
Dean´s Directive No. 2/2021

Title:	Principles for the Provision of Support for Students' Extracurricular Activities at the Faculty of Humanities of Charles University	
To implement:	-	
Date of effect:	1 March 2021	
Annexes:	<u>Annex No. 1</u>	Application for the provision of ONE-TIME financial support for students' extracurricular activities at the Faculty of Humanities of Charles University (<i>only in Czech</i>)
	<u>Annex No. 2</u>	Application for REQUIRED financial support for students' extracurricular activities at the Faculty of Humanities of Charles University (<i>only in Czech</i>)

Principles for the Provision of Support for Students' Extracurricular Activities at the Faculty of Humanities of Charles University

Article 1: Introductory provisions

This directive establishes the principles for providing support for students' extracurricular activities at the Faculty of Humanities of Charles University (hereinafter referred to as the "Faculty") and details on the granting of individual types of support, limits for such support, and other requirements.

Article 2: Basic provisions

1. For the purposes of these regulations, an interest activity means any activity aimed at fulfilling the sporting, cultural, social and other needs of students in the use of their free time, at organising discussions, talks and other meetings, at providing information services, organising exhibitions, etc., in accordance with Article 5 of the Statutes of Charles University, unless otherwise specified.
2. An activity of interest for the purposes of this Regulation is not
 - a. activities in any way aimed at supporting political parties or movements, trade unions or employers' organisations, or trade union organisations, churches or religious societies;
 - b. a profit-making activity, unless it is stipulated that the entire profit will be used for the benefit of the performance or promotion of the activity of interest;
 - c. activities carried out directly by the faculty;
 - d. activities directly leading to the performance of study obligations or obligations arising from an employment or contractual relationship, unless the relationship is with the faculty entered into in connection with these regulations, or other obligations; or
 - e. activities directly related or related to the activities of the academic bodies of the Faculty.
3. Support under this directive may be granted to student societies of the Faculty (hereinafter referred to as 'student societies')¹, provided only that
 - a. the student association applying for support has at least 10 members - natural persons, with at least 70% of the members being students of the faculty.
 - b. the said legal entity is established for the purpose of performing or supporting a leisure activity, or for which the performance or support of a leisure activity constitutes, according to the statutes, articles of incorporation or statutes, a separate activity that is organizationally and economically separable from other activities.
4. For the purpose of determining the number of members of the student association, the deadline is 31 December of the previous calendar year. A student of the College may be counted in only one student association for the purposes of this aid; the date of application is decisive. In the case of identical filing dates, the earlier date of the formation of the society shall be the determining factor.

¹ § 218 of Act No. 89/2012 Coll., the Civil Code.

5. In any one calendar year, aid may be granted for the same action in only one of the forms referred to in Articles 3 and 4 of this directive.

Article 3: One-off financial support for extracurricular activities at the faculty

1. In accordance with the legal regulations and Article 2 of this directive, a student association may be granted one-off financial support by the faculty for interest activities from earmarked funds from the faculty budget (hereinafter referred to as the "student account").
2. The total annual amount of one-off financial support earmarked for the student account is CZK 40 000.
3. Any unused part of the one-off financial support for a given calendar year shall not be carried over to the following calendar year.

Article 4: Regular financial support for extracurricular activities at the faculty

1. In accordance with the legal regulations and Article 2 of this directive, a student association may be granted regular financial support from the student account by the faculty for interest activities, which is intended in particular to support long-term student activities.
2. The total annual amount of regular financial support earmarked for the student account is CZK 50,000.
3. The unspent part of the regular financial support for a given calendar year shall not be carried over to the following calendar year.

Article 5: Application requirements and deadlines

1. The application for one-off financial support for extracurricular activities at the faculty (Annex 1 to this directive) under Article 3 must include
 - a. identification of the applicant, including proof of its legal form and other details,
 - b. an affidavit of the number of students of the faculty who are members of the student association,
 - c. description of the upcoming event, its date and organisation,
 - d. details of who the event is aimed at and how it will be publicised and promoted,
 - e. information on securing relevant permits or decisions, if required by applicable law or internal regulations of the university or faculty,
 - f. the budget of the event.
2. The application for regular financial support for extracurricular activities at the faculty (Annex 2 to this directive) in accordance with Article 4 must include
 - a. identification of the applicant, including proof of its legal form and other details,
 - b. an affidavit of the number of students of the faculty who are members of the student association,
 - c. a description of the project or activity,
 - d. the budget of the event.
3. Neither the aid granted nor any part of it may be transferred to other legal or natural persons.
4. The application shall be submitted to the Dean on the form attached as Annex 1 or 2 to this directive together with the required documents. The application may be submitted
 - a. in paper form at the faculty's office. For the claim to be valid, this application in documentary form must be received at the Faculty Registry no later than the last day of the deadline referred to in Article 5(7) or (8).
 - b. in electronic form by e-mail to spolky@fhs.cuni.cz. This electronic request is decisive for the claim and must be received by the Faculty no later than the last day of the deadline referred to in Article 5(7) or (8) by 0:00 a.m. Applications received after the deadline will not be considered at that meeting of the Board.
5. In case of an incomplete application, the student association will be invited by the evaluation committee to complete the application within 7 days. If the application is not completed within this time limit, the application will be rejected.
6. The dean or the evaluation committee may request additional data in justified cases, unless otherwise provided by law.
7. Applications for one-off support for extra-curricular activities at the faculty under Article 3 shall be submitted three times a year, to
 - a. 28 February - applications submitted by this deadline will be given an opinion by the evaluation committee by 31 March at the latest;
 - b. 30 April - applications submitted by this deadline will be given an opinion by the evaluation committee by 31 May at the latest;
 - c. 15 October - applications submitted by this deadline will be given an opinion by the evaluation committee by 15 November at the latest.
8. Applications for regular support for extracurricular activities at the Faculty pursuant to Article 4 may be submitted between 1 and 31 October of the current calendar year. Applications are reviewed by an evaluation committee once a year. The evaluation committee shall give its opinion by 30 November of the calendar year in which the applications are submitted.

