SCHOLARSHIP REGULATIONS

of Jan Evangelista Purkyně University in Ústí nad Labem

of 17 February 2022

PART ONE

BASIC PROVISIONS

Article 1

Introductory Provisions

1. These Scholarship Regulations of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter the “Scholarship Regulations”) are governed by Section 91 of Act No. 111/1998 Coll., on universities and on amendments and modifications to other acts (the Act on Universities), as amended (hereinafter the “Act”).
2. These Scholarship Regulations apply to students studying in study programmes implemented by the faculties of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter “UJEP”), unless the faculty at which the student is enrolled is governed by the faculty’s scholarship regulations, which are its internal regulations (Section 33(2)(f) of the Act) (hereinafter a “Student”).
3. Scholarships are awarded to Students under these Scholarship Regulations:
4. from a grant or contribution (Section 18(2)(a) and (c) of the Act);
5. from support for research, experimental development and innovation from public funds (Section 18(2)(b) of the Act) (hereinafter “Research Support”);
6. from the scholarship fund (Section 18(6)(c) of the Act);
7. from other sources (in particular Section 18(2)(e) to (h) of the Act).
8. Scholarships under these Scholarship Regulations are decided on by the rector or the dean of the faculty at which a Student is enrolled. An extraordinary scholarship pursuant to Article 3(1)(b) and an extraordinary scholarship provided within the framework of the UJEP Student Grant Competition pursuant to Article 3(2) may also be awarded to a Student by the dean of a faculty other than the one in which a Student is enrolled.

PART TWO

SCHOLARSHIP COMMITTEE

Article 2

Competences of the Scholarship Committee

1. The dean appoints the faculty scholarship committee (hereinafter the “Scholarship Committee”).
2. The Scholarship Committee consists of a chair, a representative of the faculty’s study department (hereinafter the “Study Department”) and at least three other members of the faculty’s academic community, with one more student than UJEP staff member on the Scholarship Committee.
3. The Scholarship Committee shall pass resolutions on the proposals referred to in Articles 4(4) and 5(3). A resolution of the Scholarship Committee is adopted if a majority of the members present vote in favour of it.
4. In duly justified cases, the Scholarship Committee may decide on the basis of a vote by e-mail (hereinafter “*per rollam*”). A proposal for a *per rollam* resolution must be sent to the e-mail addresses of all Scholarship Committee members. A *per rollam* resolution is adopted if a simple majority of all members of the Scholarship Committee are in favour of the proposal.
5. Administrative matters related to Scholarship Committee meetings are handled by the Study Department.
6. Further details on the Scholarship Committee’s competences shall be determined by the dean.

PART THREE

SCHOLARSHIPS

Article 3

Types of Scholarships

1. A Student may be awarded:
2. a merit scholarship[[1]](#footnote-1),
3. an extraordinary scholarship[[2]](#footnote-2),
4. a doctoral scholarship[[3]](#footnote-3);
5. an accommodation scholarship (Section 91(2)(e) of the Act);
6. a social scholarship (Section 91(3) of the Act).
7. A scholarship paid for from Research Support may be awarded to a Student as an extraordinary scholarship provided as part of the UJEP Student Grant Competition (Section 91(2)(c) of the Act).

Article 4

Merit Scholarship

1. The dean may award a merit scholarship to a full-time Student who
2. is studying in a bachelor’s or master’s degree programme during the standard period of study and achieved a weighted grade point average[[4]](#footnote-4) of not more than 1.50 in the preceding academic year, including a minimum of 55 credits (this does not include credits obtained in the preceding academic year for any recognised courses from previous studies); or
3. is studying in the first year of study in a master’s degree programme that is a continuation of a bachelor’s degree programme and who graduated with distinction from the bachelor’s degree programme in the previous academic year[[5]](#footnote-5);
4. is in the first year of study in a doctoral study programme and graduated with distinction from a master’s study programme in the previous academic year.2
5. The dean shall award a merit scholarship under paragraph 1(a) *ex officio* on the basis of a document prepared by the staff of the Study Department or another staff member authorised by the dean according to the results of studies recorded in the study work information system (hereinafter the “STAG System”).
6. The dean shall award a merit scholarship referred to in paragraph 1(b) and (c) on the basis of a written request from a Student submitted to the dean through the Study Department by a time limit set by the dean.
7. A proposal for the amount of a merit scholarship is submitted to the dean by the chair of the Scholarship Committee in accordance with a committee resolution. In the case of a merit scholarship referred to in paragraph 1(a), a proposal is graded for a weighted study average in the range 1.00 to 1.20 and a weighted study average in the range 1.21 to 1.50.
8. A merit scholarship is awarded by a decision of the dean for one academic year and is paid out in one lump sum on a date set by the dean.
9. No merit scholarship can be paid
   1. to a Student who has been finally sanctioned for a disciplinary offence under Section 64 of the Act;
   2. to a person who has ceased to be a Student in the study programme under which the merit scholarship was awarded.

