

On 24 April 2017, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Scholarship Rules of the Czech University of Life Sciences Prague under no. MSMT-10592/2017 30.

.....
Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



SCHOLARSHIP RULES
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 24 APRIL 2017

Scholarship Rules of the Czech University of Life Sciences Prague dated 24 April 2017

Article 1

Introductory Provisions

- (1) The Scholarship Rules of the Czech University of Life Sciences Prague (hereinafter “Scholarship Rules”) are an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CULS”) in accordance with Section 17, paragraph 1, letter h), Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, (hereinafter the “Act”), and they relate to providing scholarships to students registered for study at CULS, its faculties and the university institute.
- (2) These Scholarship Rules determine the criteria for granting scholarships from contributions or grants pursuant to Section 91 of the Act, from other sources and from the CULS Scholarship Fund. These Scholarship Rules relate to CULS students who are registered for study in full-time or combined forms of study in bachelor, master or doctoral study programmes.
- (3) The relevant provisions of the Act and Act No. 500/2004 Coll., Code of Administrative Procedure, as amended, (hereinafter the “Code of Administrative Procedure”) apply to decision-making on the rights and obligations of a student as a party to proceedings in the matter of granting scholarships.
- (4) If the term faculty is used in these Scholarship Rules, it also means a university institute, and if the term Dean or Dean of a faculty is used in these Scholarship Rules, it also means a Director of a university institute, and the provisions of these Scholarship Rules will be used similarly for a university institute.

Article 2

Types of Scholarships and their Sources

- (1) In accordance with the Act, CULS students may be awarded the following scholarships:
- a) scholarship pursuant to Section 91, paragraph 2, letter a) of the Act, for excellent study results (hereinafter the “merit scholarship”);
 - b) scholarship pursuant to Section 91, paragraph 2, letters b) to e) of the Act, and paragraph 4, letters a) and b) of the Act (hereinafter the “extraordinary scholarship”);
 - c) scholarship pursuant to Section 91, paragraph 2, letter e) of the Act for accommodation of students (hereinafter the “accommodation scholarship”);
 - d) scholarship pursuant to Section 91, paragraph 3 of the Act, in the event of a difficult social situation of a student (hereinafter the “social scholarship”);
 - e) scholarship pursuant to Section 91, paragraph 4, letter c) of the Act for students of doctoral study programmes (hereinafter the “doctoral scholarship”).
- (2) Scholarships may be paid out from the following sources:
- a) from grants or contributions from the state budget;
 - b) from the CULS Scholarship Fund;
 - c) from grants and projects;
 - d) from purposeful gifts;
 - e) from additional activities;
 - f) from other sources.

Article 3 Merit Scholarship

- (1) The merit scholarship can be awarded to students registered at CULS for study in bachelor or master's study programmes in full-time studies. The scholarship pursuant to paragraph 6 can also be awarded to students registered for study in the combined form of study if they fulfil the required criteria.
- (2) After being discussed in the academic senate of the faculty (in the CULS Academic Senate for the university institute), the details for awarding a merit scholarship, its amount for the relevant academic year and dates that are decisive in terms of proceedings on awarding this scholarship are determined by an internal regulation of the faculty, i.e. an ordinance of the Dean. These internal regulations must be publicized on the public part of the faculty's website.
- (3) A scholarship shall be awarded retroactively for excellent study results in the previous period or periods of study; an academic year or semester may be considered a period.
- (4) Students in the master's study programme who are continuing on from the bachelor study programme may also be awarded a scholarship for excellent study results in the previous studies in the bachelor study programme, if set out as such by the internal regulations of a faculty pursuant to paragraph 2.
- (5) The merit scholarship may be awarded as a lump sum or regular monthly amount for the determined period of the academic year, but for a maximum period of 9 months of the relevant academic year. The merit scholarship is not awarded and paid out during the months of July to September.
- (6) A special form of the merit scholarships is a scholarship associated with the awarding of the Rector's award or laudatory recognition by the Dean for excellent study results during the course of the entire study pursuant to Article 21 of the Study and Exam Rules for study in Bachelor and Master's Study Programmes of the Czech University of Life Sciences Prague. This scholarship is paid out as a lump sum, and the determination of its amount is part of an internal regulation of a faculty pursuant to paragraph 2.

