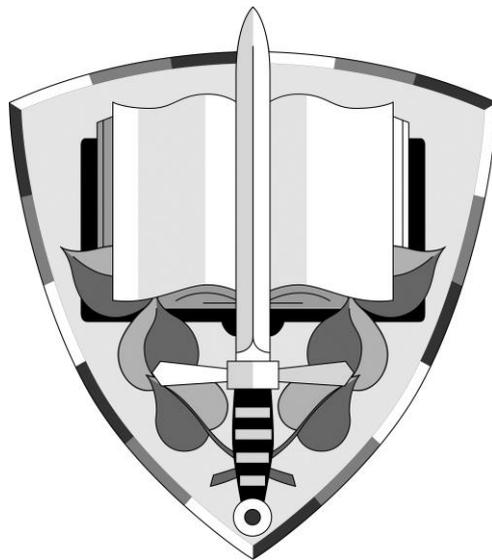


University of Defence in Brno

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REGISTERED INTERNAL REGULATION



REGULATIONS FOR AWARDING SCHOLARSHIPS TO STUDENTS OF THE UNIVERSITY OF DEFENCE IN BRNO

Brno 2017

Article 1
Introductory provisions

- (1) The scholarship regulations for students of the University of Defence in Brno (hereinafter referred to as “regulations”) are an internal regulation of the University of Defence in Brno (hereinafter referred to as “the university”) pursuant to Section 17 (1) h) of Act No. 111/1998, on Higher Education Institutions and on Amendment and Supplementation of Other Acts (Higher Education Act), as amended, and pursuant to Article 24 of the Statute of the University of Defence in Brno.
- (2) The regulation governs the provision of scholarships for students of the university.

Article 2
General provisions

- (1) Students may be awarded scholarships paid from the state budget for educational and creative activities, state budget subsidies, support for research, experimental development and innovation from public funds under a special legal regulation¹, or from other sources.
- (2) A scholarship may be awarded:
 - a) for outstanding study results²,
 - b) for excellence in research, development an innovation, artistic or other creative results contributing to the deepening of knowledge³,
 - c) for research, development and innovation activities, pursuant to a special legal regulation⁴,
 - d) in cases where the student faces socio-economic hardship, including providing support for accommodation,
 - e) in cases of special consideration⁵,
 - f) to support studies abroad⁶,
 - g) to support studies within the Czech Republic⁷,
 - h) to students of doctoral study programmes⁸.
- (3) There are no legal claims for awarding a scholarship pursuant to paragraph 2 (a), (b), (c), (e), (f) and (g).

¹ Act No. 130/2002, On the Promotion of Research, Experimental Development and Innovation from Public Funds and on the Amendment of Certain Related Acts (Act on the Promotion of Research, Experimental Development and Innovation), as amended.

² Section 91 (2) a) of the Higher Education Act.

³ Section 91 (2) b) of the Higher Education Act.

⁴ Section 91 (2) c) of the Higher Education Act.

⁵ Section 91 (2) e) of the Higher Education Act.

⁶ Section 91 (4) a) of the Higher Education Act.

⁷ Section 91 (4) b) of the Higher Education Act.

⁸ Section 91 (4) c) of the Higher Education Act.

- (4) students enrolled in study programmes wherein the conditions for admission specify that it is intended exclusively for professional soldiers⁹, cannot be awarded a scholarship:
 - a) in cases where the student faces socio-economic hardship, including support for accommodation, to support study abroad,
 - b) to support studies in the Czech Republic,
 - c) intended for students of doctoral study programmes.
- (5) Scholarships may be awarded as a regular monthly amount for the period of time specified in the decision on awarding a scholarship (hereinafter referred to as “regular scholarship”), or as a one-time payment.

