

# **RULES FOR AWARDING SCHOLARSHIPS AND BURSARIES AT THE FACULTY OF EDUCATION 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, and under Article 21 of the Constitution of Faculty of Education of Charles University, as amended, the Academic Senate of the Faculty of Education of Charles University has adopted the following Rules for Awarding Scholarships and Bursaries at the Faculty of Education of Charles University as an internal regulation of the Faculty:*

## **Article 1**

### **Introductory Provision**

These Rules for Awarding Scholarships and Bursaries<sup>1</sup> at the Faculty of Education of Charles University (also “the Faculty”) stipulate under the relevant provisions of the Scholarship and Bursary Rules of Charles 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 based on the criteria of the University Scholarship and Bursary Rules to a student who complies with the following criteria.
2. The indicator used to determine whether a student is entitled to the scholarship for outstanding academic achievement is an arithmetic average of grades of all graded assessments of study of subjects taken in the previous unit of study, including failed examinations and course tests, rounded to the nearest hundredth adjusted by a bonus of -0.01 for every credit acquired above the limit of 60 credits and by a malus of +0.01 for every credit registered for but not acquired (“the indicator”). The calculation does not take into account recognized assessments of study of a subject nor the credits awarded for such assessments. The provision in the previous sentence does not apply to the study results and

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\* 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.

<sup>1</sup> Article 34 of the Constitution of the Faculty of Education of Charles University, as amended.

credits acquired during a study stay abroad within the Erasmus+ programme or an inter-university agreement.

3. Entitlement to the scholarship is assessed separately in each bachelor's or master's programme of study in which a student is enrolled at the Faculty ("the Programme"). First-year students are awarded the scholarship for outstanding academic achievement under the criteria stated in Article 3 of these Rules; the provisions of the following paragraphs of this article are not applicable to this case.
4. The basic criterion for awarding the scholarship for outstanding academic achievement consists in regular registration for the current unit of study and the acquisition of 60 credits in the previous unit of the same study including no more than 10 credits in total for recognized assessments of study of a subject. An additional criterion consists in achievement of a value 1.50 or lower of the indicator under paragraph 1.
5. The Programmes that comply with the criteria in paragraph 4 are divided into groups by year of study and programme of study ("the groups"). The programmes in these groups are ordered in ascending order by the value of the indicator. If the total number of students for a Programme falling into one of the groups is lower than the minimum number of students under the University Scholarship and Bursary Rules, the additional criterion in paragraph 4 is disregarded.
6. A uniform minimum share of the number of Programmes is determined for all groups expressed in a whole per cent so that the sum of scholarships for outstanding academic achievement awarded under the below-described procedure reaches at least the value stipulated by the Dean for the given academic year after discussion in the Academic Senate of the Faculty. At the same time, the scholarship is awarded to no less than the minimum number of students under the University Scholarship and Bursary Rules.
7. The scholarship for outstanding academic achievement is awarded to students whose Programme has a ranking in one of the groups lower or equal to the number corresponding to the share under paragraph 6. The scholarship is also awarded to students whose Programme has, in the given group, the same value of the indicator as the last Programme in the sequence according to the previous sentence.
8. The amount of the scholarship for outstanding academic achievement in the relevant Programme complying with the requirements under paragraph 7 as well as with the additional criterion under paragraph 4 is determined according to the following formula

$$s = s_1 + (s_2 - s_1) \cdot \frac{u_2 - u}{u_2 - u_1}$$

where  $s_1$  is the stipulated lower limit of the scholarship;

$s_2$  is the stipulated upper limit of the scholarship;

$u_1$  is the value of the indicator corresponding to the Programme that is first in the sequence according to paragraph 5;

$u_2$  is the value of the indicator corresponding to the Programme that is last in the sequence according to paragraph 5;

$u$  is the value of the indicator corresponding to the Programme for which the scholarship is being determined.

9. If values  $u_1$  and  $u_2$  are equal, the amount of scholarship is determined according to the formula  $s = s_2$ .
10. The amount of scholarship for outstanding academic achievement in a Programme that complies with the criteria under paragraph 7 and does not comply with the additional criterion under paragraph 4 is determined according to the formula  $s = s_1$ .
11. The lower and upper limit of the scholarship under paragraph 8 is stipulated by the Dean for the given academic year after discussion in the Academic Senate of the Faculty within the scope stipulated by the University Scholarship and Bursary Rules.
12. The scholarships for outstanding academic achievement for more than one programme of a single student are added up to the maximum amount stipulated by the University Scholarship and Bursary Rules.
13. The decisive day for ascertaining the requirements for awarding the scholarship for outstanding academic achievement is 31 October of the current academic year.
14. The scholarship for outstanding academic achievement is awarded no later than on 31 December of the year of study following the year of study in which the student reached the outstanding academic achievement for which he became entitled to the scholarship. The scholarship for outstanding academic achievement is paid as a lump sum.

