

UNIVERSITY OF PARDUBICE	
Directive No. 1/2021, as amended by Amendment No. 1	
Subject Matter:	Rules and Procedures for the Award and Payment of Scholarships at the University of Pardubice
Applicable to:	Students and employees of the University of Pardubice
Effective from:	8 January 2021
Reference No.:	RPO/0001/21
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Approved by:	Prof. Ing. Tatiana Molková, PhD, Vice-Rector for Education and Quality

The Rules and Procedures for the Award and Payment of Scholarship at the University of Pardubice (the "Directive") regulate the rights of students to be awarded scholarships and the procedures of faculty and rectorate departments in awarding scholarships to students and their payment at the University of Pardubice and its units (the "University") in accordance with the Scholarship Regulations of the University of Pardubice (the "Scholarship Regulations").

### **Part One**

#### **Submission of applications and proposals for scholarships and rules for the award and payment of scholarships**

#### **Article 1**

##### **Scholarship for outstanding academic performance**

- 1 Scholarship for outstanding academic performance is awarded to students in accordance with Article 3(a) of the Scholarship Regulations.
- 2 The conditions for the award of a scholarship for outstanding academic performance under Article 4(1)(a) of the Scholarship Regulations are laid down in Article 4(2) thereof. If the student fulfils the conditions laid down in the Scholarship Regulations and this Directive, the scholarship referred to in Article 4(1)(a) of the Scholarship Regulations shall be awarded without an application for a scholarship.
- 3 Scholarship for outstanding academic performance under Article 4(1)(b) of the Scholarship Regulations is awarded for outstanding study results based on a proposal by the Dean of the Faculty or the Rector of the University.
- 4 Student prizes awarded by the Dean of the Faculty or the Rector of the University are awarded as part of the scholarship for outstanding academic performance under Article 4(1)(b) of the Scholarship Regulations.
- 5 The list of students nominated for the Student Prize awarded by the Rector is submitted by the Dean in accordance with the announcement of the conditions for a given academic year immediately after the state final examinations through the Department of Educational Agenda.

#### **Article 2**

##### **Scholarship in an exceptionally difficult social situation**

- 1 Scholarship in an exceptionally difficult social situation is awarded in accordance with Article 3(d)

of the Scholarship Regulations.

- 2 A scholarship in an exceptionally difficult social situation may be awarded based on a student's application or a proposal submitted by an academic staff member.
- 3 An application or proposal for a scholarship in an exceptionally difficult social situation is submitted to the Dean through the study department of the faculty that keeps records of the study in which the student is enrolled.

### **Article 3 Social scholarship**

- 1 Social scholarship is awarded in accordance with Article 3(e) of the Scholarship Regulations.
- 2 The conditions for the award of a social scholarship are set out in Article 6 of the Scholarship Regulations.
- 3 The student shall submit the application for a social scholarship to the Dean through the study department of the faculty that keeps records of the study in which the student is enrolled. The student is obliged to confirm by their signature on the application for a social scholarship that they have not applied for a social scholarship at another faculty or university.
- 4 The social scholarship is awarded to a student who has been granted child benefit at an increased rate under Act No. 117/1995 Sb., on State Social Support, as amended, and whose income for the year under review did not exceed the product of the family's subsistence minimum and the coefficient of 1.50.
- 5 Eligibility for a social scholarship is demonstrated by the student using the document called *Sdělení pro účely přiznání stipendia* (Communication for the award of a scholarship) issued in writing by the relevant state social welfare office which decides on the amount of the child allowance. The student shall submit the notification for the purpose of awarding the scholarship valid for the relevant academic year to the study department of the faculty, which keeps records of the studies in which the student is enrolled.

### **Article 4 Accommodation scholarship**

- 1 Accommodation scholarship is awarded in accordance with Article 3(f) of the Scholarship Regulations.
- 2 The conditions for the award of accommodation scholarship are set out in Article 5 of the Scholarship Regulations.
- 3 If the student meets the conditions set out in the Scholarship Regulations and herein, the accommodation scholarship will be awarded without an application for an accommodation scholarship.