Article 3

Scholarship policy for the academic year

- (1) By a special measure before the beginning of each academic year, the Rector shall determine the exact amount of the individual scholarships for the academic year, with the exception of the scholarships provided for in Articles 7, 10 and 11 of this regulation, where:
 - a) if this regulation sets a minimum amount for a particular scholarship, the Rector’s measure cannot determine a lower exact amount of the scholarship,
 - b) if this regulation sets a maximum amount for a particular scholarship, the Rector’s measure cannot determine a higher exact amount of the scholarship.
- (2) If the Rector does not provide for the exact amount of scholarships prior to the beginning of the academic year, the scholarships shall be awarded at the rate stipulated in the Rector’s preceding measure.

Article 4

Scholarship for outstanding study results

- (1) This scholarship is intended for full-time students in bachelor, master and doctoral study programmes.
- (2) The scholarship may be awarded as a regular one.
- (3) Regular scholarship cannot be awarded:
 - a) if the student is repeating the grade or has not met all the study requirements from the preceding semester, or
 - b) if he or she has been subject to a disciplinary offense under the Higher Education Act¹⁰ in the last twelve months.
- (4) The amount of the regular scholarship is determined by the average evaluation earned by the student in the previous semester. Regular scholarships are awarded for a maximum

⁹ Act No. 221/1999 On Professional Soldiers, as amended.

¹⁰ Section 65 (1) of the Higher Education Act.

of one semester. Regular scholarships can only be awarded once per semester. The amount of scholarship is determined as follows:

a) in the case of bachelor and master study programmes:

average evaluation m	exact amount of scholarship per month	restriction for the Rector's measure – scholarship per month
$m = 1$	according to the Rector's measure	min. CZK 1,500
$1 < m \leq 1,2$	according to the Rector's measure	min. CZK 1,000
$1,2 < m \leq 1,5$	according to the Rector's measure	min. CZK 500

b) in the case of doctoral study programmes:

average evaluation m	exact amount of scholarship per month	restriction for the Rector's measure – scholarship per month
$1 \leq m \leq 1,5$	according to the Rector's measure	min. CZK 3,000
$1,5 < m \leq 2$	according to the Rector's measure	min. CZK 2,000

- (5) The average evaluation¹¹ is calculated according to the rules laid down in the Study and Examination Regulations of the University of Defence in Brno, which is an internal regulation¹². If it is not possible to calculate the average evaluation for the previous semester, for example when the preceding semester did not include any evaluated study requirements, the last calculated average evaluation shall be used to determine the amount of the scholarship.

Article 5

Scholarship for outstanding results in research, development, innovation, arts, or other creative activities contributing to deepening knowledge

- (1) This scholarship is intended for full-time students in bachelor and master study programmes.
- (2) The scholarship may be awarded as a regular or one-time grant.
- (3) A one-time scholarship may be awarded for the results of research, developmental, innovative or other creative activity of the student (hereinafter referred to as “creative activity”). The amount of one-time scholarship is determined as follows:

¹¹ Article 30 of the Study and Examination Regulations of the University of Defence in Brno.

¹² Section 17 (1) g) of the Higher Education Act.

type of creative activity	exact amount of scholarship	restriction for the Rector's measure – amount of scholarship
Placement at the first three places in defence of the student's own work at a student conference organized by the university or its part in a competition of creative activities of the students	according to the Rector's measure	min. CZK 2,000
Extraordinary results of the student in public representation of the university in competitions of creative activity at the national level	according to the Rector's measure	min. CZK 3,000
Extraordinary results of the student in public representation of the university in competitions of creative activity at the international level	according to the Rector's measure	min. CZK 5,000
The student's sharing in scientific work carried out by the university or its part during the academic year, if the activity is completed in a contest of the students' creative activity by defending the student's scientific work arising from this activity, or presenting this scientific work at a scientific conference	according to the Rector's measure	min. CZK 8,000

- (4) A regular scholarship may be awarded as a result of the student's creative activity, which is understood as a contribution to the teaching activities carried out by the university or its part. A regular scholarship is awarded for a maximum of eight months in the academic year, for the period from November to June. The exact amount of the regular scholarship is determined by the Rector's measure. The minimum amount of the regular scholarship is CZK 700 per month.
- (5) The details of the student's creative activity organized by the university or its faculty shall be determined by the Rector in his/her measure.

