

**SCHOLARSHIP RULES**  
**FACULTY OF SCIENCE,**  
**JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM**  
**OF 28 NOVEMBER 2018**

**Article 1**

**Basic Provisions**

1. The Scholarship Rules of the Faculty of Science, Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter the “scholarship rules”) regulate the detailed conditions for the award of scholarships to students of the Faculty of Science, Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter the “faculty”) in compliance with Act No. 111/1998 Coll., on higher education institutions and on the amendment and supplementation of other acts, (Higher Education Institutions Act), as amended (hereinafter the “Act”).
2. These scholarship rules apply to all full-time students in the study programmes provided by the faculty. It is possible according to these scholarship rules to also award scholarships to students in combined forms of study.
3. The scholarships can be awarded from:
  - a) grants or subsidies (Section 18(2)(a)(c) of the Act),
  - b) the faculty’s scholarship fund (Section 18(6)(c) of the Act),
  - c) other sources (Section 18(2)(e) to (h) of the Act).
4. The award and payment of a social scholarship (according to Section 91(3) of the Act), accommodation scholarship (according to Section 91(2)(e) of the Act), scholarship of the Rector, Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter “UJEP”) (according to Article 2 paragraph 6 of the UJEP Scholarship Rules), extraordinary scholarship to support foreign study (according to Article 2 paragraph 5, letter b) of the UJEP Scholarship Rules) and extraordinary scholarship awarded within the framework of the UJEP Student Grant Competition (according to Article 2 paragraph 10 of the UJEP Scholarship Rules) are governed by the UJEP Scholarship Regulation.

**Article 2**

**Award of Scholarships**

1. Under these scholarship rules, the following scholarships may be awarded to students:
  - a) merit scholarship (Section 91(2)(a) of the Act),
  - b) extraordinary scholarship (Section 91(2)(b) to (e) and Section 91(4)(a) and (b) of the Act),
  - c) doctoral scholarship (Section 91(4)(c) of the Act).
2. The scholarships stated in paragraph 1 may be awarded during the standard study period. In exceptional cases, the Dean may award scholarships to students who exceed this period by a maximum period of 1 year.

3. The scholarship may be awarded to students who are not subject to the provision on the fees associated with studies (according to Section 58(3) of the Act). The Dean may exceptionally award the scholarship to students who are not subject to this provision.
4. The award of one type of scholarship does not preclude the possibility to award another type of scholarship.
5. If the a student is studying in multiple programmes, a scholarship can be awarded to the student in each of them.
6. The scholarships are awarded maximally for a period of one academic year or as one-off scholarships.
7. The volume of funds allocated by the Dean to the scholarships for the given year is divided by the scholarship board between merit, extraordinary and doctoral scholarships.
8. If the full amount allocated to merit scholarships shall not be drawn, their residual amount may be transferred to extraordinary scholarships.
9. The financial amount for extraordinary scholarships proposed by the departments shall be allocated by the faculty scholarship board to the departments in the ratio that matches the number of students in the department as at 31 October of the academic year.
10. If the scholarship was awarded on the basis of incorrect data in the student's application, their conduct is assessed as a disciplinary offence and they may be fined according to the Faculty's Disciplinary Code.
11. The student must refund scholarships unduly paid to them. The term, method and procedure for the scholarship refund are determined by the Dean.

### **Article 3**

#### **Proceedings on the Award of the Scholarship Upon Student Application**

1. The deadlines for the filing of scholarship applications for the given academic year is declared by the Dean, are given in the academic year schedule of the faculty, and are published on the noticeboard of the study department and on the faculty website.
2. The scholarship may be awarded to the student on the basis of a written application provided it is not otherwise stated in the scholarship.
3. Only a student who fulfils the conditions for the award of a scholarship may apply for it. They must substantiate the fulfilment of these conditions in the application.
4. The application for a merit scholarship and the application for an extraordinary scholarship allocated according to Article 5 paragraph 2 letter a), c), f) is addressed to the Dean and the student submits it through the faculty's study department. The faculty's study department shall transfer it to the faculty's scholarship board after verification of the data stated in the application.
5. The application for award of the extraordinary scholarship proposed by the department according to Article 5 paragraph 4 is filed by the student with the department scholarship board, either through its chairman, or the departmental secretariat.

### **Article 4**

#### **Merit Scholarship**

1. The Dean may award a merit scholarship during the standard period of study based on the written application of a full-time student who earned at least 55 credit points and an average study merit rating of 1.40 in the preceding year.

2. The Dean may also award the merit scholarship to a student in the first year of the master's study programme on their own initiative or on the basis of a written application from the student, if such student has successfully completed the bachelor's study programme within the standard period and achieved an average merit grade of 1.40 in the third year of the bachelor's study programme (including merit in the state final examination).
3. The merit scholarship is awarded for one academic year and is paid quarterly.

