

# **Basic Information about the Merit Scholarship at FSV UK**

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## Regulations

The payment of achievement scholarship is governed by two regulations:

- 1) Scholarship and Bursary Rules of Charles University <https://cuni.cz/UKEN-727.html>
- 2) Rules for Awarding Scholarships and Bursaries at FSV, UK  
<https://fsv.cuni.cz/sites/default/files/uploads/files/Rules%20of%20Scholarships.pdf>

In accordance with Article 4 of the Scholarship and Bursary Rules of Charles University: *a scholarship for outstanding academic achievement is awarded to students **retroactively for excellent academic results in the previous unit of study.** [...] **Where the unit of study corresponds to a semester under the Faculty Internal Regulation, the Faculty Internal Regulation** [...] **may provide that a scholarship is awarded to students retroactively for excellent academic results in the previous two units of study within the same academic year.** [...] **The basic criterion consists of determining the average grade achieved or the weighted average grade achieved, or other similar indicator, from examinations and other graded study requirements over the previous unit of study** [...] A scholarship is awarded to a specific number of students **with the best indicator, representing at least 10% students of a faculty, a programme of study or a unit of study, or a programme of study and a unit of study, where no obstacle to granting a scholarship under Article 13 has arisen.***

Rules for Awarding Scholarships and Bursaries at FSV, UK stipulate that for the purpose of paying scholarship, students **are divided into groups according to institutes and segments of study.**

In compliance with Article 13 of the Scholarship and Bursary Rules of Charles University:

Scholarship may not be awarded to a student

- a) where the actual length of study exceeded the standard length of study in this programme by more than one year,
- b) in the course of the interruption of study, which includes all calendar months in which the student interrupted his/her study for at least one day,
- c) the rules for awarding scholarship further stipulate that students who are already enrolled in the first year of their Bachelor's study on the decisive date are not entitled to the scholarship.

## Conditions for Inclusion in the Calculation

The scholarship for excellent study results is awarded in accordance with the conditions set in the Scholarship and Bursary Rules of Bachelor's and post-Bachelor's degree students who study for a maximum of one year longer than the standard study period and do not have obstacles to providing scholarship according to the Scholarship and Bursary Rules. Unless stated otherwise, the scholarship may be paid as follows:

a) to a student of a **Bachelor's study programme** at the faculty who in the previous academic year studied at the faculty within his/her study programme in **the first segment of study** and obtained at least **45 credits** in it, (S1)

b) to a student of a **Bachelor's study programme** at the faculty who studied at the faculty within his/her study programme **in the second or third segment** of study in the previous academic year and obtained at least **45 credits** and to a student of **the post-Bachelor's study programme** at the faculty who studied and successfully **completed** in the previous academic year **Bachelor's** study programme at the faculty and obtained at least **45 credits in the last segment** of this Bachelor's study,(S2)

c) to a student of **the post-Bachelor's study programme** at the faculty who studied at the faculty within his/her study programme **in the first or second segment** of the study in the previous academic year and obtained at least **45 credits** in it. (S3)

For each student who meets the conditions in para 1, letters a), b) and c), the weighted average of marks will be calculated from completed subjects for the previous academic year in which s/he studied the same study programme, from all examinations, including re-takes, and all classified credits. For the purposes of this calculation and in accordance with the Rules for Awarding Scholarships and Bursaries at the Faculty of Social Sciences, Charles University, mark A is converted to a value of 1.0, mark B to a value of 1.5, mark C to a value of 2.0, mark D to a value of 2.5, mark E to a value of 3.0 and mark F to a value of 4. If it is necessary to determine the average of marks achieved, all marks from all examinations taken within the given study (para 2 letter e)) and classified credits (para 2 letter c)), and all re-takes are included in the calculations.

**The weight of each mark on average is the number of credits** that can be obtained by successfully passing the course or passing the exam. If a student obtained **more than 60** credits in the previous academic year, **a deduction of 0.01** for each credit **above** this limit is set. The student's study result (marked as V) is calculated as a weighted average reduced by this deduction.

Students fulfilling the conditions according to the first paragraph will be divided into groups according to the institutes in charge of their study programmes. In case the study programme is handled by more than one institute, it will fall under the institute in charge of the majority of the programme. Each group will be divided **into three subgroups** described in letters (a), (b) and (c) in the first paragraph. If a student studies more than one study programme, s/he is assessed in each of these programmes.

