



Palacký
University
Olomouc

INTERNAL REGULATION OF PALACKÝ UNIVERSITY

R-A-18/01

**The Bursary Code
of Palacký University in Olomouc**

Content:	Determination of procedures for awarding bursaries at Palacký University in Olomouc.
Guarantor:	Vice-Rector for Study
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The Ministry of Education, Youth and Sports registered pursuant to Section (§) 36, Sub-section 2) of Act no. 111/1998 Sb., regulating Higher Education and amendment and supplement of other laws (Higher Education Act), on 18th June 2018 under file no. MSMT-19757/2018 the Bursary Code of the Palacký University in Olomouc.

**THE BURSARY CODE
OF PALACKÝ UNIVERSITY IN OLOMOUC
as of 18th June 2018**

The Academic Senate of Palacký University in Olomouc, pursuant to Section (§) 9, Sub-section 1), Paragraph b), Point 3) and pursuant to Section (§) 17, Sub-section 1) Paragraph h) of Act No. 111/1998 Sb. regulating Higher Education and amendments and supplements to other Acts (Higher Education Act), as amended, has decided upon this Bursary Code of Palacký University in Olomouc:

Article 1

Financial Resources to Provide Bursaries

1. The basic source for awarding bursaries is the award or non-investment subsidies from the state budget of the Czech Republic provided through the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry") from which students of Palacký University in Olomouc (hereinafter referred to as "UP") may be paid according to Section (§) 91, Sub-section 2) to 4) of Act No. 111/1998 Sb. regulating Higher Education and amendments and supplements to other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act").
2. An additional source for the provision of bursaries is the bursary fund, which is established pursuant to Section (§) 18, Sub-section 6), paragraph c) of the Act and according to Article 21 of the UP Rules of Economic Activities, listed in Annex no. 2 of the UP Statute.
3. Other additional sources for the payment of bursaries under Section (§) 91, Sub-section 2) to 4) of the Act, which are not mentioned in paragraph 2, may be the special-purpose subsidy of the Ministry, which is subject to clearing from the state budget of the Czech Republic, other non-investment subsidies the rules of use which allow for it and own revenues of UP.

Article 2

Types of bursaries

1. Students of the UP are awarded the following bursaries:
 - a) bursary for excellent study results, i.e. the bursary under Section (§) 91, Sub-section 2), Paragraph a) of the Act,
 - b) extraordinary bursary, i.e. bursary under Section (§) 91, Sub-section 2), Paragraph b) and c) of the Act,
 - c) extraordinary social bursary, i.e. bursary in the case of a difficult social situation of a student according to Section (§) 91, Sub-section 2), Paragraph d) of the Act,
 - d) social bursary, i.e. bursary in the event of a difficult social situation of a student under Section (§) 91, Sub-section 3) of the Act,
 - e) accommodation bursary, i.e. bursary under Section (§) 91, Sub-section 2), Paragraph e) of the Act,
 - f) bursary in cases worthy of special consideration, i.e. bursary pursuant to Section (§) 91, Sub-section 2), Paragraph e) of the Act,
 - g) bursary for the support of study abroad and support of study in the Czech Republic (hereinafter referred to as "the CR"), i.e. a bursary under Section (§) 91, Sub-section 4), Paragraph a) and b) of the Act,
 - h) doctoral bursary, i.e. a bursary under Section (§) 91, Sub-section 4), Paragraph c) of the Act.
2. Awarding bursaries, extraordinary social bursaries, bursaries to support study abroad and to support studies in the Czech Republic and doctoral bursaries are decided upon by the Dean of the relevant faculty, which provides the organizational and legal aspect of the implementation of the study programme and on which the students of this study programme are enrolled (hereinafter referred to as "the relevant faculty"). The Rector decides to award accommodation bursaries and social bursaries. The Dean of the Faculty or Rector decides upon awarding the extraordinary bursaries and bursaries in cases worthy of special consideration.

