

*In accordance with Article 36 (1)(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered, on 11 April 2017, under Ref. No. MSMT-9273/2017, the Scholarship Regulations of the University of West Bohemia.*

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*Mgr. Karolína Gondková*  
*Director of the Higher Education Department*

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**SCHOLARSHIP REGULATIONS  
OF THE UNIVERSITY OF WEST BOHEMIA  
DATED 11 APRIL 2017**

**PART ONE  
General Provisions**

**Article 1  
General Provisions**

(1) The Scholarship Regulations of the University of West Bohemia (hereinafter referred to as the "Scholarship Regulations") shall be applicable to all accredited study programmes provided by the University of West Bohemia (hereinafter referred to as "UWB"), or by any of the Faculties.

(2) The provisions of the Scholarship Regulations governing the activities of a Faculty, or its Dean, shall be similarly applied to an Institute participating in the provision of study programmes, or to its Director.

(3) The Scholarship Regulations set out rules governing the awarding of scholarships for UWB students.

(4) Scholarships shall be disbursed from the UWB scholarship fund which shall be created in accordance with Article 18(7) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), or from other financial resources, the provision of which meets the requirements stipulated by these Scholarship Regulations.

(5) When determining the amount to be awarded, UWB, the Faculties and other UWB Parts shall take into account their financial resources and possibilities, the amount and purpose of awarded and disposable resources, and the number of students who have fulfilled the conditions to be awarded a scholarship pursuant to Article 2, with the exception of the need-based scholarship.

**PART TWO  
Scholarships**

**Article 2  
Rules for Awarding Scholarships**

(1) Types of scholarships awarded:

- a) merit scholarship for outstanding study results,
- b) extraordinary scholarship

1. for outstanding research, development, innovation, artistic or other creative results, contributing to knowledge enhancement,
2. to support research, development and innovation activities under a special legal regulation,
3. to support low-income students,
4. to support Czech citizens studying abroad,
5. to support students from abroad studying in the Czech Republic,
6. awarded in other cases requiring special consideration.

c) doctoral scholarship,

d) accommodation scholarship,

e) need-based scholarship.

(2) UWB students who meet the conditions laid down by the Act and these Scholarship Regulations may be awarded a scholarship.

(3) A student who has been awarded a scholarship shall provide his/her bank account number via the online study information system (IS/STAG).

(4) Pursuant to Article 68 of the Act, a written decision on awarding a scholarship shall be delivered to the student.

### **Article 3 Merit Scholarships**

(1) The amount of a merit scholarship awarded to a student of a bachelor's or master's full-time study programme is based on the average of achieved marks which shall be determined according to the UWB Study and Examination Regulations.

(2) A merit scholarship may not be awarded to a student of a bachelor's or master's study programme who in the past academic year did not earn at least 60 credits (credits earned for recognized subjects from previous studies are not included), or exceeded the standard study period of the study programme.

(3) A merit scholarship is awarded by the Dean of a Faculty for a period of ten months, unless the standard study period expires in the course of the academic year. If the standard study period terminates in the course of the academic year, the period for which the merit scholarship is awarded shall be shortened with regard thereto.

(4) The allocation of merit scholarships shall be determined in accordance with the financial contribution provided by the Ministry of Education, Youth, and Sports (hereinafter referred to as the "Ministry") for each student of the relevant study programme.

(5) If a student fulfils the conditions set out in paragraphs 1-4, he/she shall be awarded the merit scholarship without the obligation to submit an application.

(6) The entitlement to be awarded a merit scholarship ceases to exist on the last day of the month in which a student interrupted the study programme either throughout an application, or his/her own action.

(7) More detailed conditions for awarding a merit scholarship are stipulated by the Internal Rule issued by the Dean of the Faculty.

### **Article 4 Extraordinary Scholarships**

(1) The Dean of a Faculty, or the Rector, is entitled to award an extraordinary scholarship to students of bachelor's, master's, or doctoral study programmes.

(2) An extraordinary scholarship shall be awarded on the basis of a duly reasoned application submitted by the student, a proposal of the relevant Department, or the Rector's or Dean's initiative.

**Article 5**  
**Doctoral Scholarships**

(1) Full-time doctoral students may be granted a scholarship awarded by the Dean of a Faculty. The amount thereof is determined based on a proposal made by the supervisor and the members of the Study Field Board. Doctoral scholarships are awarded for a period of twelve months of the relevant academic year.

(2) Depending on the study results achieved and on the fulfilment of individual study plan requirements, the Study Field Board may, upon the supervisor's proposal, suggest that the Dean of the Faculty revokes the scholarship, or makes changes of the amount awarded.

(3) The entitlement to be awarded a doctoral scholarship ceases to exist on the last day of the month in which a student interrupted the study programme, or changed the form of study.

