

**STATUTE  
SCIENTIFIC AND EDUCATIONAL INTERNAL  
GRANT AGENCY  
OF DANUBIUS, s.r.o. UNIVERSITY**

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**PART I**

**Article 1**

**Introductory Provisions**

1) Based on the decision of the Executive board of Danubius University s.r.o. and the decision of the rector of Danubius University (DU) on February 25, 2014, the Scientific and Educational Internal Grant Agency (**SEIGA**) has been established with the intention to provide financial support for science, research and educational activities of the organizational units of Danubius University.

2) Within its *scope of authority*, SEIGA:

- a) Prepares the grounds for decisions of the Executive board of Danubius University s.r.o. within its scope of authority,
- b) On its own initiative it prepares proposals for changes within its scope of authority,
- c) SEIGA is responsible for efficient spending of funds intended to support science, research and educational activities of Danubius University.

**Article 2**

**SEIGA's Activities**

1) SEIGA follows these basic documents:

- a) The statute,
- b) SEIGA's rules for submitting and receiving of applications for financial contributions for organizational units of Danubius University as well as for individuals,
- c) Criteria for project evaluation
- d) Rules of procedure,
- e) Creation of educational materials for the needs of Danubius University.

2) SEIGA's activities are based on:

- a) Long-term plan of research and development priorities of Danubius University,
- b) It contributes to the fulfilment of the accreditation criteria for assessment of attributes of a university and its organizational units which ensure realization of the study programmes,
- c) It issues rules, methodological and organizational guidelines for submission of the final report for the entire period of project investigation,
- d) It publishes conditions for submission of new applications for a financial contribution,

e) It ensures selection based on evaluation of types of projects, which are chosen by the financial contribution applicant himself/herself. Projects in the area of research and educational activities may be of multidisciplinary or interdisciplinary nature and the investigation may be planned over a two-year period.

3) Project investigator may be a university teacher with university education of at least 3rd degree (head of the project) or a scholar (scientist) with university education of the 3rd degree with an investigation team formed by colleagues from his/her own workplace; or from other organizations whose participation in the project investigation is funded by their own resources. A creative member of the investigation team must have at least university education of the 2nd degree. Doctoral candidates may also be a part of investigation teams.

## **PART II**

### **SEIGA's Organizational Structure**

#### **Article 3**

#### **SEIGA's Bodies**

1) SEIGA's bodies are:

- a) SEIGA's presidium
- b) SEIGA's chairman and vice-chairman
- c) SEIGA's committees (according to DU study programmes)

2) Tenure of SEIGA's bodies is 4 years.

3) A function may be held for no more than two consecutive terms.

#### **Article 4**

#### **Membership in SEIGA's Bodies**

1) Members of SEIGA's bodies are appointed by the Danubius University rector, after a prior approval of the Danubius University s.r.o. Executive board chairman. Members of SEIGA are normally appointed from among the university employees of Danubius University in accordance with Article 2, paragraph 3) who continuously demonstrate scientific research and educational activity for Danubius University through their contributions. SEIGA may also have external

members from among experts from other universities whose scientific research and educational activities are in harmony with the direction of Danubius University study programmes.

2) Membership in SEIGA's bodies is voluntary and honorary.

3) SEIGA members are obliged to maintain confidentiality of facts of which they became aware during performance of their function until the time of lapsing of the effects of the decisions in preparation and implementation of which they participated.

4) Membership in SEIGA's bodies is terminated:

- a) Upon removal of a member by the rector or the chairman of the Executive board
- b) Upon written membership resignation,
- c) Upon death of a member

## **Article 5**

### **Presidium**

1) The managing and executive body of SEIGA is the presidium.

2) In particular, the presidium:

- a) Manages SEIGA's activities
- b) Supervises uniform application of SEIGA's rules
- c) Publishes calls for submission of applications for financial contributions on the Danubius University website
- d) Discusses and approves the results of new project evaluations and proposals for funding of the selected projects submitted by the committees,
- e) Discusses and approves the results of final project evaluations submitted by the committees
- f) Assesses the results of the work of SEIGA's committees
- g) The presidium exercises its function collectively and it makes decisions in all matters at its meetings by voting,
- h) The presidium or the chairman may ask the individual committee chairmen to prepare opinions, proposals and suggestions and other grounds for ensuring of SEIGA's tasks.

