

Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), the Ministry of Education, Youth and Sports registered these Scholarship and Bursary Rules of the University of Hradec Králové under ref. No. MSMT-15396/2017 on 31 May 2017.

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Mgr. Karolína Gondková
Director of the Higher Education Department

SCHOLARSHIP AND BURSARY RULES OF THE UNIVERSITY OF HRADEC KRÁLOVÉ

PART ONE

Fundamental Provisions

Article 1

Under section 17 (1) (h) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended (“the Act”), this Scholarship and Bursary Rules of the UHK are an internal regulation of the University of Hradec Králové (“the UHK”) and contain the rules for awarding scholarships and bursaries to students of Bachelor, Master and doctoral programmes of study provided by faculties, the UHK and higher education institutes, or by faculties and higher education institutes.

Article 2

(1) Scholarships and bursaries under Articles 3 to 12 are decided by the dean, or by the Rector if the given programme of study is provided by the UHK and the higher education institute, or by a faculty and the higher education institute.

They award:

- a) Scholarship under section 91 (2) (a) of the Act (“the Scholarship for Outstanding Academic Achievement”);
- b) Scholarship or bursary under section 91 (2) (b) to (e) of the Act (“the Extraordinary Scholarship or Bursary”);
- c) Bursary under section 91 (4) (c) of the Act (“the Doctoral Bursary”);
- c) Bursary under section 91 (2) (e) of the Act (“the Accommodation Bursary”);
- e) Bursary under section 91 (3) of the Act (“the Bursary for a Student in a Difficult Social Situation”).

- (2) Scholarships and bursaries under Article 3 and 5 and Articles 7 to 13 can be awarded only to full-time students.
- (3) The amount of the scholarship and bursary, except for the Bursary for a Student in a Difficult Social Situation, is determined according to the number of students who have met conditions for award of the individual kinds of scholarships and bursaries specified in Article 1 and criteria specified by the dean, director of the higher education institute or the Rector, and according to the available financial means. The amount of the scholarship and bursary, except for the Accommodation Bursary and the Bursary for a Student in a Difficult Social Situation, is determined by the dean, director of the higher education institute or the Rector. The amount of the Accommodation Bursary (flat for the whole UHK) is determined by the Rector.
- (4) Decisions on scholarship and bursary award are delivered by means of the UHK electronic information system (section 68a (3) of the Act).

PART TWO

Scholarships and Bursaries to Students of Bachelor and Master Programmes

Article 3

Scholarship for Outstanding Academic Achievement

- (1) The Scholarship for Outstanding Academic Achievement can be awarded to a student of a Bachelor and Master programme who achieved outstanding academic achievement in the previous academic year.
- (2) The Scholarship for Outstanding Academic Achievement can be awarded only once in one academic year in one programme of study.
- (3) The Scholarship for Outstanding Academic Achievement is awarded by the dean or the director of the higher education institute, commencing from the second academic year, to students who achieved at least 60 credits, passed successfully at least four classified subjects and achieved the required grades in the previous academic year. The fact that the given individual is a student is checked on the day of the decision on the scholarship award. The criterion for award of the Scholarship for Outstanding Academic Achievement is the student's average grade achieved in the previous academic year. The average grade is calculated as a weighted average grade described in Article 15 of the UHK Code of Study and Examination. The amount of the Scholarship for Outstanding Academic Achievement is graded according to principles determined by the dean or the director of the higher education institute.

- (4) The Scholarship for Outstanding Academic Achievement is paid for a period of one academic year. The payment days are determined by the dean or by the director of the higher education institute.
- (5) In case a part of study was recognized to a student, he/she is not entitled to a Scholarship for Outstanding Academic Achievement in the given academic year even if he/she met the criteria specified in Article 3.1 to 3.3 above, except for a student who studied in a programme of study provided by a foreign higher education institution within programmes supported by the UHK.
- (6) The Scholarship for Outstanding Academic Achievement will not be paid if a decision of imposition a sanction for an infringement of disciplinary rules under sections 64 to 69 of the Act came into legal force. The non-payment of the Scholarship for Outstanding Academic Achievement is decided by the dean or the director of the higher education institute.

