
Pursuant to § 36, para. 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Scholarship Regulation of the University of Veterinary and Pharmaceutical Sciences Brno on 5 June 2017, file reference MSMT-16249/2017.

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Mgr. Karolína Gondková
Director of the Department
of Higher Education

SCHOLARSHIP REGULATION OF THE UNIVERSITY OF VETERINARY AND PHARMACEUTICAL SCIENCES BRNO

Dated 5. June 2017

Article 1

Basic Provisions

The Scholarship Regulation of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “Scholarship Regulation”) shall be issued pursuant to § 17, para. 1, letter h) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the “Act”) and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences Brno.

Article 2

Scholarship Types

- (1) The Scholarship Regulation shall determine the types of scholarships, the conditions for awarding them and the manner of payment.
- (2) When determining the scholarship amounts, it is necessary to take into account the financial resources and possibilities of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “UVPS Brno”). The resources for the payment of scholarships under this Scholarship Regulation shall include subsidies or contributions from the state budget, a scholarship fund established pursuant to § 58, para. 7 of the Act, other purpose-bound resources, if allowed by the contract with the provider or their decision, and possibly any other resources allowing the use as scholarships.
- (3) The UVPS Brno students may be awarded scholarships:
 - a) For outstanding study results pursuant to § 91, para. 2, letter a) of the Act (hereinafter only as the “Merit Scholarship”);
 - b) For outstanding scholarly, scientific, research, development, artistic or other creative results contributing to the enhancement of knowledge pursuant to § 91, para. 2, letter b) of the Act (hereinafter only as the “Scholarship for Outstanding Creative Results in Educational Activity”);
 - c) For research, development and innovation activities pursuant to § 91, para. 2, letter c) of the Act, as well as Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (Act on the Support of Research and Development), as amended (hereinafter only as the “Scholarship for Research, Development and Innovation Activities”);
 - d) In the case of a student’s difficult social conditions pursuant to § 91, para. 2, letter d) and para. 3 of the Act (hereinafter only as the “Social Scholarship”);
 - e) In other cases worthy of special consideration pursuant to § 91, para. 2, letter e) of the Act (hereinafter only as the “Extraordinary Scholarship”);
 - f) For students’ accommodation pursuant to § 91, para. 2, letter d) and para. 3 of the Act (hereinafter only as the “Accommodation Scholarship”);
 - g) In support of studies abroad pursuant to § 91, para. 4, letter a) of the Act (hereinafter only as the “Scholarship for the Support of Studies Abroad”);

- h) In support of studies in the Czech Republic at the UVPS Brno pursuant to § 91, para. 4, letter b) of the Act (hereinafter only as the “Scholarship for the Support of Studies in the Czech Republic”);
- i) In the full-time form of studying in the doctoral degree programme (hereinafter only as the “Scholarship in Doctoral Degree Programmes”).

Article 3

Merit Scholarship

- (1) The merit scholarship may be awarded to students for outstanding study results.
- (2) The merit scholarship shall be awarded by the Dean.
- (3) Pursuant to the Scholarship Regulation, the Dean shall determine the limit value of the weighted average for awarding the merit scholarship, the amount of the scholarship, the payment term and the manner of payment of the scholarship, or any other conditions applicable to the respective academic year.
- (4) The merit scholarship may be awarded to students of Bachelor’s, Master’s degree programmes following the Bachelor’s degree programme (hereinafter only as the “follow-up Master’s degree programme”) and Master’s degree programmes not following the Bachelor’s degree programme hereinafter only as the “Master’s degree programme”) offered in the full-time form of study at the UVPS Brno.
- (5) The student may be awarded the merit scholarship only if:
 - (a) They have obtained the minimum required number of credits for the next year of study, and at the same time
 - (b) They have duly passed all the credits and examinations at the first attempt (resitting the examinations is not allowed), and at the same time
 - (c) Their weighted study average (hereinafter only as the “WSA”) has reached the value set by the Dean, being calculated under paragraphs 6 to 14.
- (6) The evaluation of the fulfilment of the conditions for awarding the merit scholarship shall be made upon completing the academic year. The evaluated period shall be the academic year. The WSA shall be calculated for the respective academic year separately.
- (7) When assessing entitlement to the benefit scholarship, the study results obtained in a degree programme at another faculty or university shall only be included if the course or lecture (hereinafter only as the “course”) in the relevant degree programme shall be recognised and the student has obtained the credits at the UVPS Brno.
- (8) The student’s WSA shall be determined on the grounds of the grades obtained by the student in all the courses which they have completed or which have been recognised and completed with an examination or credit during the evaluated period pursuant to paragraph 6. For the purposes of the WSA, the enrolled, yet uncompleted courses shall be provided with the grade “Failed” (4, F).
- (9) The WSA shall be calculated as follows:

