

*The internal regulations of the Czech Technical University in Prague were registered in accordance with § 36 paragraph 2 of Act No. 111/1998 Coll., on Universities and on the changes and amendments of other related Acts (the Act on Universities) by the Ministry of Education, Youth and Sports on April 4, 2006, under ref. No. 10 006/2006-30 the Scholarship Code of the Czech Technical University in Prague.*

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**SCHOLARSHIP CODE  
OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE  
OF APRIL 4, 2006**

**Article 1  
Initial provisions**

The Scholarship Code of the Czech Technical University in Prague (hereafter "CTU") in accordance with § 62 para. 1 letter i) of Act No. 111/1998 Coll., on Universities and on changes and amendments to other related acts (the Act on Universities) (hereafter the "Act") deals with grants of scholarships to students of all Bachelor's degree, Master's degree and doctoral study programs offered at the faculties and CTU.

**Article 2  
Types of scholarship and how they are funded**

1. Students may be granted the following scholarships:
  - a) a scholarship for excellent study results according to Art. 91 para. 2 letter a) of the Act (hereafter a " Merit Scholarship"),
  - b) a special scholarship according to Art. 91 para. 2 letter b) to d) and para. 4 letter a) and b) of the Act
  - c) a scholarship for socially and financially disadvantaged students according to Art. 91 para. 3 of the Act (hereafter a "Social Scholarship"),
  - d) a doctoral scholarship according to Art. 91 para. 4 letter c) of the Act,
  - e) an accommodation scholarship according to Art. 91 para. 2 letter d) of the Act.
2. The scholarships are funded from the following sources:
  - a) from grants or contributions from the state budget,
  - b) from the CTU scholarship fund,
  - c) from grants,
  - d) from special gifts.
3. A scholarship can be granted as a single payment scholarship or as a monthly sum paid for a defined period of an academic year. Students in study programs offered by the faculties are granted a scholarship by the dean, while students of study programs offered by CTU are granted a scholarship by the Rector. The Rector may grant scholarships to students according to Art. 4 para. 2 letter f).

### **Article 3**

#### **Merit Scholarships**

1. Merit Scholarships can be granted to students of Bachelor's and Master's degree study programs accredited by CTU for excellent study results achieved in a decisive period of a study program, i.e., a semester or an academic year.
2. A Merit Scholarship can be granted only to those students, who in the decisive period:
  - a) are students of CTU according to Art. 61 of the Act,
  - b) study in the full-time form of study,
  - c) are studying with the standard period of study,
  - d) have fulfilled the criteria defined for the grant of a scholarship,
  - e) have submitted an application for a scholarship grant to the dean or to the Rector via the Study Department within the stipulated deadline.
3. A Merit Scholarship can also be granted to a CTU student for a decisive period of study passed at other faculties or other universities, when the courses taken are approved by the dean or by the Rector.
4. A Merit Scholarship can be granted to a students of a study program that follows on from a Bachelor's degree study program, and also for studies in the preceding Bachelor's degree study program.
5. A Merit Scholarship can be granted to a student for a maximum period of 10 months of the academic year in which the student submitted the application for a scholarship and the scholarship was granted to him/her by the dean or the Rector.
6. If a student in a given academic year is only working on a master's (diploma) or bachelor's thesis and passes the final state exam, she/he can be granted the scholarship for a maximum period of five months of that academic year.
7. A Merit Scholarship is not paid out in July and August.
8. A Merit Scholarship can be granted as a single payment or as monthly installments paid out for the stipulated period of an academic year.
9. The deadlines for submitting an application for a Merit Scholarship and the dates on which Merit Scholarships are paid are stipulated by the dean or by the Rector.
10. The criterion for determining the amount of the Merit Scholarship is the weighted average of the student's study grades, calculated according to the Study and Examination Code of CTU from courses that have been passed, including admitted courses from non-study programs.
11. In a given semester or academic year the student in entitles to a Merit Scholarship for excellent study results achieved in the previous semester or academic year, if:
  - a) in the semester (academic year) for which the scholarship is granted, she/he was awarded at least 30 credits (60 credits),
  - b) the number of courses registered in the semester or the academic year is not fewer than 4 courses (8 courses),

- c) the weighted study average for the given semester or academic year is lower than or equal to 1.80.
12. The dean or the Rector stipulates the decisive period of study and in consultation with the Academic Senate of the faculty or the Academic Senate of CTU, the amount of the Merit Scholarship. The highest amount of Merit Scholarship payable for an academic year is twenty times the basic sum stipulated by the Ministry of Education, Youth and Sports in accordance with Art. 58 para. 2 of the Act (hereafter the „base“) valid for the academic year.
13. For students sent by CTU to study at another university, the dean or the Rector may soften the criteria provided in para. 11 letter a) and b).
14. If a Merit Scholarship is paid to a student without authorization, he/she is obliged to return the scholarship.