Article 4

Extraordinary Scholarship or Bursary

- (1) The Extraordinary Scholarship or Bursary is a one-time scholarship or bursary that can be awarded for (but not limited to):
 - a) Outstanding academic achievement for the whole period of study;
 - b) Outstanding scientific, research, development, artistic or other creative results;
 - c) Outstanding sports achievements at the UHK representation, especially at the World Universiade, Academic World Championships and Academic Czech Championships, for representation at the Olympic Games and World, European and Czech Championships;
 - d) Important activities carried out in favour of the faculty, UHK and academic community;
 - e) Help in an extraordinarily difficult social situation;
 - f) In cases worth of special consideration.
- (2) The Extraordinary Scholarship or Bursary can also be awarded to support study abroad within a programme supported by the UHK.
- (3) The Extraordinary Scholarship or Bursary is usually awarded on the student's application, or on the proposal of the head of the given department or of the director of an institute.
- (4) The Extraordinary Scholarship or Bursary can be awarded on repeated occasions.

PART THREE

Scholarships and Bursaries to Students of Doctoral Programmes

Article 5

Doctoral Bursary

(1) The Doctoral Bursary is awarded to students enrolled in a doctoral programme:

- a) Up to 190% of the basic amount determined under section 58 (2) of the Act (“the Basis”) monthly in the first year of study;
- b) up to 265% of the Basis monthly in the second year of study;
- c) up to 340% of the Basis for the remaining period of the standard duration of study; a bursary exceeding the standard duration of study may be awarded (up to the same amount) exceptionally by the dean or the director of the higher education institute on the proposal of the supervisor and after approval of the relevant Subject-Area Board.

(2) The amount of the Doctoral Bursary is proposed by the supervisor, taking mainly account of the following:

- a) Achieved study results;
- b) Achieved results of the student’s scientific activity and his/her publications;
- c) Duration of his/her previous professional experience;
- d) His/her educational and other activities at the UHK.

The amount of the bursary can even be changed during one academic year.

(4) The Doctoral Bursary is paid monthly for a period of one academic year. The payment days are determined by the dean or the director of the higher education institute upon an agreement with the Financial Department of the UHK.

(5) The Doctoral Bursary ceases to be paid for the month in which:

- a) The student interrupted or terminated his/her study;
- b) It was found that the student does not provably fulfil his/her study duties;
- c) A decision about imposition of a sanction for an infringement of disciplinary rules under sections 64 to 69 of the Act came into legal force.

The non-payment of the bursary under letter b) is decided by the dean or the director of the higher education institute.

Article 6

Extraordinary Scholarship or Bursary

- (1) Students of doctoral study programmes can be awarded a one-time or repeated Extraordinary Scholarship or Bursary for outstanding academic achievements and outstanding results in their scientific, research, development, artistic or other creative activities.
- (2) Students of doctoral study programmes can be awarded an Extraordinary Scholarship or Bursary to support their study abroad within a programme supported by the UHK.

PART FOUR

Accommodation Bursary for Students of Bachelor, Master and Doctoral Programmes

Article 7

Accommodation Bursary

The UHK awards the Accommodation Bursary under conditions specified in Articles 8 to 12.

Article 8

Entitlement to Accommodation Bursary

- (1) Students who meet the following criteria are entitled to the Accommodation Bursary for the period for which it is awarded:
 - a) He/she is a fulltime student;
 - b) He/she has not been charged with payment of a fee for study under section 58 (3) and (4) of the Act and Article 30 of the UHK Constitution;
 - c) His/her residential address is not located in a municipality listed in Appendix 1.
- (2) Compliance with the conditions of entitlement to the Accommodation Bursary under paragraph 1 above is checked on the basis of data specified in the Comprehensive Information of Student Registers (Sdružené informace matrik studentů, “the SIMS”) and in the student register kept by the UHK.
- (3) A UHK student may be awarded only one Accommodation Bursary per one bursary period (Article 9 (1)).
- (4) In students who are holders of disability cards ZTP or ZTP-P, the criterion specified in paragraph 1 (c) above is considered met if their residential address is out of the Hradec Králové district.

- (5) The student who has already been awarded a bursary for this purpose from the public means is no more entitled to the Accommodation Bursary.