### **Article 5 Scholarship to support study abroad and scholarship to support study in the Czech Republic**

- 1 Foreign students studying under international treaty obligations (the "government scholarship recipients") are awarded a scholarship based on a faculty notification sent together with the decision of the Czech National Agency for International Education and Research (the "DZS") to award a scholarship in accordance with the rules set out in the decision of the Ministry of Education, Youth and Sports (the "MEYS") to award a scholarship and in accordance with Article 3(k) of the Scholarship Regulations.

- 2 International students coming to the University for short-term study stays or practical internships within the programmes administered by the Ministry of Education and Science (Erasmus+, CEEPUS and others) are awarded a scholarship according to Article 3(i) of the Scholarship Regulations based on a proposal prepared by the International Affairs Department (the "IA"). The documents for the scholarship proposal are determined by the conditions set for the given trip. Further conditions for implementing and administrating mobility are set out in the University's internal regulations.<sup>1</sup>
- 3 Students studying at a university or on a practical internship abroad supported by Erasmus+, CEEPUS or other financial sources administered by the IA are awarded a scholarship according to Article 3(h) of the Scholarship Regulations based on a scholarship proposal prepared by the OMV. The documents for the scholarship proposal are determined by the conditions set for the given trip. Further conditions for the implementation and administration of mobility are set out in the University's internal regulations.<sup>1</sup>

### **Article 6**

#### **Scholarship awarded to students in full-time doctoral study programmes**

- 1 The proposal for a scholarship under Article 3(j) of the Scholarship Regulations for a student in full-time study in a doctoral study programme under this Article shall be prepared by the relevant faculty department that keeps records of doctoral studies.
- 2 The conditions for awarding scholarships to students in full-time doctoral programmes are set out in Article 7 of the Scholarship Regulations.

### **Article 7**

#### **Other scholarships**

- 1 Scholarships under Article 3 (b), (c), (g), (h), (i) of the Scholarship Regulations are awarded based on application by the student or based on a proposal made by an academic or other authorised staff member.
- 2 Scholarships under Article 3(g) of the Scholarship Regulations may be awarded, in particular:
  - for excellence in sport, culture, etc.,
  - to cover proven increased expenses for events organised by the University, participation in scientific conferences, etc.,
  - to support the preparation of a thesis or dissertation,
  - in recognition of personal assistance services to a disabled student of the University,
  - in recognition of the representation of the University at national and international events,
  - in recognition of the presentation of Faculty/University activities at public events,
  - for short-term study/research stays and excursions abroad,
  - for activities to promote internationalisation.
- 3 An application for a scholarship or a proposal for the award of a scholarship under this Article shall be submitted to the Dean through the study department of the faculty that maintains the records of the study in which the student is enrolled.

### **Article 8**

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<sup>1</sup> Directive No. 1/2024 Procedures for the Implementation and Administration of Student and Staff Mobility.

## **Scholarship application**

- 1 The scholarship application must be accompanied by a justification and, where applicable, the documents necessary for the application assessment.
- 2 Each scholarship application submitted by a student is entered in the filing service, bearing a PID and a reference number.
- 3 The scholarship application, supplemented with the relevant information on the application form, is forwarded to the Department of Educational Agenda for further processing.
- 4 Scholarship application forms are published on the student intranet.

### **Article 9 Scholarship proposal**

- 1 Scholarship proposals are made individually for each student and each type of scholarship separately.
- 2 The scholarship proposal must include a justification and, where applicable, the documents necessary to assess the proposal.
- 3 Each scholarship proposal is recorded in the University's filing service, bearing a PID and a reference number.
- 4 The scholarship application, supplemented with the relevant information on the application form, is forwarded to the Department of Educational Agenda for further processing.
- 5 Scholarship application forms are published on the staff intranet.