### **Article 3**

#### **Criteria for Awarding the Scholarship for Outstanding Academic Achievement to First-Year Students of Post-Bachelor Programmes of Study**

*(under Article 4 (1) of the University Scholarship and Bursary Rules)*

1. First-year students of post-bachelor programmes are awarded a scholarship for outstanding academic achievement if they comply with the criteria stipulated in the internal regulation of the University and the internal regulation of the Faculty, and graduated from the previous bachelor programme of study with distinction and if no more than 24 months have elapsed since the graduation to the decisive day under Article 2 (13) of these Rules.
2. The scholarship under the previous paragraph is awarded in the amount of the stipulated lower limit of the scholarship under Article 2 (11) of these Rules on the basis of an application submitted to the Dean via the Student Registry no later than on the decisive day under Article 2 (13) of these Rules. The application must include a document confirming compliance with the criteria stipulated in the internal regulation of the University and the internal regulation of the Faculty for graduating from the previous bachelor programme of study with distinction. The document under the previous sentence is not required if the student graduated from a bachelor's programme at the Faculty.

## **Article 4**

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

*(under Article 5 of the University Scholarship and Bursary Rules)*

1. The scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge is awarded by the Dean of the Faculty. The scholarship is awarded based on proposals from department heads, directors of institutes, members of the Board of the Academic Senate of the Faculty, members of the Dean's Board or of the Commission for the Faculty Agon under Article 5 of these Rules.
2. The proposal must contain the reasons for granting the scholarship and the proposed amount of scholarship. The scholarship is awarded in particular in the following cases:
  - a) for representation of the Faculty with an outstanding scientific, research, or artistic achievement;
  - b) for participation in scientific conferences;
  - c) for participation in field trips providing that such participation results in a creative output;
  - d) for exceptional creative contribution in a published work including the final theses. This scholarship is called the "Agon Prize" and it may be proposed exclusively by the Commission for the Faculty Agon under Article 5 of these Rules.
3. The Dean issues, within 30 days of receipt of the proposal, a decision stating whether the scholarship is awarded or not, or possibly that it is awarded in a different amount. For proposals received in July and August, the Dean issues a decision by 30 September of the same year.

## **Article 5**

### **The Commission for the Faculty Agon**

*(under Article 5 of the University Scholarship and Bursary Rules)*

1. The members of the Commission for the Faculty Agon are appointed by the Dean of the Faculty. The commission consists of a member of the Dean's Board, a member of the Academic Senate of the Faculty from the academic staff, and another member of the academic staff of the Faculty. The term of office of the Commission for the Faculty Agon is two years.
2. A proposal for awarding the Agon Prize may be submitted to the Commission for the Faculty Agon in writing by any member of the academic staff who is a member of the academic community of the Faculty.
3. The proposal must include a copy of the paper for which the prize should be awarded in electronic format and information on how the paper was published. In case of final theses

the proposal also includes the opinions of the thesis advisor and reviewer and the record of the defence.

4. The Agon Prize is awarded three times a year – in February, June, and October. The specific dates for submitting proposals and further detailed information is published by the Commission for the Faculty Agon in the publicly accessible section of the Faculty website no later than in January, with effect for one calendar year.

## **Article 6**

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

*(under Article 6 of the University Scholarship and Bursary Rules)*

1. The scholarship for RDI activities in accordance with special legislation<sup>2</sup> is awarded in accordance with the criteria of the University Scholarship and Bursary Rules primarily to students who are the researchers or active members of the research teams for the following:
  - a) Projects funded by the Grant Agency of Charles University and from a grant from a Specific University Research, Primus, and Progres programmes;
  - b) Projects with financial support provided directly by an organisational unit of the state or a territorial self-governing unit or its body or other public entity;
  - c) Projects funded by an endowment institution or by other private entity;
  - d) International projects funded by a foreign entity.
2. The scholarship is paid based on a motion under the criteria and on the dates stipulated in the rules for the relevant project or programme.

