

*Under Section 36 paragraph 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments of and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the following Scholarship Rules of the University of Chemistry and Technology, Prague under ref. code MSMT-19278/2017 on July 11, 2017.*

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Karolína Gondková  
Higher Education Institutions  
Head of Department

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## **SCHOLARSHIP RULES of the University of Chemistry and Technology, Prague as at July 11, 2017**

### **PART I GENERAL PROVISIONS**

#### **Article 1 Introductory provisions**

These Scholarship Rules shall apply to students of the University of Chemistry and Technology, Prague (hereinafter “UCT Prague”) studying in bachelor, master or doctoral study programmes.

#### **Article 2 Scholarships**

- (1) Students may be granted scholarships under Section 91 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments of and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter the “Act”), paid out from subsidy or contribution from a state budget.
- (2) Scholarships may also be paid out from the scholarship fund of UCT Prague (Section 18 paragraph 6 letter c) of the Act) created by tuition fees, except for fees for study in study programmes provided in a foreign language, or from other resources under Section 18 paragraph 2 letters e) through h) of the Act.
- (3) Assignment of resources for the individual types of scholarship is governed by the internal regulation “Accounting of scholarships in the financial information system and terms of scholarship payments” (Účtování stipendií ve finančním informačním systému a termíny výplat stipendií).

#### **Article 3 Types of scholarships, their granting and payment**

- (1) A student may be granted a scholarship as:

- a) a study results based scholarship,
  - b) an accommodation scholarship,
  - c) a special purpose scholarship,
  - d) a scholarship granted to a student studying in a foreign language to support study in the Czech Republic,
  - e) a scholarship granted to students of doctoral study programmes,
  - f) a social scholarship.
- (2) A student may be granted a scholarship by the Dean of the faculty where the student has enrolled, or by the Rector.
- (3) A student may also be granted a scholarship by the Ministry of Education, Youth and Sports (hereinafter the “Ministry”) under Section 91 paragraph 6 of the Act.
- (4) The scholarship is paid out as a regular, revolving amount, or as a single payment.
- (5) The details regarding terms and methods of scholarship payments and other organisational instructions are set forth in other internal documents of UCT Prague.

## **PART II SCHOLARSHIPS**

### **Article 4 Study results based scholarship**

- (1) UCT Prague may grant a student of a bachelor or a master study programme in the Czech language, which is a follow up to a bachelor study programme (hereinafter the “master study programme”), a study results based scholarship under Section 91 paragraph 2 letter a) of the Act based on the results of the study in the respective study programme.
- (2) The granting of a study results based scholarship is decided by the Dean in case of students of study programmes provided by the faculty, or by the Rector in case of students of study programmes provided by UCT Prague.
- (3) The study based scholarship is granted as follows:
- a) in a bachelor study programme, the study results based scholarship is granted to a student who has obtained at least 60 credit points by the end of the first year or at least 120 credit points by the end of the second year, and in case of a student in a four-year bachelor study programme at least 180 credit points by the end of the third year; provided that for obtaining the credit points the student has not used recognition of study obligations and has not studied under an extraordinary study plan,
  - b) in a master study programme the study results based scholarship is granted from the summer semester of the first year to a student who has obtained at least 30 credit points by the end of the winter semester. In order to be granted a study results based scholarship in the second year, the student must obtain by the end of the first year at least 60 credit points; provided that for obtaining the credit points the student has not used recognition of study obligations and has not studied under an extraordinary study plan,
  - c) the student has achieved a study average for the preceding academic year, or for the winter semester, within the range defined by the Rector’s decree “Granting of scholarships” (Přiznávání stipendií) for the respective academic year issued upon discussion in the Academic

Senate of the University of Chemistry and Technology, Prague (hereinafter the “Academic Senate”). At the same time, the decree also defines the amount of the study results based scholarship according to the study average as well as the terms of payment of the scholarship,

