

Bursary Code

CEVRO, z. ú. University

17th May 2018
Prague

Part I. – General Provisions

Article 1. Introductory Provision

1. This Bursary Code (hereinafter referred to as "the Code" is issued in compliance with Act 111/1998 Col. on Higher Education and on Changes in and Amendments to some other acts (the Higher Education Act), as amended (hereinafter referred to as „the Act“), and it follows the Statute and the Study and Exam Regulations of CEVRO, z. ú. University.
2. This Code governs the types of bursaries, and conditions and procedures for awarding bursaries and their payment to students of CEVRO, z. ú. University (hereinafter referred to as "the University").
3. The Bursary Code applies to all students of all study programmes which are organized by the University.
4. Bursaries granted by the University are covered from the means of the University. For this purpose, the University may establish a study fund. The Board of Trustees in compliance with the Statute of the University shall decide about establishing the study fund and about the form of its creation.
5. The source for bursaries may be also the means provided by donors or subsidies for bursaries provided by the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") in compliance with § 40 subsection 2 of the Act.

Part II. – Bursaries

Article 2. Types of Bursaries

1. The student may be awarded a bursary from the University´s own means under terms and conditions approved by the Board of Trustees of the University:
 - a) for excellent study results (hereinafter referred to as "bursary for excellent study results"),
 - b) for excellent research, development, innovation, artistic or other creative achievements helping to deepen knowledge (hereinafter referred to as "bursary for creative achievements"),
 - c) for research, development and innovation activity according to a special regulation¹ (hereinafter referred to as "bursary for creative activity"),
 - d) in a burdensome social situation of the student (hereinafter referred to as "unclaimable social bursary"),
 - e) in special cases (hereinafter referred to as "special bursary").
2. The student may be granted by the University these types of bursaries from the subsidy of the Ministry:

¹ Act number 130/2002 Col., on the support for research and development from public funds and on changing some related acts (the Act on Support and Research), as amended.

- a) social bursary
- b) accommodation bursary

3. According to paragraph 1 of this Article, if a disciplinary punishment was imposed on a student for a disciplinary delict in University proceeding, s/h cannot be granted any bursary.

Article 3. Bursary for Excellent Study Results

1. Conditions for awarding a bursary for excellent study results, stating the limit of its amount and the form of payment is governed by a rector's provision, the content of which is discussed beforehand by the rector's board.
2. The limit of the amount of the bursary for excellent study results which is to be paid to the student according to paragraph 1 is published on a public university web page.

Article 4. Bursary for Creative Results and Bursary for Creative Activity

1. Conditions for awarding a bursary for creative results and bursary for creative activity, stating the limits of their amounts and the forms of payment are governed by a rector's provision, the content of which is discussed beforehand by the rector's board.
2. The limit of the amount of the bursary for creative results and bursary for creative activity which is to be paid to the student according to paragraph 1 is published on a public university web page.

Article 5. Unclaimable Social Bursary

1. Conditions for awarding the unclaimable social bursary, stating the limit of its amount and the form of payment is governed by a rector's provision, the content of which is discussed beforehand by the rector's board.
2. The limit of the amount of the unclaimable social bursary which is to be paid to the student according to paragraph 1 is published on a public university web page.

Article 6. Special Bursary

1. Special bursaries may be granted in special cases, especially for participating in a scientific research activity, for participating in an international collaboration, for extraordinary sports results, for representation and activity performed for the sake of the good reputation of the University, or for exemplary deeds of service.
2. Special bursaries may be awarded by the rector after having been discussed by the rector's board.
3. In special cases, the rector may award the student a bursary in the form of an extraordinary prize. The conditions for awarding an extraordinary prize, its amount and

other details are stipulated by the rector after having been discussed by the rector's board.

