

The Ministry of Education, Youth and Sports registered the Scholarship Regulations of Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-8542/2017-30 on 4 April 2017.

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Mgr. Karolína Gondková
Head of the Higher Education Institutions Department

SCHOLARSHIP REGULATIONS OF TOMAS BATA UNIVERSITY IN ZLÍN AS OF 4 APRIL 2017

The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Scholarship Regulations of Tomas Bata University in Zlín, in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter h) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended:

PART ONE BASIC PROVISIONS

Article 1 Introductory provisions

(1) The Scholarship Regulations of Tomas Bata University in Zlín (hereinafter referred to as “Regulations”) represent in compliance with § 17 Paragraph 1 Letter h) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as “Act”), an internal regulation of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) and comprise rules for scholarship eligibility as regards students in degree programmes carried out by TBU faculties or directly by TBU.

(2) If the term ‘Dean’ is mentioned in the Regulations, in case of degree programmes carried out directly by TBU together with a university department, the Dean’s powers and duties are to be conferred on the Head of the respective university department. In case of degree programmes carried out directly by TBU, the relevant competences shall be assumed by the Rector.

(3) If the term ‘internal rule issued by the Faculty’ is mentioned in the Regulations, it also refers to an internal rule issued by a university department and specifying details related to the requirements regarding the eligibility for and payment of scholarships to students studying in degree programmes carried out directly by TBU together with a university department, or an internal rule issued by TBU and specifying details regarding related to the requirements regarding the eligibility for and payment of scholarships to students studying in degree

programmes carried out directly by TBU.

Article 2

Eligibility for scholarships

- (1) Students in Bachelor's and Master's programmes are eligible for merit scholarship in compliance with § 91 Paragraph 2 Letter a) of the Act.
- (2) Students in doctoral programmes are eligible for doctoral scholarship in compliance with § 91 Paragraph 4 Letter c) of the Act.
- (3) Students in Bachelor's, Master's and doctoral programmes are eligible for the following scholarships:
 - a) Extraordinary scholarship in accordance with § 91 Paragraph 2 Letter a), b), d) and e) and with § 91 Paragraph 4 Letter a) and b) of the Act,
 - b) Research scholarship in accordance with § 91 Paragraph 2 Letter c) of the Act,
 - c) Accommodation scholarship in accordance with § 91 Paragraph 2 Letter e) of the Act,
 - d) Need-based scholarship in accordance with § 91 Paragraph 3 of the Act.
- (4) In addition to scholarships awarded in accordance with these Scholarship Regulations, students may be eligible for scholarships awarded by the Ministry of Education, Youth and Sports (hereinafter referred to as "Ministry") in accordance with programme calls.
- (5) Students, above all students in doctoral programmes, can be granted scholarships arising from contracts concluded between TBU and legal entities providing special funding for the implementation of R&D projects. The decisions on these scholarships to be awarded are to be taken by the respective project investigator.
- (6) Students may be eligible for scholarships funded by a grant (§ 18 Paragraph 2 Letter a) of the Act) and/or by a subsidy (§ 18 Paragraph 2 Letter c) of the Act), by the Scholarship Fund (§ 18 Paragraph 6 Letter c) of the Act) and/or funded from other resources (in particular in accordance with § 18 Paragraph 2 Letter b), d) to h) of the Act).

PART TWO

SCHOLARSHIPS INTENDED FOR STUDENTS IN BACHELOR'S AND MASTER'S PROGRAMMES

Article 3

Merit scholarship

- (1) Students in full-time Bachelor's and Master's programmes who achieved outstanding academic performance in the preceding academic year or during the relevant period of study are eligible for merit scholarship, to be awarded by the Dean or by the Rector. The merit scholarship is to be determined on the basis of weighted grade point average (Article 15 of the TBU Study and Examination Regulations). Details are to be determined in the relevant internal rule issued by the Faculty.
- (2) The merit scholarship is to be paid during the academic year. The payment dates are to be stipulated by the relevant internal rule issued by the Faculty.
- (3) A student who suspended his/her studies during the period set for the payment of scholarships, shall receive the merit scholarship on the next date set for the payment of scholarships after he/she has re-enrolled on studies.

Article 4

Extraordinary scholarship

(1) The extraordinary scholarship can be awarded to the student by the Dean or by the Rector, in particular for the following reasons:

- a) Outstanding academic performance during the whole period of study,
- b) Significant results of R&D, innovation, arts or other creative activities contributing to the improvement of knowledge,
- c) As financial assistance in an extremely serious financial situation,
- d) As a study abroad scholarship to support students participating in study periods and traineeships held within a programme supported by TBU,
- e) To support students studying at TBU,
- f) In cases deserving special consideration specified in Article 10.