Article 3
**Proceedings related to awarding bursaries, decisions,
delivery of decisions**

1. If a bursary is paid from the contribution or subsidy, the rector determines the form of payment and payment terms by decision; in other cases, the rector or dean of the relevant faculty does so using the internal standard.
2. The procedure of awarding the bursary is commenced:
 - a) in the case of a bursary for excellent study results, on the day on which the student submits a written application for the bursary at the study department of the relevant faculty or on the day of submission of a proposal by the head of staff of the relevant department or workplace or the date specified in the internal standard of the relevant faculty on which the relevant data from the information system of study agendas is generated,
 - b) in the case of an extraordinary bursary, bursaries to support study abroad and to support studies in the Czech Republic and a minor social bursary, on the date when the student submits a written application for the bursary at the study department of the relevant faculty or the date of submission of the proposal of the head of staff of the relevant department or workplace, or member of the academic community,
 - c) as it concerns the bursary in cases worthy of special consideration, on the day of submission of the application to the Rector or dean of the relevant faculty or the day of submission of the petition for awarding the bursary,
 - d) in the case of a social bursary, on the day of submission of the application for the bursary to the Rector,
 - e) in the case of an accommodation bursary, on the day of submission of the application for the accommodation bursary under the conditions stipulated in the internal standard of UP,
 - f) in the case of a doctoral bursary, on the day the student enrolls the doctoral study program.
3. The decision to award or not to award a bursary is issued by the dean of the relevant faculty or by the Rector within 30 days of the commencement of the proceedings. The decision shall be made in writing and contain a statement on the awarding or not awarding of the bursary, in the case of awarding the bursary, the form of payment and the date or deadlines for payment, as well as the justification and instruction on the possibility of appealing against the decision. In the case of the delivery of the decision, it is proceeded in accordance with Article 25, paragraph of the 1 Statutes of UP. The day of delivery and notification of the decision shall be deemed to be the first day following the day of making the decision available in the electronic information system. Decisions of the dean of the relevant faculty and of the Rector are recorded in the personal file kept on the student by the relevant faculty.
4. If a student is enrolled for study in several study programmes or in several fields of study of a study program, the social bursary and the accommodation bursary may be awarded and paid for the given period not more than once.
5. The decision becomes final:
 - a) on the day following the lapse of the time limit for lodging an appeal against the decision, or
 - b) on the day following the student's written waiver to lodge an appeal against the decision, or
 - c) on the day following the decision of the Rector to appeal against the decision to award or not to award a bursary in the electronic information system.
6. When deciding about awarding a bursary, it is proceeded according to Section (§) 68 of the Act.

Article 4
Withdrawal from Bursaries

1. Students are required to notify the authorized employee of the relevant faculty or the Rectorate of any changes to the facts that are related to awarding the bursary within 30 days of the occurrence of such a change.
2. An entitlement to award a bursary also includes the right to decide to withdraw from a bursary if the student ceases to qualify for the bursary.