Article 9

Bursary Period and Application for Award of Accommodation Bursary

- (1) The Accommodation Bursary is awarded for two periods in a calendar year (“the Bursary Period”); the first one starts on 1 January and ends on 30 June and the second one start on 1 September and ends on 31 December. Students enrolled to a study during the Bursary Period can be awarded the Accommodation Bursary for a part of the Bursary Period after their enrolment.
- (2) The Accommodation Bursary for study in the relevant Bursary Period is awarded upon the student’s application filed in the period specified for enrolment to the next year of study in an internal regulation of the UHK by which the study of the given student in a study programme is regulated. The period in which the student files the application for award of the Accommodation Bursary (that is to be awarded according to paragraph 1 sentence two above) is determined by the Rector’s decree.

The form and essentials of the application for Award of the Accommodation Bursary are determined by the Rector’s decree. Data required for payment of the Accommodation Bursary (if it is awarded) must be attached to the application.

Article 10

Amount of Accommodation Bursary

The amount of the Accommodation Bursary in the given Bursary Period is determined by the Rector’s decree.

Article 11

Award of Accommodation Bursary

The Accommodation Bursary for the Bursary Period is awarded to the student by a decision based on his\her application. The amount is determined in accordance with Article 10 above. The decision is delivered to the student (personal delivery) under section 69a (3) of the Act through the student affairs department at the faculty or the higher education institute in which the student is enrolled, within the period of time determined by the Rector’s decree.

Article 12

Payment of Accommodation Bursary

The Accommodation Bursary is paid cashlessly in Czech crowns to a bank account specified in the application for the Accommodation Bursary award (Article 9 (3) sentence two).

PART FIVE

Bursaries Resulting from Agreements to Solve Scientific and Research Tasks

Article 13

Students – mainly those of doctoral programmes of study – can also be awarded an Extraordinary Scholarship or Bursary in form of a bursary based on agreements made between the UHK and a legal entity providing special-purpose means for solution of scientific and research tasks.

PART SIX

Scholarship Awarded by the Rector

Article 14

The Rector may, under section 91 (2) (b) of the Act, award a one-time extraordinary scholarship for outstanding activities performed in favour of the UHK, or as a part of the Rector's award. The amount of such scholarship is determined by the Rector.

PART SEVEN

Bursary for Students of Bachelor, Master and Doctoral Programmes in a Difficult Social Situation

Article 15

Bursary for a Student in a Difficult Social Situation

- (1) Bursary for a Student in a Difficult Social Situation is available for a student who qualifies for increased child support according to a special regulation^{2.1}. To qualify for the bursary, the student must attach to his/her application for the Bursary for a Student in a Difficult Social Situation a written notification issued at his/her request by the social security office that initially granted child support, stating that the family income ascertained for the purpose of child support for the calendar year (stated in the notification) did not exceed the family subsistence level multiplied by 1.5.
- (2) The student submits the application for the Bursary for a Student in a Difficult Social Situation at the student affairs department of the relevant faculty or the higher education institute on the day the he/she enrolls to study in the given academic year, however by 15 November at the latest. In extraordinary cases, the student submits the application without any undue delay, however at the latest within 15 days from the day he/she became entitled to the Bursary for a Student in a Difficult Social Situation.
- (3) The form and essentials of the application for Award of the Bursary for a Student in a Difficult Social Situation are determined by the Rector's decree. Data required for payment of the Bursary for a Student in a Difficult Social Situation (if it is awarded) and the student's obligation to inform immediately about any change in qualification for increased child support must be attached to the application.
- (4) The student is entitled to the Bursary for a Student in a Difficult Social Situation for the standard period of study in a programme of study provided by the UHK for each whole calendar month in which he/she is qualified for the Bursary for a Student in a Difficult Social Situation, except for July and August. The student may be awarded only one Bursary for a Student in a Difficult Social Situation at the UHK.
- (5) The monthly amount of the Bursary for a Student in a Difficult Social Situation is stipulated in section 91 (3) of the Act.
- (6) The Bursary for a Student in a Difficult Social Situation is awarded to the student by a decision (based on the student's application). The decision is delivered to the student (personal delivery) under section 69a (3) of the Act through the student affairs department at the faculty or the higher education institute in which the student is enrolled, within the period of time determined by the Rector's decree.