Article 6

Scholarship for research, development and innovation activity under special legal regulation

- (1) This scholarship is intended for full-time students in master and doctoral study programmes.
- (2) The scholarship may be awarded as a regular one.
- (3) A regular scholarship may be awarded for participation in research conducted by students in the implementation of accredited study programmes directly related to their education¹³. It is awarded for a maximum of ten months in the academic year, from

¹³ Section 3 (2) c) of the Law on the Support of Research, Experimental Development and Innovation.

September to June. The exact amount of regular scholarship is determined by the Rector's measure. The minimum amount of the scholarship is CZK 1,500 per month for students of master programmes and CZK 3,000 per months for students of doctoral study programmes.

- (4) The details of participation in the research carried out by students in the implementation of accredited study programmes which is directly related to their education, shall be determined by the Rector's measure.

Article 7

Scholarship in the event of socio-economic hardship of the student

- (1) This scholarship is intended for full-time students in bachelor, master and doctoral study programmes.
- (2) The scholarship may be awarded as a regular or one-time grant.
- (3) A one-time scholarship is awarded at the student's request for social reasons worthy of special consideration. Students are obliged to provide these reasons together with their request for a one-time scholarship. They may be awarded a scholarship no more than twice during their studies, each time up to three times the student's subsistence level determined in accordance with a special legal regulation¹⁴.
- (4) A regular scholarship is awarded at the request of a student who fulfils the conditions stipulated by the Higher Education Act¹⁵. The scholarship is awarded in the amount specified by the Higher Education Act¹⁶. A regular scholarship is awarded for a standard period of study for a period of ten months in the academic year, from September to June. Entitlement to a regular scholarship can only be applied once for a given period of time.

Article 8

Scholarship to support accommodation

- (1) This scholarship is intended for full-time students in bachelor, master and doctoral study programmes.
- (2) The scholarship may be awarded as a regular one.
- (3) A regular scholarship is awarded at the student's request:
 - a) if the student is studying the given grade for the first time or he/she has not fulfilled all the study requirements from the previous semester, and
 - b) if he/she is studying in the first study programme or in a subsequent programme, or has transferred from one study programme to another and his/her previous studies have been recognized; and
 - c) if he/she does not have permanent residence in the district of his/her studies.

¹⁴ Section 8 of the Act No. 117/1995, On State Social Support, as amended.

¹⁵ Section 91 (3) of the Higher Education Act.

¹⁶ Section 91 (3) of the Higher Education Act.

- (4) A regular scholarship is awarded for a standard period of study of ten months in the academic year, for the period from October to July. Entitlement to a regular scholarship can only be applied once for a given period of time. In the case of parallel study in two or more study programmes, the scholarship is awarded only once. The exact amount of the regular scholarship is determined by the Rector's measure, the maximum amount of the scholarship being CZK 1,000 per month.

Article 9

Scholarships in cases of special consideration

- (1) This scholarship is intended for full-time students in bachelor and master study programmes.
- (2) The scholarship may be awarded as a regular or one-time grant.
- (3) A one-time scholarship may be awarded:
- a) if the student has achieved exceptional results in socially beneficial activities carried out beyond his/her study duties,
 - b) if the student has achieved exceptional results in sport competitions and publically represented the university beyond his/her study duties,
 - c) if the student publically represented the university in cultural and social events beyond his/her study duties, or
 - d) for other reasons worthy of special consideration.
- (4) The exact amount of the one-time scholarship shall be determined by the Rector's measure, the minimum scholarship being CZK 5,000.
- (5) A regular scholarship is awarded to a student for his/her long-term participation in activities undertaken for the benefit of the university. The scholarship is awarded for a maximum of ten months in the academic year, for the period September to June. The scholarship can only be awarded once in a given period of time. The exact amount of the scholarship shall be determined by the Rector's measure, the minimum amount of the scholarship being CZK 1,000 per month.

