

*Pursuant to Section 36, Para 2, Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules for Granting Scholarships of the Czech Technical University in Prague under ref. no. MSMT-21850/2017 on 1 September 2017.*

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*Director of the Higher Education Department*

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**R U L E S**  
**F O R   G R A N T I N G   S C H O L A R S H I P S**  
**O F   T H E   C Z E C H   T E C H N I C A L   U N I V E R S I T Y   I N   P R A G U E**

Article 1  
General provisions

(1) Pursuant to Section 62, Para 1 (i) and Section 91, Act no. 111/1998 Coll., on Higher Education and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended (hereinafter as the “Act”), these Rules for Granting Scholarships of the Czech Technical University in Prague regulate granting of scholarships to all students of bachelor, master and doctoral study programmes at CTU implemented at faculties and outside faculties.

Article 2  
Types of scholarships and their sources

(1) Students can be granted the following scholarships

- a) Scholarship for outstanding study results pursuant to Section 91 Para 2 (a) of the Act (hereinafter as the “merit scholarship”),
- b) Targeted scholarship pursuant to Section 91, Para 2 (b) to (d) and Para 4 (a) and (b) of the Act,
- c) Scholarship for students in difficult social conditions pursuant to Section 91, Para 3 (hereinafter as the “social scholarship”),
- d) Scholarship for students in doctoral study programmes pursuant to Section 91 Para 4 (c) of the Act,
- e) Boarding scholarship pursuant to Section 91, Para 2 (d).

(2) Scholarships are paid from the following sources

- a) From subsidies or from state budget contributions,
- b) From the CTU Scholarship Fund,
- c) From grants and projects,
- d) From targeted donations,
- e) From profits of supplementary activities.

- (3) Scholarships can be granted as one-off scholarships or as a monthly amount paid for a specified period of an academic year. Students in study programmes implemented at faculties are granted scholarships by a decision taken by the dean. Students in study programmes implemented outside faculties are granted scholarships by a decision taken by the Rector. The Rector may also grant scholarships to students of faculty study programmes pursuant to Article 4, Para 2; the respective deans will be informed about the granting of such scholarships.

Article 3  
Merit scholarships

- (1) Merit scholarships can be granted to students in bachelor and master study programmes for excellent study results achieved in a decisive period of their study – a semester or an academic year.
- (2) Merit scholarships can be granted only to students who become entitled to a merit scholarship in the semester or academic year who
- a) Are students at CTU pursuant to Section 61 of the Act (hereinafter as the “student”),
  - b) Have not exceeded the standard period of study or whose standard period of study has been extended by a maximum of one year provided they spent at least one semester studying at a foreign university within the framework of programmes co-organized by CTU, and they submit an application for a scholarship in writing,
  - c) Meet the prescribed criteria for granting scholarships.
- (3) Merit scholarships can also be granted to CTU students for a decisive period of study they studied at other faculties or other universities, provided they have had the studied courses officially recognized by the dean or the Rector and they have submitted the application for the scholarship in writing.
- (4) Merit scholarships can be granted to students in study programmes that follow on from a bachelor study programme, as well as for studies in a preceding bachelor study programme. In case the student completed the preceding bachelor study programme at another university, they will submit the application for the scholarship in writing.
- (5) Merit scholarships can be granted to students for a maximum period of ten months in an academic year in which the student is eligible for a scholarship, which they were granted by the dean or the Rector. Merit scholarships are not granted for the months of July and August.
- (6) In case during the academic year the student only works on their master or bachelor thesis and takes their final state examination, they can be granted a scholarship for a maximum of five months of the given academic year.
- (7) Merit scholarships can be granted as one-off scholarships or as a monthly amount paid for a specified period of an academic year.
- (8) Scholarships will be paid on days stipulated by the dean or the Rector.
- (9) The amount payable as a merit scholarship is determined by the weighted study average of the student, calculated from courses completed within the decisive period pursuant to the Study and Examination Rules for Students of CTU.
- (10) In the given semester or academic year, a student is entitled to a scholarship for outstanding study results achieved in the previous semester or academic year, provided in the decisive period,

- i.e. in the semester (academic year), for which the scholarship is awarded,
- a) They obtained a minimum of 30 credits (60 credits) for completed courses,
  - b) The number of graded courses in the semester or academic year was greater than or equal to 4, or 8,
  - c) The weighted study average in the given semester or academic year was less than or equal to 1.50,
  - d) They studied in a full-time or part-time study programmes and within the standard period of studies pursuant to Section 44, Para 2 (e) and Para 4 of the Act.
- (11) The dean or the Rector will set the decisive period of study and, after receiving a statement of the faculty's Academic Senate or the CTU Academic Senate, will set the amount paid as a merit scholarship.
- (12) Students sent by CTU to study at another university can have the criteria stipulated in Para 10 (a) and (b) mitigated by the dean or the Rector.
- (13) If a scholarship was paid out to a student without a rightful claim, the student is obliged to return the scholarship.