Article 6: Granting of aid

1. Applications for support of students' extracurricular activities at the Faculty submitted by the given deadline are evaluated by an evaluation committee (hereinafter referred to as the "committee") composed of members of the student chamber of the Academic Senate of the Faculty of Humanities of Charles University (hereinafter referred to as "AS FHS UK").
2. The Commission may meet in person, hybrid or at a distance. Meetings may be public, private or only partially public. The form, exact date, and other details of the meeting shall be decided by the committee. Information about the form, date, and other details of the scheduled meeting shall be posted by the committee on a publicly accessible portion of the college website 10 days prior to the scheduled meeting.
3. The quorum of the Commission shall be present if at least half of its members are present.
4. Minutes are taken of the Commission's meetings, which include the Commission's opinion on each application and proposals for the amount of support to be granted to those applications.
5. The dean decides on the award of support based on the opinion of the committee. The dean shall decide on the award of support within 10 days from the date of receipt of the committee's opinion. The Dean's decision is final and without possibility of appeal.
6. Allocation of funds is non-contributory. The Dean's decision to allocate the full amount requested, to allocate part of the amount requested, or to allocate no funds is final.

Article 7: Drawing on aid

1. In the case of the one-off financial support referred to in Article 3, the following shall apply
 - a. the allocated funds can be used on the basis of invoicing or through the reimbursement of receipts. The documents must meet all the requirements of Section 11 of the Accountancy Act as amended. Documents which do not comply with these requirements cannot be reimbursed.
 - b. the final report and a complete accounting of expenses must be submitted to the Secretary of the Faculty within 10 working days of the end of the project. Costs for projects lasting more than one month must be submitted by the statutory body of the relevant student association to the Faculty Secretary for settlement no later than the last working day of the month in which the costs were incurred.
 - c. if the project is not implemented by the implementation date specified in the application, or is not implemented in accordance with the approved plan and in accordance with the applicable accounting or legal provisions, the entitlement to the financial amount allocated will lapse.
2. In the case of the regular financial support referred to in Article 4, the following shall apply
 - a. the allocated funds can be used on the basis of invoicing or through the reimbursement of receipts. The Principal is obliged to submit all accounting documents to the Faculty's accounting office no later than the last day of the month in which the costs were incurred. The documents must meet all the requirements of Section 11 of the Accounting Act as amended. Documents that do not meet these requirements cannot be reimbursed.
 - b. the final report and a complete accounting of project expenditures must be submitted to the Secretary of the Faculty within 10 working days of the end of the project, but no later than the December date specified annually in the Dean's directive on the submission of documents for the final accounting of accounting transactions and for the inventory at the Faculty.
 - c. if the project is not implemented by the implementation date specified in the application, or is not implemented in accordance with the approved plan and in accordance with the applicable accounting or legal provisions, the entitlement to the financial amount allocated will be forfeited.

Article 8: Common, transitional and final provisions

1. Coordination of activities related to the agenda of support for students' extracurricular activities of the faculty is ensured by a member of the Dean's Secretariat authorised by the Dean.
2. For applications for one-off financial support under Article 3 submitted in 2021, the deadline for submission of applications referred to in Article 5(7)(a) shall be extended until 31 March. For applications submitted by this deadline, the evaluation committee shall give its opinion by 30 April at the latest.
3. For applications for regular financial support under Article 4 relating to projects or activities to be implemented in 2021 but not submitted by 31 October 2020, the deadline for submission of applications shall be extended to 31 March 2021. For applications submitted by that deadline, the Evaluation Committee shall give its opinion by 30 April at the latest. These applications shall be fully subject to the requirements and total amount of financial support set out in this directive.
4. Approved applications for regular financial support under Article 4 submitted in 2020 and planned for implementation in 2021 are fully subject to the rules set out in Dean's Measure No. 13/2015.
5. This directive shall enter into force on the date of signature.
6. This directive shall enter into force on 1 March 2021.
7. This directive repeals the directive of the Dean of the Faculty No. 13/2015 as of its effective date.

Prague, 1 March 2021

Ing. arch. Mgr. Marie Pětová, Ph.D.

Dean