Article 10

Scholarship to support abroad studies

- (1) This scholarship is intended for full-time students in bachelor, master and doctoral study programmes. The scholarship under paragraph 3 b) of this article may also be awarded to students of combined study in bachelor, master and doctoral study programmes.
- (2) The scholarship may be awarded as a one-time grant.
- (3) A one-time scholarship may be awarded at the request of a student who, as part of fulfilling his/her study duties, has been sent:
- a) to present the results of study and scientific activities abroad or to practice abroad. The scholarship can be awarded up to a maximum of the sum of the expected

travel expenses, accommodation expenses, increased food expenses and necessary additional expenses (hereinafter referred to as “travel expenses”); the student shall ask for the scholarship before the commencement of his/her stint.

- b) for a study or working stint abroad under the ERASMUS+ programme¹⁷. The scholarship can be awarded up to the level of the actual increased costs of living related to the abroad stint, if these costs have been well documented and justified by the student. If other financial support was paid or could have been paid to the student in connection with his/her foreign stint, the one-time scholarship can be awarded only up to the amount of the difference between the financial support and the actually incurred increased living costs.
- (4) In the assessment of the travel expenses referred to in paragraph 3 (a) a special legal regulation shall be applied as appropriate¹⁸; these do not include travel expenses to visit a family member. Increased living costs include travel expenses to the place of residence and back, travel expenses at the place of the stint abroad incurred by study duties, expenses related to accommodation abroad, and increased food expenses. Further conditions for the selection of university students for participation in the exchange programme shall be determined by the Rector’s measure.

Article 11 **Scholarship to support studies in the Czech Republic**

- (1) This scholarship is intended for full-time students in bachelor, master and doctoral study programmes.
- (2) The scholarship may be awarded as a one-time grant.
- (3) A one-time scholarship may be awarded at the request of the student who has been sent to present the results of his/her creative activity or practice outside the municipality in which he/she is studying. The scholarship is paid up to the sum of the expected travel expenses; the scholarship is to be requested by the student before the commencement of the trip.
- (4) As appropriate, a special legal regulation¹⁹ shall be applied when assessing travel expenses pursuant to paragraph 3; these do not include travel expenses to visit a family member.

Article 12 **Scholarship for students of doctoral study programmes**

- (1) This scholarship is intended for full-time students in doctoral study programmes.
- (2) The scholarship may be awarded as a regular one.

¹⁷ Regulation of the EU Parliament and Council No. 1288/2013 of 11 December 2013 establishing the Erasmus+ programme of the EU for education, practical training, youth and sports, and abolishing Decisions No. 1719/2006/ES, No. 1720/2006/ES and No. 1298/2008/ES.

¹⁸ Section 156 et seq. Act No. 262/2006, labour Code, as amended.

¹⁹ Section 156 et seq. Act No. 262/2006, labour Code, as amended.

- (3) A regular scholarship is awarded to the student from the first day of the calendar month in which he/she was enrolled in the doctoral study programme. The scholarship is awarded for a standard period of study of twelve months in the academic year. The exact amount of the regular scholarship shall be determined by the Rector's measure, the minimum amount of the scholarship being CZK 9,000 per month.

