

CHARLES UNIVERSITY
FACULTY OF SOCIAL SCIENCES

**RULES FOR AWARDING SCHOLARSHIPS AND BURSARIES AT
THE FACULTY OF SOCIAL SCIENCES OF CHARLES
UNIVERSITY***

Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, the Academic Senate of the Faculty of Social Sciences of Charles University has adopted the following Rules for Awarding Scholarships and Bursaries at the Faculty of Social Sciences of Charles University as an internal regulation of the Faculty:

Article 1

Introductory Provisions

These Rules for Awarding Scholarships and Bursaries at the Faculty of Social Sciences of Charles University (“the Faculty”) stipulate under the Scholarship and Bursary Rules of Charles University (“the University”), as amended (“the University Scholarship and Bursary Rules”), the conditions, rules, details and other requirements for awarding scholarships and bursaries at the Faculty.

Article 2

Scholarship for Outstanding Academic Achievement

(under Article 4 of the University Scholarship and Bursary Rules)

1. The scholarship for outstanding academic achievement is awarded in accordance with the criteria set out in the University Scholarship and Bursary Rules to full-time students of bachelor’s and post-bachelor programmes whose period of study does not exceed the standard period of study by more than one year and who are not subject to any obstacles to granting scholarships and bursaries under the University Scholarship and Bursary Rules. Unless stipulated otherwise below, the scholarship may be paid:
 - a) to a student of a bachelor’s programme of study at the Faculty who studied in the previous academic year at the Faculty in the first unit of study of the programme and acquired at least 45 credits in this programme;

* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

- b) to a student of a bachelor's programme of study at the Faculty who studied in the previous academic year at the Faculty in the second or third unit of study of the programme and acquired at least 45 credits in this programme and to a student of a post-bachelor programme of study at the Faculty who studied and completed the bachelor's programme in the previous academic year at the Faculty and acquired at least 45 credits in the last unit of study of this bachelor's programme;
- c) to a student of a post-bachelor programme of study at the Faculty who in the previous academic year studied at the Faculty in the first or second unit of study in the programme and acquired in the given unit of study at least 45 credits.

2. For every student eligible based on the criteria in paragraph 1 (a), (b) and (c) a weighted average grade achieved is calculated for all completed subjects for the previous academic year in which the student studied the same programme based on all examinations including the resits and all graded course credits. For the purposes of this calculation, grade A is converted to value 1.0, grade B to value 1.5, grade C to value 2.0, grade D to value 2.5, grade E to value 3.0 and grade F to value 4. If it is necessary to calculate the average result, all the grades from all the examinations taken within the given study (Art. 8 (2) (e) of Code of Study and Examination of the University) and graded course credits (Art. 8 (2) (c) of the above Code) and resits of examinations taken are totalled. If a student is studying in more than one programme and some study requirements are recognized between the programmes, such recognized requirements are disregarded for the purposes of the calculation. The weight of every grade in the average is the number of credits that may be acquired by completing the subject or passing the examination. If a student acquired more than 60 credits for completed subjects in the previous academic year, a deduction of 0.01 for every credit exceeding this limit is applied. The student's result (indicated by the letter V) is calculated as a weighted average reduced by the deduction.

Students eligible based on the criteria in paragraph 1 are distributed into groups according to the programmes of study. Every group is further structured into three subgroups described in paragraph 1 under letters (a), (b) and (c). If a student studies in more than one programme, he is assessed in each of the programmes. In each subgroup the scholarship is awarded to a percentage of students determined in the University Scholarship and Bursary Rules (rounded up) with the lowest result V. The total volume of resources for the scholarship for outstanding academic achievement is distributed among the subgroups so that every student selected receives an equal amount. The amount of scholarship within the subgroups is determined on a linear basis depending on the student's results. The minimum and maximum amount of scholarship and the percentage of students who will be awarded the scholarship is determined by a Dean's measure following an opinion given by the Academic Senate in compliance with the conditions of Article 4 (2) and (3) of the University Scholarship and Bursary Rules.

3. The credits awarded for study abroad within the Erasmus programme, inter-faculty and inter-university agreements, and other agreements are counted towards the fulfilled study requirements and the grades determined by the guarantor on the basis of the results achieved abroad are used for the calculation of the scholarship for outstanding academic achievement for the relevant unit of study.
4. A student studying at the Faculty in more than one programme of study may be awarded a scholarship for outstanding academic achievement in each such programme of study.
5. The scholarship for outstanding academic achievement is awarded in accordance with the above criteria also to students in the first unit of study in a post-bachelor programme of study for outstanding academic achievement during study in the previous bachelor's programme at the Faculty. If such a student is eligible for the scholarship, the provisions of paragraph 1 (b) are applied by analogy.
6. The scholarship for outstanding academic achievement is awarded, upon an application submitted by the student to the Dean, also to students in the first unit of study in a post-bachelor programme for outstanding academic achievement in the previous completed study in the previous academic year in a bachelor's programme of study at another faculty or other higher education institution. If such a student is eligible for the scholarship, the provisions of paragraph 1 (b) are applied by analogy.
7. The scholarship for outstanding academic achievement is awarded on or before 31 December of the year of study following the year of study in which the student accomplished the outstanding academic achievement as a result of which he became eligible for the scholarship. The scholarship for outstanding academic achievement is paid as a lump sum.