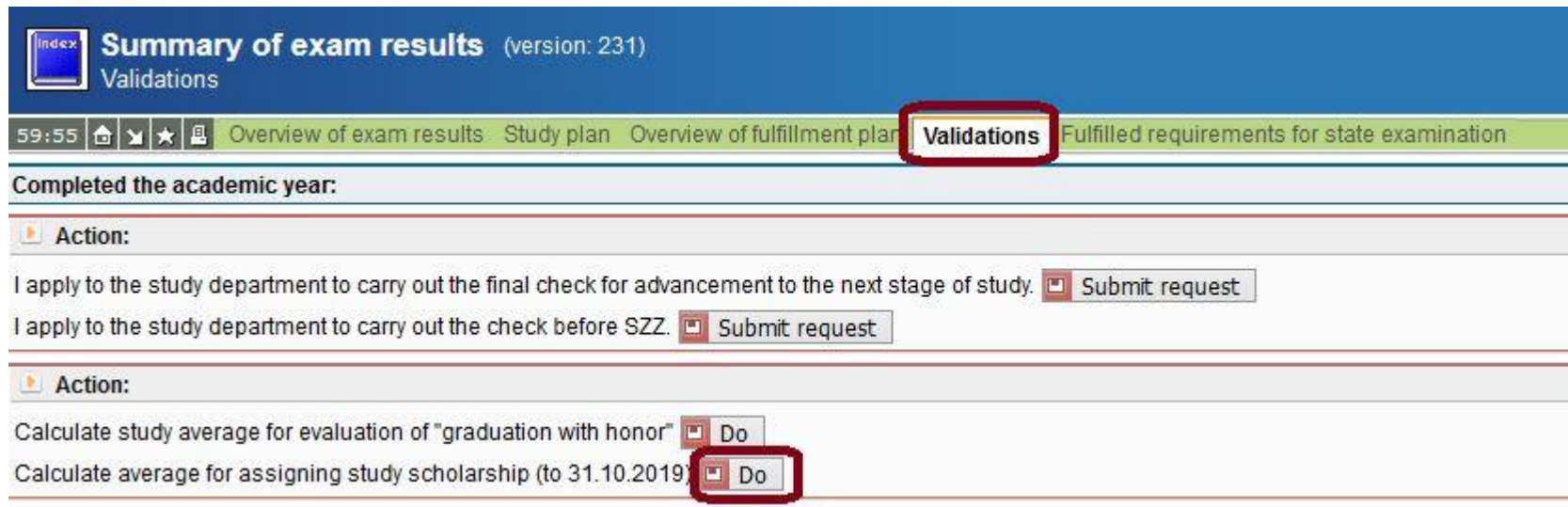
In each subgroup, the percentage of students determined by the Scholarship and Bursary Rules (rounded up) and the lowest study result will receive the scholarship.

Specification of the calculation of **the scholarship average**:

- the scholarship average includes **only grades achieved at FSV UK, not grades recognized from previous study**;
- the scholarship average includes **grades and letters from all examinations, classified credits**, not from credits or colloquia where no grade or letter is given; in addition, the average is not affected by marks from individual parts of state examinations;
- the scholarship average does not include the “-” evaluation; - **non-passed** enrolled subject or examination; expired deadline ([Dean's measure no. 55/2012](#), paras 3.1. and 3.2; only in Czech);
- the scholarship average includes all marks **only from the attempts that took place between the beginning of the academic year and the end of the academic year**. The end and beginning date of the academic year is given by the calendar of the academic year;
- **the scholarship average counts B as 1.5 and D as 2.5 as opposed to the study average**. The average that you will find in the SIS in the test results module is already final, so it already takes into account the credit bonus.

## Determination of the Scholarship Average

You can find the value of the scholarship average **in the Summary of Exam Results in the *Validations* menu.**  
The calculation is started when clicking on the ***Submit request*** button, see the picture.



The screenshot shows a web interface for 'Summary of exam results (version: 231)'. The 'Validations' menu item is highlighted with a red box. Below the menu, the section 'Completed the academic year:' contains two 'Action:' sections. The first section has two 'Submit request' buttons. The second section has two 'Do' buttons, with the second one highlighted by a red box.

Summary of exam results (version: 231)  
Validations

59:55 Overview of exam results Study plan Overview of fulfillment plan **Validations** Fulfilled requirements for state examination

Completed the academic year:

Action:  
I apply to the study department to carry out the final check for advancement to the next stage of study.   
I apply to the study department to carry out the check before SZZ.

Action:  
Calculate study average for evaluation of "graduation with honor"   
Calculate average for assigning study scholarship (to 31.10.2019)

## The Amount of Scholarship for Excellent Study Results

Governed by the [Dean's Directive no. S SO 005](#), the amount has been set at CZK 15 000.

## Adding an Account Number in SIS

Students who have been awarded scholarship will receive notification in the news bar in SIS that they need to fill in or update their bank account. Scholarship will be paid out at the same time after all students have filled in their bank account information (the account is updated in the SIS in **the *Personal Data*** module).

## Review

**If you think that you meet the conditions and limits and still have not been awarded scholarship, write to [karolina.kutisova@fsv.cuni.cz](mailto:karolina.kutisova@fsv.cuni.cz).**

**Put “a scholarship review” in the subject line. Enter your full name and surname, field of study/programme, year and scholarship average in the body of the email (for the value from the SIS, see Finding the scholarship average).**