Article 13

Proceedings in the matter of awarding, reducing or withdrawing scholarships

- (1) The decision on awarding, reducing or withdrawing of a scholarship shall be governed by the Code of Administrative Procedure²⁰ with the derogations provided for by the Higher Education Act and by this regulation.
- (2) At the first stage of the administrative procedure for awarding, reducing or withdrawing of the scholarship, the decision shall be made by:
- a) the Dean, in the case of a student enrolled in the Faculty, for awarding, reduction or withdrawal of the scholarship pursuant to Articles 4, 5, 6, 8 and 12 of this regulation,
 - b) the Rector, in other instances.
- (3) At the first level, the scholarship pursuant to Articles 5 and 6 of this regulation may be awarded by the Dean of the Faculty which carries out the relevant study programme and in which the student is not enrolled.
- (4) The procedures for awarding a scholarship pursuant to Articles 7, 8, 10 and 11 of this regulation may be initiated at the request of the student or ex officio. Other proceedings with respect to the awarding, reduction or withdrawal of the scholarship shall be initiated ex officio.
- (5) The procedure for the withdrawal of the scholarship shall be initiated principally:
- a) if the student ceases to be eligible for the scholarship,
 - b) if it emerges that the scholarship has been awarded on the basis of false, incomplete or distorted information,
 - c) if the student immediately provides notification of facts which may affect the scholarship or its amount, or
 - d) if the student is penalized for a disciplinary offense under the Higher Education Act²¹, in the event of a scholarship for excellent study results.
- (6) Scholarships are awarded in CZK.
- (7) The scholarship shall not be awarded if six months or more have elapsed since the time when the scholarship could have been awarded for the first time.

²⁰ Act No. 500/2004, the Administrative Code, as amended.

²¹ Section 65 (1) of the Higher Education Act.

Article 14
Payment of scholarships

- (1) Regular scholarships are paid in reverse.
- (2) If the student meets the conditions for awarding a regular scholarship for only part of the calendar month, the amount of the scholarship shall be proportional to the number of days during which he/she met the conditions.
- (3) The awarded scholarship shall be paid by non-cash transfer to the student's account, kept in CZK at a branch of a monetary institution in the territory of the Czech Republic, or in cash.
- (4) In the event of an unauthorised payment of the scholarship, the student is obliged to return the paid scholarship or part thereof.
- (5) If a condition regarding the standard period of study is required for the award of a scholarship, this period is counted from the first day of the academic year in which the applicant enrolled.

Article 15
Common provisions

- (1) The student shall immediately notify the person who decided on awarding the scholarship about all facts that can affect the scholarship or its amount.
- (2) Awarding scholarships to foreign students who study at the university under an international contract are determined by this contract.

Article 16
Granting an exception

The Rector is authorized to grant, on written request, an exemption from the provisions of this regulation, if the exemption is not to the detriment of the student. The procedure for deciding on this matter is governed by the Administrative Procedure Code.

Article 17
Transitional and final provisions

- (1) Proceedings concerning awarding, reducing or withdrawal of scholarships initiated before the date of effect of this regulation shall be completed under the existing regulation.
- (2) The payment of scholarships awarded prior to the effective day of this regulation shall be completed under the existing regulation.
- (3) The Scholarship Regulations for Students of the University of Defence, 19 March 2009, as amended, are abolished.
- (4) This regulation was approved by the Academic Senate of the University on 13 June 2017.

(5) This regulation becomes effective on the date of registration by the Ministry of Defence²².

signed

prof. MUDr. Jiří KASSA, CSc.
Chairman of the Academic Senate of the
University

signed

brig. gen. prof. Ing. Bohuslav PŘIKRYL, Ph.D.
Rector

²² Section 95 (8) a) of the Higher Education Act.

The Ministry of Education, Youth and Sports declared, pursuant to Section 95 (8) a) of Act No. 111/1998 Coll., on Higher Education Institutions and on the modification and amendment of other acts (Higher Education Act), on 31 August 2017, under Ref. No. MSMT-21548/2017-2, consent to registration of the Scholarship Regulations for Students of the University of Defence in Brno.

.....signed

Mgr. Karolína GONDKOVÁ

Director of the Department of Higher Education

The Ministry of Defence has registered pursuant to Section 36 (2) and Section 95 (8) a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on modification and Amendment of other acts (Higher Education Act), on 6 September 2017, under Ref. No. 179853/2017-7542 the Scholarship Regulations for Students of the University of Defence in Brno.

.....signed

Ing. Petr VANČURA

State Secretary at the Ministry of Defence