



Scholarship and Bursary Rules of the University of Hradec Králové

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 on the day of registration signature under ref. No. MSMT-13146/2023.

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”*), these Scholarship and Bursary Rules of the University of Hradec Králové 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 the UHK faculties or the UHK.

Article 2

Kinds of Scholarships and Bursaries and Sources of their Funding

- 1) Students can be awarded the following scholarships and bursaries:
 - a) Scholarship for outstanding academic achievement (section 91 (2) (a) of the Act);
 - b) Extraordinary scholarship or bursary (section 91 (2) (b) to (e) and section 4 (a) and (b) of the Act);
 - c) Doctoral bursary (section 91 (4) (c) of the Act);
 - d) Accommodation bursary (section 91 (2) (e) of the Act);
 - e) Social bursary (section 91 (3) of the Act).

- 2) In addition to the scholarships and bursaries referred to in paragraph 1 of this Article, the Rector or the Dean may announce scholarships in a scholarship programme, subject to the conditions set out in Article 7.
- 3) Scholarships can be paid from the following sources:
 - a) From a grant or from a contribution from the state budget¹;
 - b) From the scholarship fund of the UHK/faculty²;
 - c) From grants and projects;
 - d) From support for research, experimental development and innovation from public funds³ and special purpose donations;
 - e) From other sources (e.g., additional activities, special purpose donations, etc.)⁴.

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 or 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, 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

¹ 18(2)(a) and (c) of the Act

² § Section 18(6)(c) of the Act

³ § Section 18(2)(b) of the Act

⁴ § 18(2)(e) to (h) of the Act

average grade described in Article 15 of the UHK Study and Examination Code. The amount of the Scholarship for Outstanding Academic Achievement is graded according to principles determined by the dean.

- 4) The Scholarship for Outstanding Academic Achievement is paid one-time on a date determined by the Dean in agreement with the UHK Finance Office.
- 5) 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.

PART THREE

Scholarships and Bursaries to Students of Doctoral Programmes

Article 4

Doctoral Bursary

- 1) The Doctoral Bursary is awarded to doctoral students:
 - a) Up to CZK 12,000 monthly in the first year of study;
 - b) Up to CZK 14,000 in the second year of study;
 - c) Up to CZK 17,000 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 on the proposal of the supervisor and after approval of the relevant Subject-Area Board.
- 2) The amount of the Doctoral Bursary is decided by the Dean after discussion by the relevant Subject-Area Board, 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 teaching and other activities at the UHK.
- 3) 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 upon an agreement with the UHK Finance Office.
- 5) The Doctoral Bursary ceases to be paid for the month in which the student interrupted or terminated his/her study.
- 6) The Dean decides on the reduction or withdrawal of the bursary if the student demonstrably fails to fulfil his/her study obligations.

PART FOUR

Scholarships and Bursaries for Students of Bachelor, Master and Doctoral Programmes

Article 5

Accommodation Bursary

- 1) The UHK awards the Accommodation Bursary under conditions specified by these Scholarship and Bursary Rules.
- 2) Students who meet the following criteria on the day of the decision issue 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 Hradec Králové or a municipality listed in the Rectors internal act.
- 3) 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.
- 4) A UHK student may be awarded only one Accommodation Bursary per one bursary period (paragraph 7).
- 5) In students who are holders of disability cards ZTP or ZTP-P, the criterion specified in paragraph 2 (c) above is considered met if their residential address is out of the Hradec Králové district.
- 6) The student who has already been awarded a bursary for this purpose from the public means is no more entitled to the Accommodation Bursary.

- 7) 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.
- 8) The Accommodation Bursary for study in the relevant Bursary Period is awarded to all students entitled to it under paragraph 2.
- 9) The amount of the Accommodation Bursary in the given Bursary Period is determined by the Rector’s decree.

Article 6

Social Bursary

- 1) The Social Bursary is available for a student who qualifies for the child benefit according to a special regulation.⁵ To qualify for the bursary, the student must attach to his/her application for the Social Bursary a written certificate issued at his/her request by the social security office that granted the child benefit, stating that the family income ascertained for the purpose of the child benefit for the third calendar quarter of the year did not exceed the family subsistence minimum multiplied by a coefficient of 1.5. The certificate for the purposes of the Bursary award shall be valid for 21 months from the last day of the quarter in which the family income was ascertained.
- 2) The student submits the application for the Social Bursary at the student affairs department of the relevant faculty on the day 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 Social Bursary.
- 3) The form and essentials of the application for Award of the Social Bursary are determined by the Rector’s decree. Data required for payment of the Social Bursary for (if it is awarded) and the student's obligation to inform immediately about any change in qualification for the child benefit must be attached to the application.

⁵ Section 17 of Act No. 117/1995 Sb., to regulate the state social support, as amended by Act No. 242/1997 Sb.

- 4) The student is entitled to the Social Bursary 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 Social Bursary, except for July and August. The student may be awarded only one Social Bursary at the UHK.
- 5) The monthly amount of the Social Bursary is stipulated in section 91 (3) of the Act.
- 6) The Social Bursary is paid in a way specified in Article 10. It is paid retroactively for the individual quarters of the given calendar year.

Article 7

Scholarship Awarded by the Rector of the Dean

- 1) The Rector or the Dean may announce scholarships in scholarship programmes. The Rector or the Dean, as the administrator of that degree programme, then awards the scholarship or may delegate the exercise of this power to a designated Vice-Rector or Vice-Dean.
- 2) The scholarship programme is announced in the form of the Dean's or Rector's internal regulation.
- 3) The announcement of the scholarship programme must specify at least the purpose of the scholarship programme, the duration of the programme, the conditions for awarding the scholarship, the source of funding, the amount of the scholarship or at least the method of determining it, and the details of the application and the deadline for its submission.
- 4) If the scholarship programme is to be financed through the sources referred to in Article 2(3)(a) of these Rules, this must be explicitly stated in the announcement of the scholarship programme and the conditions set out in Section 91(2) and (4) of the Act must be complied with when the programme is announced.

