

CRITERIA AND PROCEDURES FOR EVALUATING APPLICATIONS UNDER A SCHOLARSHIP PROGRAMME TO SUPPORT FF MU STUDENTS' SOCIAL, CULTURAL, AND ARTISTIC ACTIVITIES

(1) Objectives: To support and reward exceptional achievements by students of Bachelor's, continuing Master's, Master's and doctoral study programmes in creative, cultural, and artistic activities that contribute to the growth of social life at the Faculty of Arts, Masaryk University (hereinafter referred to as "FF MU") and to the public representation of FF MU (e.g., organizing discussions, lectures, exhibitions, concerts, and theatre performances, publishing student magazines, and preparing other social activities with a faculty-wide impact).

(2) Eligible applicants: Exclusively for FF MU students. Student clubs registered at FF MU can apply for the scholarship through their representatives. In justified cases, individuals or groups of students at FF MU associated for the purpose of one-time events or short-term projects may also apply for the scholarship.

(3) The course of the round: Applicants apply for the round by submitting a duly completed application form (see below). The evaluation is carried out in two phases. The first phase results in a score, accompanied by any comments from the scholarship committee. The first phase is followed by a public discussion with the applicants who present their project and can respond to comments and questions from the scholarship committee. In the second phase, following a public debate, the scholarship committee will draw up a final evaluation taking into account the process and content of the public debate. The outcome of the second phase is a proposal for the awarding of the scholarship. Applications may be recommended for full or partial support, or support may not be recommended.

(4) Method of submitting the application: via the prescribed form, Application for Scholarship to Support FF MU Students' Social, Cultural, and Artistic Activities (hereinafter referred to as the "form", available for download in the STSP folder of the IS Document Server, or Annex No. 2 of the FF MU No. 5/2019 Scholarship Programme to Support FF MU Students' Social, Cultural, and Artistic Activities).

(5) Formal requirements of the application resulting from Section 6 of FF MU Measure No. 5/2019 Scholarship Programme to Support FF MU Students' Social, Cultural, and Artistic Activities, without which the application will be automatically rejected. The application must include:

- a) *the applicant's identification data*, i.e. name, title, UIN, field of study, bank account number to which the scholarship is to be sent (boxes 3a-d);
- b) *the name of the club represented by the applicant* (box 4);
- c) *a description of the project for which the requested funds are to be used* (Box 6a, 6d-f); activities that do not fall within the area designated for support by this scholarship (see Section 1, Section 6 of FF MU Measure No. 5/2019 Scholarship Programme to Support FF MU Students' Social, Cultural, and Artistic Activities), e.g., publication of a professional anthology, will be excluded;

- d) *the total amount requested* (box 6b), the amount allocated for this round is CZK 220,000, applications exceeding CZK 60,000 will not be accepted;
- e) specification of the use of the amount requested (box 7c);
- f) *a recommendation from academic staff* (box 6c and Annex 1); a guarantor who is also a member of an external body that will participate in the project cannot be accepted due to a conflict of interest;
- g) *specification of how the FF MU support for the project will be disclosed* (box 6g);
- h) *the applicant's consent to the publication of the application, expressed by signing and submitting the application*;
- i) *timely entry of the application into the IS **and at the same time** sending it to the e-mail address of the FF MU vice-dean for teacher training programmes and life-long education.*

(6) Other requirements and guidelines based on experience from previous rounds:

- a) *a brief project title* (box 1) of a few words facilitates handling and increases clarity in the electronic environment; please ensure that this requirement is met;
- b) *other applicants* (box 5), which means other persons involved in the organization and implementation of the project; if students from outside FF MU participate in the project as organizers, they must be listed here and their participation must be justified;
- c) *project timetable* (box 6f), when setting the timetable, please allow approximately 4 to 5 weeks after the announcement of the results for the payment of the scholarship;
- d) *finance and budget* (box 7c), projects with other sources of funding are not excluded, please make sure that the budget is adequate and detailed, the scholarship is not intended for the commercialization of the planned activities (commercial architectural design of an exhibition, commercial design of a website, etc.); it is not intended for the purchase of machinery, equipment and facilities; it is not intended to finance personal expenses.

For full instructions on how to complete the form, please refer to the sample forms available on the IS document server.

(7) Submission of the application form: applications are submitted in electronic form to the relevant part of the Documents application in the MU information system (IS document server) **and are also** sent to the e-mail address of the FF MU vice-dean for teacher training programmes and life-long education by the deadline of the scholarship round (see below).

(8) Deadline for receipt of applications: the deadline is always the last working day of the month of the scholarship round. Scholarship rounds are set for the months of February and September.

(9) Publication of the evaluation of applications: within 14 days of the closing date for receipt of applications in each individual round.

(10) Public meeting of the scholarship committee with the applicants: the date will be announced by the scholarship committee each time in the current round on the day following the publication of the application evaluation.

(11) Announcement of results: within 4 weeks of the closing date for receipt of applications in each individual round.

(12) Scholarship award: The scholarship is awarded by the FF MU dean on the basis of a proposal from the scholarship committee.

(13) Final reports: Pursuant to Section 8 of the FF MU Measure No. 5/2019 Scholarship Programme to Support FF MU Students' Social, Cultural, and Artistic Activities, the successful applicant is obliged to prepare a final project report within 30 days of the project completion date specified in the scholarship application (box 6a), but no later than **15 December of the calendar year in question**. The report will indicate whether the project has been implemented to the extent and within the timeframe planned and will indicate and justify any changes that occurred during the implementation. The report shall include a detailed statement of accounts, accompanied by relevant scanned accounting documents; at this point, the Data Protection Act must be taken into account (birth numbers on contracts, etc.). Final reports are submitted via the IS to the relevant folder of the IS document server.