**Article 6**  
**The chairman**

- (1) The chairman represents SEIGA in internal and external relations, acts on its behalf and signs the documents approved by SEIGA.
- 2) The chairman convenes the presidium meetings at least twice a year or on the basis of a written request by half of the presidium members.
- 3) The vice-chairman represents the chairman during his/her absence in full extent.
- 4) Every year, until December 31 of the calendar year, the chairman submits to the Danubius University s.r.o. Executive board chairman and to the Danubius University rector a report on SEIGA's activities for the past year, after it has been reviewed by the presidium.

**Article 7**  
**Committees**

- 1) Committees are SEIGA's bodies of experts which ensure SEIGA's activities in the individual accredited fields of study of the Danubius University.
- 2) The members of the expert committees are appointed by the Danubius University rector on the basis of proposals by study programme guarantors.
- 3) The expert committees are normally formed by 3 - 5 members, with a balanced representation of the accredited study programmes.
- 4) The main roles of the committees are, in particular:
  - a) To select suitable judges for evaluation of project proposals, who meet professional criteria and the condition of impartiality in relation to the submitter of the project proposal,
  - b) To perform evaluation of project proposals according to criteria established in SEIGA's rules,
  - c) To submit for approval to SEIGA's presidium the results of selection of new projects for funding in the form of a prepared success rate of the proposals,
  - d) To perform final evaluations of projects according to the criteria established in SEIGA's rules and to submit them to the presidium for approval.

- 5) The committee is formed by the chairman of the committee and the members of the committee.
- 6) The chairman of the committee is selected by the study programme guarantor.

### **PART III**

#### **Selection and Evaluation of Projects**

##### **Article 8**

#### **Conditions for the Selection of Projects**

(1) The basic conditions the fulfilment of which is observed and assessed by the members of the respective committee are:

- a) Originality,
- b) Ethical aspects of the project,
- c) Complexity and intersectional nature of the proposed subject investigation,
- d) Expected contribution to the scientific discipline,
- e) Expected contribution to the social practice
- f) Quality of elaboration of the scientific part of the project,
- g) Professional competence of the head of the project and his/her investigation team,
- h) Adequacy of the amount of the planned funds for the entire period of the project investigation.

2) When selecting a new project for funding, SEIGA guarantees it is funding during the entire time of the investigation unless there are substantial changes in the investigation team and other obstacles preventing successful continuation and fulfilment of the established objectives of the investigation. The head of the project is obliged to inform the SEIGA chairman about any changes in the continuity of the project investigation and he/she is also obliged to prepare a report on the status of the project investigation and, where applicable, to submit the report along with the request for early termination of the investigation. In such case, any further steps in the continuation or the cancellation of the project will be decided by the SEIGA presidium. Details on how to proceed in such situation are specified in SEIGA's rules.

3) The SEIGA presidium reserves the right to determine the advance grant for the first year of a new project investigation, if the project is planned over a two-year period.

## **Article 9**

### **Project Evaluation**

(1) The committee evaluates projects based on SEIGA's rules and in accordance with the established criteria:

- a) The committee evaluates the applications for funding of a new project from a formal point of view, whether the project belongs under the respective committee,
- b) The committee evaluates the final reports,
- c) The committee evaluates the reports in cases of early termination of the project investigation under article 10, paragraph 2; the evaluation deadlines are determined by the SEIGA presidium.
- d) Project evaluation deadlines are determined by the SEIGA presidium in accordance with the time schedule for submission of new projects.
- e) The SEIGA presidium may formalise a project termination by means of a final public critical review in the form of a seminar with participation of domestic and external experts from the field of study within which the project was investigated. The organization and the technical support of the final critical review is the responsibility of the respective deputy rector, for the faculty's science and research, or a director of other organizational units of the Danubius University.

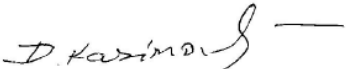
2) In the evaluation of the results of the finished projects on the basis of the submitted final reports, the committee evaluates in a comprehensive way in particular the following:

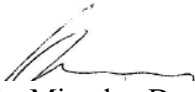
- a) Fulfilment of the established scientific objectives of the project investigation,
- b) Scientific contributions on the basis of the quality of the scientific works to be printed and the already published scientific works in foreign and domestic magazines and any feedback on such works.
- c) The committee evaluation results are submitted to the SEIGA presidium.

## **Article 10**

### **Effectiveness**

The DU SEIGA statute becomes effective on the date of signing by the chairman of the Danubius University, s.r.o. Executive board and by the Danubius University rector.

  
Doc. Ing. Džalal Gasymov  
Chairman of the DU, s.r.o. Executive Board

  
prof. PhDr. Miroslav Daniš, CSc.  
Danubius University rector