Article 4 Extraordinary Scholarship

- (1) An extraordinary scholarship can be awarded to students registered at CULS for study in bachelor, master's or doctoral study programmes in full-time and combined forms of study, in particular for the following reasons:
 - a) for excellent research, development and innovation, artistic or other creative results contributing to deepening knowledge;
 - b) for research, development and innovation activities pursuant to Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds, and on Amendments to Certain Related Acts (Act on the Support of Research and Experimental Development and Innovation), as amended;
 - c) if a student is in a particularly difficult social situation (extraordinary social scholarship);
 - d) for supporting the studies of CULS students abroad, including support for long-term and short-term internships and participation in summer schools abroad;
 - e) for supporting study at CULS;
 - f) for supporting professional experience and excursion of students in the Czech Republic and abroad;
 - g) for supporting the participation of students in professional and promotional events, contests and other activities relating to CULS activities in the Czech Republic and abroad;
 - h) for supporting the participation of CULS students in professional conferences in the Czech Republic and abroad;

- i) for participation in CULS pedagogical, creative or consultancy activities, for project preparation and resolution co-operation, and for international co-operation;
 - j) for excellent sports results as support for top athletes and representatives of the Czech Republic, for CULS sports representation, and to cover the associated costs (sports scholarship);
 - k) for excellent results in the cultural and social spheres, and the associated representation and promotion of CULS;
 - l) for reimbursement of travel and other costs in connection with pedagogical or creative activities, counselling or representation of CULS;
 - m) for supporting study of disabled or otherwise disadvantaged students;
 - n) exemplary civil acts;
 - o) for students for excellent results achieved in admission proceedings or fulfilment of the selected criteria for admission to study (in particular placement in subject competitions and Olympics, excellent grades in middle school or middle school leaving exam);
 - p) for other important activities carried out for the benefit of CULS, a faculty and the academic community, and in other cases worthy of special consideration.
- (2) Details on awarding extraordinary scholarships in selected areas may be regulated by an internal regulation of CULS or a faculty, or they may be awarded from a decision of the Rector or Dean. If the conditions are regulated by an internal regulation, it must be published on the public part of the CULS or faculty website. The conditions for awarding scholarships pursuant to paragraph 1, letter o) must always be determined by an internal regulation.
- (3) An extraordinary scholarship may be awarded as a lump sum or regular monthly amount for the determined period of the academic year. An extraordinary scholarship may be granted repeatedly.
- (4) The Rector or the Dean may award an extraordinary scholarship to a CULS student in the form of extraordinary awards; the details, in particular on granting awards and their amounts, are determined by an internal regulation of a CULS or a faculty, which must be published on the public part of the CULS or faculty website.
- (5) An extraordinary scholarship pursuant to this Article can be awarded and paid out even if the studies of a participant of proceedings on awarding a scholarship were interrupted or terminated, if the conditions for awarding a scholarship were fulfilled at the time when the participant of the proceedings was a student, and for a scholarship awarded on the basis of a request, if the request was submitted at a time when the participant of the proceedings was a student.
- (6) In accordance with Section 91, paragraph 4, letter b) of the Act, a scholarship pursuant to paragraph 1, letter e) may also be awarded to a student who is studying at CULS as part of an exchange study stay.
- (7) The specific amount, period and conditions for paying out extraordinary scholarships are set out in the decision on awarding scholarships.

Article 5 **Social Scholarship**

- (1) Entitlement to be awarded a social scholarship pertains to CULS students who are registered for study in a bachelor, master's or doctoral study programme in full-time or combined form of study, and who have been granted a child allowance pursuant to Section 17, Act No. 117/1995 Coll., on State Social Support, as amended, if the decisive income in the family secured for the purposes of a child allowance does not exceed the product of the subsistence amount of the family and the coefficient of 1.50.
- (2) Students may submit an application for awarding social scholarships at the study department of the faculty where they are registered for study, at the latest within one month from the date of registration for study. If students are granted the child allowance later, they shall submit the application at the latest

within one month from its awarding, at the latest by 15 December of the relevant calendar year. A social scholarship cannot be applied for retroactively.

(3) An obligatory attachment to the application is a written confirmation for the purposes of awarding scholarships; this confirmation shall be issued to the student upon the student's request by the relevant state social support authority.

(4) The monthly amount of a social scholarship corresponds to one quarter of the amount of the basic minimum wage rate per month pursuant to Government Decree No. 567/2006 Coll., on minimum wage, the lowest levels of guaranteed wage, on the definition of a hazardous working environment and on extra payment for work in a hazardous working environment, as amended, and such a determined scholarship amount shall be rounded upward to the nearest ten crowns.

(5) Students shall be entitled to payment of social scholarships for the standard period of study for each calendar month in which they fulfil, for at least 15 calendar days, the conditions for awarding social scholarships, with the exception of the months of July and August.