$$\text{VSP} = \frac{k_1 z_1 + k_2 z_2 + \dots + k_n z_n}{k_1 + k_2 + \dots + k_n}$$

Where k_i is a number of credits for the particular course, z_i is the grade obtained when taking the final examination in the particular course, and n is the total number of enrolled courses in the evaluated period completed with an examination.

- (10) The student shall not be eligible for the merit scholarship if they have obtained the grade “Failed” (4, F) in any regular examination within a course and if they did not complete the credit within the prescribed term in the case of courses completed only with a credit.

- (11) In the event that a student has been admitted from another degree programme conducted at the same or another faculty, for the purpose of awarding the merit scholarship for the respective academic year, the student shall prove, no later than when applying for the merit scholarship, that they completed all the examinations and all credits for the recognised courses completed only with a credit in due terms without resitting any examinations or credits.
- (12) The student with a permitted individual study plan shall be entitled to the merit scholarship under the terms prescribed by the Dean within the individual study plan and when obtaining the minimum number of credits to be admitted to the next years of study.
- (13) The application for the merit scholarship may be submitted only by students who, at the time of submitting the application, study in the degree programme for which the merit scholarship is to be paid; the entitlement to the scholarship shall not arise during the last year of study of a particular degree programme.
- (14) The scholarship may be awarded to a student who has submitted the application within the deadline.
- (15) An application for the merit scholarship for a particular academic year shall be submitted by the student through the STAG electronic information system of the UVPS Brno (hereinafter only as the "STAG electronic information system"). The application shall contain all required information and shall indicate the bank account number of the student to which the scholarship is to be paid.

Article 4

Scholarship for Outstanding Creative Results in Educational Activity

- (1) A scholarship for outstanding creative results in educational activity may be awarded to students of Bachelor's, follow-up Master's, Master's or doctoral degree programmes who undertake creative educational activities directly aimed at supporting educational activities at the UVPS Brno or who are the investigators or other members of the project team accepted by the UVPS Brno Internal Education Agency or possibly other projects.
- (2) The scholarship for outstanding creative results in educational activity shall be awarded by the Dean.
- (3) The Vice-Rector shall determine the details of the application submission dates, the amount of the scholarship, the payment terms and the payment method of the scholarship for outstanding creative results in educational activity, or any other conditions applicable for the respective calendar year.
- (4) The student shall submit the application for the scholarship for creative educational activity for the corresponding academic year to the Dean's Office of the faculty. The application shall contain all required information and shall indicate the bank account number of the student to which the scholarship is to be paid.

Article 5

Scholarship for Research, Development and Innovation Activities

- (1) A scholarship for research, development and innovation activities may be awarded to students of Bachelor's, follow-up Master's, Master's or doctoral degree programmes who carry out research directly linked to their education or who are the investigators or other members of the project team accepted by the UVPS Brno Internal Grant Agency or possibly other projects.
- (2) The scholarship for research, development and innovation activities shall be awarded by the Dean.
- (3) The Vice-Rector shall determine the details of the application submission dates, the amount of the scholarship, the payment terms and the payment method of the scholarship for research, development and innovation activities, or any other conditions applicable for the respective calendar year.

- (4) The student shall submit the application for the scholarship for research, development and innovation activities for the corresponding period of the academic year to the Dean's Office of the faculty. The application shall contain all required information and shall indicate the bank account number of the student to which the scholarship is to be paid.