## **Part Two Decision-making on the award of scholarships, determination of their amount and payment of scholarships**

### **Article 10 The decision to award a scholarship**

- 1 The decision regarding the award of a scholarship is issued by the dean of the faculty at which the student is enrolled in studies. The department of the faculty, which keeps the records of the course in which the student is enrolled, is responsible for preparing the decision on the scholarship award, for the provision of the related administration and the delivery of the decision via the University's information system. Similarly, this department is responsible for drawing up the decision on awarding the scholarship and ensuring the related administration within the Erasmus+ and CEEPUS programmes or from other financial sources managed by the IA.
- 2 The Rector issues the decision on the award of the Student Prize scholarship granted by the Rector. The Department of Educational Agenda is responsible for the preparation of the decision, the related administration and the delivery of the decision via the University's information system.
- 3 The decision to award a scholarship shall be governed by S 68 and the following sections of the Act.<sup>2</sup> The decision to award a scholarship must contain the following elements laid down by the applicable legislation:<sup>3</sup>
  - the name of the university and faculty that issued the decision,
  - PID, reference number and date of issue,

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<sup>2</sup> Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (the "Act").

<sup>3</sup> S 67 and the following sections of Act No. 500/2004 Sb., the Rules of Administrative Procedure, as amended.

- the provision of the Scholarship Regulations under which the scholarship was awarded,
  - the name, surname, birth and permanent residence of the student,
  - the amount, currency and type of scholarship,
  - the period for which the scholarship is paid,
  - the frequency of the scholarship payment,
  - the reasons for the decision, stating the reasons for awarding the scholarship and the provisions of the Scholarship Regulations; no reasons are required if the Dean or the Rector grants the student's request for a scholarship,
  - information on the possibility of appealing against the decision,
  - the name, surname, title and signature of the Dean or Rector who made the decision.
- 4 The decision shall be drawn up in paper and electronic form.
- 5 The original documentary form of the decision is placed in the student's file. The electronic form of the decision is delivered to the student via the University's electronic information system.

### **Article 11**

#### **Determination of scholarship amount**

- 1 The scholarship amount is decided by the Rector of the University unless otherwise stated below.
- 2 The scholarship amount under Article 3(e) of the Scholarship Regulations is set following Section 91(3) of the Act at an amount equivalent to one-quarter of the basic rate of the minimum wage per month.
- 3 The amount of the scholarship for outstanding academic performance under Article 4(1)(a) of the Scholarship Regulations and the amount of the accommodation scholarship under Article 3(f) of the Scholarship Regulations shall be determined by the Rector in the Rector's Measure.
- 4 The amount of the scholarship in the form of a Student Prize granted by the Rector in accordance with Article 3(a) of the Scholarship Regulations shall be determined by the Rector at the same time as the conditions for the Student Prize granted by the Rector for the relevant academic year are announced in the Rector's Measure.
- 5 The amount of the scholarship in the form of a Student Prize granted by the Dean in accordance with Article 3(a) of the Scholarship Regulations shall be determined by the Dean for the relevant academic year. The announcement of the scholarship amount shall include a list of the areas and conditions for which the award will be made in the relevant academic year.
- 6 The amount of the scholarship for full-time students of doctoral study programmes under Article 3(j) of the Scholarship Regulations is decided by the Dean within the scope of the funds allocated in the faculty's budget.
- 7 The Dean decides on the amount of the scholarship within the scope of the financial resources allocated to the faculty from the University's scholarship fund for individual types of scholarships listed in Article 3 (b), (c), (d), (g), (h), (i) and Article 4 (1) (b) of the Scholarship Regulations. The total allocation of these special-purpose funds is determined by the University's budget and distributed among the faculties according to the formula in Annex 1 hereto.
- 8 Within the scope of the financial resources allocated to the faculty in accordance with Article 27 of the Statutes of the University, the Dean decides on the amount of the scholarship for each type of scholarship referred to in Article 3 (b), (c), (d), (g), (h), (i) and Article 4 (1) (b) of the Scholarship Regulations.

