

Under section 36 (2) and (4) and section 41 (2) of Act No. 111/1998 Coll. on Higher Education Institutions and Amendments of Other Acts (Act on Higher Education Institutions), the Ministry of Education, Youth and Sports registered the Scholarship Regulations of Vysoká škola finanční a správní, a.s. (the University of Finance and Administration) on, under reference number

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Mgr. Karolina Gondková
Head of the Department of Higher Education Institutions



Scholarship Regulations

Vysoká škola finanční a správní, a. s.

Prague
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Preamble

Under section 62 (1) (i) and section 91 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments of Other Acts (Act on Higher Education Institutions), as amended (hereinafter only “the Act”), the Scholarship Regulations of Vysoká škola finanční a správní, a.s (hereinafter only “the Scholarship Regulations”) stipulate the granting of scholarships to students of daily and combined forms of study of bachelor, follow-up master and doctoral degree programmes offered by Vysoká škola finanční a správní, a.s and ,at the same time, executed by Vysoká škola finanční a správní, a.s. until 31th August, 2016 (hereinafter only VŠFS). The Scholarship Regulations also stipulate the granting of scholarships to VŠFS academic staff.

PART ONE SCHOLARSHIPS GRANTED TO STUDENTS

Article 1 Types of Scholarships and Resources

1. Students can be granted the following types of scholarships:
 - a) the scholarship for students of doctoral degree programme in a full-time study mode under section 91 (1) of the Act,
 - b) the scholarship for excellent study results under section 91 (1) of the Act (hereinafter only “the merit scholarship”),
 - c) the purpose-based scholarship under section 91 (1) of the Act,
 - d) the accommodation scholarship under section 91 (2) (e) of the Act,
 - e) the social scholarship under section 91 (3) of the Act.
2. The scholarships are paid out from the following resources:
 - a) the VŠFS scholarship fund in compliance with the regulations approved by the Board of Directors,
 - b) purpose-based donations in compliance with the rules of the provider,
 - c) grants, for purpose-based scholarships, according to the rules of a provider,
 - d) the contribution of the Ministry of Education, Youth and Sports (hereinafter only “the Ministry”) under section 40 (2) of the Act.

Article 2 General Provisions

1. An application for a scholarship, or a proposal to be granted a scholarship, is submitted to the Department of Study Affairs.
2. It is the bursar who decides on granting a scholarship. The student may appeal against the decision not later than 30 days from its notification. The Rector represents a body of appeal.
3. In the letter of appeal the student will state his/her name, address, student identification number, the type of a degree programme and study field, the year, the designation of

- his/her study group and brief reasons for the appeal. The student shall sign the letter in his/her own hand.
4. A scholarship may be granted as a one-off payment or as a regular amount paid out at given terms for a stated period of an academic year.
 5. The terms, method of payment and period of an academic year, during which the scholarship is paid, are determined on the basis of these Scholarship Regulations by the Board of Directors.
 6. If a student meets the requirements for being granted more types of scholarship, they can be granted to him on the basis of the respective submitted applications, or proposals.

Article 3

Scholarship for students of doctoral degree programme

1. The scholarship can only be awarded upon an application to students who:
 - a) are students of doctoral degree programme in a full-time study mode,
 - b) have submitted a scholarship application for the given academic year latest by 30th October of the current year,
 - c) if they had been students of a doctoral degree program in the previous academic year, or if they had fulfilled the study plan at least in such an extent that is, according to the Study and Examination Regulations of the VŠFS, a prerequisite for enrolling in a higher grade, which is proved by the submission of the "Doctoral Degree Assessment".
2. In case a scholarship is awarded, students are eligible for it for the whole calendar month during which they were registered as PhD students. The scholarship is paid out monthly, i.e. in the month following the month in which the scholarship was awarded. A valid claim on a scholarship does not arise in the months of July and August.
3. If, on the basis of regular assessment results, a student fails to fulfil his / her obligations as specified in the study plan in harmony with the Study and Examination Regulations, the Bursar may reduce or withdraw the scholarship on the basis of the proposal of the Vice-Rector for Research and Development.
4. The monthly level of scholarship, the pay day as well as other technicalities are stipulated by the Board of Directors.

