chair. The required documents, i.e., draft projects, call text, evaluations, evaluation criteria, final report and/or any other documents (e.g., records of material change approval) shall be sent to the Panel members electronically no later than three business days prior to the meeting.
- (5) Meetings of the Interfaculty Cooperation Panel are held in a presence form (e.g., video call) and are not public. The Chair directs the meeting. The Rector and the Bursar may always take part in the meetings, as may other persons whose presence the Panel approves, as assessors e.g. to answer any additional questions the Panel members may have.
- (6) The Interfaculty Cooperation Panel **has quorum if the simple majority of its members are present or otherwise attending (e.g., in a video call)**.
- (7) **A decision is adopted if the simple majority of the attending members vote for it.** In the event of an equal vote, the Chair's vote prevails. The vote may take place by a show of hands or secretly. At the suggestion of any member, the Panel may decide to vote secretly on any issue. The resolution on a secret vote requires the simple majority of attending members' votes.
- (8) The meetings of the Panel are recorded in minutes including the results of the vote and verbal explanations why support was or was not granted to individual projects. The minutes shall be published within 10 calendar days after the meeting at the latest. The Chair of the Panel shall verify the minutes.

Article 10 **Common and final provisions**

- 1) The principal information on the Interfaculty Competition and its results, including the minutes from the meetings of the evaluation panel, shall be posted in the public section of the AMU website.
- 2) This Decree becomes valid once signed and effective on 31 January 2022.

PhDr. Ingeborg Radok Žádná *m.p.*
Rector