- d) the calculation of the study average is defined under Article 24 paragraph 1 of the internal regulation Study and examination rules of the University of Chemistry and Technology, Prague (hereinafter “SER”),
  - e) in case of a student studying concurrently in two or more bachelor or master study programmes provided by UCT Prague, the study results based scholarship is granted only once, at the amount corresponding to the better study average.
- (4) The study results based scholarship may be granted as a one-off scholarship also to a student in the last year of study for study with honours in compliance with Article 29 paragraph 10 and Article 31 paragraph 10 of SER. The amount of this scholarship based on the study average for the entire study is set forth, upon discussion in the Academic Senate, in the Rector’s decree “Granting of Scholarships” (Přiznávání stipendií) for the respective academic year.
- (5) The Dean or the Rector may grant an extraordinary study results based scholarship to students of the first year of a bachelor study programme. The conditions for granting such scholarship and the amount thereof are specified in the Rector’s decree “Granting of scholarships” for the respective academic year.
- (6) The Dean or the Rector may, based on student’s written request and in justified cases, grant a study results based scholarship even to a student not meeting the conditions stated in paragraph 3 letters a) and b).

## **Article 5**

### **Accommodation scholarship**

- (1) UCT Prague may grant, upon student’s written request, an accommodation scholarship under Section 91 paragraph 2 letter e) of the Act to students in a full-time form of study in a bachelor, master or doctoral study programme in the Czech language under the following conditions:
- a) the student is studying in the first study programme, or as a graduate of a bachelor study programme he/she is studying in the first master study programme, or as a graduate from master study programme he/she is studying in the first doctoral study programme; in case of concurrently studies programmes the student is counted only once – in the study programme in which he/she was enrolled earlier,
  - b) the student has not exceeded the standard term of study in the study programme under letter a), or in any of the concurrently studied study programmes,
  - c) the student does not have permanent residence in the territory of Prague or, in case of a student studying at the University Centre of UCT Prague – Unipetrol in Litvínov, in the district of Most.
- (2) The condition stated in paragraph 1 letter a) is maintained in case of transfer of student from other study programme complying with the condition stated in paragraph 1 letter a). In such case the duration of study for compliance with the condition stated in paragraph 1 letter b) includes the duration of the entire study in the preceding subsequent transfers.
- (3) The accommodation scholarship may be granted, for other reasons requiring special consideration, even in the case when student does not comply with one or more conditions

stated in paragraph 1, namely if the student does not comply with the condition stated in paragraph 1 letter b) due to a study stay abroad.

- (4) The accommodation scholarship may also be granted, upon request, to foreign students with a short term study stay at UCT Prague, namely within the Socrates/Erasmus programmes.
- (5) The accommodation scholarship is paid retrospectively. Other conditions for granting an accommodation scholarship and the amount thereof are specified in the Rector's decree "Granting of scholarships" for the respective academic year.

## **Article 6**

### **Special purpose scholarship**

- (1) UCT Prague may grant a special purpose scholarship to a student in bachelor, master or doctoral study programmes:
  - a) for excellent research, development and innovation, artistic or other creative results contributing to deepening knowledge under Section 91 paragraph 2 letter b) of the Act;
  - b) for research, development and innovation activity under special legal regulation<sup>1</sup> under Section 91 paragraph 2 letter c) of the Act, namely within scientific and research, development and innovation projects,
  - c) for support of study abroad under Section 91 paragraph 4 letter a) of the Act or for support of study in the Czech Republic under Section 91 paragraph 4 letter b) of the Act, namely due to a study stay, long-term study stay, internship or excursion,
  - d) in cases requiring special consideration under Section 91 paragraph 2 letter e) of the Act, such as namely:
    - 1. participation in development of pedagogical, scientific and research activity and international cooperation of UCT Prague,
    - 2. successful sport or other representation of UCT Prague,
    - 3. cooperation in promotional, cultural and educational, ceremonial, career and other events organized by UCT Prague,
  - e) in other cases requiring special consideration under Section 91 paragraph 2 letter e) of the Act, namely duly documented and justified extraordinary expenses connected with study or scientific and research activities for students in full-time form of study.
- (2) Detailed rules for granting the scholarship are governed by other internal documents of UCT Prague and its faculties.
- (3) The special purpose scholarship may also be partially paid from donations that may be granted as funds designed for special purpose scholarship, as well as from other out-of-budget resources that according to the provider may be granted as a scholarship.