(2) The extraordinary scholarship can be awarded to the student upon the student's request or following the proposal of the Vice-Rector, Vice-Dean, Chairperson of the TBU Academic Senate, Chairperson of the Academic Senate of the relevant Faculty, Bursar, Director of Marketing Communications or of a senior executive of the relevant department.

(3) The extraordinary scholarship can be awarded in one month concurrently for several activities, in accordance with Paragraph 1.

(4) The extraordinary scholarship can be repeatedly awarded during the academic year for identical reasons given in Paragraph 1.

(5) Only full-time students are eligible for extraordinary scholarship in compliance with § 91 Paragraph 4 Letter b) of the Act¹⁾. The scholarship is paid in the form of a regular payment. The student is not entitled to the extraordinary scholarship if:

- a) He/she suspended or finished his/her studies,
- b) It was without a doubt detected that the student fails to meet the academic requirements arising from the TBU Study and Examination Regulations.

(6) A request/proposal submitted in accordance with Paragraph 2 shall be examined by the Scholarship Board; the members thereof shall be appointed by the Dean after being approved by the Academic Senate of the Faculty, or by the Rector after being approved by the Academic Senate of TBU. The Scholarship Board shall make recommendations as to the eligibility or non-eligibility for the scholarship. The composition and the procedure related to the convocation, sessions and meetings of the Scholarship Board are specified in the relevant rule issued by the Faculty.

(7) In duly justified cases, the extraordinary scholarship may be awarded directly by the Decision issued by the Dean or the Rector.

PART THREE

SCHOLARSHIPS INTENDED FOR STUDENTS IN DOCTORAL (PH.D.) PROGRAMMES

¹⁾ Scholarships aimed to support students studying in the Czech Republic.

Article 5

Doctoral scholarship

- (1) Full-time students in doctoral programmes are eligible for doctoral scholarship awarded by the Dean or by the Rector during the standard period of study, with the minimum amount corresponding to the basic amount in compliance with § 58 Paragraph 2 of the Act. Details are to be determined in the relevant internal rule issued by the Faculty.
- (2) The doctoral scholarship is to be paid during the academic year. The payment dates are to be stipulated by the relevant internal rule issued by the Faculty.
- (3) If a student in a doctoral programme fails to fulfil the academic requirements arising from the TBU Study and Examination Regulations and related to studies in doctoral programmes, the scholarship may be reduced or withdrawn. Unless otherwise specified in the internal rule of the Faculty, this may be done following the proposal of the student's supervisor or of a senior executive of the Department where the PhD student is registered.
- (4) The student is not entitled to the doctoral scholarship if:
 - a) He/she suspended or finished his/her studies,
 - b) He/she changes from the full-time to the part-time mode of study,
 - c) He/she exceeds the standard period of study.

Article 6

Extraordinary scholarship

- (1) The extraordinary scholarship can be awarded to the student by the Dean or by the Rector, in particular for the following reasons:
 - a) Outstanding academic performance during the whole period of study,
 - b) Significant results of R&D, innovation, arts or other creative activities contributing to the improvement of knowledge,
 - c) As financial assistance in an extremely serious financial situation,
 - d) As a study abroad scholarship to support students participating in study periods and traineeships held within a programme supported by TBU,
 - e) To support students studying at TBU,
 - f) In cases deserving special consideration specified in Article 10.
- (2) The extraordinary scholarship can be awarded to the student usually following the proposal of a person mentioned in Article 4 Paragraph 2 or of a supervisor.
- (3) The extraordinary scholarship can be awarded in one month concurrently for several activities, in accordance with Paragraph 1.
- (4) The extraordinary scholarship can be repeatedly awarded during the academic year for identical reasons given in Paragraph 1.
- (5) Only full-time students are eligible for extraordinary scholarship in compliance with § 91 Paragraph 4 Letter b) of the Act²⁾. The scholarship is paid in the form of a regular payment. The student is not entitled to the extraordinary scholarship if:

²⁾ *Scholarships aimed to support students studying in the Czech Republic.*

- a) He/she suspended or finished his/her studies,
- b) It was without a doubt detected that the student fails to meet the academic requirements arising from the TBU Study and Examination Regulations.