Article 8

Exceptional Scholarship

- 1) The Exceptional Scholarship is a one-time scholarship that can be awarded in particular:
 - a) For significant scientific, research, development, artistic or other creative achievements;
 - b) For research, development and innovation activities according to a special regulation⁶;
 - c) As assistance in an exceptionally difficult social situation of the student, if the provisions of Section 91(3) of the Act cannot be applied;
 - d) In cases of special consideration;
 - e) To support study abroad under a programme supported by the UHK;
 - f) To promote study in the Czech Republic.
- 2) Cases of special consideration include in particular:
 - a) Outstanding sporting results in representing the UHK, especially at the World Universiade, the Academic World Championship and the Czech Academic Championship, for representation at the Olympic Games, the World Championship, the European Championship and the Czech Championship; the amount of this scholarship is set by decree of the Rector;
 - b) Other significant activities carried out for the benefit of the faculty, the UHK or the academic community.
- 3) The exceptional scholarship is usually awarded at the request of the student, or at the suggestion of the head of the relevant department, or the director of the institute, or the Vice-Dean.
- 4) The exceptional scholarship may be awarded repeatedly.

⁶ Act No. 130/2002 Sb., on support for research and development from public funds and on amendments to certain related acts

PART FIVE

Common Provisions

Article 9

Common Provisions

- 1) Proceedings under these Rules are conducted in accordance with section 68 of the Act. Unless the Act or these Rules provide otherwise, the procedure shall be in accordance with Act No. 500/2004 Sb., the Code of Administrative Procedure, as amended (*“the Code of Administrative Procedure”*).
- 2) A student is entitled to the payment of a scholarship only if he/she meets the conditions for its award set out in these Rules, the conditions set out in the scholarship programme or the conditions set out by the provider in the case of scholarships paid from projects.
- 3) The amount of the scholarship, with the exception of the Social Scholarship, is determined according to the number of students who have fulfilled the conditions for the award of the individual types of scholarships referred to in paragraph 1 and the criteria established for individual periods by the Dean or the Rector and according to the amount of available funds. The amount of the scholarships, with the exception of the Accommodation Scholarship and the Social Scholarship, shall be determined by the Dean or the Rector. The amount of the Accommodation Scholarship is set uniformly for the entire UHK by the Rector.
- 4) The award of the scholarship is decided by the Dean. In the case of scholarships under Article 2(1)(b) and Article 7 of these Rules, they can be also awarded by the Rector’s decision.

Article 10

Award and Payment of Scholarships and Bursaries

- 1) The scholarship or bursary is awarded upon application by the student or ex officio. If a decision is issued on the basis of an application, the proceedings are initiated on the date of delivery of the application to the Rector or the Dean; if a decision is issued ex officio, the proceedings are initiated on the date of the decision.

- 2) A scholarship or bursary cannot be awarded to a student who, for the same reasons, has been awarded a scholarship or bursary from the Ministry of Education, Youth and Sports (*“the MEYS”*).
- 3) Scholarships and bursaries pursuant to Articles 3, 4, 5 and 7 may be awarded only to students in full-time study, unless the conditions of the announced study programme provide otherwise. All scholarships and bursaries may only be awarded to an individual who is the UHK student both at the time of application and on the date of the decision. Exceptionally, a scholarship or bursary may also be paid to a graduate of the UHK, but only within 30 days of graduation and if the scholarship or bursary is awarded for a period when the individual was a student.
- 4) After the decision to award the scholarship or bursary becomes final, the scholarships or bursaries are paid either as a regular, recurring amount or as a lump sum, by bank transfer to the domestic bank account designated by the student in IS STAG and in Czech crowns.
- 5) In justified cases, the scholarship or bursary may be paid in other ways. The scholarship or bursary is paid in cash at the cash desk of the UHK Rector's Office.
- 6) If the scholarship or bursary cannot be paid by the deadline due to an obstacle on the part of the student, the UHK will call on the student via the information system to remedy the situation; if the student fails to do so even by the deadline set in the call, the student's right to the awarded scholarship or bursary will expire.

Article 11

Appeal

- 1) The student may appeal the decision. The appeal period is 30 days from the date of notification of the decision.
- 2) The appeal shall be lodged with the authority which decided on the decision at first instance. The Rector is the appellate authority.
- 3) There is no further appeal against the Rector's decision; the Rector's decision is legally valid if it has been notified to the student. Together with the Rector's decision, the Dean's decision which has been confirmed becomes final.

Article 12

Delivery

Decisions and other documents regarding the award of scholarships and bursaries are delivered via the UHK electronic information system (Section 69a(3) of the Act); in such a case, the first day following the date on which the decision is made available to the student concerned in the UHK electronic information system shall be the date of delivery and notification of the decision.

PART SIX

Final Provisions

Article 13

- 1) The Scholarship and Bursary Rules of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports on 13 June 2018 under No. MSMT-18837/2018 are hereby repealed.
- 2) These Scholarship and Bursary Rules were discussed by the faculty Academic Senates.
- 3) These Scholarship and Bursary Rules were approved in accordance with section 9 (1) (b) of the Act by the UHK Academic Senate on 2 May 2018.
- 4) 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.
- 5) These Scholarship and Bursary Rules come into effect on the date of registration by the Ministry of Education, Youth and Sports.

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Rector