Article 4

Merit Scholarship

1. The merit scholarship can only be awarded to students who:
 - a) are full-time students in the Bachelor's and follow-up Master's degree programmes of the VŠFS,
 - b) were full-time students in the Bachelor's and follow-up Master's degree programmes of the VŠFS in the previous academic year, for whose completion the scholarship is applied for,
 - c) have met the criteria for awarding the scholarship in accordance with Articles 5 to 7,

- d) have submitted a Scholarship Application for the given academic year at the latest by 30th September of the current year.
2. The merit scholarship can only be awarded to students throughout the standard period of study in the given bachelor's or master's degree programmes and for the results achieved in the previous academic year.
 3. A scholarship may be awarded to students for the maximum period of 10 months of the given academic year, in which the students submitted a justified scholarship application.
 4. The maximum monthly amount of the scholarship is 5% of the study fees stipulated for the given academic year (hereinafter only "maximum scholarship").
 5. The criterion for awarding a scholarship is the arithmetic average of the marks from all of the examinations, classified credits and credits achieved in accordance with the approved curriculum and the organisation of the given academic year.
 6. Only those marks achieved during the first attempt at an examination or a classified credit are included in the arithmetic average for the awarding of a scholarship.
 7. A scholarship cannot be awarded, if a student received the mark "failed (F)", "unclassified (N)" or "minus" (-) in any single course in the given year of study in accordance with Article 5 of the VŠFS Tuition and Examination Regulations. In these cases, the scholarship may only be awarded, if the Rector makes an exception.
 8. Given an arithmetic average of 1.00, a monthly scholarship may be awarded up to the amount set out in par. 4, a semester scholarship may be awarded at the amount of five times the monthly scholarship or an annual scholarship may be awarded at the amount of ten times the monthly scholarship; in the case of an arithmetic average of 1.01 to 1.20, a scholarship may be awarded up to the amount of 80% of the maximum scholarship, while a scholarship at the amount of up to 60% of the maximum scholarship can be awarded in the case of an arithmetical average of 1.21 to 1.30.
 9. Pursuant to par. 8 the Board of Directors decides on the specific amounts of the individual levels of the awarded scholarships for the given academic year and does so at the latest by the day that the academic year commences.

Article 5 **Purpose-based Scholarship**

1. A purpose-based scholarship may be awarded:
 - a) for excellent performance in creative activities contributing to deepening of knowledge, especially for participation in a research project or/and in a research activity in the VŠFS workplaces, students' own publication, popularization, or other activities of similar character,
 - b) if the student is in a demanding social situation,
 - c) for a significant contribution to increasing the prestige of the VŠFS and for the successful representation of the University,

- d) to support the studies of students from certain enterprises, branches and regions in accordance with the conditions designated by the provider,
 - e) to support the studies of foreign students in the Czech Republic,
 - f) to support the studies of the VŠFS students abroad,
 - g) to support the studies of handicapped students,
 - h) to support the studies of students from children's homes.
2. A purpose-based scholarship is awarded at the instigation of the Rector, Vice-Rectors, Deans, Heads of Departments or the Head of the Department of Study Affairs. A purpose-based scholarship can be awarded repeatedly.
 3. The general criteria for scholarships' awarding for the academic year concerned, in particular the amount of funds for such scholarships, shall be determined by the Board of Directors based on a proposal put forward by the persons referred to in par. 2 or, as the case may be, by the providers, in harmony with the provisions broken down in par. 1. Based on the proposal of the Vice-Rector for Research and Development, the Board of Directors stipulates detailed criteria for scholarship awarding according to par. 1, letter (a).
 4. The amounts of the awarded scholarships will be stipulated based on the total amount of the funds designated for the given type of scholarship as well as for the amount of the purpose-based scholarship specified in par. 1.