Article 5

Appellate Procedure

1. The student himself/herself or through his/her representative to whom he/she awarded a written power of attorney may lodge an appeal against the decision within a period of 30 days from the date of delivery of the notification of the decision to award or not to award the bursary; the appeal shall be lodged to the authority which issued the decision.
2. If the Dean decides to award or refuses to award the bursary, he/she may only comply with the request and change or cancel the decision.
3. If the dean of the relevant faculty does not decide in accordance with Paragraph 2, he/she shall forward the application together with the student's personal file, including all necessary documents to the Rector without delay.
4. If the time limit for lodging the appeal is missed, the student may ask the decision-making body to waive the failure to file an application within the prescribed time-limit, within 15 days from the date of the absence of the obstacle that caused the missed deadline, but no later than one year after the delivery of the decision against which an appeal may be lodged. Along with this application, an appeal against a decision to award or not to award a bursary shall be lodged.
5. The Rector will reject the appeal if it has been filed late or has been filed by an unauthorized person.
6. The Rector modifies or cancels a decision issued in violation of the law, the internal regulation of UP or its component, otherwise he/she rejects the appeal and the original decision of the dean of the relevant faculty is confirmed.
7. If the Rector cancels the decision of the dean of the relevant faculty, he/she returns the matter to the dean of the relevant faculty for a new negotiation. The dean of the faculty is bound by the legal opinion of the Rector.
8. If the Rector decides to award or refuses to award the bursary, he/she may only comply with the request and change or cancel the decision.
9. If the Rector fails to decide in accordance with Paragraph 8, he/she shall request a written opinion on the appeal by the Appellate Commission. The Commission shall submit to the Rector a written statement containing a draft resolution of the appeal together with a written opinion on the decision by the dean of the relevant faculty, who shall confirm, amend or revoke the first-instance decision of the Rector if it was issued in violation of the law, the internal regulation of the UP or its components.

Article 6

Bursary for Excellent Study Results

1. A bursary for excellent study results may be awarded by the dean of the relevant faculty to a student who meets the following conditions:
 - a) he/she is a student of UP in a Bachelor's or Master's Degree programme pursuant to Section (§) 61 of the Act,
 - b) in the previous section of study (so-called "decisive section") he/she achieved excellent study results, while excellent study results are assessed on the basis of the average results or the weighted average of the achieved marks,
 - c) studies of a standard length of study, or studies of a standard length of study increased by a maximum of one year if he/she studied at least one semester at a foreign university under programmes co-organized by the UP.
2. A bursary for excellent study results may also be awarded if the student has completed his/her studies at other faculties or other universities if the subjects passed at the other faculties or universities have been recognized by the dean of the relevant faculty.
3. A bursary for excellent study results may also be awarded by the dean of the relevant faculty to a student by the date of passing the last part of the state examination. In this case, the bursary is paid out in a lump-sum.
4. A bursary for excellent study results may be awarded and paid to a student in the form of a regular contribution (for a maximum of ten months in an academic year) or in a lump-sum.
5. If a student is only completing a diploma or bachelor thesis in the academic year and taking a state examination, he/she may be awarded a bursary for a maximum of five months of the academic year.
6. A bursary for excellent study results cannot be awarded:

- a) to a bachelor or master study programme student who in the past academic year did not earn on average at least 60 credits per academic year (not counting credits for subjects recognized from previous studies); this does not apply to the bursary under Paragraph 3,
 - b) student of the doctoral study program.
7. The dean of the relevant faculty defines more details upon the internal standard, in particular the decisive section, the required average results, the required number of credits, the amount of the bursary and the form of payment.

Article 7 Extraordinary Bursary

1. An extraordinary bursary is a one-time bursary which can be awarded to a student by the dean of the respective faculty or the Rector in particular:
 - a) for excellent scientific, research, development, innovation, artistic or other creative results,
 - b) for outstanding sports results, especially in connection with representation of UP,
 - c) for an important activity carried out in favour of the faculty, UP and the academic community, as specified in the internal standard of UP or the relevant faculty,
 - d) for research, development and innovation activities pursuant to Act no.130/2002 Sb., regulating the Support of Research and Development from Public Funds and the Amendment to Some Related Acts (the Act on the Support of Research, innovations and Development), as amended.
2. An extraordinary bursary is awarded by the dean of the relevant faculty or by the Rector upon request of a student or proposal of a senior staff member of the relevant department or workplace or member of the academic community. The dean of the relevant faculty decides upon awarding a bursary pursuant to Section (§) 91, Sub-section 2), Paragraph b) of the Act always only upon the proposal of the guarantor of the study programme the student studies department or upon the proposal of the head of the department or workplace where the student achieved the results specified in Section (§) 91, Sub-section 2), Paragraph b) of the Act.
3. An extraordinary bursary may be awarded repeatedly.
4. An extraordinary bursary may also be awarded by the dean of the relevant faculty or by the Rector in non-monetary (material) form, for example, in the form of a voucher for purchase of literature. The funds related to an extraordinary bursary in material form may be provided or drawn only from the UP bursary fund, not from the contribution or subsidy provided by the Ministry.
5. The rector or dean of the relevant faculty may also award the student an extraordinary bursary in the form of an extraordinary prize; the conditions for awarding extraordinary prizes, their amount and other details are determined by the Rector or dean of the relevant faculty.
6. Further details related to the extraordinary bursary are to be determined by the dean of the relevant faculty or the Rector on the basis of an internal standard.