Article 3

Scholarship for Outstanding RDI (Research, Development, and Innovation), Artistic, or Other Creative Achievement Contributing to Greater Knowledge

1. The scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge is awarded in accordance with the criteria set in the University Scholarship and Bursary Rules to students who have won prizes in the Czech Republic or abroad; they are in particular prizes awarded by public higher education institutions, state bodies, and foundations.
2. The scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge is paid as a lump sum upon an application submitted by the student that includes an opinion of the guarantor of the programme of study; a document proving that the prize was awarded to the student for outstanding RDI, artistic, or other creative achievement constitutes an obligatory appendix to the application. The amount of the scholarship corresponds to the amount of remuneration paid to the staff for comparable activities determined by the director of the institute of the Faculty.
3. The maximum amount of this scholarship is regulated by the University Scholarship and Bursary Rules.

Article 4

Scholarship for RDI (Research, Development, and Innovation) Activities in Accordance with Special Legislation

1. The scholarship for RDI Activities in accordance with special legislation¹ is awarded in accordance with the criteria set in the University Scholarship and Bursary Rules to students who are actively involved in the RDI activities of the units of the Faculty. The amount of the scholarship corresponds to the amount of remuneration paid to the staff for comparable activities determined by the director of the institute of the Faculty.
2. The proposal to award the scholarship is submitted to the Dean of the Faculty by the guarantor of the relevant programme of study or by the leader of the relevant scientific research team. The application must contain an opinion of the Secretary to the Faculty and the relevant Vice-Dean.
3. The maximum amount of this scholarship is regulated by the University Scholarship and Bursary Rules.

Article 5

Bursaries in Cases Worthy of Special Consideration

1. The bursaries in cases worthy of special consideration are awarded in accordance with the criteria set in the University Scholarship and Bursary Rules to students who:
 - a) are actively involved in the teaching activities of the units of the Faculty;
 - b) are actively involved in the creative activities of the units of the Faculty;
 - c) are actively involved in international cooperation of the units of the Faculty or the Faculty as a whole (for example making Erasmus agreements or inter-faculty agreements, cooperating in the preparation of joint study in the form of a double-degree or joint degree);
 - d) are actively involved in the operation of the Faculty, in particular as members of its bodies;
 - e) achieved excellent sports results on the level of a national championship or international sports competitions;
 - f) represent the University at academic international competitions; or
 - g) performed a laudable citizen act.
4. The amount of the bursary under paragraph 1 (a), (b) and (c) is determined so that it corresponds to the amount of remuneration for comparable activities at a unit of the Faculty for a person having comparable qualifications. In determining the amount of the bursary under paragraph 1 (d), (e), (f) and (g) the Dean takes into account in particular the time and financial resources required to perform the activities and possible increased costs incurred by the applicant.

¹ Act No. 130/2002 Sb., to support research, experimental development and innovation from public resources and to change other related laws (the Act to Support Research, Experimental Development and Innovation), as amended.

5. Additional details concerning the payment of and application for bursaries in cases worthy of special consideration under the previous paragraph are stipulated in a Dean's measure.
6. The bursaries in cases worthy of special consideration are paid as a lump sum.