#### **Article 4**

#### **Special Scholarships**

1. A Special Scholarship can be granted to students of Bachelor's and Master's degree study programs or doctoral study programs in the full-time and combined form of study, with the exception of cases provided in Art. 8.
2. A Special Scholarship can be granted:
- a) for excellent scientific, research, development, artistic and other creative results contributing to the deepening of knowledge (participation in a scientific project, research activities at a workplace, and other activities),
  - b) for unique study results, for passing a study program with the grade “pass with honors” or “pass with merit”, for shortening the study period below the standard time schedule,
  - c) as a social contribution,
  - d) in support of CTU students studying abroad,
  - e) in support of foreign students studying in the Czech Republic,
  - f) in other cases of special significance, primarily:
    - for expert scientific papers in prestigious foreign publications,
    - to support specialized practical placements and student excursions,
    - for successful representation of the CTU and exemplary civil acts,
    - for representing CTU in sport, for sports results and sporting achievements outside CTU, on condition that the weighted study average in the previous academic year achieved by the student was lower than or equal to 2.00,
  - g) as an extraordinary prize; the conditions are stipulated by the donor,
  - h) for student accommodation,
  - i) based on the criteria for supporting the scientific activities of students of doctoral study programs, published in advance.
3. A Special Scholarship is granted by a dean or the Rector based on the student's application or on the Rector's, dean's, vice-rector's, vice-dean's or workplace manager's proposal. A Special Scholarship can be granted repeatedly.

4. The highest amount of a Special Scholarship according to Art. 2 letter a) to f), that can be paid out to a student in an academic year is twenty-four times the base.
5. A Special Scholarship can be granted as a single payment or can be paid in monthly installments for a stipulated period of an academic year.
6. The dates on which a Special Scholarship is paid are stipulated by a dean or by the Rector.

## **Article 5 Social Scholarships**

1. According to Art. 2 para. 1 letter c), a Social Scholarship is granted to students who are entitled to receive a child's allowance at an elevated rate in accordance with a special legal regulation<sup>1</sup> and prove their right by attaching a written note on the child's allowance issued by a Social Security Office to the application for a Social Scholarship submitted via the Study Department.
2. A Social Scholarship is granted for the standard period of study for each full calendar month in which the student meets the conditions for the grant of a Social Scholarship, with the exception of July and August.
3. On a monthly basis, the Social Scholarship is a multiple of the child's allowance at an elevated rate that is stipulated by a governmental edict.
4. A Social Scholarship is paid based on the Registrar's Directive in compliance with the rules of the Ministry of Education, Youth and Sports (hereafter the „Ministry“) for granting allowances and grants to universities.

## **Article 6 Doctoral Scholarships**

1. A Doctoral Scholarship is granted to students of full-time doctoral study programs. It is paid out for the standard period of study. A Doctoral Scholarship comprises two parts:
  - a) the entitlement – a regular monthly amount paid throughout the entire academic year(12 months);
  - b) the non-entitled part – awarded for excellent study results, for scientific, research and teaching activities.
2. The Scholarship according to para. 1 letter a) is granted in the amount of 140 – 200% of the base, monthly. The amount of the scholarship, within the limits of this range, is stipulated by the Rector for the given academic year. If a student fails to fulfill her/his study duties resulting from the individual study plan, a dean or the Rector may reduce the scholarship in consultation with the Branch Board.
3. The scholarship according to para. 1 letter b) is granted by the dean or the Rector in response to a recommendation by the supervisor, the head of the department or institute or branch board, as a single payment or as a monthly sum paid out for the stipulated period

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<sup>1</sup> Art. 17 para. 2 letter a) of Act No. 117/1995 Coll. on welfare, as amended by the Act 242/1997 Coll.

of an academic year in such manner that the total amount of assigned special funds for doctoral scholarships is not exceeded.

### **Article 7 Accommodation Scholarships**

1. An Accommodation Scholarship is granted to a student who fulfills conditions for such a grant according to data from the Joint Information of Student's Registers (hereafter „SIMS“) as of the date when the relevant data is collected into SIMS and prior to the payment date. The criteria for granting an Accommodation Scholarship are stipulated by the Rector in consultation with the Academic Senate of CTU in relation to the conditions for use of the funds provided by the Ministry.
2. Accommodation Scholarships are paid retroactively for a quarter of the year, based on the registrar's directive.