Article 5

**Extraordinary Scholarship**

1. In accordance with Article 3(1)(b), an extraordinary scholarship is awarded
   1. for outstanding research, development and innovation, artistic or other creative results contributing to the advancement of knowledge (hereinafter “Creative Results”);
   2. in case of a Student’s difficult social situation;
   3. in cases worthy of special consideration, such as participation in teaching and scientific research activities, involvement in international cooperation, outstanding sporting results, representation of UJEP or the faculty, other significant activities carried out for the benefit of UJEP or a faculty, exemplary civic acts, etc.;
   4. to support studies abroad;
   5. to promote studies in the Czech Republic.
2. The dean may award an extraordinary scholarship to a Student during the standard period of study or, quite exceptionally, after the standard period of study has expired:
   1. on the basis of a written request from a Student submitted to the dean through the Study Department;
   2. at the proposal of the head of the department, institute or studio;
   3. at the proposal of the field board;
   4. at the proposal of a project leader;
   5. on the initiative of the vice-rector for external relations, if it is an extraordinary scholarship to support study abroad awarded on the basis of a participation agreement or a financial agreement concluded between a Student and UJEP,
   6. on his/her own initiative, where in the case of completely exceptional reasons, he/she may do so in the form of a dean’s award.
3. A proposal for the amount of an extraordinary scholarship awarded by the dean under paragraph 2(a) and (b) shall be submitted to the dean by the chair of the Scholarship Committee in accordance with a committee resolution. In cases worthy of special consideration, the dean may decide on the amount of such scholarship without a proposal from the Scholarship Committee.
4. A proposal for the amount of an extraordinary scholarship awarded by the dean pursuant to paragraph 2(c) shall be submitted to the dean by the chair of the field board in accordance with a board resolution. In the event that a regular evaluation establishes that an individual study plan has been fulfilled and if the Student is a doctoral student achieving outstanding Creative Results in his/her studies, the dean may award the Student a one-off scholarship of up to CZK 30,000.
5. A proposal for the amount of an extraordinary scholarship awarded by the dean under paragraph 2(d) is submitted to the dean by the lead investigator in accordance with the rules set out in the rector’s directive on the management and financing of project activities.
6. The amount of an extraordinary scholarship awarded by the dean under paragraph 2(e) is determined by a participation agreement or financial agreement concluded between a Student and UJEP. The details of an award and payment of such extraordinary scholarship are set out in the rector’s directive.
7. The amount of an extraordinary scholarship awarded by the dean pursuant to paragraph 2(f) and the details for the award and payment of dean's awards shall be determined by the dean.
8. The rector may award an extraordinary scholarship to a Student during the standard period of study or, exceptionally, after the standard period of study. In the case of quite extraordinary reasons, he/she may do so in the form of a rector’s award. Details of granting and payment of such awards shall be determined by the rector.
9. An exceptional scholarship is paid either as a regular, recurring amount or as a lump sum. If a Student meets the conditions for the award of a scholarship that is paid monthly for only part of a calendar month, he/she is entitled to receive the amount for the entire month so started.
10. An extraordinary scholarship may also be paid if a Student has interrupted his/her studies on the basis of his/her application or if he/she has already completed his/her studies in the relevant study programme (Section 55 of the Act). In other cases where a person has ceased to be a student in the relevant study programme, an exceptional scholarship cannot be paid out.