¹⁾ Section 17 of Act No. 117/1995 Sb., to regulate the state social support, as amended by Act No. 242/1997 Sb.

- (7) The Bursary for a Student in a Difficult Social Situation is paid cashlessly in Czech crowns to a bank account specified in the application for award of the Bursary for a Student in a Difficult Social Situation (Article 7.3 sentence two). It is paid retroactively for the individual quarters of the given calendar year.

PART EIGHT

Common and Final Provisions

Article 16

Common Provisions

- (1) Scholarships and bursaries awarded under these Scholarship and Bursary Rules are paid in Czech crowns.
- (2) Scholarships and bursaries under Articles 3, 5, 7 and 15 are paid by a bank transfer to an account specified by the student.
- (3) Changes of these Scholarship and Bursary Rules are considered in advance by the Academic Senates of the individual faculties. In case of study programmes provided by the UHK and the higher education institute, or by the faculty and the higher education institute, they are considered by the AS UHK.

Article 17

Final Provisions

- (1) The Scholarship and Bursary Rules of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports on 18 August 2015 under No. MSMT-28369/2015 are hereby repealed.
- (2) These Scholarship and Bursary Rules were approved in accordance with section 9 (1) (b) of the Act by the UHK Academic Senate of 5 April 2017.
- (3) These Scholarship and Bursary Rules come into force on the date of registration by the Ministry of Education, Youth and Sports in accordance with section 36 (4) of the Act.
- (4) These Scholarship and Bursary Rules come into effect on 1 September 2017.

prof. Ing. Kamil Kuča, Ph.D.

Rector

Appendix 1 to the Scholarship and Bursary Rules of the UHK

**MUNICIPALITIES EXCLUDED FROM ENTITLEMENT TO
ACCOMMODATION BURSARY**

Students who reside in the municipalities listed in this Appendix are not entitled to the Accommodation Bursary.

MUNICIPALITY	DISTRICT
Bylany	Chrudim
Dřenice	Chrudim
Rozhovice	Chrudim
Třibřichy	Chrudim
Tuněchody	Chrudim
Zaječice	Chrudim
Babice	Hradec Králové
Barchov	Hradec Králové
Běleč nad Orlicí	Hradec Králové
Benátky	Hradec Králové
Blešno	Hradec Králové
Boharyně	Hradec Králové
Chlumeč nad Cidlinou	Hradec Králové
Chudeřice	Hradec Králové
Černilov	Hradec Králové
Černožice	Hradec Králové
Čistěves	Hradec Králové
Divec	Hradec Králové
Dobřenice	Hradec Králové
Dolní Přím	Hradec Králové
Habřina	Hradec Králové
Hněvčevy	Hradec Králové
Holohlavý	Hradec Králové
Hořiněves	Hradec Králové
Hradec Králové	Hradec Králové
Hrádek	Hradec Králové
Humburky	Hradec Králové
Hvozdnice	Hradec Králové
Jeníkovice	Hradec Králové
Jílovice	Hradec Králové

Káranice	Hradec Králové
Klamoš	Hradec Králové
Kobylice	Hradec Králové
Kosice	Hradec Králové
Kosičky	Hradec Králové
Králíky	Hradec Králové
Kratonohy	Hradec Králové
Kunčice	Hradec Králové
Ledce	Hradec Králové
Lejšovka	Hradec Králové
Lhota pod Libčany	Hradec Králové
Libčany	Hradec Králové
Libníkovice	Hradec Králové
Librantice	Hradec Králové
Libřice	Hradec Králové
Lišice	Hradec Králové
Lochenice	Hradec Králové
Lodín	Hradec Králové
Lovčice	Hradec Králové
Lužany	Hradec Králové
Lužec nad Cidlinou	Hradec Králové
Máslojedy	Hradec Králové
Měník	Hradec Králové
Mlékosrby	Hradec Králové
Mokrovousy	Hradec Králové
Myštěves	Hradec Králové
Mžany	Hradec Králové
Nechanice	Hradec Králové
Neděliště	Hradec Králové
Nepolisy	Hradec Králové
Nové Město	Hradec Králové
Obědovice	Hradec Králové
Ohnišťany	Hradec Králové
Olešnice	Hradec Králové
Osice	Hradec Králové
Osičky	Hradec Králové
Petrovice	Hradec Králové
Písek	Hradec Králové
Prasek	Hradec Králové
Praskačka	Hradec Králové
Předměřice nad Labem	Hradec Králové