Article 7. Social Bursary

1. The student who is entitled to receive child allowances in compliance with a special legal regulation has also the right to be granted a social bursary. The student may claim the bursary only once in a given period.
2. The student proves his or her claim to get the social bursary in cases listed in paragraph 1 in the following way: the student sends a request for the bursary via the student affairs office to the rector; enclosed s/he sends the confirmation of receiving child allowances issued by the relevant body which granted these child allowances (original confirmation or officially certified copy).²
3. Social bursary is awarded for the standard period of study for ten months. The social bursary cannot be claimed for July and August. The monthly amount of the bursary equals one quarter of a monthly minimum wage, and this amount is rounded up in dozens of Czech crowns. The student is entitled to get the social bursary for the standard period of study for each calendar month in which s/he meets the conditions for getting the social bursary.
4. The student may submit the request for the social bursary during the period stipulated for the regular enrolment in study or in next year of study, according to the schedule of relevant academic year, but not later than on October 31st, or March 31st of relevant academic year, unless s/he was granted the child allowance after the enrolment in study or next year of study; in such a case s/he can submit the request anytime during the academic year.
5. The student who was granted the social bursary is obliged to inform the student affairs office about any change regarding his or her getting the child allowance without any delay.

Article 8. Accommodation Bursary

1. The accommodation bursary from the subsidy of the Ministry shall be granted to the student who
 - a) studies full time in his or her first study program, or who changed one study program to another, and the previous studies were acknowledged (changing means terminating one study program and being accepted into second study program of the same or similar content). If the student studies more study programs at the same time, the student is considered only once, in the study program in which s/he was enrolled in earlier,
 - b) has not exceeded the standard period of study in current study program and neither in any other study programs being studied at the same time.
 - c) does not have his or her permanent address in the capital city of Prague in the territory of which the student has the place of study.
2. The sources of information for granting the accommodation bursary are data from the information system Common Information of Students' Registers (hereinafter referred to

² § 91 subsection 3, Act number 111/1998 Coll., on Higher Education, as amended.

as "SIMS") and data from the university information system, and the student's request for granting the accommodation bursary with his/her bank account number.

3. The student may claim the accommodation bursary from the first day of the trimester when the student started his/her university studies. The condition stipulated in paragraph 1 is kept if the student is enrolled in the study program into which s/he changed from the study program listed in paragraph 1, letter b, or, if in a well-founded case the rector grants an exemption.

4. The student is entitled to get the accommodation bursary for each calendar month in which s/he meets the conditions for being granted the accommodation bursary. The accommodation bursary cannot be claimed for the months of July and August.

Part III. – Common Provisions

Article 9. Proceedings for Granting a Bursary

1. The proceeding for granting a bursary, which is led by the University, has the character of an administrative procedure in compliance with a special legal regulation with deviations³ stipulated by the law.

2. The proceeding in the first instance is led by the director who is entitled to decide about granting a bursary based on the rector's proposal which was discussed by the close rector's board. The amount the student asks for or which is listed in the rector's proposal is not binding for the director. The proceeding starts on the day when the student's written request was delivered to the University.

3. In the written request, the student is obliged to state his or her personal data, facts explaining the subject of the request, what is to be achieved, and his or her own signature. The student is also obliged to enclose all documents proving his or her right to the bursary. If the request does not fulfil all formal and content requirements, the director asks the student to remedy it and provides him or her with an adequate deadline for that. If the student does not remedy or complete the request within the deadline, the director discontinues the proceeding by means of his or her provision.

4. The decision of the director is in a written form; the decision contains a statement part, reasoning and advice of the right to appeal. The written decision is affixed with the university seal and signature of the director. The statement part may contain one or more statements. The reasoning part includes reasons which led to making the decision stated in the statement part. The advice provides information whether, in what deadline, and to whom it is possible to file an appeal in the first instance.

5. The decision of the director becomes legally effective by issuing such a decision after the period for potential appeal passed, or the moment the student gave up on his/her right to appeal, or in cases when the appeal is inadmissible.

6. The student may file a written appeal against the decision in the first instance to the rector via the director. The time limit for the appeal is 30 days after the decision was announced to the student. Missing this time limit may be pardoned only by the rector and only for especially serious reasons if the appeal is filed without any delay after the obstacle which prevented filing the appeal in due deadline is removed.

³ Act number 500/2004 Coll., Administrative Procedure Code, as amended.