Article 6

Bursary to Support Study Abroad

1. The bursary to support study abroad is awarded in accordance with the criteria set in the University Scholarship and Bursary Rules to students who study abroad within the framework of inter-university or inter-faculty agreements, providing that such study forms an accepted part of the given programme of study.
2. The application for the bursary is submitted to the Dean of the Faculty by the student before he leaves to study abroad. The student submits the application no later than one month before the planned departure. The applicant may be awarded a bursary amounting to the sum calculated using the method described in the following paragraphs, however the sum must not exceed the amount set in the University Scholarship and Bursary Rules.
3. The Dean divides the sum allocated in the Faculty budget for the bursaries to support study abroad for the relevant calendar year into two parts. The first part is used to cover the costs of the bursaries to support study abroad for stays done during the summer semester, and the second part is used to cover the costs of the bursaries to support study abroad for stays done during the winter semester. The amount of the bursary is determined by dividing the amount allocated to the bursaries for the relevant semester by the number of students who submitted an application for the bursary within the relevant time limit and by the number of months they would spend abroad. The result is the value of a month of study. If the basic value of a month of study calculated according to the previous sentence is lower than CZK 15,000, the basic value of a month of study is CZK 15,000; if the basic value of a month of study calculated according to the previous sentence is higher than CZK 25,000, the basic value of a month of study is CZK 25,000. The amount awarded to individual applicants is determined by multiplying the basic value of a month of study under the sentences above by the cost of living factor of the given country (see the table below) and by the number of months of the duration of the stay. If the amount to be paid exceeds the sum allocated in the budget of the Faculty for special-purpose bursaries for the relevant semester, the Dean may decide to reduce the basic value of a month of study by the required amount.
4. The amount of the bursary under paragraph 3 is reduced by the amount provided to the student from other resources (the Mobility Fund, development fund), and possibly also by the amount that the student clearly would not spend in the course of his study abroad (in particular if free accommodation is provided by the partner university).
5. The bursaries to support study abroad are paid as a lump sum.

Table of the cost of living factor of the countries of destination

Country	Cost of living factor
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Bulgaria, Estonia, Lithuania, Latvia, Poland, Romania, Slovenia, Turkey	0.8
Cyprus, Hungary, Malta, Portugal, Greece, Slovakia	0.9
Finland, France, Ireland, Italy, the Netherlands	1.1
Countries in Asia and North America	1.5
Denmark, Iceland, Lichtenstein, Norway, United Kingdom	1.2
Australia, New Zealand	1.8
Belgium, Luxembourg, Germany, Austria, Spain, and other countries.	1.0

Article 7

Doctoral Bursary

1. When determining the amount of the doctoral bursary for individual years of study the Dean of the Faculty takes into account the amount of subsidy allocated for doctoral bursaries and to the number of students in doctoral programme of study. The Dean of the Faculty determines the amount of the doctoral bursary under the previous sentence by a measure.
2. Full-time doctoral students who pay the health insurance premium under special legal regulation² may be awarded another bursary not exceeding the insurance premium paid³ based on a substantiated application submitted by the student. The bursary is paid twice a year. The student must file an application always by the end of June and by the end of December and must include as an appendix the receipt for the amounts paid for the health insurance premium for the last 6 months.

Article 9

Common Provisions

1. Scholarships and bursaries are paid by way of a non-cash payment to a bank account maintained at a financial institution in the Czech Republic. In exceptional circumstances the Rector or the Dean may allow a different form of payment.⁴
2. The rules for the submission of applications for scholarships and bursaries, elements thereof, payment conditions for scholarships and bursaries, and other related matters are stipulated in accordance with the internal regulations of the University and the Faculty in a Dean's measure following discussion in the Academic Senate of the Faculty. The Dean

² S. 5 (c) of Act No. 48/1997 Sb., to regulate public health insurance and to change and amend other related laws, as amended.

³ S. 5 (c) of Act No. 48/1997 Sb., to regulate public health insurance and to change and amend other related laws, as amended.

⁴ Article 3 (3) of the University Scholarship and Bursary Rules.

may stipulate in such measure that the application for awarding a scholarship or bursary be submitted in electronic form.

Article 10

Transitional Provisions

1. The proceedings started under the previous Scholarship Regulations of the Faculty of Social Sciences of Charles University in Prague will be completed under these Rules for Awarding Scholarships and Bursaries at the Faculty of Social Sciences of Charles University. The provision of Article 2 is applied as of the first day of the 2018-2019 academic year; the scholarships for outstanding academic achievement for the 2016-2017 academic year are determined and awarded under the previous Scholarship Regulations of the Faculty of Social Sciences of Charles University.
2. For accreditations of programmes of study that were structured into fields of study, if such are still in existence, the term ‘programme of study’ shall mean the relevant field of study.

Article 11

Final Provisions

1. The Scholarship Regulations of the Faculty of Social Sciences of Charles University in Prague, approved by the Academic Senate of Charles University on 30 March 2007, as amended, are hereby repealed.
2. This regulation was approved by the Academic Senate of the Faculty of Social Sciences of Charles University on 25 May 2017.
3. This regulation comes into force on the date of approval by the Academic Senate of Charles University.⁵
4. This regulation becomes effective on the first day of the 2017-2018 academic year.

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PhDr. David Emler, Ph.D.
President of the Academic Senate of Faculty of
Social Sciences of Charles University

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PhDr. Jakub Končelík, Ph.D.
Dean

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PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of Charles University

⁵ S. 9 (1) (b) point 2 of the Higher Education Act. The Academic Senate of Charles University approved this regulation on