(6) Full-time Ph.D. students who are medical insurance payers, i.e. medical insurance holders in accordance with general regulations on medical insurance³⁾, may be eligible for extraordinary scholarship, and that up to the amount of the medical insurance contribution paid in compliance with these regulations.³⁾ Details on the scholarships to be paid are specified in the relevant rule issued by the Faculty.

(7) A request/proposal submitted in accordance with Paragraph 2 shall be examined by the Scholarship Board; the members thereof shall be appointed by the Dean after being approved by the Academic Senate of the Faculty or by the Rector after being approved by the Academic Senate of TBU. The Scholarship Board shall make recommendations as to the eligibility or non-eligibility for the scholarship. The composition and the procedure related to the convocation, sessions and meetings of the Scholarship Board are specified in the relevant rule issued by the Faculty.

(8) In duly justified cases, the extraordinary scholarship may be awarded directly by the Decision issued by the Dean or the Rector.

PART FOUR

JOINT SCHOLARSHIPS INTENDED FOR STUDENTS IN BACHELOR'S, MASTER'S AND DOCTORAL (PH.D.) PROGRAMMES

Article 7

Accommodation scholarship

(1) Those students are eligible for accommodation scholarship to be awarded by the Dean/by the Rector:

- a) Full-time students in Bachelor's, Master's or doctoral programmes; studies in a degree programme the students enrolled in and terminated between 1 May and 30 October in the same calendar year are disregarded.
- b) Students in a first Bachelor's programme or in a first Master's programme or in a first doctoral programme or students who have changed from one degree programme to another and their prior studies have been recognized; in case of degree programmes studied concurrently, students are registered as eligible only once and that as students of that degree programme he/she enrolled in earlier.
- c) Students who have not exceeded the standard duration of study in the current degree programme or in one of the degree programmes concurrently studied.
- d) Students that do not have a permanent place of residence in the same district where the location of his/her study is situated (the location of study shall be specified by the relevant Faculty and entered in the Information System for Studies Administration, hereinafter referred to as "IS/STAG").

(2) Those students admitted to TBU are not eligible for accommodation scholarship:

³⁾ § 5 Letter c) of the Act No. 48/1997 Coll., on Public Health Insurance and on Alterations and Amendments to Selected Related Acts, as amended.

- a) Students admitted to TBU within international development aid (government scholarship holders),
 - b) Students coming to spend a period of their study within international agreements (short-term study periods – traineeships),
 - c) Students admitted to TBU within the AKTION and CEEPUS programmes.
- (3) The data to be considered for the accommodation scholarship eligibility are to be obtained from the “Union Information from Students’ Registers”- system (SIMS) or from the IS/STAG Information System for Studies Administration. In order to be eligible for accommodation scholarship, students must submit electronic applications in the IS/STAG system.
- (4) The accommodation scholarship is to be awarded during two periods within a calendar year (hereinafter referred to as “scholarship period”), in two instalments, and that retrospectively. The scholarship period and the payment dates are specified in the relevant TBU internal rule.
- (5) The accommodation scholarship amount is to be determined by the Rector in the respective Rector’s Decision, and that as an amount identical for all TBU departments. The accommodation scholarship amount per one calendar month and per student is to be obtained as a quotient of the amount corresponding to the scholarship period and of the number of calendar months during which all students are eligible for scholarship in the mentioned period. Per one scholarship period the students are eligible for accommodation scholarship amounting to the product obtained by multiplying the accommodation scholarship awarded per one calendar month and the number of registered calendar months during which the student met all eligibility requirements regarding the accommodation scholarship.
- (6) The Decision on eligibility for the accommodation scholarship is valid during the entire period when the student meets the requirements set out in Paragraph 1.
- (7) The student is not entitled to the accommodation scholarship if he/she fails to meet the requirements set out in Paragraph 1.

Article 8

Need-based scholarship

- (1) Students who are entitled to child benefits in accordance with the relevant specific legal regulation⁴⁾ during the standard period of study qualify for the need-based scholarship, to be awarded by the Dean or by the Rector. This qualification is to be proven by the original copy of the written confirmation issued upon the student’s request by the Social Security Office that has decided about the benefit to be paid. This confirmation in writing is to be attached to the application for need-based scholarship, submitted to the Dean/Rector through the Student Affairs Office.
- (2) A student is entitled to receive the need-based scholarship within ten months of the academic year, i.e. except for July and August.
- (3) The student is not entitled to need-based scholarship if he/she fails to meet the requirements set out in Paragraph 1.
- (4) The need-based scholarship amounts to a sum stipulated in § 91 Paragraph 3 of the Act.
- (5) The need-based scholarship is usually to be paid as a retrospective payment covering the

⁴⁾ § 17 of the Act No. 117/1995 Coll., on State Social Assistance, as amended.

past three months. The dates of payment are stipulated in the respective TBU internal rule.