7. The appeal may challenge the statement part of the decision: either a single statement, several statements, or all statements. The appeal solely against the reasoning of the decision is inadmissible. The appeal must make it clear which decision is challenged and what is being proposed.

8. The appeal filed in time has a suspensory effect. As a result of the suspensory effect of the appeal, the decision does not become legally effective, it cannot be executed, and no other legal effects can be applied.

9. The director may amend the proceeding if s/he finds it necessary.

10. The director may cancel or change the decision if s/he fully complies with the appeal. It is not possible to appeal against such a decision of the director.

11. If the director does not find conditions for proceeding according to the previous paragraph, s/he hands the file with his/her opinion to the rector, not later than 30 days after the appeal was received.

12. If the appeal is inadmissible or belated, the director hands the file without any delay to the rector with his/her opinion including all crucial facts for assessing the belated or inadmissible appeal.

13. The rector denies a belated or inadmissible appeal and confirms the challenged decision. If there are no reasons for this procedure, the rector re-examines the agreement of the challenged decision and the proceeding which preceded the decision with legal regulations and internal regulations of the University, or with rector's provisions. Shortcomings which could not have had an impact on the agreement of the challenged decision with legal regulations or internal regulations of the University are omitted.

14. If the rector comes to the conclusion that the challenged decision is against legal regulations or internal regulations of the University, the rector:

- a) cancels the challenged decision or cancels any part of it, and discontinues the proceeding,
- b) cancels the challenged decision or any part of it, and sends the matter back to the director to deal with it again; in the reasoning, the rector expresses his/her legal opinion which is in this matter binding for the director,
- c) changes the challenged decision or any part of it; the rector cannot change the challenged decision to the detriment of the student, unless the challenged decision is against legal regulations,
- d) changes the challenged decision or cancels a part of it and confirms the rest of it; conditions in b) and c) are applied similarly.

15. If the rector does not find a reason for any type of proceeding according to previous paragraphs, the appeal is denied, and the challenged decision in the first instance is confirmed.

16. If the rector finds out that there is any fact that justifies discontinuing the proceeding, s/he cancels the decisions without any delay and discontinues the proceeding.

17. The rector issues a decision in the appellative proceeding in the period of 30 days after the file was handed to the rector.

18. The appeal cannot be filed against the rector's decision. Rector's decision becomes legally effective the moment it is announced to the student.

19. If the student takes his/her appeal back anytime during the appellative proceeding, the appellative proceeding is discontinued on the day the appeal was taken back. The challenged decision in the first instance becomes legally effective the day after the proceeding was discontinued.

20. Delivering the documents to students and applicants to study complies with the conditions stipulated in relevant legal regulation⁴.

Article 10. Payment of Bursaries

1. The amount of the bursary may be dependant on the number of students who met the conditions for being granted the bursary for individual periods according to this Bursary Code and according to disponsible financial means of the University and means provided by the subsidy from the Ministry.

2. If the student complies with the conditions for being granted more types of bursary, s/he may be granted them.

3. The student is obliged to announce any changes of decisive facts for being granted the bursary to the student affairs office in a written form not later than 30 days after they had occurred.

4. The bursary is paid by the University on the student's bank account. The bursary is paid in a lump sum or on regular basis. The form of payment of individual bursaries is stipulated by a rector's provision.

5. The bursary is not paid while the study is suspended.

Part IV. Temporary and Final Provisions

Article 11. Temporary Provisions

1. The rights and duties of students who commenced their studies before this Bursary Code became legally effective, are governed by this Bursary Code.

2. The proceedings commenced in compliance with previous Bursary Code are accomplished in compliance with this Bursary Code.

Article 12. Final Provisions

1. The Bursary Code of CEVRO, z. ú. University registered by the Ministry of Education, Youth and Sports under number MSMT-9545/2016-1 on April 1st, 2016 is cancelled.

⁴ Constitution § 69a, Act number 111/1998 Coll., to regulate higher education institutions, as amended

2. This Bursary Code was approved by the Academic Board on May 17th, 2018.
3. This Bursary Code becomes legally effective on the day of its registration by the Ministry of Education, Youth and Sports.
4. This Bursary Code becomes legally effective on October 10th, 2018.

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