

Under Section 36 (2) of Act 111/1998 Coll. on Higher Education and on Changes and Amendments to some other acts (the Higher Education Act), the Ministry of Education, Youth and Sport registered the Bursary Code of Czech Technical University in Prague in Prague under Ref. No. 10 006/2006-30 on April 4, 2006

The changes to the Bursary Code of the Czech Technical University in Prague were registered by the Ministry of Education, Youth and Sports under Section 36 (2) and (5) of the Higher Education Act on 25. April 2008 under Ref. No. 5 942/2008-30, on April 4, 2009 under Ref. No 4 585/2009-30, on August 6, 2014 under Ref. No. MSMT-28478/2014 and on January 13, 2015 pod čj. MSMT-1030/2015.

FOURTH CONSOLIDATED BURSARY CODE OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE OF JANUARY 13, 2015

Article 1 Introductory Provisions

The Bursary Code of the Czech Technical University in Prague (hereinafter "CTU") regulates the granting of bursaries to all students of bachelor, master's and doctoral study programmes delivered by the faculties and by CTU, in accordance with Section 91 of Act no. 111/1998 coll. on Higher Education and on Changes and Amendments to some other Acts (the Higher Education Act), as amended (the "Act").

Article Bursaries and their Sources

1. Students can be awarded the following kinds of bursaries:
 - a) a bursary for outstanding study achievements, in accordance with sec. 91 para. 2 point a) of the Act (hereinafter referred to as a "Bursary for Results"),
 - b) a special-purpose bursary, in accordance with sec. 91 para. 2 points b) to d) and para. 4 points a) and b) of the Act,
 - c) a bursary for a student in a difficult socio-financial situation, in accordance with sec. 91 para. 3 of the Act, (hereinafter referred to as a "Social Bursary")
 - d) a doctoral bursary, in accordance with sec. 91 para. 4 point c) of the Act,
 - e) an accommodation bursary, in accordance with sec. 91 para. 2 point d) of the Act.
2. Bursaries are paid from following sources:
 - a) from subsidies or contributions covered from the state budget,
 - b) from the bursary fund of CTU,
 - c) from grants and projects,
 - d) from specific-purpose donations,
 - e) from income from supplementary activities.
3. A bursary can be awarded as a single amount or as monthly amount paid for a specified period within an academic year. Students in a study programme delivered by a faculty are awarded a bursary authorized by the Dean. Students in a study programme delivered at CTU are awarded a bursary authorized by the rector. The rector may grant a bursary to students in accordance with Art. 4, para. 2 point f).

Article 3 Bursary for Excellent Study Results

1. A Bursary for Results may be awarded to students of bachelor and master's study programmes accredited by CTU for excellent study results achieved in a decisive period of study, i.e. a semester or an academic year.
2. A Bursary for Results can be awarded only to a student who, during the semester or academic year in which she/he becomes entitled to a Bursary for Results,
 - a) is a student of CTU, in accordance with sec. 61 of the Act,
 - b) is studying within a standard period of study or is studying within the standard period extended by a maximum of one year if at least one semester was undertaken at a foreign university within the framework of programmes co-organized by CTU, and she/he submits a request for a bursary in writing,
 - c) meets the prescribed requirements for the award of a bursary.
3. A Bursary for Results can be awarded to a CTU student for a decisive period of study undertaken at other faculties or at other universities, who have had their previous courses officially recognized by the dean or by the rector, and who submits a request for a bursary in writing.
4. A Bursary for Results can be awarded to students in a study programme that follows on from a bachelor programme, and also for studies in a previous bachelor programme. If the previous bachelor programme was taken at another university, the student shall submit a request for a bursary in writing.
5. A Bursary for Results can be awarded to a student for a maximum period of ten months of the academic year in which the student is eligible for a bursary and it was awarded to her/him by the dean or by the rector. A Bursary for Results cannot be awarded for the months of July and August.
6. If during the academic year, a student is working only on a master's thesis or on a bachelor thesis, or is taking the final state examination, she/he may be awarded a bursary for a maximum period of five months of an academic year.
7. A Bursary for Results can be awarded as a single payment or as a monthly amount paid for a specified period within an academic year.
8. The dates for the payment of a bursary are set by the rector or by the dean.
9. The criteria for determining the amount payable for a Bursary for Results is the weighted study average of the student, calculated in accordance with the Study and Examination Regulations of CTU for the courses completed within the decisive period.
10. In a given semester or academic year the student is entitled to a Bursary for Results for outstanding study achievements in the previous semester or academic year, provided that, within the decisive period, i. e. the semester (academic year), for which the scholarship is awarded:
 - a) she/he obtained at least 30 credits (60 credits) for completed courses,
 - b) the number of assessed courses in the semester or academic year was greater than or equal to 4, respectively 8,
 - c) the weighted study average for the relevant semester or academic year was less than or equal to 1.50,
 - d) she/he was enrolled in full-time or part-time studies with a standard period of study in accordance with sec. 61 and sec. 44 para. 2 point e) and para. 4 of the Act.
11. The dean or the rector stipulates the decisive period of study and, after consultation with the academic senate of the faculty or with the academic senate of CTU, sets the payable amount of a Bursary for Results.
12. The dean or the rector may mitigate the criteria set out in para. 10 points a) and b) for students sent by CTU to study at another university.
13. If an ineligible payment of a bursary has been made, the student is obliged to return the bursary.