Article 6 Accommodation Scholarship

1. An accommodation scholarship may be awarded to students who:
 - a) are full-time students in an accredited degree programme, (including the ERASMUS+ short study stay)
 - b) are studying in their first degree programme or have transferred from one degree programme to another, whereby their previous study programme has been acknowledged; a transfer is understood as the completion of one degree programme and immediate acceptance into a second degree programme of the same or similar contents; in the cases of parallel degree programmes the students are registered in a maximum of one, that being the degree programmes, in which they were first enrolled,
 - c) have not exceeded the standard period of study in the ongoing degree programme, including in any parallel degree programmes,
 - d) are not students studying within the framework of development aid (government scholarship holders), international treaties and programmes,
 - e) do not have their permanent residence in the district where their place of study is located,
 - f) do not have their place of permanent residence within the territory of the Capital City Prague, if the their place of study is within the territory of the Capital City Prague,
 - g) submitted an electronic Accommodation Scholarship Application.
2. The basis for the awarding of the accommodation scholarship is the information ascertained from the Union Students Register information system and from the VŠFS information system. The accommodation scholarship is awarded to students upon their electronic application which must be submitted within the period stipulated for enrolment into specific degree programme or for enrolment into the following year of study according to

the organisation of the given academic year, but at the latest by 31th October of that year. Students can apply for an accommodation scholarship in a delayed application collection for a period from January to June of the given academic year. The latest possible date for submitting an application in the given academic year is 31th March – no applications will be accepted after that date.

3. The students who have been awarded an accommodation scholarship are obliged to inform the Department of Study Affairs of VŠFS of any changes which relate to the conditions for the awarding of the accommodation scholarship according to par. 1.
4. If an accommodation scholarship is awarded, the students are entitled to the scholarship for every whole month of the calendar year, during which they fulfil the conditions for the awarding of the scholarship. The entitlement to the accommodation scholarship does not apply to the months of July and August. The accommodation scholarships are paid out retrospectively in January (for a period from September to December) and July (for a period from January to June).
5. The Rector announces the amount of the accommodation scholarship in a decree for the given period of the calendar year in accordance with the amount of the subsidy provided by the Ministry according to Article 1, par. 2, letter (d) of these Regulations, depending on the number of students who have met the conditions for the awarding of the accommodation scholarship in the given period. The amount of the accommodation scholarship will be announced in January and July by means of amendments to the Rector's decree.

Article 7 Social Scholarship

1. A social scholarship may be awarded to students (both in full-time and part-time study modes) who are entitled to a child allowance in accordance with section 17 of State Social Support Act no. 117/1995 Coll., as amended, if the decisive income in the family as ascertained for the purposes of the child allowance does not exceed the sum of the amounts of the family's living minimum and the coefficient 1.5. The students demonstrate their entitlement to the social scholarship by including with their application written confirmation issued by the state social support body which has awarded the allowance showing that their family's income ascertained for the purposes of the child allowance for the calendar year stated in the confirmation did not exceed the sum of the amount of the family's living minimum and the coefficient 1.5. Without submitting the written confirmation, the application is considered incomplete and cannot be accepted.
2. Students submit the applications for a social scholarship at the latest in the period designated for correct course enrolment or for enrolment into the next year of study according to the organisation of the appropriate academic year, but at the latest by 31th October of that year. Students can apply for a social scholarship in a delayed application collection for a period from January to June of the given academic year. The latest possible date for submitting an application in the given academic year is 31th March – no applications will be accepted after that date.