**Article 6**  
**Accommodation Scholarships**

An accommodation scholarship may be awarded to a student who:

- a) is a full-time student of an accredited bachelor's, master's or doctoral study programme provided at this university,
- b) is enrolled in his/her first accredited study programme, or is enrolled in a related accredited follow-up study programme (this condition is not met if the student is enrolled in other than an accredited follow-up study programme), or has transferred from one study programme to another and his/her previous studies have been recognized. In the case of concurrently attended study programmes, the student is considered to be enrolled only once, and that in the study programme in which he/she was enrolled first,
- c) has not exceeded the standard study period of the relevant study programme, or of the concurrently attended study programme,
- d) does not have permanent residence in the region in which he/she attends the study programme.

(2) The fulfilment of conditions set out in paragraph 1 shall be verified via the student register and IS/STAG.

(3) The application for an accommodation scholarship shall be submitted electronically using a form issued for the purpose thereof.

(4) The decision on awarding the accommodation scholarship shall be made by the Rector.

(5) The decision on awarding the accommodation scholarship shall be in force for the period the student meets the conditions set out in paragraph 1. No official decision stipulating the revocation of an accommodation scholarship is required.

(6) The amount of the accommodation scholarship to be awarded for the relevant calendar trimester is stipulated by the Decision issued by the Rector no later than 10 days before the date of its payment.

(7) A student who meets the conditions set out in paragraph 1 only in part of the period for which the scholarship shall be paid, receives the proportional amount thereof.

**Article 7**  
**Need-Based Scholarships**

(1) Pursuant to Article 91(3) of the Act, need-based scholarships shall be awarded to students who qualify for increased child support according to a special regulation<sup>1</sup> provided that the relevant family income ascertained for the purpose of child support does not exceed the family subsistence level multiplied by a factor of 1.5. The student shall prove his/her entitlement to be awarded the scholarship by a written confirmation issued on his/her request by a relevant state social support authority. The notification for the purpose of awarding the scholarship is valid for 21 months from the end of the quarter of the year for which the family income was ascertained. The student is entitled to be awarded the scholarship only once during a specific period of time, and shall submit a new confirmation at the latest one month after the expiration thereof; otherwise, his/her entitlement to the scholarship ceases to exist.

(2) The application for a need-based scholarship shall be submitted electronically using a form issued for the purpose thereto.

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<sup>1</sup> Article 17(2) of Act No.117/1995 Sb., on State Social Support, as amended

(3) A student is entitled to be awarded a need-based scholarship for each full calendar month during which he/she meets the conditions set out in paragraph 1. However, this entitlement does not apply during the months of July and August.

(4) The decision on awarding a need-based scholarship shall be issued by the Rector. The Rector is not obliged to issue a decision on the revocation thereof.

(5) The amount of a need-based scholarship to be awarded is stipulated by the Act. In the case of changes concerning the amount of the need-based scholarship to be awarded, the Rector shall issue a new decision.

## **PART THREE Scholarship Disbursement**

### **Article 8**

(1) Pursuant to Article 2(3), all awarded scholarships shall be disbursed by a bank transfer made to an account owned by the student. One-time paid scholarships shall be disbursed at the latest on the 15<sup>th</sup> day of the month following the month in which the decision on awarding a scholarship has come into force. Monthly-paid scholarships shall be disbursed at the latest on the 15<sup>th</sup> day of the relevant month. Accommodation and need-based scholarships shall be disbursed retrospectively at the end of the calendar quarter on dates stipulated by a decision issued by the Rector, however, at the latest 30 days after the end of the calendar quarter. First-year students who meet the conditions for the award of an accommodation scholarship shall receive the proportional amount for the 3<sup>rd</sup> quarter of the calendar year no sooner than on the day the payment for the 4<sup>th</sup> quarter of the relevant calendar year is made.

(2) Students are responsible for the correctness and completeness of the bank account data. If the payment may not be performed because of incorrect or incomplete information provided by a student, he/she shall provide correct and complete data no later than fifteen days after the date of payment; otherwise his/her entitlement to be awarded a scholarship ceases to exist.

## **PART FOUR Joint Provisions**

### **Article 9**

(1) When applying for a scholarship, the student is obliged to state truthful information; stating incorrect information may be considered a disciplinary offence.

(2) In the case of a change of decisive factors concerning the award of a scholarship, the student shall send a written notification to the Study Department of the Faculty, or the Section of the Vice-Rector for Teaching and Learning, no later than 30 days after the occurrence thereof.

(3) In the case that it is reliably proven that a student has an outstanding debt to UWB, the scholarship may be terminated.

## **PART FIVE Final Provisions**

### **Article 10**

(1) The Scholarship Regulations of the University of West Bohemia registered by the Ministry on 31 March 2006 under Ref. No. 8 595/2006-30, as amended, are abrogated.

(2) These Scholarship Regulations were approved, pursuant to Article 9, Section 1, subsection (b)(3) of the Act, by the UWB Academic Senate on 29 March 2017.

(3) Pursuant to Article 36, Section 4 of the Act, these Scholarship Regulations become effective on the day of

their registration by the Ministry.

(4) These Scholarship Regulations come into force on the day of their registration by the Ministry.

RNDr. Petr Tomiczek, CSc., m. p.  
Chairman of the UWB Academic Senate

Doc. Dr. RNDr. Miroslav Holeček, m. p.  
Rector