## **Article 7**

### **Bursaries in Cases Worthy of Special Consideration**

*(under Article 9 of the University Scholarship and Bursary Rules)*

1. Bursaries in cases worthy of special consideration are awarded in accordance with the criteria of the University Scholarship and Bursary Rules to students in the following forms:
  - a) Bursary for student members of temporary staff for their involvement in the activities of the Dean's office, departments, institutes, and other units of the Faculty;
  - b) Student grant for involvement in the teaching and scientific research activities of the Faculty in the form of the implementation of a project resulting in scientific, research, development, sports, artistic, or other creative achievement;

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<sup>2</sup> 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.

- c) Other bursaries in cases worthy of special consideration.
2. The total amount of bursary for each form of bursary under paragraph 1 is stipulated by the Dean after discussion in the Academic Senate of the Faculty; in the case of a bursary for a student member of temporary staff, the total amount is stipulated by individual units.
3. The Dean may under Article 9 (2) of the University Scholarship and Bursary Rules award a bursary to a student in the form of an Extraordinary Prize of the Dean.

## **Article 8**

### **Bursary for Student Members of Temporary Staff**

*(under Article 9 of the University Scholarship and Bursary Rules)*

1. The bursary for student members of temporary staff under Article 7 (1) (a) of these Rules is awarded by the Dean.
2. The criteria for awarding the bursary for student members of temporary staff are the following:
  - a) The student must be appointed by the Dean as a member of the student temporary staff (“temporary staff member”) at a department of the Dean’s office or a Faculty unit based on a proposal from the head of such department or unit for a given academic year.
  - b) The head of the relevant unit is the guarantor of the content, quality, and amount of work delivered by the temporary staff member. The payment of the bursary is always carried out based on the instructions of the head of the relevant unit.
  - c) The proposals for appointment of temporary staff members at a unit, the amount of bursary, and the scope of activities of the temporary staff member are submitted by the heads of units within one month of the beginning of the semester. The proposals approved by the Dean must be published in the department. In justified cases the Dean may also appoint a temporary staff member based on a proposal from a unit head during the academic year.
3. Within 30 days of receipt of the proposal, the Dean issues a decision on the proposal stating whether the bursary is awarded or not, or possibly that it is awarded in a different amount.

## **Article 9**

### **Student Grant**

*(under Article 9 of the University Scholarship and Bursary Rules)*

1. The bursary in the form of student grant under Article 7 (1) (b) of these Rules is awarded by the Dean on the basis of a proposal submitted by a student of the Faculty and an opinion issued by the Student Grant Commission. The bursary may be paid as a lump sum as

financial support for the implementation of the student's academic activities based on a submitted project.

2. The Student Grant Commission is appointed by the Dean of the Faculty. The commission consists of three members and its term of office is two years.
3. Student grants are awarded twice a year. The commission publishes the detailed requirements for proposals for student grants including the binding deadlines for submitting the proposals in the publicly accessible section of the Faculty website by the end of January.
4. The criteria for awarding a student grant are the following:
  - a) A student submitting a project must show the ability to present pertinent, comprehensive, and convincing arguments in favour of his proposal.
  - b) The project must contain in particular the objective of the student's or students' activities, the suggested procedure to reach the objective including the methodology, details of the activities and the results of the student or students achieved so far in the relevant field, and an analysis of the financial costs.
  - c) An opinion on the proposed project is given by a member of the academic or research staff of the Faculty, who assesses in writing the quality of the project in terms of subject matter and methodology and preparedness of the student to implement it successfully.
5. In accordance with paragraph 4, the proposal must contain in the opinion of the academic or research staff member under paragraph 6 (c) also the time-schedule for the payment of the grant. The above-mentioned staff member plays the role of guarantor, and if the bursary is awarded he supervises its effective use in accordance with the proposal.
6. The Student Grant Commission assesses the proposals submitted and submits the winning projects to the Dean who without undue delay issues a decision stating whether or not the bursary is awarded or if it is awarded in the amount recommended by the commission, and includes the time-schedule of payment.

## **Article 10**

### **Other Bursaries in Cases Worthy of Special Consideration**

*(under Article 9 of the University Scholarship and Bursary Rules)*

1. Other forms of bursary in cases worthy of special consideration under Article 7 (1) (c) of these Rules are awarded by the Dean on the basis of a proposal from a member of the Board of the Academic Senate of the Faculty or a member of the Dean's Board.
2. The proposal must contain a justification and the proposed amount of the bursary. The bursary is awarded in particular in the following cases:
  - a) For students' contribution to the development of activities of the Faculty and in particular for active and creative involvement in social, cultural, or artistic activities;

- b) For students' outstanding sports results;
  - c) On the grounds of participation in practical training abroad;
  - d) In the case of a student's sudden extremely difficult social circumstances.
3. Article 4 (1) is applied by analogy to the provision of paragraph 2 (b).
  4. The Dean issues a decision stating whether the bursary is awarded or not, or possibly that it is awarded in a different amount, within 30 days of receipt of the proposal.