Article 9 **Research scholarship**

- (1) Students, above all students in Master's and doctoral programmes, are eligible for research scholarship intended for R&D and innovation activities in accordance with the relevant specific legal regulation⁵⁾.
- (2) Decisions on scholarships to be paid from financial resources provided within specific university research funds or within institutional support are to be taken by the Dean or by the Rector, in case of project resources usually by the respective project investigator.

Article 10 **Scholarships awarded in cases deserving special consideration**

- (1) Scholarships awarded in cases deserving special consideration such as involvement in teaching and R&D activities, laboratory work, participation in the development of information technologies, international cooperation, outstanding sports results, particularly related to the TBU representation, activity of extraordinary benefit to TBU or to the Faculty or to the academic community, or exemplary acts of bravery and others, can be awarded to the student by the Dean in accordance with requirements specified in the relevant rule issued by the Faculty, or by the Rector.
- (2) Students can be eligible for extraordinary scholarship for reasons deserving special consideration, e.g. as an assistance towards the accommodation costs even in the event that the student's permanent place of residence is situated in the same district as the location of his/her studies, and that upon the student's written request. At the same time, the students must meet the condition of the commuting times between his/her permanent place of residence and the location of study exceeding 50 minutes.
- (3) The Dean or the Rector may, for wholly exceptional reasons deserving special consideration, grant to a student a scholarship in the form of an extraordinary award; requirements regarding the eligibility for extraordinary awards, the amount thereof and other details are specified in the relevant rule issued by the Faculty.

PART FIVE **COMMON AND FINAL PROVISIONS**

Article 11 **Common provisions**

- (1) The scholarship may be paid:
 - a) As a single payment,
 - b) In the form of a regular payment.
- (2) When determining the scholarship amount, the Dean or the Rector must consider the

⁵⁾ *Act No. 130/2002 Coll., on Support of Research, Experimental Development and Innovations from Public Resources and on Alterations and Amendments to Selected Related Acts (Act on Support of Research, Experimental Development and Innovations), as amended.*

financial resources and options available at the relevant Faculty or at TBU, the amount and purpose of provided and available resources and the number of students to have met the requirements and qualified for the respective scholarship types mentioned in Article 2.

(3) TBU shall issue Decisions on the scholarships to be awarded. In case of scholarships awarded in accordance with Article 3, 5, 7 and 8, the relevant Decision must specify the period during which the scholarship will be awarded.

(4) Decisions on scholarships to be awarded shall be delivered to students with compliance with § 69a Paragraph 3 of the Act via the TBU electronic information system. The first day following the provision of access to the decision for the student in the TBU electronic information system is considered the date of delivery and of the announcement of the decision.

(5) The student is entitled to appeal against the decision regarding the scholarship eligibility within 30 days of its announcement. The appeal administrative authority is the Rector.

(6) The scholarship payments are to be made via direct deposit (via direct transfer) into a bank account held at a banking institution situated in the territory of the Czech Republic. The student is required to enter his/her bank account number into the IS/STAG system for this purpose. Students are responsible for the data necessary for the bank transfer to be correct and complete.

(7) Students are required to inform the respective Student Affairs Office in writing about a change of facts relevant to the scholarship eligibility, no later than within 8 calendar days after the change occurred.

Article 12

Final provisions

(1) The TBU Scholarship Regulations registered by the Ministry under Ref. No. 8 204/2012-30 on 8 March 2012, including the subsequent alterations thereof, are hereby cancelled.

(2) Proceedings commenced before these Scholarship Regulations came into force shall be finalized in compliance with these Scholarship Regulations.

(3) Provisions of internal rules and regulations issued by TBU faculties or by TBU that are contrary to these Scholarship Regulations cease to have effect from 1 September 2017 onwards.

(4) These Scholarship Regulations were in accordance with § 9 Paragraph 1 Letter b) Clause 3 of the Act approved by the TBU Academic Senate on 14 March 2017.

(5) These Scholarship Regulations come into force on the day when registered by the Ministry in accordance with § 36 Paragraph 4 of the Act.

(6) These Scholarship Regulations come into force on 1 September 2017.

Ing. Alena Macháčková, CSc., m.p.
Chairperson of the TBU Academic Senate

Prof. Ing. Petr Sáha, CSc., m.p.
Rector of TBU