Article 6

Social Scholarship

- (1) A social scholarship may be awarded to students who are entitled to child allowance under a special regulation.¹
- (2) The social scholarship shall be awarded by the Vice-Rector for Education.
- (3) The Vice-Rector for Education shall determine the application submission dates, the payment terms and the payment method, or any other conditions applicable for the respective academic year.
- (4) The amount of the social scholarship shall be determined by the Act.
- (5) A student is entitled to the social scholarship for a standard period of study for each calendar month in which they fulfil the terms and conditions for awarding the social scholarship throughout the month. The entitlement to the social scholarship shall not arise in the months of July and August.
- (6) The student shall submit the application for the social scholarship through the STAG electronic information system by 31 October of the respective academic year. If the student has been awarded a higher assessment of the child allowance under a special regulation in the course of the studies, they may submit the application at any time during the academic year. In this case, the scholarship shall be paid starting from the month in which the application was submitted. The application shall contain all required information and shall indicate the bank account number of the student to which the scholarship is to be paid. The application may be submitted once per studies.
- (7) Together with the application for the social scholarship pursuant to § 91, para. 3 of the Act, the student shall submit a written certificate issued upon their request by the social security authority in the Czech Republic which awarded the child allowance to the student and which will stipulate that the family income, established for the purposes of the child allowance for the calendar year specified in the certificate, did not exceed the product of family subsistence amount and the coefficient of 1.5. The certificate issued for the purposes of awarding the scholarship remains effective for 21 months upon the expiry of the year for which the family income was established. The student may assert the claim for the social scholarship for a certain period of time only once.
- (8) Within one month upon the expiry of the validity of the certificate, the student shall submit a new valid certificate; otherwise the entitlement to the payment of the social scholarship shall expire.

Article 7

Extraordinary Scholarship

- (1) An extraordinary scholarship may be awarded in cases worthy of special consideration. The extraordinary scholarship may be awarded to students of Bachelor's, follow-up Master's, Master's or doctoral degree programmes who satisfy the conditions for awarding the scholarship.
- (2) The extraordinary scholarship shall be awarded by the Rector in the case of allocating funds for extraordinary scholarships at the Rector's Office, or in the case of allocating funds for extraordinary scholarships at the faculty, the scholarship shall be awarded by the Dean.
- (3) The scholarship may be awarded upon the student's application or upon request.
- (4) The student shall submit the application for the extraordinary scholarship to the Rector's

¹ Act No. 117/1995 Coll., on State Social Support, as amended.

Office or the Dean's Office of the faculty. The application shall contain all required information and shall indicate the bank account number of the student to which the scholarship is to be paid.

- (5) The proposal of Vice-Rectors, senior consultants, project researchers, or any other persons proposing the award of the extraordinary scholarship to the student shall be submitted to the Rector or Dean. The proposal shall contain all the necessary information for the award decision, in particular, the reasoning, event type, contract, and the proposed scholarship amount.
- (6) When deciding on the scholarship amount, what shall be especially taken into accounts are the financial resources and possibilities of the UVPS Brno and its faculties.

Article 8

Accommodation Scholarship

- (1) An accommodation scholarship may be awarded to the student who:
 - a) Is a student of a Bachelor's, follow-up Master's, Master's or doctoral degree programme in the full-time study form and their studies have not been interrupted;
 - b) Is a student of the first degree programme or a follow-up programme or has been admitted to another degree programme after terminating the studies in a degree programme and the previous studies have been recognised; in the case of concurrently studied degree programmes, the scholarship shall be awarded no more than once in the degree programme in which they were enrolled earlier. The assessment shall not take into account the studies in the degree programme in which the applicant enrolled and terminated in the period from 1 May to 30 October of the same calendar year;
 - c) Has not exceeded the standard length of study in the current degree programme or in any concurrently studied degree programmes;
 - d) Does not have the permanent residence in the district of Brno-city;
 - e) Has submitted the relevant application through the STAG electronic information system and within the deadline set by the Rector; the application shall remain valid for the whole period of studies at the UVPS Brno in a certain degree programme, and he is not a student:
 1. Studying in a degree programme conducted in a foreign language;
 2. Studying within the foreign development assistance (government scholarship holders) and international treaties; any exemption to this provision shall be regulated in the relevant international treaties;
 3. Studying in a short-term study stay which, for the purposes of this Scholarship Regulation, shall mean a stay not exceeding two months;
 4. Studying within the AKTION and CEEPUS programmes.
- (2) The accommodation scholarship may also be awarded to the student admitted to the degree programme at the UVPS Brno within the Erasmus+ programme.
- (3) The accommodation scholarship shall be awarded by the Dean.
- (4) The Vice-Rector for Education shall determine the application submission dates, the scholarship amount, the payment terms and the payment method, or any other conditions applicable for the respective academic year.
- (5) Compliance with the eligibility conditions for the accommodation scholarship under paragraph 1 shall be verified on the basis of data from the "Common Student Information System" (SIMS).
- (6) The scholarship may be awarded for the calendar month in which the student fulfils the conditions for granting the accommodation scholarship throughout the calendar month. The accommodation scholarship shall not be provided to the students of Bachelor's, follow-up Master's and Master's degree programmes for the third quarter of the calendar year.
- (7) The student shall submit the application for the accommodation scholarship through the