Article 4 **Special-purpose Bursary**

1. A Special-purpose Bursary can be awarded to students of bachelor and master's study programmes or of doctoral study programmes in the full-time and combined form of studies, with the exception of the cases stated in Art. 8.

2. A Special-purpose Bursary can be awarded:

- a) for excellent scientific, research and development, innovation, artistic and other creative (hereinafter referred to as "creative") results, which are a contribution to deepening of knowledge (participation in a scientific project research and development activities in the workplace and other activities),
- b) as a social contribution,
- c) to support CTU students studying abroad,
- d) to support the studies of foreigners in the Czech Republic,
- e) in other cases deserving special consideration, in particular:
 - for expert scientific papers in prestigious international journals,
 - in support of professional practical training, student excursions, participation in competitions and other activities related to the operations of CTU,
 - for succesful representation of CTU and for exemplary civic actions,
 - for representation in sports for CTU, for sports results and sports activities outside CTU, provided that the student is studying within the standard period of study or exceeds the period by not more than one year,
- f) as an extra-ordinary prize, with conditions set by its provider,
- g) for student accomodation,
- h) on the basis of previously published criteria for supporting the research activities of students of master's and doctoral study programmes,
- i) to students for excellent results achieved during the admission procedure.

3. A special-purpose bursary is awarded by the dean or the rector on the basis of an application from the student, or on the basis of a proposal from the rector, the dean, vice-rectors and vice-deans and heads of departments. A Special-purpose Bursary can be awarded repeatedly.

4. A Special-purpose Bursary can be awarded as a single amount or a monthly amount paid for a specified period of an academic year.

5. The dates for payment of a Special-purpose Bursary are set by the dean or by the rector.

Article 5 Social Bursary

1. A Social Bursary in accordance with Art. 2. para. 1 point c) is awarded to students who are entitled to an allowance for a child, if the family income ascertained for the purposes of an allowance for a child does not exceed the product of the subsistence level for the family and a coefficient of 1.5.
2. A Social Bursary is awarded during the standard period of study for each full calendar month in which the student is eligible for a Social Bursary, with the exception of July and August.
3. A student proves her/his entitlement to a Social Bursary by a written confirmation issued upon request by the state social support authorities of the Czech Republic, which recognized the allowance for a child on the condition that the family income ascertained for the purposes of a child allowance does not exceed the product of the subsistence level for a family and a coefficient of 1.5
4. Payment of a Social Bursary is carried out in accordance with the University Registrar's (kvestor's) directive for awarding contributions and subsidies to universities in compliance with the rules of the Ministry of Education, Youth and Sports (hereinafter the "Ministry").

Article 6 Doctoral Bursary

1. A Doctoral Bursary is awarded to doctoral students in the full-time form of study. It is paid during the standard period of study. A Doctoral Bursary consists of two parts:
 - a) an entitlement part - a regular monthly amount paid throughout the academic year,

- b) a discretionary part - awarded for outstanding results in teaching and creative activities.
2. The bursary in accordance with para 1. point a) is awarded monthly in the amount of 140-200% of the basic amount. The amount within this range for the academic year is set by the rector. If a student fails to meet the study requirements arising from her/his individual study plan, the dean or the rector may reduce the bursary on the initiative of the subject-area board.
 3. The bursary is awarded under para 1. point b) by the dean or by the rector on the basis of a proposal of the supervisor, the head of department, the head of the institute or the subject-area board, as a single or monthly amount paid for a specified period of an academic year, in such a way that the total amount of functional funds set aside for Doctoral Bursaries cannot be exceeded.

Article 7 Accommodation Bursary

1. An Accommodation Bursary is awarded to students who meet the criteria, according to data from the Joint Information Student Register (hereinafter "SIMS"), on the date of the relevant data collection to SIMS, for awarding the bursary, before the payment date. The conditions for awarding an Accommodation Bursary are specified by the rector after consultation with the Academic Senate of CTU in relation to the conditions of use of the funds provided by the Ministry.
2. An Accommodation Bursary is paid retrospectively on a quarterly basis, in accordance with the University Registrar's (kvestor's) directive.