Article 4  
Targeted scholarships

- (1) Targeted scholarships can be granted to students with the exception of cases stipulated in Article 8 herein.
- (2) Targeted scholarships can be granted
- (a) For excellent scientific, research, development, innovation, artistic and other creative (hereinafter as "creative") results which contribute to the deepening of knowledge (participation in a scientific project, research and development activities in the workplace and in other activities),
  - (b) For exceptionally outstanding study results, for completing a study programme with the assessment "pass with merit" or "pass with distinction", or for completing the studies in a period shorter than the recommended schedule,
  - (c) As a social contribution,
  - (d) To support students studying abroad,
  - (e) To support students studying in the Czech Republic,
  - (f) In other cases deserving special regard, in particular:
    - 1. For expert scientific publications in prestigious foreign journals,
    - 2. To support practical training, excursions for students, participation in competitions and other activities linked to CTU activities,
    - 3. For a successful representing of CTU and exemplary civic deeds,
    - 4. For representing CTU in sports, for sports achievements and sports activities outside CTU, provided the student studies within the standard period of study or exceeds the period by a maximum of one year,
  - (g) As an extraordinary award; the conditions of granting the award will be stipulated by the

provider,

- h) For student boarding,
  - i) Based on criteria announced in advance to support creative activities of students,
  - j) To students for excellent results achieved in the admission procedure.
- (3) Targeted scholarships are granted by the dean or the Rector based on an application by the student, or based on a proposal of the Rector, deans, vice-rectors and heads of departments. Targeted scholarships can be granted repeatedly.
- (4) Targeted scholarships can be granted as one-off scholarships or as a monthly amount paid for a specified period of an academic year.
- (5) Scholarships will be paid on days stipulated by the dean or the Rector.

#### Article 5 Social scholarships

- (1) Pursuant to Article 2, Para 1 (c) hereof, social scholarships are granted to students who are entitled to child benefits pursuant to Section 91, Para 3 of the Act, provided the family income determined for the purposes of child benefits does not exceed the product of the minimum guaranteed family income and a coefficient of 1.5.
- (2) Social scholarships are granted in the standard period of study for each full calendar month in which the student complies with conditions for the granting of a social scholarship, with the exception of the months of July and August.
- (3) A student proves their claim to a social scholarship by a written confirmation issued upon request by the state social welfare authority of the Czech Republic, which has granted the benefit, confirming that in the year stated in the confirmation the family income determined for the purposes of child benefits did not exceed the product of the minimum guaranteed family income and a coefficient of 1.5. The confirmation for the purposes of granting the scholarship is valid for 21 months after the end of the year for which the family income was determined. In a given period, the student can assert a claim to the scholarship only once<sup>1</sup>.
- (4) Social scholarships are paid out pursuant to the relevant registrar's directive in accordance with the rules of the Ministry of Education, Youth and Sports (hereinafter as the "Ministry") for granting contributions and subsidies to public universities.

#### Article 6 Doctoral scholarships

- (1) Doctoral scholarships are granted to students of doctoral study programmes in the full-time form of study; they are paid out during a period of study which does not exceed the standard period of study. The period of study includes all previous unsuccessful studies in doctoral study programmes. Doctoral scholarships consist of two parts
- a) An mandatory part – a regular monthly amount paid throughout the whole academic year,
  - b) A discretionary part – granted for outstanding results in pedagogical and creative activities.

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<sup>1</sup> Section 91, Para 3 of the Act.

- (2) Scholarships pursuant to Para 1 (a) are granted monthly in the amount of 140 % up to 320 % of the base. The Rector will stipulate the actual amount within this range for the given academic year. If a student does not meet the study requirements arising from their individual study plan, the dean or the Rector may reduce the scholarship on the basis of a suggestion of a specialization committee.
- (3) Scholarships pursuant to Para 1 (b) are granted by the dean or by the Rector on the basis of a proposal of a supervisor, a head of department, a head of the institute or a specialization committee, as a one-off scholarship or as a monthly amount paid for a specified period of an academic year so that the total amount of allocated targeted funds for doctoral scholarships is not exceeded.

#### Article 7

##### Boarding scholarships

- (1) Boarding scholarships are granted to students who meet the criteria for granting of the scholarship based on the data from the Union Information from Student's Registers (hereinafter as "SIMS") kept by the Ministry, on the date of the relevant data collection for SIMS that precedes the payment date. Details concerning the criteria for granting of a boarding scholarship will be set by the Rector after consultation with the CTU Academic Senate in relation to the conditions for the use of the contribution provided by the Ministry.
- (2) Boarding scholarships are paid retrospectively on a quarterly basis pursuant to the relevant registrar's directive.

