

Internal Regulations of the Technical University of Liberec

The Scholarship Regulations of the Technical University of Liberec were registered by the Ministry of Education, Youth and Sports Education according to the Art. 36 Par. 2 of the Act No. 111/1998, Coll., On Higher Education Institutions and on amendments and alterations to some other acts (The Higher Education Act), on 18 April, 2006 under the file number 11 089/2006-30.
Alterations to the Scholarship Regulations of the Technical University of Liberec were registered by the Ministry according to the Art. 36 Par. 2 and 5 of the Act on 25 July 2006 under the file number 18 508/2006-30, on 23 January 2008 under the file number 1 360/2008, on 30 September 2008 under the file number 19 082/2008-30 and on 30 April 2009 under the file number 10 145/2009-30.

IV. FULL WORDING OF THE SCHOLARSHIP REGULATIONS OF THE TECHNICAL UNIVERSITY OF LIBEREC VALID FROM 30 APRIL 2009

Article 1 Introductory Provisions

(1) The Scholarship Regulations of the Technical University of Liberec (hereinafter "TUL") are issued in accordance with the Act No. 111/1998, Coll., On Higher Education Institutions and on amendments and alterations to some other acts (The Higher Education Act), thereto as amended, (hereinafter "the Act") and they apply to awarding scholarships to:

- a) students of Bachelor, Master and PhD. study programmes realized by the TUL faculties and other constituent parts of the TUL,
- b) academic staff members (the Art. 70 of the Act) in the period when they are on the sabbatical leave (the Art. 76 of the Act) and when they concurrently apply for a study stay abroad, which is not part of their job duties under a special legal regulation.¹⁾

(2) According to these Regulations, scholarships are granted from the Scholarship Fund of the TUL or some other financial sources.

Article 2 Financial Sources for Awarding Scholarships

Financial sources for awarding scholarships are:

- a) the Scholarship Fund of the TUL, which is formed from students' study-related fees in agreement with the Art. 58 Par. 3 and 4 of the Act,
- b) subsidies or contributions provided by the Ministry,
- c) subsidies provided by the Ministry in support of mobility of students and members of academic staff,
- d) other special-purpose subsidies enabling this usage (mainly projects with a defined amount granted on awarding of scholarships),
- e) other internal sources,
- f) income from gifts.

Article 3 Types of Scholarships

(1) Awarded scholarship grants may be of these types:

- a) pursuant to the Art. 91 Par. 2 (a) of the Act, for outstanding academic achievement (hereinafter "scholarship in support of excellent study results"),
- b) pursuant to the Art. 91 Par. 2 (b-d), Par. 3 and Par. 4 (a) and (b) of the Act (hereinafter "exceptional scholarship"),

*1) Art. 131 of the Labour Code,
Act No. 119/1992, Coll., On Reimbursement of Travel Expenses as amended.*

Internal Regulations of the Technical University of Liberec

b1) pursuant to the Art. 91 Par. 1 (b) of the Act, for outstanding scientific, research, specialist, artistic or other creative representation of the faculty and TUL and mainly to students participating in scientific or pedagogic activities, to students awarded by the Rector or the Dean for their outstanding achievement (hereinafter "scholarship in support of creative achievements"),

b2) pursuant to the Art. 91 Par. 3 of the Act, to students entitled to child benefits in agreement with a special legal regulation ²⁾ (hereinafter "social scholarship"),

b3) pursuant to the Art. 91 Par. 2 (c) and (d) (with the exception of the Art. 91 Par. 3) of the Act, in cases of difficult social situation of a student and in cases worth special consideration of the situation of students who are socially disadvantaged (hereinafter "exceptional social scholarship"),

b4) pursuant to the Art. 91 Par. 4 (a) of the Act, in cases of increased costs associated with study duties defined as obligatory in the study plans (especially compulsory internship periods, field trips, summer and winter training courses), in the amount up to the documented costs of fare, accommodation, meals and insurance related to these activities (hereinafter "travel scholarship"),

b5) pursuant to the Art. 91 Par. 4 (a) of the Act, to students in support of temporary studies abroad,

b6) pursuant to the Art. 91 Par. 4 (b) of the Act, in support to students-foreigners in the Czech Republic,

b7) pursuant to the Art. 91 Par. 2 (d) of the Act, for outstanding sport representation of the TUL or one of its faculties; for representation of the TUL at academic championships and major leagues of sport competitions pursuant to the Bursar's Regulations (hereinafter "sport scholarship"),

b8) pursuant to the Art. 91 Par. 2 (d) of the Act,

c) pursuant to the Art. 91 Par. 4 (c) of the Act, to students in PhD. study programmes (hereinafter "PhD. scholarship"),

d) pursuant to the Art. 91 Par. 2 (d) of the Act, in support of accommodation of students (hereinafter "accommodation scholarship").

