

SCHOLARSHIPS AT FSV UK

DIRECTIVE S_SO_005		
Version: 002		
Issued by Dean's Measure: 16/2023		
Date of issuance: 04.8.2023	In effect from: 04.09.2023	Validity: Indefinite period of time
Related regulations and documents: Scholarship Regulations of Charles University, as amended Rules for Awarding Scholarships at FSV UK, as amended S_OCJSP_002 Conditions for the Payment of Scholarships to Support Studies in Bachelor's and Follow-Up Master's Programmes Taught in a Foreign Language		
Repealed regulations: Directive SO 005 – Scholarships at FSV UK (version 001)		
A lead (unit, staff member): PhDr. Malvína Krausz Hladká, Ph.D., Vice-Dean for Student Affairs Elaborated by: Mgr. Kateřina Vovsová, head of Student Services Office		
Appendices: SSO005_P1_Application for Scholarship for Outstanding Sporting Results and Representation (in accordance with point 7); for other applications, the forms of the Student Affairs Department of the Rector's Office are used		
Brief summary of the regulation: defines the rules for the application, award, and payment of scholarships and sets their amount		
Discussed with AS FSV UK: In accordance with provisions of Article 4 para 4 of the Scholarship Regulations point 5.2. of the directive discussed on 13 June 2023	Approved by AS FSV UK: Not requested	Discussed with trade unions: Not requested
Discussion with or approval by another body: Not requested		
In charge of accuracy: Mgr. Kateřina Vovsová, head of Student Services Office JUDr. Jindra Pavlová, Legal Office Ing. Monika Mandová, head of SD&KT Ing. Ondřej Blažek, Faculty Secretary		
Issued by: PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

PART I – Information about the Regulation

1. Reasons for and Explanation of the Change

Content of the change	Point

Adjusting the amount of scholarships for outstanding study results in the academic year of 2022/2023 Discussion with AS FSV UK	5.2.
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2. Purpose and Scope of the Measure

This measure issues a new updated version of the Directive - Scholarships at FSV UK, which sets out the rules for applying for scholarships, awarding, and paying them. At the same time, this Directive establishes the amount of scholarships for outstanding study results achieved in a given academic year, scholarships for outstanding sporting results, for representing Charles University or FSV UK at international academic competitions, and doctoral scholarships. This measure is issued in connection with the Scholarship Regulations of Charles University (hereinafter referred to as the "Regulations") and the Rules for Awarding Scholarships at FSV UK (hereinafter referred to as the "Rules").

Part II – Basic Terms, Rules, and Roles

3. Definition of Terms

- 3.1. A candidate for study becomes a **student** on the date of enrolment. Enrolment takes place at the faculty that implements the respective study programme within the time limit set by the Dean of that faculty. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of termination of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 or interruption of studies in accordance with § 54 of Act No. 111/1998 Coll., Act on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities).
- 3.2. **Scholarship** is a monetary support for students to encourage them to engage in activities related to their studies, based on meeting certain criteria set for a specific scholarship.
- 3.3. For the purposes of this Directive, **the Regulations** mean the Scholarship Regulations of Charles University.
- 3.4. For the purposes of this Directive, **the Rules** mean the Rules for Awarding Scholarships at FSV UK.

Part III – Scholarships for Outstanding Study Results

4. Rules for Awarding Scholarship for Outstanding Study Results

- 4.1. Award of this scholarship is set out in Article 4 of the Regulations and Article 2 of the Rules.
- 4.2. The scholarship for outstanding study results will be payable retrospectively, on a one-off basis in November for the preceding academic year; 10% of the best-achieving students are entitled to the scholarship in accordance with the Regulations and the Rules. The detailed rules for calculating the grade-point average (GPA) and other conditions for awarding this scholarship are set out in Article 2 of the Rules.

- 4.3. The scholarship for outstanding study results is awarded by the Dean on an ex-officio basis.
- 4.4. In accordance with Article 2 para 3 of the Rules, an application for inclusion in the calculation of the scholarship for outstanding study results may be submitted in writing to the Student Services Office via the Faculty's post room no later than the end of October of a given year, including the confirmation of fulfilled obligations for the last year of the previous bachelor's degree study at another university.

5. Determination of the Amount of Scholarship for Outstanding Study Results

- 5.1. Award of this scholarship is set out in Article 4 para 3 and para 4 of the Regulations.
- 5.2. The specific amount of the scholarship for outstanding study results of students of bachelor's and master's degree programmes achieved in the academic year of [2023/2024](#), who are eligible for the award of this scholarship in accordance with the Regulations and Rules, is set at 15,000 CZK.
- 5.3. In accordance with Article 4 para 4 of the Regulations, the specific amount of scholarship for outstanding study results referred to in point 5.2 of this Guideline is determined for the respective academic year by the Dean of the Faculty after the opinion of the Academic Senate of the Faculty.