Article 8 Social bursary, Extraordinary Social Bursary

1. Entitlement to a social bursary is awarded to a student who has been awarded a child allowance under Section (§) 17 of Act No. 117/1995 Sb. regulating the State Social Support, as amended if the decisive income in the family determined for the purposes of the child allowance does not exceed the sum of the minimum subsistence level of the family and the coefficient of 1,5 and the student proves this entitlement by providing a written confirmation issued at his/her request by the Czech Social Security Office which has awarded the allowance adding it to the bursary. Confirmation for the purpose of awarding the bursary is valid for 21 months from the passage of the year for which the family income has been determined.
2. An application for a social bursary is submitted by the student in terms stated annually in the decision of the Rector.
3. The student is entitled to a social bursary for the standard length of study for each whole calendar month in which he/she fulfils the conditions for the awarding of a social bursary. A social bursary is awarded for ten months in an academic year, entitlement to a social bursary does not arise in the months of July and August.

4. The monthly amount of a social bursary corresponds to one-quarter of the basic minimum wage rate per month, while the amount determined in this way is rounded up to the nearest ten crowns.
5. Upon the decision of the Rector, the monthly amount of the social bursary may be increased once a year in a one-off manner in the lump sum for UP up to the amount of the contribution of the social bursary provided by the Ministry. Unless otherwise specified in the decision of the Rector, an application for awarding a social bursary shall be filed in an electronic way.
6. A social bursary is paid by a non-cash transfer to the student's account kept by a bank in the Czech Republic in the Czech currency. The bursary is paid in the form of a monthly contribution from the period January - June and September of the relevant academic year. The bursary awarded for the period October - December is paid in December of the same calendar year.
7. In the case of a particularly difficult social situation of the student, a one-off extraordinary social bursary may be awarded upon request of the student. An extraordinary social bursary is to be requested by the student at the faculty where he/she is enrolled.
8. Further details on awarding and payment of an extraordinary social bursary are provided by the dean of the relevant faculty upon an internal standard. The bursary may be awarded repeatedly.