(2) When awarding scholarships pursuant to Par.1 (b3), costs of study literature listed as compulsory in the study programmes can be taken into consideration if the costs are unmanageable financially or for other reasons.

Article 4 Scholarship in Support of Accommodation

(1) Accommodation scholarship may be awarded upon a submitted electronic application to the students who:

a) are enrolled in Bachelor, Master or PhD. study programme in the full-time form of studies,

b) study several study programmes simultaneously; in this case the scholarship is awarded only once in the study programme where the student was enrolled earlier than in the following ones,

c) have not exceeded the standard study period in the registered study programme; previous study periods in Bachelor and Master study programmes which were terminated in an irregular way will be included in the length of studies; after the regular completion of studies, the previous unsuccessful study periods and exceeded standard study periods will not be included in the length of studies,

d) have their permanent residence in a location where the travel services available are poorer than the time limit specified for this purpose by the Rector's Regulation,

e) have included in their application their bank details (account number) for cashless transfers of scholarships.

(2) The scholarship can be claimed for each day of fulfilled conditions referred to in Paragraph 1.

(3) The decision process for awarding the accommodation scholarship is determined on the basis of the data obtained from the Register of Students (hereinafter "SIMS") or from the information system Study Agenda (hereinafter "STAG").

(4) Accommodation scholarship is paid retrospectively for the past three months (calendar quarter of a year) to the dates of 31 December, 31 March and 30 June of a calendar year. There is no accommodation scholarship awarded in the third quarter of a year (July to September).

(5) The amount of scholarship in support of accommodation is determined as follows:

2) Art. 17 of the Act No. 117/1995, Coll., On State Social Support, as amended by the Act No. 242/1997, Coll.

Internal Regulations of the Technical University of Liberec

- a) The grant for accommodation scholarship in a given calendar year will be awarded in three quarters of a year in three identical instalments.
- b) The amount of scholarship in support of accommodation per a calendar day of a given quarter of a year will be determined as a contribution of the grant for one quarter of a year to the number of calendar days included for all students in the given quarter of a year.
- (6) If the SIMS data needed for awarding accommodation scholarships are not available for the given period, accommodation scholarships can be awarded in a cumulative way for longer periods.

Article 5 Social Scholarship

- (1) Social scholarships pursuant to the Art. 91 Par. 3 of the Act and Art. 3 Par. 1 (b2) are awarded on the basis of an electronic application of a student who is entitled to child benefits in compliance with a special legal regulation.²⁾ This applies when the qualifying income in the family ascertained for the purpose of child benefits in a calendar year referred to in a certificate does not exceed the product of the existential minimum of a family and the coefficient 1.5. The student shall demonstrate his/her entitlement to being awarded a social scholarship by presenting the study department with a written certificate issued upon his/her request by the state authorities of social support which have awarded the benefit, (hereinafter "certificate"). For the purpose of awarding the scholarship, the certificate is valid for 21 months from the end of the year for which the family income was evaluated.
- (2) Social scholarships are awarded for the standard study period of ten months in the academic year for each started calendar month in which the conditions for awarding the scholarships are met; social scholarships are not awarded for the months of July and August. Students can apply for scholarships only once in a given time period; in the case of enrolment in concurrent study programmes, the scholarship is awarded only in the first study programme where the student was enrolled.
- (3) Students submit applications for social scholarships not later than 30 days after obtaining the certificate.
- (4) Social scholarships are paid retrospectively, usually to the dates of 31 December, for the months of September to December, 31 March, for the first quarter of a calendar year, and 30 June for the second quarter of a calendar year.