(6) Social scholarships shall generally be paid out retroactively for three months via the Study Department of the Rectorate.

(7) The specific amount, period and conditions for paying out social scholarships are set out in the decision on awarding scholarships.

Article 6 Accommodation Scholarship

(1) An accommodation scholarship may be awarded students who fulfil the following conditions:

- a) they are students of bachelor, master's or doctoral study programme registered for study in the full-time form of study; outgoing trainees in the Erasmus+ programme may apply even if they are registered for study in the combined form of study;
- b) they are studying in the first study programme, or a study programme following up on it, or they transferred from one study programme to another and they were credited for the previous studies; for parallel study programmes, students shall be entitled to accommodation study at most once in the study programme in which they were registered for study previously;
- c) they did not exceed the standard period of study in any of the study programmes studied in parallel;
- d) they do not have permanent residence in the City of Prague or in a district in which their place of study is located; outgoing trainees may apply even if they have permanent residence in the City of Prague or in a district in which their place of study is located;
- e) they have correctly filled-in their bank account number in the CULS electronic information system, by which they grant consent to accepting this scholarship.

(2) The accommodation scholarship may also be awarded to student trainees incoming as part of the Erasmus+ programme who are studying in the full-time form of study.

(3) The accommodation scholarship is paid out retroactively after three months on 31 December, 31 March, and 30 June of the calendar year. The accommodation scholarship is not provided for the months of July to September.

(4) If any of the conditions in paragraph 1 are not fulfilled, students shall lose their entitlement to the accommodation scholarship.

(5) The accommodation scholarship cannot be awarded to students:

- a) for the period for which their studies were interrupted;
- b) from the day following the completion of their studies pursuant to Section 55, paragraph 1, and Section 56 of the Act;
- c) from the day following the date when a change occurred in the conditions that are decisive for awarding the accommodation scholarship;

- d) who already took part in studies in the same type of study programme;
- e) who are studying as part of as part of foreign development assistance, international treaties and programmes.

(6) The accommodation scholarship amount is determined via calculation. The calculation unit is the calendar day on which the student fulfilled the conditions for awarding the accommodation scholarship. The amount of the accommodation scholarship for one calendar day and one student is determined as the share of the quarterly amount and number of calendar days granted to all students in the quarter. A student shall receive the accommodation scholarship for the quarter in the amount corresponding to the product of the accommodation scholarship for one calendar day and the number of calendar days in which the student fulfilled all of the conditions for awarding the accommodation scholarship.

Article 7 Doctoral Scholarship

(1) Entitlement to be awarded a doctoral scholarship pertains to students who are registered for study in the doctoral study programme in the full-time form of study. The doctoral scholarship is awarded and paid out for the duration of the standard period of study which is determined by the Study and Exam Rules for study in Doctoral Study Programmes of the Czech University of Life Sciences Prague.

(2) The doctoral scholarship may be awarded as a lump sum or regular monthly amount for the determined period of the academic year.

(3) Entitlement to be awarded a doctoral scholarships paid out as a regular monthly amount is created for each calendar month for which the student is registered for study in the doctoral study programme in full-time form for at least 15 calendar days. The total number of months for which the doctoral scholarship is awarded and paid out may not exceed the number of the months of the standard period of study determined pursuant to paragraph 1.

(4) The specific amount, period and conditions for payment of the doctoral scholarship are determined in the decision on awarding scholarships; the details on the doctoral scholarship are determined by the internal regulations of the faculty and they must be published on the public part of the website of the relevant faculty.

Article 8 Decision on Awarding Scholarships

(1) When determining the specific amount of the scholarships as part of proceedings on awarding scholarships, CULS and the faculty base their decisions on funds and possibilities, the amount and purpose of provided and available resources, and the number of students who fulfilled the conditions for awarding individual types of scholarships.

(2) Proceedings for awarding merit scholarships pursuant to Article 3 are carried out in the first degree at the faculty where the student is registered for study. The proceedings are initiated by the Dean ex officio by virtue of compliance with the conditions set out by the Act, by these Scholarship Rules and by the internal regulation of the faculty pursuant to Article 3, paragraph 2, and the issuing of a decision is the first act in these proceedings.