Article 8 Cases when a Bursary Cannot be Awarded

A bursary cannot be awarded:

- a) during an interruption of studies, when the student is not classified as having the status of a student in the sense of the law.
- b) when the condition of disciplinary integrity is not met, with the exception of a Social Bursary under art. 2 para. 1 point c); when within three months before the date of evaluation, the student was sanctioned by a warning and her/his time limit for showing good conduct while under conditional expulsion from the university is still running.

Article 9 Bursaries from Grants or Contributions Covered from the State Budget

1. Financial means for payment of a bursary from subsidies or contributions covered from the state budget are approved in the framework of the CTU budget by:
 - a) the academic senate of the faculty for students of study programmes delivered at the respective faculty,
 - b) the academic senate of CTU for students of study programmes delivered at CTU.
2. A bursary from grants or from contributions covered from the state budget can be awarded only in accordance with sec. 91 of the Act.

Article 10 Bursaries from Additional Sources

1. In addition, bursaries may be paid from the sources referred to in Art. 2 para. 2 points b) to e).
2. Financial means from the CTU bursary fund and income from supplementary activities are intended to supplement the funding for bursaries from grants and contributions covered from the state budget under Art. 2 para. 2 point a).
3. Financial means from grants and projects can be awarded as a Special-purpose Bursary in accordance with the rules of the provider.
4. Special-purpose donations may in accordance with the provider's intentions be transferred to the CTU bursary fund, or may be awarded as a Special-purpose Bursary in accordance with rules set by the provider.

Article 11

Decision- making Process for Awarding a Bursary

1. The decision-making process on awarding bursaries, within the framework of deciding on the rights and responsibilities of students, is governed by the provisions of sec. 68 of the Act and by other internal regulations of the Czech Technical University in Prague.
2. A statement on a request for a bursary must be issued within 30 days of receipt of the request.
3. The statement is issued in the form of a decision by the dean or by the rector. The decision must be issued in writing, and must include the justification for the decision and instructions on how to submit an application for a review.
4. The decision is delivered to the student's own hands through the study department.
5. If it is not possible to deliver the decision in this way within 30 days, alternative delivery shall take place through publication on the official notice board of the faculty or of CTU. The decision is posted for 15 days, and the date of delivery is the eighth day after posting. The name list shall include a call to collect the decision from the study department.
6. Within 30 days from the date of receiving the decision, a student may request a review of the decision. The request shall be submitted in writing and shall state the student's name, contact address, the name of the study programme and the name of the Faculty or other part of the university part where the relevant study programme is delivered, and also a brief explanation of the reasons for the request, or the reasons for disagreeing with the decision. The final part of the application will contain the date and a handwritten signature.
7. Students may request the rector or, if the decision was made by the dean, the rector via the dean, for a review of a decision to award or not to award a bursary.
8. The rector's decision on the review is final. The decision is made in writing and includes the following:
 - a) the decision,
 - b) a justification,
 - c) an instruction stating that the decision is final,
 - d) an indication of the authority that issued it,
 - e) the date on which the decision was issued,
 - f) the reference number under which the decision is recorded,
 - g) the official CTU stamp,
 - h) the signature of the rector or his authorized representative.

Article 12

Common and Final Provisions

1. A student is required to inform the study department in writing about any change in the facts relevant to the award of a bursary, within 30 days after the change occurred..
2. The Bursary Code of the Czech Technical University in Prague registered by the Ministry on 10 June 2005 under ref. no. 20608 / 2005-30 is repealed.
3. This Bursary Code was approved according to sec 9. para. 1 point b) of the Act by the Academic Senate of CTU on March 29, 2006.
4. This Bursary Code come into effect in accordance with sec. 36 para. 4 of the Act on the date of registration by the Ministry.

Amendments to the Bursary Code of the Czech Technical University in Prague were approved according to sec. 9 para. 1 point b) of Act no. 111/1998 Coll. on Higher Education and on Changes and Amendments to some other acts (the Higher Education Act), as amended, by the Academic Senate of the Czech Technical University in Prague on February 27, 2008, on February 18, 2009, on June 25, 2014, and on December 17, 2014.

Amendments to the Bursary Code of the Czech Technical University in Prague come into affect according to sec. 36 para. 4 of the Act on the date of registration by the Ministry.

prof. Ing. Petr Konvalinka, CSc., v. r.
rector