#### Article 8

##### Cases when scholarships cannot be granted

##### Scholarships cannot be granted

- a) During a period of interruption of studies, when the student does not have a student status under the law,
- b) When the conditions of disciplinary integrity are not met, with the exception of a social scholarship pursuant to Article 2, Para (c) hereof; the student received a reprimand within a period of 3 months prior to the evaluation and the trial period for conditional expulsion from the studies is running.

#### Article 9

##### Scholarships from subsidies or from state budget contributions

- (1) Funds allocated for payment of scholarships from subsidies or from state budget contributions are approved in the framework of the CTU budget by
  - a) A faculty's Academic Senate for students of study programmes implemented at faculties,
  - b) The CTU Academic Senate for students of study programmes implemented at CTU.
- (2) Scholarships from subsidies or from state budget contributions can only be granted in compliance with Section 91 of the Act.

Article 10  
Scholarships from other sources

- (1) Scholarships can be paid from sources pursuant to Article 2, Para 2 (b) to (e) hereof.
- (2) Financial resources from the CTU Scholarship Fund and profits of supplementary activities are intended to enhance the resources for scholarships from subsidies or from state budget contributions pursuant to Article 2, Para 2 (a) hereof.
- (3) Financial resources from grants and projects can be granted as targeted scholarships under rules stipulated by the provider.
- (4) Targeted donations can be transferred to the CTU Scholarship Fund in accordance with the intentions of the donor, or they can be granted as targeted scholarships under rules stipulated by the donor.

Article 11  
Deciding about granting of scholarships

- (1) Decisions about granting of scholarships in the framework of the decision-making process concerning students' rights and obligations are governed by the provisions of Section 68 of the Act and by internal regulations of CTU and its faculties.
- (2) The decision concerning an application for a scholarship must be issued within 30 days after the reception of the application.
- (3) The decision of the dean or the Rector must be made in writing and it must include in particular a statement about granting of the scholarship including the type and amount of scholarship, the financial resources, manner and dates of payment of the scholarship, possibly also the conditions for the use of the targeted scholarship, the justification of the decision and advice on how to appeal against the decision.
- (4) The decision is delivered to the student in accordance with Section 69 (a), Para 3 of the Act through the CTU electronic information system.
- (5) The student can submit an appeal against the decision to the Rector. In case the decision was taken by the dean, the appeal is submitted to the Rector through the dean; in such case the dean (unless they deem the conditions call for the application of Section 87 of the Administrative Procedure Code<sup>2</sup>) will submit the file to the Rector including their position within 30 days after the reception of the appeal.
- (6) The appeal must be submitted in writing within 30 days after it was announced.
- (7) The appeal must include the following
  - a) Name, surname, date of birth,
  - b) Permanent address, or another delivery address,
  - c) Name of the study programme,
  - d) Name of the respective faculty or university institute,
  - e) It must include the information about which decision it aims to appeal, the extent of the appeal against the decision and where it is allegedly in conflict with legal regulations or how the decision or preceding proceedings were incorrect,

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<sup>2</sup> Act no. 500/2044 Coll., Administrative Procedure Code.

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- f) A signature of the person submitting the appeal.
- (8) The decision of the Rector is final, is made in writing and includes
- a) The decision (pronouncement),
  - b) Its justification,
  - c) Advice to the effect that this decision is final and that it cannot be appealed,
  - d) Information about which body has issued it,
  - e) Date of the issuance of the decision,
  - f) Reference number under which it is registered by CTU,
  - g) CTU official stamp,
  - h) Rector's signature.

Article 12

Common, temporary and final provisions

- (1) The existing Bursary Code of the Czech Technical University in Prague registered by the Ministry of Education, Youth and Sports under ref. no. 10 006/2006-30 on 4 April 2006, as amended, is repealed.
- (2) Students are obliged to inform CTU in writing about any changes of facts relevant for granting of scholarships within 30 days after such facts occurred.
- (3) Proceedings initiated before these Rules came into effect will be concluded pursuant to the existing regulations; they will be completed pursuant to later regulations only in case this would be beneficial for the student.
- (4) These Rules were approved by the CTU Academic Senate on 28 June 2017 pursuant to Section 9, Para 1 (b), point 3 of the Act.
- (5) These Rules come into force pursuant to Section 36, Para 4 of the Act on the day they are registered by the Ministry.
- (6) These Rules come into effect on 1 October 2017.

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Rector