3. The students who have been awarded a social scholarship are obliged to inform the Department of Study Affairs of VŠFS about any changes in relation to the awarded child allowance.
4. Students are entitled to the social scholarship for each calendar month in which they meet the conditions for the awarding of the social scholarship throughout the standard period of study; however, no entitlement to the social scholarship arises for the months of July and August. The social scholarships are paid out in the months of January (for a period from September to December) and July (for a period from January to June).
5. The monthly amount of the social scholarship is determined in accordance with § 91 par. 3 of the Act. The amount of the scholarship is announced by the Rector for the given calendar year in the months of January and July.

Article 8

Cases where a Scholarship cannot be awarded or paid out

1. A scholarship cannot be awarded during the period of the suspension of studies.
2. The scholarship for students of the doctoral degree programme, the merit scholarship, the purpose-based scholarship and accommodation scholarship cannot be awarded or paid out to any students who have been subject to sanctions for disciplinary misdemeanours according to Article 2, par. 1 of the Disciplinary Regulations for VŠFS students.
3. Entitlement to the payment of scholarship mentioned above thereof lapses, if the students have failed to withdraw the awarded scholarship at the latest by the end of the academic year in which it was awarded.

PART TWO

SCHOLARSHIPS GRANTED TO ACADEMIC STAFF

Article 9

Purpose-Based Scholarships and Resources

1. The VŠFS academic staff may be granted purpose-based scholarships as employee benefits in the following cases:
 - a) as a partial reimbursement of the costs related to a stay abroad during creative free time (section 76, subsection 1 of the Act),
 - b) as a partial reimbursement of the costs arising from any special scientific, teaching or other socially significant activity.
2. The scholarships are granted from the following resources:
 - a) from the VŠFS scholarship fund,
 - b) from purpose-based donations, in compliance with the rules of a provider,
 - c) from grants, in compliance with the rules of a provider.

3. A scholarship may be granted as a one-off amount or as a regular amount paid out at given terms for a stated period of an academic year, in compliance with the rules of a provider.
4. The amount of granted scholarships depends on the amount of funds designated for a particular type of scholarship, it depends on the amount of funds designated for the particular scholarship stated in Article 1, or, as the case may be, on the requirements determined by a particular scholarship provider.
5. The purpose-based scholarship is granted by the Chairperson of the Board of Directors upon the proposal of Vice-Rectors or Deans. The payment terms and the period of the academic year, during which the scholarship is paid, are determined at the same time. In the cases stipulated in Article 2, letters (b) and (c), the rules of a provider prevail. A purpose-based scholarship may be granted repeatedly.
6. The academic employee who is granted a scholarship will sign a funding contract with the VŠFS under the terms and conditions determined by the provider. The contract states:
 - a) the amount of funding and
 - b) the term of the reimbursement of the costs related to Article 1.

Article 10

Cases in which it is not possible to grant or pay a scholarship

1. It is not possible to grant or pay the scholarship to academic employees in the following cases:
 - a) if he/she carries out an activity for VŠFS based on a contract for work outside of the scope of his/her employment,
 - b) during the trial period,
 - c) during the period of notice of termination,
 - d) after the termination of employment,
 - e) if he/she does not meet the requirements determined by a provider.
2. The right to be granted a scholarship ceases to exist if the VŠFS employee fails to perform the necessary actions by the date stated by a provider.

PART THREE FINAL PROVISIONS

Article 11

1. The Scholarship Regulations for VŠFS students, registered with the Ministry of Education, Youth and Sports, under ref. No. MSMT-15149/2016-2, on May 12, 2016, are nullified.
2. These Scholarship Regulations were approved by the VŠFS Board of Directors on April 6, 2017.

3. These Scholarship Regulations come into force in harmony with Section 36 (4) and Section 41 (2) of the Act on Higher Education Institutions on the day of their registration with the Ministry of Education, Youth and Sports.
4. These Scholarship Regulations of the VŠFS come into force on September 1, 2017.

RSDr. Bohuslava Šenkýřová
Chairperson of the Board of Directors and Rector
on behalf of Vysoká škola finanční a správní, a.s.