Article 9 Accommodation Bursary

1. An accommodation bursary may be awarded to a student who, at the date of issue of the decision to award the accommodation bursary:
 - a) is a student of a bachelor, master or doctoral study programme in full-time study,
 - b) studies the first accredited study programme or an accredited study programme linked to it; in the case of concurrently studied accredited study programs, the student is counted not more than once in the accredited study programme in which he/she was enrolled earlier; the study to which the student enrolled and which he/she terminates during the period from 1st May to 30th October of the same calendar year shall be disregarded,
 - c) did not exceed the standard length of study in the currently studied accredited study programme or in any of the parallel study programs,
 - d) does not have permanent residence in the territory of the Olomouc District,
 - e) has applied for the awarding of a bursary.
2. Students may be awarded a bursary worthy of special consideration, even if they have permanent residence in the territory of the Olomouc District on the basis of a written request addressed to the Rector. However, the student shall fulfil the requirement of permanent residence outside the territory of the Statutory City of Olomouc and the distance to Olomouc taking more than 45 minutes or be a holder of a card for a handicapped person a ZTP/ZTPP card.
3. Compliance with the eligibility conditions for the accommodation bursary under paragraph 1, Sub-section 1), Paragraph a) to d) shall be verified on the basis of the data provided in the Associated Information Register of Students (Sdružené informace matrik studentů, abbreviated as SIMS).
4. An accommodation bursary is awarded for two periods in a calendar year (hereinafter referred to as the "bursary period"), the first of which begins on 1st January and ends on 30th June and the second one begins on 1st October and ends on 31st December. A student enrolled in study during a bursary period can be awarded the bursary only for the part of the bursary period after his/her enrolment into the study programme. Students who interrupt or complete their studies during the bursary period or who cease to qualify for a bursary may receive a bursary only in a proportionate amount.
5. The amount of accommodation bursary in the bursary period is set and announced by the Rector upon his/her decision. An accommodation bursary is awarded for a given bursary period.
6. A student who fulfils the conditions for the awarding of a bursary referred to in paragraph 1 but who does not wish to receive the accommodation bursary shall inform the Rector in writing without delay within 14 days of the receipt of the decision to award the accommodation bursary.
7. The Rector determines by his/her decision the form, requirements and deadlines for submitting applications for the accommodation bursary. Unless otherwise stipulated in the decision of the Rector, an application for a bursary is submitted electronically and the student is obliged to indicate his/her bank account details.

8. The bursary is paid by wire transfer to the student's account kept by a bank in the Czech Republic in the Czech currency. After awarding the accommodation bursary, the bursary will be reimbursed retrospectively for the period for which it was awarded every three months.

Article 10
Bursary in Cases Worthy of Special Consideration

1. The bursary is awarded upon decision by the dean of the relevant faculty or by the Rector at the request of a student or without such request.
2. Further details on the amount and conditions for awarding the bursary are provided upon the internal standard by the dean of the relevant faculty or the Rector.
3. It is a one-off bursary and the entitlement to its payment arises on the day of its awarding. The bursary may be awarded repeatedly.

Article 11
**Bursary for the Support of Study Abroad
and for the Support of Study in the Czech Republic**

Terms and conditions for awarding the bursary for the support of study abroad and for the support of study in the Czech Republic, the conditions for its payment and the amount of the bursary is determined upon the internal standard by the dean of the relevant faculty or of the rector.

Article 12
Doctoral Bursary

1. A doctoral bursary is awarded by the dean of the relevant faculty to students of the full-time doctoral programmes of study accredited in the Czech language studying in the standard length of study, while the standard length of study includes the length of study of all previous unsuccessful studies of doctoral study programmes.
2. A doctoral bursary is awarded for a period of time determined by the dean of the relevant faculty, however, for a maximum of one academic year and paid in the form of a regular monthly contribution.
3. The monthly amount of a doctoral bursary corresponds, at least, with the basic rate of the minimum wage per month in force on 1st January of the given year under the relevant government decree.
4. More detailed information regarding a doctoral bursary, in particular the terms and form of payment are stipulated upon the internal standard by the dean of the relevant faculty.
5. A doctoral bursary ceases to be paid from the month following the month in which the student interrupted or completed the studies.

Article 13
Temporary Provisions

The bursaries awarded under the Bursary Code of the UP as of 2nd November 2017 will be paid also after entry of this Bursary Code into force under the conditions laid down in the decision related to awarding it.

Article 14
Revocation and Final Provisions

1. The Bursary Code of the UP registered by the Ministry on 2nd November 2017 under File no. MŠMT-30176/2017 is revoked.
2. This Bursary Code was approved under Section (§) 9, Sub-section 1), Paragraph b), Point 3 of the Act by the Academic Senate of the UP on 23rd May 2018.
3. This Bursary Code becomes effective pursuant to Section (§) 36, Paragraph 4 of the Act on the date of its registration by the Ministry.
4. This Bursary Code becomes effective on the seventh day after the day on which it enters into force.

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