Part IV – Scholarship Worthy of Special Consideration

6. Scholarship for Participation in Teaching Activity of the Faculty

- 6.1. Award of this scholarship is set out in Article 9 of the Regulations and Article 5 of the Rules.
- 6.2. In accordance with Article 9 of the Regulations, the scholarship may be awarded for participation in the teaching activities of the Faculty to the students of doctoral and post-bachelor's degree programmes.
- 6.3. The application is submitted through SIS by the workplace where the student of FSV UK participates in teaching activities. The proposer of the scholarship for participation in the teaching activities may be the director of the institute or the head of the department where the student performs his/her teaching activities.
- 6.4. A staff member of the Student Services Office will check the formalities of the application and the conditions for awarding the scholarship in accordance with the Regulations.
- 6.5. The amount requested will be assessed by the respective Vice-Dean.
- 6.6. Each institute may annually draw an amount from the scholarship fund for scholarships under this part of the Measure, the level of which is always determined at the time of budget allocation. A similar procedure applies to the scholarships for active participation in the creative activities of the Faculty's workplaces and scholarships for active participation in international cooperation of the Faculty's workplaces or the Faculty as a whole.

7. Scholarship for Outstanding Sporting Results and Representation of the University

- 7.1. Award of this scholarship is set out in Article 9 of the Regulations and Article 5 of the Rules.
- 7.2. Scholarships for outstanding sporting results and representation of the University at academic international competitions are awarded by the Dean at the student's request.
- 7.3. The student applies for the scholarship in writing on the appropriate form within 60 days following the day of the competition through the Faculty's post room and includes all the necessary supplements.
- 7.4. The scholarship for excellent sports results at the level of the championship of the Czech Republic will be awarded in the amount of 5,000 CZK.
- 7.5. The scholarship for excellent sports results at international sports competitions will be awarded in the amount of 10,000 CZK.
- 7.6. The form for scholarships under points 7.4. and 7.5. must be accompanied by a confirmation of participation and the result of the sporting event from the organizer or the sports association.
- 7.7. The scholarship for the representation of Charles University or FSV UK at an international academic competition, which is related to the study fields taught at FSV UK, will be awarded in the amount of 50% of the documented costs, but no more than 20,000 CZK. The form must be accompanied by a participation confirmation issued by the organizer or the institute of FSV UK and justification of costs.
- 7.8. Scholarships in accordance with points 7.4., 7.5. and 7.7. are one-off scholarships paid in the course of the academic year by bank transfer to the bank account specified by the student in the Study Information System of Charles University within 31 days from the date on which the decision becomes final.
- 7.9. Only valid applications submitted within the set deadlines will be settled; any later submissions will not be considered.
- 7.10. The scholarship in accordance with points 7.4. and 7.5. can be earned by the student in total no more than one time per one academic year.
- 7.11. The scholarship in accordance with points 7.4., 7.5. and 7.7. can be earned by the student on the basis of representation in the given academic year or previous academic year.
- 7.12. No more than one scholarship can be earned for one representation in accordance with points 7.4., 7.5. and 7.7.

8. Scholarship for Exemplary Civic Action

- 8.1. Award of this scholarship is set out in Article 9 of the Regulations and Article 5 of the Rules.
- 8.2. The scholarship for exemplary civic action is awarded by the Dean at the instigation of any member of the academic community of Charles University.

9. Scholarship for Representing Charles University or FSV UK

- 9.1. Award of this scholarship is set out in Article 9 of the Regulations and Article 5 of the Rules.
- 9.2. The scholarship for the representation of Charles University is awarded by the Dean at the request of one of the head members of the Faculty.

10. Scholarship in Acute Hardship Situation

- 10.1. Award of this scholarship is set out in Article 9 of the Regulations and Article 5 of the Rules.
- 10.2. The Dean will award the scholarship in case of a student's acute hardship situation in such a way that the scholarship provides the student with efficient help in his/her acute hardship situation.
- 10.3. The student will apply for the award of this scholarship in writing through the Faculty's post room and will include all the necessary supplements. In this application, the student will describe the acute hardship situation s/he has encountered or is imminently threatened by. In the application, the student will also indicate how the award of the scholarship will help him/her to overcome the situation.
- 10.4. The student will enclose such documents to the application that attest to the situation. S/he will further enclose an affidavit stating whether s/he is also submitting the application to the Rector.
- 10.5. The scholarship is paid on a one-off basis and there is no legal entitlement to it.
- 10.6. The scholarship may be awarded by the Dean and the Rector, with the total limit of the amount to be awarded to a student in a given academic year being set by the Rector's Measure.

Part V – Doctoral Scholarship

11. Rules for Awarding Doctoral Scholarship

- 11.1. Award of this scholarship is set out in Article 12 of the Regulations and Article 7 of the Rules.
- 11.2. The amount of doctoral scholarship for students from the first to the fourth year of doctoral degree programmes in full-time form of study is set at 10,500 CZK per month.