### **Article 8 Cases when a scholarship cannot be granted**

A scholarship cannot be granted to a student:

- a) if a student of a Bachelor's or Master's degree study program studies in a form of study that is not full-time study, except in the case of a Social Scholarship according to Art. 2 para. 1 letter c) and scholarships according to Art. 4 para. 2 letter f) and g),
- b) during a period when her/his studies have been interrupted, when she/he is not a student according to the law,
- c) if the student fails to fulfill the condition being free from disciplinary actions, except in the case of a Social Scholarship according to Art. 2 para. 1 letter c); if the student received a warning (sanction) within a period of three months prior to the date of evaluation, or if she/he is in the period of conditional expulsion from study,
- d) for a scholarship according to Art. 2 para. 1 letter a), if in the previous study period she/he studied a study form that was not a full-time study form.

### **Article 9 Scholarships from a grant or a contribution from the government budget**

1. In the framework of the CTU budget, the funds intended for payment of a scholarship from a grant or a contribution from governmental budget are approved by:
  - a) the Academic Senate of the faculty for students of study programs offered by the faculties,
  - b) the Academic Senate of CTU for students of study programs offered at CTU.
2. Scholarships from a grant or from a contribution from the governmental budget can be granted only in compliance with Art. 91 of the Act.

### **Article 10 Scholarships from other sources**

1. Scholarships can also be paid from the sources according to Art. 2 para. 2 letter b) to d).

2. The finances of the CTU scholarship fund are intended to supplement the funding for scholarships from a grant or a contribution from the governmental budget according to Art. 2 para. 2 letter a).
3. Funding from grants can be awarded as a Special Scholarship according to the rules laid down by the donor.
4. In compliance with the donor's intentions, special gifts can be transferred to the CTU scholarship fund or granted as a Special Scholarship in accordance with the donor's rules.

**Article 11**  
**Decision making on granting scholarships**

1. The provisions of Art. 68 of the Act and other internal regulations of CTU in Prague govern decision making on granting scholarships in the framework of deciding on student's rights and obligations.
2. A statement on an application for a scholarship must be issued within 30 days of receipt of the application.
3. A statement shall be issued by the dean or by the Rector in the form of a decision. The decision must be elaborated in writing, must contain the reasoning and instructions on how to submit a request for a review.
4. The decision is delivered to the student in person via the Study Department.
5. If it is impossible to deliver the decision in the above manner within 30 days, the substitute delivery of the decision shall be carried out by publishing it on the official notice board of the faculty or of CTU. The notice will be placed on the notice board for a period of 15 days, and the day of delivery will be the eighth day after placement of the notice. The announcement invites the student to take delivery of the decision at the Study Department.
6. Within 30 days from the day on which the decision is issued, the student may ask for a review of the decision. The request is submitted in writing and the student shall include her/his name, address, the name of the study program and the name of the faculty or of the part of a faculty that offers the program, and also brief reasons for her/his request or the reasons for objecting to the decision. At the end of the request she/he shall attach the date of its issue and her/his signature.
7. The student applies to the Rector, or if the decision was made by a dean, to the Rector via the dean, for a review of the decision to grant, or not to grant, a scholarship.
8. The Rector's decision in the matter of the review is final. It is elaborated in writing and includes:
  - a) the decision,
  - b) the reasoning for the decision,
  - c) information that this is a final decision,
  - d) information on the issuing body,
  - e) date of the issue of the decision,

- f) the reference number under which the decision is recorded,
- g) the CTU official stamp,
- h) the signature of the Rector or his authorized representative.

**Article 12**  
**Common and final provisions**

1. A Student is obliged to inform the Study Department on changes in all decisive events for the award of a scholarship, in writing, within 30 days from the occurrence of such an event.
2. The Scholarship Code of the Czech Technical University in Prague registered by the Ministry on June 10, 2005 under ref. no.: 20608/2005-30 is cancelled.
3. This Scholarship Code is also applicable to foreign students according to Art. 3 para. 2 letter a) who study in Czech language under the same conditions as students who are citizens of the Czech Republic, if not stipulated otherwise by the international contract or by Attachment No. 3 to the CTU Statute under the title the Conditions for the Studies of Foreign Students at CTU.
4. This Scholarship Code was approved pursuant to Art. 9 para. 1 letter b) of the Act by the Academic Senate of CTU on March 29, 2006.
5. This Scholarship Code comes to force pursuant to Art. 36 para. 4 of the Act on the day of its registration by the Ministry.

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Rector