## **Article 7**

### **Scholarship to students studying in a foreign language to support study in the Czech Republic**

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<sup>1</sup> Act No. 130/2002 Coll., on support of research, experimental development and innovation from public sources and on amendment of some related acts (Act on support of research, experimental development and innovation) as amended.

- (1) UCT Prague may grant, upon request of a student studying in a foreign language in a full-time form of study in a bachelor, master or doctoral study programme, a scholarship to support study in the Czech Republic under Section 91 paragraph 4 letter b) of the Act and Section 91 paragraph 6.
- (2) The conditions for granting this scholarship and the amount thereof are specified in the Rector's decree "Granting of scholarships" for the respective academic year.
- (3) The Rector shall decide on granting or non-granting of the scholarship based on recommendation by a committee consisting of the Vice-Rector for External Relations and Communication and Vice-Deans for Education of the individual faculties.
- (4) The number of yearly granted scholarships and the granted amounts under paragraph 1 are published by the Department of International Relations on UCT Prague websites.
- (5) Scholarships to support study in the Czech Republic may be granted also by the Ministry according to the programmes declared by the Ministry of Education, Youth and Sports, with respect to the obligations resulting from international agreements binding for the Czech Republic.

### **Article 8**

#### **Scholarship granted to students of doctoral study programmes**

- (1) UCT Prague may grant a doctoral scholarship to a student in a standard term of a full-time form of study in a doctoral study programme in the Czech language under Section 91 paragraph 4 letter c) of the Act.
- (2) Granting of a doctoral scholarship is decided by the Dean.
- (3) The doctoral scholarship may be granted to a student as:
  - a) a basic doctoral scholarship,
  - b) a doctoral scholarship for pedagogical activities,
  - c) an extraordinary doctoral scholarship.
- (4) The amount of basic doctoral scholarship and doctoral scholarship for pedagogical activities (hereinafter "pedagogical scholarship") is determined by the Rector for one calendar year based on the values published by the Ministry in the specification of budget of universities for the given calendar year.
- (5) The condition for granting pedagogical scholarship is active involvement of the student of a doctoral study programme in teaching of students and other pedagogical work in bachelor or master study programmes at UCT Prague.
- (6) A student may be granted a one-off extraordinary doctoral scholarship for a study, scientific or other beneficial activity at the workplace.

### **Article 9**

#### **Social scholarship**

- (1) A student may be granted, based on request and documented relevant facts, a one-off social scholarship in case of a precarious financial situation of the student under Section 91 paragraph 2 letter d) of the Act.

- (2) Upon request and confirmation by state authority in charge of social support, students of a bachelor, master or doctoral study programme may be granted also a social scholarship under Section 91 paragraph 3 of the Act.
- (3) The amount of a social scholarship under paragraph 1 is set forth by the Dean, in case of study programmes provided by UCT Prague by the Vice-Rector for Education.
- (4) The monthly amount of a scholarship under paragraph 2 equals a quarter of the basic rate of minimum monthly salary.
- (5) The social scholarship under paragraph 2 may be paid only in one study programme.
- (6) The social scholarship under paragraph 1 is granted as a single payment, the social scholarship under paragraph 2 is granted for the standard term of study except for the months of July and August.
- (7) The social scholarship is paid retrospectively.

### **PART III**

#### **PROCEEDINGS REGARDING GRANTING, REDUCTION OR WITHDRAWAL OF A SCHOLARSHIP**

##### **Article 10**

##### **Application of the Code of Administrative Procedures**

Act No. 500/2004 Coll., Code of Administrative Procedures, as amended, shall apply always if the Act does not require special legal regulation.