Article 5a Exceptional Social Scholarships

- (1) Exceptional social scholarships pursuant to the Art. 91 Par. 2 (c) of the Act and the Art. 3 Par. 1 (b3) may be awarded to students in Bachelor, Master and PhD. full-time study programmes.
- (2) Exceptional social scholarships may be awarded also to students eligible for social scholarships pursuant to the Art. 5, if the standard length of study is exceeded by maximum one year. All previous study periods in Bachelor and Master study programmes which were terminated in an irregular way will be included in the length of studies.

Article 6 Common Provisions

- (1) The amount of scholarships is determined by the TUL, faculties and other constituent parts on the basis of available financial sources and the financial situation, on the amount and purpose of obtained finances and the number of students who have met the conditions for being awarded individual types of scholarships listed in the Art. 3. The amount of sources for individual types of scholarships is determined by the Rector or the Dean and it is discussed in the Academic Senate of the TUL or the senate of a given faculty. The amount of scholarships for students enrolled in the study programmes of the TUL or any faculty is determined for a given calendar year on the basis of the financial situation of the university, faculty or institute participating in the realization of study programmes.
- (2) The amount of the scholarships pursuant to the Art. 3 is determined by the Rector or the Dean.
- (3) Scholarships pursuant to the Art. 3 Par. 1 (b2), (b3) and (d) are awarded upon a request of a student; in the case of a scholarship pursuant to the Art. 3 (b7), the recommendation of the Head of the Department of Physical Education at the Faculty of Education at the Technical University; in other cases the request is not necessary.

Internal Regulations of the Technical University of Liberec

(4) The decision on awarding a scholarship is delivered directly to the students in person via the study department of the concrete faculty or via the study department at the Rector's office for study programmes realized by the University; in the case of scholarships awarded upon a request, it is to happen within thirty days of its receipt.

(5) If the decision cannot be delivered, it is posted on the Official Board of the University or faculty. The date of posting is considered to be the date of the receipt of the decision. The same procedure is used with the decision on cancelling the scholarship, pursuant to the Articles 4 or 5. If the scholarship cannot be paid to the student, the decision can be re-evaluated within three months of the decision receipt and the scholarship can be cancelled.

(7) Students are obliged to inform the study department in writing about a decisive change for awarding the scholarship within thirty days after the change occurred.

(8) With students who have stopped to meet the conditions for awarding scholarships, the decision is revoked and the scholarship is taken away.

(9) In the case of subsequent detection of false or misleading information in the application or failure to notify on changes as pursuant to the Art. 7, the scholarship is cancelled and the student is obliged to return the means to the TUL account within 30 days from the effective date of the decision revoking the scholarship. Additionally, the student is obliged to pay a penalty fee in the amount of the most recent scholarship fee he/she has obtained.

(10) Scholarships are transferred in a cashless way to the bank accounts of recipients no later than on the tenth day of the month following the given period. These accounts are administered in the Czech currency and its details must be submitted to the study departments of the faculty or University. Only recipients of exceptional scholarships can receive the scholarship in cash, upon their request.

Article 7 Final provisions

(1) The Scholarship Regulations of the TUL registered by the Ministry on 16 September 2005 under the file number 28 812/2005-30 are annulled.

(2) On 11 April 2006, these Scholarship Regulations were approved by the Academic Senate of the TUL, pursuant to the Art. 9 Par. 1 (b) of the Act.

(3) These Scholarship Regulations come into effect pursuant the Art. 36 Par. 4 of the Act on the day of their registration by the Ministry.

(4) These Scholarship Regulations come into effect on the day of their registration.

Amendments to the Scholarship Regulations of the Technical University of Liberec were approved in agreement with the Art. 9 Par. 1 (b) of the Act On Higher Education by the Academic Senate of the Technical University of Liberec on 16 June 2006, 15 January 2008, 9 September 2008 and 14 April 2009.

Amendments to the Scholarship Regulations of the Technical University of Liberec come into effect pursuant to the Art. 36 Par. 4 of the Act On Higher Education Institutions on the day of their registration at the Ministry of Education, Youth and Sports Education.

Amendments to the Scholarship Regulations of the Technical University of Liberec come into effect on the day of the Scholarship Regulations coming into effect.

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Rector