## **Article 11**

### **Extraordinary Prize of the Dean**

*(under Article 9 (2) of the University Scholarship and Bursary Rules)*

1. The Extraordinary Prize of the Dean under Article 7 (3) of these Rules is awarded by the Dean in extraordinary circumstances worthy of special consideration based on a proposal from the Dean's Board approved by the Academic Senate of the Faculty or on the basis of a proposal from the Academic Senate of the Faculty recommended by the Dean's Board.
2. The maximum amount of the extraordinary prize awarded to a student is CZK 100,000. The prize may be awarded to one person only once.

## **Article 12**

### **Bursary to Support Study Abroad**

*(under Article 10 of the University Scholarship and Bursary Rules)*

1. The bursary to support study abroad is awarded by the Dean based on a proposal from the Vice-Dean for International Relations. The proposal includes the amount of the bursary to be awarded. Such an amount must be in accordance with the stipulated limit for the amount of bursary to support study abroad that may be paid to a student in the given academic year under the University Scholarship and Bursary Rules.
2. The Dean issues a decision stating whether the bursary is awarded or not, or stating that it is awarded in a different amount, within 30 days of receipt of the proposal.

## **Article 13**

### **Doctoral Bursary**

*(under Article 12 of the University Scholarship and Bursary Rules)*

1. The doctoral bursary is awarded by virtue of office to all full-time students of a doctoral programme of study during the standard period of study.
2. When determining the amount of the doctoral bursary for individual years of study, the Dean of the Faculty takes into consideration the amount of subsidy allocated for doctoral bursaries and the number of full-time students in the doctoral programme of study.

3. The amount of this bursary for individual years of study in the given academic year is determined by the Dean in a measure following an opinion expressed by the Academic Senate of the Faculty.
4. If in the course of the academic year the doctoral bursary is increased under Article 12 (4) of the University Scholarship and Bursary Rules, the Dean issues a new decision on the awarding of the doctoral bursary. The doctoral bursary in the new amount may be paid after the decision comes into legal force.
5. The doctoral bursary is paid in arrears as a regular monthly payment.
6. Full-time doctoral students who pay the health insurance premium under the act to regulate public health insurance may in justified cases be awarded another bursary not exceeding the insurance premium paid based on an application submitted by the student. The bursary is paid twice a year.

#### **Article 14**

##### **Bursaries Paid from Other Sources**

*(under Article 13 (7) (b) of the University Scholarship and Bursary Rules)*

The obstacles to granting scholarships and bursaries under Article 13 of the University Scholarship and Bursary Rules apply also to bursaries paid from other sources under Article 15 of the University Scholarship and Bursary Rules.

#### **Article 15**

##### **Common Provisions**

1. Scholarships and bursaries are paid by means of a non-cash transfer to a bank account maintained at a financial institution in the Czech Republic. In exceptional circumstances, the Dean may allow a different form of payment.
2. The rules for the submission of applications for scholarships and bursaries, elements thereof, payment conditions for scholarships and bursaries, the application of individual provisions, and possibly 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 Scholarship and Bursary Commission and Academic Senate of the Faculty. The Dean may stipulate in such measure that the application for awarding a scholarship or bursary be submitted in electronic form.

#### **Article 16**

##### **Transitional Provisions**

1. Proceedings started before the date of effect of these Rules will be completed under these Rules.

2. Wherever these Rules mention a “programme of study”, the provision applies with the necessary modifications to existing accredited fields of study.

### **Article 17** **Final Provisions**

1. The Scholarship and Bursary Rules of the Faculty of Education of Charles University in Prague approved by the Academic Senate of Charles University on 8 June, 2012, as amended, are hereby repealed.
2. These Rules were approved by the Academic Senate of the Faculty of Education of Charles University on 30 May, 2017.
3. These Rules come into force on the date of approval by the Academic Senate of Charles University.<sup>3</sup>
4. These Rules become effective on the first day of the 2017/2018 academic year.

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<sup>3</sup> S. 9 (1) (b) point 2 of the Higher Education Act. The Academic Senate of Charles University approved this regulation on ..... 2017.