### **Article 12**

#### **Scholarship payments**

- 1 A scholarship paid in regular instalments is generally paid to the student in arrears for the previous month on the 12th or 25th day of the month. If the payment date falls on a Saturday, Sunday or public holiday, payment will usually be made on the next working day. Due to the need to update data in IS STAG, the payment of scholarships may be delayed by three to four months at the beginning of the academic year.
- 2 A scholarship paid in one lump sum is usually paid to the student within one month after the decision on the scholarship award becomes legally binding within the payment dates specified in Paragraph 1.
- 3 Scholarship is paid by a non-cash transfer to a domestic bank account, which the student is obliged to enter into IS STAG, except in the cases specified in the University's internal standard.<sup>1</sup> Exceptions to the non-cash payment of scholarships are international students coming to the University to study as part of short-term study stays. In such a case, scholarships are paid in cash at the University cash desk.
- 4 The payment of a scholarship for students going abroad or coming to the University for short-term study stays or practical internships is regulated by the University's internal standard.<sup>1</sup>
- 5 The scholarship payment is conditional upon the decision to award the scholarship becoming legally binding.

### **Part Three**

#### **Article 13**

##### **Responsibility of departments for scholarship processing documents**

- 1 Study departments are obliged to enter accurate and up-to-date student data into IS STAG by the 5th day of each month at the latest.
- 2 The Department of Educational Agenda, in cooperation with the Finance and Accounting Centre of the University, is responsible for setting up the regulation of payments of scholarships in the IS STAG system.
- 3 Duly completed proposals or scholarship applications are forwarded to the Department of Educational Agenda according to the type of scholarship.
- 4 The Department of Educational Agenda assigns students to the appropriate payment ordinance in IS STAG and pays the scholarship. The documents for the payment of scholarships are forwarded to the University's Department of Educational Agenda on the day of payment.
- 5 The supporting documents for the scholarship payment must always be validated by the relevant authorising officer and budget manager in accordance with the internal control system.<sup>4</sup>
- 6 The University's Department of Educational Agenda is responsible for posting the scholarship ordinance in the relevant accounting period in the iFIS economic information system and communicating with financial institutions.
- 7 Supervising the maximum amount of the scholarship under Article 8(7) of the Scholarship Regulations paid to individual doctoral students shall be the responsibility of a staff member authorised by the faculty.

### **Part Four**

#### **Article 14**

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<sup>4</sup> University of Pardubice Directive No. 29/2005 as amended by Amendment No. 1 Internal Control System at the University of Pardubice

## **Final provisions**

- 1 Directive No. 10/2019 Rules and Procedures for Awarding and Paying Scholarships at the University of Pardubice is hereby repealed.
- 2 This Directive shall enter into force and take effect on 8 January 2021.

Annex 1      Method of Calculating the Amount of Funds Allocated for the Payment of Scholarships for Individual Faculties in a Calendar Year

In Pardubice on this 8 January 2021

prof. Ing. Jiří Málek, DrSc.  
Rector

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Amendment No. 1 to Directive No. 1/2021 became effective on 14 February 2024.

**Method of Calculating the Amount of Funds Allocated for the Payment of Scholarships for Individual Faculties in a Calendar Year**

$$AF = B + (A - 7*B)*(PSF_i*ANF_i/ZNF_i) / \sum (PSF_i*ANF_i/ZNF_i)$$

$$B = 0,04*A$$

Symbol explanations:

AF amount allocated to the faculty

A total amount allocated

B constant amount (minimum for the faculty)

PSF number of students at the faculty as of 31 October

ANF number of graduates of the faculty in the standard time for the past academic year in Bachelor's and follow-up Master's studies

ZNF number of newly enrolled students  $n$  years ago in Bachelor's and follow-up Master's studies, where  $n$  is the standard period of study of the study programme