Převýšov	Hradec Králové
Pšánky	Hradec Králové
Puchlovice	Hradec Králové
Račice nad Trotinou	Hradec Králové
Radíkovice	Hradec Králové
Radostov	Hradec Králové
Roudnice	Hradec Králové
Sadová	Hradec Králové
Sendražice	Hradec Králové
Skalice	Hradec Králové
Skřivany	Hradec Králové
Sloupno	Hradec Králové
Smiřice	Hradec Králové
Smržov	Hradec Králové
Sověstice	Hradec Králové
Stará Voda	Hradec Králové
Starý Bydžov	Hradec Králové
Stěžery	Hradec Králové
Stračov	Hradec Králové
Střezetice	Hradec Králové
Světí	Hradec Králové
Syrovátka	Hradec Králové
Šaplava	Hradec Králové
Těchlovice	Hradec Králové
Třebechovice pod Orebem	Hradec Králové
Třesovice	Hradec Králové
Urbanice	Hradec Králové
Vrchovnice	Hradec Králové
Všestary	Hradec Králové
Výrava	Hradec Králové
Vysoká nad Labem	Hradec Králové
Vysoký Újezd	Hradec Králové
Zachraštiny	Hradec Králové
Zdechovice	Hradec Králové
Bašnice	Jičín
Bílsko u Hořic	Jičín
Boháňka	Jičín
Borek	Jičín
Březina	Jičín
Bříštiny	Jičín

Butoves	Jičín
Cerekvice nad Bystřicí	Jičín
Chomutice	Jičín
Červená Třemešná	Jičín
Dobrá Voda u Hořic	Jičín
Holovousy	Jičín
Hořice	Jičín
Jeřice	Jičín
Konecchlumí	Jičín
Kovač	Jičín
Lázně Bělohrad	Jičín
Lukavec u Hořic	Jičín
Lužany	Jičín
Miletín	Jičín
Milovice u Hořic	Jičín
Nevratice	Jičín
Ostroměř	Jičín
Petrovičky	Jičín
Podhorní Újezd a Vojice	Jičín
Rašín	Jičín
Sobčice	Jičín
Staré Smrkovice	Jičín
Šárovцова Lhota	Jičín
Třebnouševy	Jičín
Úhlejev	Jičín
Vitiněves	Jičín
Choťovice	Kolín
Radovesnice II	Kolín
Velký Osek	Kolín
Bohuslavice	Náchod
Brzice	Náchod
Černčice	Náchod
Červená Hora	Náchod
Dolany	Náchod
Dolní Radechová	Náchod
Heřmanice	Náchod
Hořenice	Náchod
Hoříčky	Náchod
Jaroměř	Náchod
Jasenná	Náchod
Jestřebí	Náchod

Lhota pod Hoříčkami	Náchod
Libchyně	Náchod
Mezilečí	Náchod
Nahořany	Náchod
Nové Město nad Metují	Náchod
Nový Ples	Náchod
Přibyslav	Náchod
Rasošky	Náchod
Rožnov	Náchod
Rychnovek	Náchod
Říkov	Náchod
Slavětín nad Metují	Náchod
Studnice	Náchod
Šestajovice	Náchod
Velichovky	Náchod
Velká Jesenice	Náchod
Velké Poříčí	Náchod
Velký Třebešov	Náchod
Vestec	Náchod
Vlkov	Náchod
Vršovka	Náchod
Vysokov	Náchod
Zaloňov	Náchod
Žernov	Náchod
Dobšice	Nymburk
Kamenné Zboží	Nymburk
Libice nad Cidlinou	Nymburk
Oseček	Nymburk
Sány	Nymburk
Barchov	Pardubice
Bezděkov	Pardubice
Borek	Pardubice
Břehy	Pardubice
Bukovina nad Labem	Pardubice
Bukovka	Pardubice
Býšť	Pardubice
Choteč	Pardubice
Chvojenec	Pardubice
Chýšť	Pardubice
Časy	Pardubice
Čeperka	Pardubice