(3) Proceedings for awarding extraordinary scholarships pursuant to Article 4 are initiated:

- a) by the Dean or Rector ex officio, if the awarding of scholarships is based on an internal regulation of a faculty or CULS pursuant to Article 4, paragraph 2;
- b) by the Dean or Rector ex officio if any of the reasons specified in Article 4, paragraph 1 were fulfilled;
- c) by the Dean or Rector on the basis of a request of a student to be awarded an extraordinary scholarship submitted in writing to the study department of a faculty or the Rectorate;

- (4) If the proceedings pursuant to paragraph 3, letters a) and b), are initiated ex officio, the issuing of a decision is the first act in these proceedings.
- (5) If the proceedings pursuant to paragraph 3, letter c) are initiated upon the request of a student, the Dean or Rector shall issue a decision within 30 days from the initiation of the proceedings. This period shall not include the period during which the student was requested to remove potential defects from the submission. Initiation of the proceedings shall be considered the date on which the written request of the student on awarding a scholarship was delivered to the study department of the faculty or Rectorate.
- (6) Proceedings for awarding social scholarships pursuant to Article 5 are initiated on the date of the submission of a written request by a student to the study department of the faculty where the student is registered for study. The decision shall be issued by the Dean of the faculty within 30 days from the initiation of the proceedings.
- (7) Proceedings for awarding accommodation scholarships pursuant to Article 6 are initiated ex officio on the basis of verification of the fulfilment of the conditions pursuant to Article 6; the issuing of the decision is the first act in these proceedings. The Vice Rector authorized by the Rector shall issue this decision.
- (8) Proceedings for awarding doctoral scholarships pursuant to Article 7 are carried out at the faculty at which the student is registered for study. The proceedings are initiated by the Dean ex officio on the basis of verification of the fulfilment of the conditions set out in Article 7; the issuing of the decision is the first act in these proceedings.
- (9) If proceedings are initiated upon the written request of a student, the request must contain data on which scholarship the student is requesting, and for what reasons. The student shall also specify his or her name, surname, date of birth, study programme and year of study, and the student shall prove the request with the relevant documents that are necessary for the decision. If the request or proven documents contain defects, the student shall be asked to remove them.
- (10) In accordance with Section 69a, paragraph 3 of the Act, decisions shall be delivered to students by making the original wording of the decision available for 90 days via the CULS information system in the form of files for download, and the address of the specified document shall be sent to the student to the student's email inbox; the first day following the date when the decision was made available to the student in the CULS information system shall be considered the date of delivery and announcement of the decision.
- (11) A student may appeal a decision in which his or her request was not met within 30 days from the date it was announced to the body that issued the decision under appeal. The appeal body is the Rector.
- (12) The Rector shall examine the compliance of the decision under appeal and proceedings that preceded the issuing of the decision with legal regulations and the internal regulations of CULS and faculties.

Article 9

Payment of Scholarships

- (1) When registering for studies in a study programme, students shall be obliged to specify the number of the bank account to which the scholarships they have been awarded are to be paid – they must enter this bank account number in the CULS information system; if students change their bank account number to which the scholarships they have been awarded are to be paid, they shall be obliged to immediately update this information in the CULS information system.
- (2) Students shall be obliged to immediately inform the study department of the faculty where they are registered for study of all facts that affect the payment of a scholarship.
- (3) Scholarships shall be paid out via a bank transfer to the bank account of students. In exceptional cases, the scholarships may be paid out in cash based on a decision of the Dean or Rector.

(4) The doctoral, merit and extraordinary scholarships are generally paid out by the tenth day of the month that follows the relevant payment period. The social and accommodation scholarships are generally paid out on the 25th day of the month that follows the end of the relevant decisive period.

(5) Payment of scholarships is principally carried out in Czech currency.

(6) Scholarships shall not be awarded and paid out for the period during which a student's studies were interrupted, for the period following the date of completion of study pursuant to Section 55, paragraph 1 and Section 56 of the Act, or for the period following the date on which a change occurred in the conditions decisive for awarding scholarships.

(7) With the exception of the social scholarships, scholarships do not have to be awarded or paid out if a student did not fulfil his or her obligations pursuant to Section 63 of the Act, or if a student committed a disciplinary offense pursuant to Section 64 of the Act.

(8) If it becomes apparent that a scholarship was paid out to a student unjustifiably, the student shall be obliged to return such a scholarship on the basis of a written request from CULS; if a student disobeys such a request, CULS shall proceed in accordance with legal regulations.

Article 10 Closing Provisions

(1) The Scholarship Rules Czech University of Life Sciences Prague registered by the Ministry of Education, Youth and Sports on 5 June 2012 under no 25 181/2012-30 are cancelled.

(2) These Scholarship Rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CULS Academic Senate on 20 April 2017.

(3) These Scholarship Rules shall become valid pursuant to Section 36, paragraph 4 of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

(4) These Scholarship Rules shall become effective on 1 September 2017.

prof. Ing. Jiří Balík, CSc., dr. h. c., in his own hand
Rector