STAG electronic information system. The application shall contain all required information and shall indicate the bank account number of the student to which the scholarship is to be paid. The application may be submitted once per studies.

Article 9

Scholarship for the Support of Studies Abroad

- (1) A scholarship for the support of studies abroad may be awarded to students of Bachelor's, follow-up Master's, Master's or doctoral degree programmes who carry out the mobility (i.e. a stay abroad) while studying in a degree programme at the UVPS Brno and its faculties.
- (2) The scholarship for the support of studies abroad shall be awarded by the Vice-Rector in the case of allocating funds for the scholarship for the support of studies abroad at the Rector's Office, or in the case of allocating funds for the scholarship for the support of studies abroad at the faculty, the scholarship shall be awarded by the Dean.
- (3) According to the allocation of the funds for supporting studies abroad, the Vice-Rector or the Dean shall determine the application submission dates, the scholarship amount, the payment terms and the payment method of the scholarship for the support of studies abroad, or any other conditions applicable for the respective academic year
- (4) The student shall submit the application for the scholarship for the support of studies abroad for the corresponding academic year to the Vice-Rector's Secretariat in the case of allocating funds for the scholarship for the support of studies abroad at the Rector's Office, or at the Dean's Office in the case of allocating funds for the scholarship for the support of studies abroad at the faculty.

Article 10

Scholarship for the Support of Studies in the Czech Republic

- (1) The scholarship for the support of studies in the Czech Republic may be awarded in order to support the studies of foreign nationals at the UVPS Brno.
- (2) The scholarship for the support of studies in the Czech Republic shall be awarded by the Dean.
- (3) The Deans shall specify the details on the condition for awarding the scholarship for the support of studies in the Czech Republic, the scholarship amount, the payment terms and the payment method, or any other conditions applicable for the respective calendar year.
- (4) The student shall submit the application for the scholarship for the support of studies in the Czech Republic to the Dean's Office. The application shall contain all required information and shall indicate the bank account number of the student to which the scholarship is to be paid.

Article 11

Scholarship in Doctoral Degree Programmes

- (1) The scholarship in doctoral degree programmes may be awarded to students of doctoral degree programmes in the full-time form of study for the standard length of study. When determining the amount of the scholarship, what shall be taken into account in particular, are the achieved results and the scientific and publication activities.
- (2) The scholarship in doctoral degree programmes shall be awarded by the Dean.
- (3) The Vice-Rector for Education shall determine the application submission dates, the payment terms and the payment method, or any other conditions applicable for the respective academic year.
- (4) The student shall submit the application for the social scholarship through the STAG electronic information system. The application shall contain all required information and shall indicate the bank account number of the student to which the scholarship is to be paid.
- (5) Unless the student fulfils the duties and obligations arising from the individual study plan,

the Dean may reduce the scholarship at the request of the doctoral board.