##### **Article 11**

##### **Eligibility to proceedings and initiation of proceedings**

- (1) Granting of a scholarship shall be decided at the first level by the Dean or the Rector if set forth so in this internal regulation. The Rector is the appeal body.
- (2) The Dean or the Rector may grant ex officio the scholarships stated in Article 4 paragraphs 3 and 4, Article 6 paragraph 1 letters a), b) and d), and Article 8.
- (3) The Dean or the Rector may decide ex officio on withdrawal or reduction of a scholarship in compliance with Article 13.
- (4) The proceedings regarding student's request are initiated on the day when the request has been delivered to the body authorized to make decisions at the first level of these Scholarship Rules.
- (5) The proceedings ex officio are initiated
  - a) in case of proceedings stated in paragraph 2, on the day of issuing a decision,
  - b) in case of proceedings stated in paragraph 3 on the day of notification of initiation of the proceedings.

##### **Article 12**

##### **Request**

- (1) The student's request shall contain:
  - a) name and surname,

- b) date of birth,
  - c) ID of study,
  - d) address of permanent residence, possibly other address for delivery if the decision cannot be delivered via the study information system (hereinafter "SIS"),
  - e) account number,
  - f) subject of the request,
  - g) information relevant to the decision,
  - h) date and signature in case the request is not handed in via SIS.
- (2) If the request does not contain the formalities stated in paragraph 1, the Dean or the Rector will ask the student, through authorized employee, to complete the missing information or correct the faults in the request and will give the student reasonable time to do so.
- (3) If the Dean or Rector finds out a fact justifying termination of the proceedings, he/she will terminate the proceedings by resolution.

### **Article 13**

#### **Decision and appeal**

- (1) The decision must be made in writing in compliance with the internal regulation "Document Rules of UCT Prague" (Spisový řád VŠCHT Praha), it shall contain justification of the decision as well as the information regarding the possibility to appeal, and shall be delivered to the student in compliance with Article 17 of SER, if it cannot be delivered via SIS in compliance with Section 69a paragraph 3 of the Act.
- (2) The student may bring an appeal against the decision, if he/she has not waived such right explicitly after notification of the decision, no later than within 30 days from notification of the decision; failure to meet this deadline may be pardoned in case of serious reasons. The appeal suspends the effect of the decision. The appeal is always to be brought to the body which has issued the decision. If such body is the Dean, the Dean may fully accept the request, or pass the appeal to the Rector, who is the appeal body. The Rector shall review compliance of the decision and the proceedings preceding such decision with legal regulations and other internal documents of UCT Prague.
- (3) If necessary, the bodies of UCT Prague or its faculties shall take in connection with the Rector's decision under paragraph 2 all necessary measures to restore the rights of the student and to remove or at least mitigate the consequences of the original faulty decision.

### **Article 14**

#### **Withdrawal and reduction of a scholarship**

- (1) The proceedings regarding withdrawal or reduction of a scholarship are initiated by the Dean ex officio.
- (2) If the scholarship has been granted to the student based on false or incomplete information provided by the student or if the student has not given promptly information about changes in any fact decisive for granting of the scholarship, the term of the scholarship or its amount, the Dean will initiate ex officio the proceedings regarding withdrawal of the scholarship. The decision will contain the student's obligation to give back the unrightfully received scholarship

promptly, no later than within fifteen calendar days from the effective date of the decision. Breach of this provision may be considered a disciplinary offense committed by the student.

- (3) In case of serious breach of study obligations or if the scholarship has been granted based on false or incomplete information, the Dean may initiate proceedings regarding withdrawal of the granted scholarship or its reduction even during the academic year.

#### **PART IV**

### **TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 15**

#### **Final provisions**

- (1) The Scholarship rules of the University of Chemistry and Technology, Prague registered by the Ministry on July 15, 2013 under ref. code MSMT-29876/2013-30 is hereby cancelled.
- (2) These Scholarship rules have been approved under Section 9 paragraph 1 letter b) point 3 of the Act by the Academic Senate of the University of Chemistry and Technology, Prague on June 13, 2017.
- (3) These Scholarship rules become valid under Section 36 paragraph 4 of the Act on the day of registration by the Ministry.
- (4) These Scholarship rules come to force and effect on the date of their registration by the Ministry.

Radek Cibulka  
President of the Academic Senate

Karel Melzoch  
Rector