Čepí	Pardubice
Černá u Bohdanče	Pardubice
Dašice	Pardubice
Dolany	Pardubice
Dolní Roveň	Pardubice
Dolní Ředice	Pardubice
Dříteč	Pardubice
Dubany	Pardubice
Holice	Pardubice
Horní Ředice	Pardubice
Hrobice	Pardubice
Jaroslav	Pardubice
Jezbořice	Pardubice
Kasalice	Pardubice
Kostěnice	Pardubice
Křičeň	Pardubice
Kunětice	Pardubice
Lány u Dašic	Pardubice
Lázně Bohdaneč	Pardubice
Libišany	Pardubice
Malé Výkleky	Pardubice
Mikulovice	Pardubice
Němčice	Pardubice
Neratov	Pardubice
Opatovice nad Labem	Pardubice
Ostřešany	Pardubice
Ostřetín	Pardubice
Pardubice	Pardubice
Plch	Pardubice
Poběžovice u Holic	Pardubice
Podůlšany	Pardubice
Pravy	Pardubice
Přelovice	Pardubice
Přepychy	Pardubice
Ráby	Pardubice
Rohovládová Bělá	Pardubice
Rohoznice	Pardubice
Rokytno	Pardubice
Rybitví	Pardubice
Řečany nad Labem	Pardubice
Sezemice	Pardubice

Sopřeč	Pardubice
Spojil	Pardubice
Srch	Pardubice
Srnojedy	Pardubice
Staré Hradiště	Pardubice
Staré Jesenčany	Pardubice
Staré Ždánice	Pardubice
Starý Mateřov	Pardubice
Stéblová	Pardubice
Strašov	Pardubice
Třebosice	Pardubice
Uhersko	Pardubice
Újezd u Přelouče	Pardubice
Újezd u Sezemic	Pardubice
Valy	Pardubice
Vápno	Pardubice
Veliny	Pardubice
Voleč	Pardubice
Vysoké Chvojno	Pardubice
Živanice	Pardubice
Albrechtice nad Orlicí	Rychnov nad Kněžnou
Borohrádek	Rychnov nad Kněžnou
Častolovice	Rychnov nad Kněžnou
České Meziříčí	Rychnov nad Kněžnou
Čestice	Rychnov nad Kněžnou
Králova Lhota	Rychnov nad Kněžnou
Lípa nad Orlicí	Rychnov nad Kněžnou
Lupenice	Rychnov nad Kněžnou
Mokré	Rychnov nad Kněžnou
Nová Ves	Rychnov nad Kněžnou
Očelice	Rychnov nad Kněžnou
Ohnišov	Rychnov nad Kněžnou
Opočno	Rychnov nad Kněžnou
Pohoří	Rychnov nad Kněžnou
Potštejn	Rychnov nad Kněžnou
Přepychy	Rychnov nad Kněžnou
Rohenice	Rychnov nad Kněžnou
Rybná nad Zdobnicí	Rychnov nad Kněžnou
Synkov-Slemeno	Rychnov nad Kněžnou
Tutleky	Rychnov nad Kněžnou
Záměl	Rychnov nad Kněžnou

Zdelov	Rychnov nad Kněžnou
Žďár nad Orlicí	Rychnov nad Kněžnou
Horky	Svitavy
Batňovice	Trutnov
Choustníkovo Hradiště	Trutnov
Doubravice	Trutnov
Dubenec	Trutnov
Hřibojedy	Trutnov
Kocbeře	Trutnov
Kuks	Trutnov
Lanžov	Trutnov
Libotov	Trutnov
Litíč	Trutnov
Rtyně v Podkrkonoší	Trutnov
Velký Vřešřov	Trutnov
Vilantice	Trutnov
Brandýs nad Orlicí	Ústí nad Orlicí
Sopotnice	Ústí nad Orlicí
Týništko	Ústí nad Orlicí
Zámorsk	Ústí nad Orlicí