Article 6

**Doctoral Scholarship**

1. The dean may award a doctoral scholarship for the standard period of study to a Student who is studying in a full-time doctoral programme.
2. In the event that, after counting the periods of all previous unsuccessful studies in doctoral study programmes, the standard period of study in a Student’s current study programme has been exceeded, the dean may not award a doctoral scholarship to a Student, or if a doctoral scholarship has already been awarded to a Student, the dean may decide to withdraw it. In other cases, if a Student is not a budget student within the meaning of the rules set by the Ministry of Education, Youth and Sports (hereinafter the “MoEYS”) for the provision of a contribution to UJEP for a given calendar year, the Student cannot be awarded a doctoral scholarship.
3. Doctoral scholarships are awarded by the dean *ex officio* on the basis of a document prepared by the staff of the Study Department or another staff member authorised by the dean.
4. The monthly amount of a doctoral scholarship is equal to the amount of a calculation scholarship for a student in a doctoral study programme used by the MoEYS to determine the contribution to UJEP for a given calendar year (hereinafter the “Calculation Scholarship”), converted to one calendar month and rounded up to whole crowns.
5. If the Calculation Scholarship is changed, the monthly amount of a doctoral scholarship changes with effect from the first day of the first calendar month following the publication of the change to the Calculation Scholarship on the MoEYS website.
6. A decision to award a doctoral scholarship shall be valid for as long as a Student meets the conditions set out in paragraph (1), except in cases where the dean decides to amend or withdraw a scholarship in accordance with paragraph (2) or Article 11.
7. A doctoral scholarship is paid in arrears as a regular, monthly recurring amount. If a student meets the conditions for the award of a doctoral scholarship for only part of a calendar month, he/she is entitled to receive the amount for the entire month so started.
8. A doctoral scholarship cannot be paid to a person who has ceased to be a Student in the study programme under which the doctoral scholarship was awarded. In such a case, paragraph (7) shall not apply.

Article 7

**Accommodation Scholarship**

1. The dean may award an accommodation scholarship to a Student who has applied for an accommodation scholarship according to the rules set out in the rector’s directive and who:
   1. studies in a full-time study programme;
   2. is studying in the first study programme at a university in the Czech Republic, or as a graduate of a bachelor’s degree programme studying in the first master’s degree programme which is a follow-up to a bachelor’s degree programme, or as a graduate of a master’s degree programme studying in the first doctoral degree programme, or as a Student transferring[[6]](#footnote-6) from one such degree programme to another;
   3. has not exceeded the standard period of study, even in any of the concurrently studied study programmes;
   4. does not have permanent residence in the district in which the place of study is located;
   5. is not a recipient of a scholarship announced by the MoEYS pursuant to Section 91(6) of the Act, or is not a Student studying at UJEP under the AKTION or CEEPUS programmes.
2. Compliance with the conditions for the award of an accommodation scholarship set out in paragraph 1 is verified on the basis of the data recorded in the database of the Joint Information System for Student Records (hereinafter the “JISSR”) and in the STAG system.
3. In verifying compliance with the condition set out in paragraph 1(b), no account shall be taken of studies in a study programme in which the applicant enrolled and completed between 1 May and 30 October of the same calendar year.
4. In verifying compliance with the condition laid down in paragraph 1(c), in the case of a Student who has satisfied the transfer condition referred to in paragraph 1(b), the periods of all previous studies in successive transfers shall also be counted towards the period of study.
5. In the case of concurrent full-time study programmes, a Student is entitled to an accommodation scholarship only once, in the study programme in which he/she enrolled first.
6. If the conditions for the award of an accommodation scholarship set out in paragraph 1 are met, the dean shall award the accommodation scholarship to a Student from the first day of the scholarship period referred to in paragraph (8) in which a student submitted an application for the award of an accommodation scholarship. In the event that Article 10(2) precludes such a procedure, the dean shall award an accommodation scholarship to a Student from the first day of the academic year in which a Student enrolled as an applicant.
7. A decision to award an accommodation scholarship shall be valid for as long as a Student meets the conditions set out in paragraph (1), except in cases where the dean decides to amend or withdraw a scholarship in accordance with Article 11.
8. An accommodation scholarship is paid in cash and in arrears for the 1st quarter, the 2nd quarter and for the period from 1 July to 31 December (hereinafter the “Scholarship Period”).
9. If a Student fulfils the conditions for the award of an accommodation scholarship set out in paragraph (1) for only part of a Scholarship Period, the accommodation scholarship shall be paid to the Student in proportion to the number of days during which the Student fulfils the conditions.
10. Details of the award, amount and payment of an accommodation scholarship are set out in the rector’s directive.

Article 8

**Social Scholarship**

1. The dean grants a social scholarship if the conditions specified in section 91(3) of the Act are met, based on a written request from a Student submitted to the dean in accordance with the rules set out in the rector’s directive.
2. A Student is entitled to a social scholarship for the standard period of study for each full calendar month during which he/she meets the conditions set out in paragraph (1), with the exception of the months of August and September.
3. A Student can only claim a social scholarship once in a given period of time[[7]](#footnote-7).
4. A decision to award a social scholarship is valid for as long as a Student meets the conditions set out in paragraph (1), except in cases where the dean decides to amend or withdraw a scholarship in accordance with Article 11.
5. The amount of a social scholarship is set by law.
6. A social scholarship is paid in cash and in arrears for Q1, Q2, July and Q4.
7. If a student exceeds the standard period of study in a study programme, a social scholarship cannot be paid.
8. Details of the award and payment of the social scholarship are set out in the rector’s directive.