## **Article 5**

### **Extraordinary Scholarship**

1. An extraordinary scholarship may be awarded by the Dean in course of the standard study period on the basis of a written application from the student, or upon a proposal from the department head, or the chairman of the specialised board, or upon a proposal from the faculty's vice-dean, or upon a proposal from the faculty's responsible employee, or upon a proposal from the departmental scholarship board, or on their own initiative.
2. The Dean may award a scholarship to:
  - a) students for excellent study results, for significant creative activity,
  - b) students for the significant representation of the faculty; the Dean awards this scholarship on the basis of a written proposal from the head of department,
  - c) students in a difficult social situation; the Dean awards this scholarship on the basis of a written application from the student,
  - d) students who are taking care of the operation of reading rooms and computer classrooms; the Dean awards this scholarship on the basis of a written proposal from the head of department, who submits it for inspection and administrative processing in the faculty's study department,
  - e) students for cooperation in ensuring the all-faculty events and for activities in the all-faculty bodies; the Dean awards this scholarship on the basis of a written proposal from the responsible faculty employee,
  - f) in other cases which are worthy of special consideration.
3. The Dean may award an extraordinary scholarship to a student who has accomplished studies in a bachelor's and master's study programme with honours. The scholarship is awarded with effect from the date of accomplishment of the last part of the state final examination and is paid retroactively by cashless transfer in the given academic year. In this case, the student does not file a written application.
4. The Dean may award the extraordinary scholarship proposed by the department to students
  - a) for significant scientific, research and publishing activity,
  - b) for other creative activity (according to the conditions of the individual departments).
5. Extraordinary scholarships are usually subject to a one-time payment.

## **Article 6**

### **Doctoral Scholarship**

1. The Dean awards the doctoral scholarship to full-time students in doctorate studies in the Czech language during the standard study period depending on fulfilment of the study obligations.

2. The doctoral scholarship is awarded in the 1st year of study in an amount set by the Dean, and covers the standard study period with an annual increment of CZK 1,000, and is raised by CZK 2,000 upon accomplishment of the state doctoral examination. The doctoral scholarship is paid on a monthly basis.

## **Article 7**

### **Scholarship Committee**

1. The Scholarship Committee (faculty and departmental) is appointed by the Dean.
2. The Faculty Scholarship Committee consists of the chairman, study department representative and of at least three members of the appropriate faculty academic community, while the number of students must be higher than the number of employees by at least one. The committee shall elect a chairman.
3. The faculty's scholarship board allocates the funds to the individual scholarships according to Article 2 paragraph 7 of these Rules.
4. The faculty's scholarship board discusses and assesses the data stated in the student's application for a scholarship in relation to fulfilment of the conditions in connection with the study department and submits a proposal to the Dean on the award, or non-award of the scholarship.
5. Administrative matters related to the action of the faculty's scholarship board are provided by the faculty's study department.
6. The Department Scholarship Board consists of the chairman and of at least three members of the appropriate faculty academic community, while the number of students must be higher than the number of employees by at least one. The committee shall elect a chairman.
7. The departmental scholarship board defines the conditions for award of the extraordinary scholarships proposed by the departments, discusses the student applications or the proposals of the department heads, proposes the size of the scholarship within the framework of the allocated funds and submits it to the study department for control with the signature of the department head. The study department submits the checked proposals to the Dean as a basis for a decision on the award, or non-award of the scholarship.
8. The scholarship board is capable of making a decision if more than half of all its members are present, whereas the condition that the number of students is higher than the number of employees must be fulfilled. The resolution of the board is accepted if the absolute majority of members present is in its favour.

## **Article 8**

### **Scholarship Payments**

1. The decision of the Dean on the award of the scholarship according to these scholarship rules established the student's entitlement to payment of the scholarship.
2. The scholarship is paid by cashless transfer or in cash via the UJEP treasury. The method of payment shall be stated by the student or person who proposed the scholarship as per agreement with the student.
3. Payment of the scholarship is suspended if the student interrupts studies or their studies are terminated.
4. If after interruption of studies a student is re-enrolled for studies within the period for which the scholarship was awarded prior to the interruption of studies, they are entitled to receive payment of the awarded scholarship.

## **Article 9**

### **Service of Documents, Appeal Proceedings**

1. The serving of documents upon the students shall be governed by Article 24 of the UJEP Statute.
2. The appeal procedure against the Dean's decision in the matter of scholarship award in case of no special legal provisions, Act No. 500/2004 Coll., the Administrative Code, as amended, shall apply.

## **Article 10**

### **Temporary Provisions**

For the period during which the division into fields of study is retained in accordance with Article II(4) of Act No. 137/2016 Coll., the provisions of these scholarship rules on the study programmes shall also apply mutatis mutandis to the fields of study.

## **Article 11**

### **Final Provisions**

1. The Scholarship Rules of the Faculty of Science, Jan Evangelista Purkyně University in Ústí nad Labem approved by the Academic Senate of the Jan Evangelista Purkyně University in Ústí nad Labem is thus repealed on 30 June 2010.
2. In accordance with Section 27(1)(b) of the Act, these draft scholarship rules were approved by the Faculty's Academic Senate on 17 October 2018.
3. These scholarship rules were approved by the Academic Senate of the Jan Evangelista Purkyně University in Ústí nad Labem on 28 November 2018 according to Section 9(1)(b)(2) of the Act.
4. These scholarship rules are valid from the date of approval by the Academic Senate of the Jan Evangelista Purkyně University in Ústí nad Labem and come into force in 1 February 2019.

doc. RNDr. Michal Varady, Ph.D., in own hand

Dean