Article 9

**Extraordinary Scholarship Provided in UJEP Student Grant Competition**

1. The dean may award an extraordinary scholarship provided in the UJEP Student Grant Competition to a Student who is studying in a master’s or doctoral programme.
2. The rules for the award and payment of an extraordinary scholarship referred to in paragraph (1) shall be set out in the rector’s directive.

PART FOUR

COMMON PROVISIONS

Article 10

**Award and Payment of Scholarships**

1. A person to whom a scholarship is awarded must be a student at UJEP on the date of the award.
2. A scholarship may be awarded no earlier than the first day of the academic year in which a student enrolled as an applicant.
3. A scholarship is paid either as a regular, recurring amount or as a lump sum.
4. A scholarship is paid by wire transfer to a bank account in Czech crowns, the number of which is entered by a Student in the STAG system. In exceptional cases, if a scholarship is not an accommodation or social scholarship, the rector or dean may authorise another form of payment. A scholarship is paid in cash at the cash desk at the rector’s office.
5. A Student is obliged to receive the amount paid in cash by the end of the academic year in which the payment was due, otherwise the right to receive the payment will expire.
6. A Student is obliged to provide truthful information in an application for a scholarship and to notify the relevant Study Department of all facts that affect the award or payment of a scholarship within 8 days after such fact occurs. A breach of any of these duties may be treated as a disciplinary offence within the meaning of Section 64 of the Act.
7. A student is obliged to return any scholarship that was paid without justification. The date, method and procedure for return shall be determined by a decision of the body that awarded the scholarship.

Article 11

**Withdrawal or Amendment of Scholarship**

In the event of a change in the facts relevant to an award, the period of award or the amount of a scholarship, the awarding body shall decide to change the period of award or amount of a scholarship or to withdraw a scholarship, including during the period for which a scholarship was awarded.

Article 12

Service of Documents and Appeal Proceedings

1. The service of documents to Students is governed by Article 24 of the UJEP Statutes.
2. Act No. 500/2004 Coll., the Administrative Code, as amended, applies to appeal proceedings against a rector’s or dean’s decision regarding the awarding of a scholarship in cases where the Act does not contain special provisions.

PART FIVE

COMMON PROVISIONS

Article 13

Final Provisions

1. The UJEP Scholarship Regulations registered by the MoEYS on 16 March 2016 under ref. no. MSMT-10767/2016, as amended, are rescinded.
2. These Scholarship Regulations were approved by the UJEP Academic Senate on 30 November 2021 pursuant to Section 9(1)(b) of the Act.
3. These Scholarship Regulations come into force pursuant to Section 36(4) of the Act on the date of registration by the MoEYS.
4. These Scholarship Regulations shall come into force on 1 July 2022.

doc. RNDr. Martin Balej, Ph.D. (signed)

Rector

1. In the case of a scholarship paid from a grant or contribution, it is a scholarship under Section 91(2)(a) of the Act. [↑](#footnote-ref-1)
2. In the case of a scholarship paid from a grant or contribution, it is a scholarship under Section 91(2)(b), (d) and (e) and (4)(a) and (b) of the Act. [↑](#footnote-ref-2)
3. In the case of a scholarship paid from a grant or contribution, it is a scholarship under Section 91(4)(c) of the Act. [↑](#footnote-ref-3)
4. The weighted grade point average is calculated by adding the values obtained by multiplying the final grade by the respective credit value of the course and dividing the resulting sum by the total credit value of the courses for which a Student enrolled for the relevant academic year. A grade of 4 is included in the weighted grade point average for courses ending in an examination that the Student enrolled in for the academic year and did not take. [↑](#footnote-ref-4)
5. Article 10 of the Study and Examination Regulations for Studies in Bachelor’s and Master’s Degree Programmes at UJEP. [↑](#footnote-ref-5)
6. MoEYS Rules for Provision of Contributions and Grants to Public Universities for a Given Calendar Year. [↑](#footnote-ref-6)
7. Section 91(3) of the Act. [↑](#footnote-ref-7)