Article 12

Procedure on Awarding the Scholarship, the Decision and Service of the Decision

- (1) The scholarship award procedure shall commence on the day of submitting the student's application for awarding the scholarship or, if the application is not submitted by the student, upon the service of the application for awarding the scholarship onto the Rector or Dean.
- (2) The scholarship award procedure shall follow § 91 of the Act.
- (3) The decision on awarding the scholarship shall be issued within 30 days upon the procedure commencement. The decision shall be made in writing and shall contain a statement on awarding or not awarding the scholarship. In the case of awarding the scholarship, the decision shall contain the scholarship amount and the method of payment, as well as the payment term or terms. In addition, all decisions shall contain the reasoning and the instruction on the possibility to appeal.
- (4) Decisions on awarding the scholarship shall be recorded in the student's personal file, kept by the corresponding faculty.
- (5) If the student is enrolled in multiple degree programmes, the special social scholarship and accommodation scholarship may be awarded and paid for a specific period not more than once.
- (6) The decision shall become effective:
 - a) The day after the expiry of the time limit for lodging an appeal; or
 - b) The day after the student waives the right to appeal in writing; or
 - c) The day after the student was served the decision of the Rector on the appeal against the decision on awarding or not awarding the scholarship.
- (7) The decision on awarding or not awarding the scholarship shall be served through the STAG information system pursuant to § 69a, para. 3 of the Act.

Article 13

Withdrawal of the Scholarship

- (1) The students shall notify the authorised staff member of the relevant faculty or the Secretariat of the Vice-Rector for Education any changes of the facts relevant to awarding the scholarship within 30 days after the change occurred.
- (2) The authority to decide and award scholarships shall also include the right to decide on the withdrawal of the scholarship if the student ceases to be eligible for the scholarship.
- (3) If the scholarship was paid wrongfully, the student shall return it.

Article 14

Appeal

- (1) Within 30 days upon the service of the decision on awarding or not awarding the scholarship, the student may lodge an appeal, either alone or through a representative to whom they granted the power of attorney in writing. The appeal shall be lodged with the body issuing the decision on awarding or not awarding the scholarship.
- (2) In the event of failure to file the appeal within the time limit, the student may ask the body issuing the decision on awarding or not awarding the scholarship to waive the default of the appeal within 15 days upon removing the obstacle which caused the default, yet no later than 3 months upon the service of the decision which the student appeals. Failure to comply with the time limit shall be waived if the student proves that the obstacle consisted in serious reasons occurring without his or her fault. The waiver of failure to comply with the time limit shall be decided, by means of a resolution, by the body issuing the decision on awarding or not awarding the scholarship; failure to comply with the time limit cannot be waived if the period of a year lapsed from the day when the appeal was due to be lodged. This application shall also include the appeal against the

- decision on awarding or not awarding the scholarship.
- (3) A timely appeal shall have a suspensory effect. The suspensory effect of the appeal cannot be ruled out.
 - (4) The appeal shall be lodged with the body which issued the decision on awarding or not awarding the scholarship.
 - (5) The body which issued the decision on awarding or not awarding the scholarship shall set aside or overturn the contested decision if the appeal is fully allowed. This decision cannot be appealed.
 - (6) Unless the body which issued the contested decision on awarding or not awarding the scholarship concludes on the conditions for the procedure under paragraph 5, it shall refer the file, together with its statement, to the appellate body, i.e. the Rector, within 30 days upon the service of the appeal. In the case of an inadmissible or delayed appeal, the body issuing the contested decision shall forward the file to the Rector within 10 days; the statement shall confine itself to indicating the reasons for assessing the delay or inadmissibility of the appeal. If the body issuing the contested decision establishes, prior to submitting the file to the Rector, that there have occurred the facts justifying the procedure to be discontinued, it shall set aside the contested decision and discontinue the procedure.
 - (7) The Rector shall review the contested decision and the procedure which preceded the decision for the compliance with the legal regulations and internal regulations of the UVPS Brno. If he concludes that the contested decision is inconsistent with the legal or internal regulations of the UVPS Brno:
 - a) The contested decision or its part shall be set aside and the procedure discontinued;
 - b) The contested decision or its part shall be set aside and the case shall be referred to the body issuing the decision; in the reasoning behind this decision, the Rector shall express the legal opinion binding on the Dean when hearing the case again; the new decision may be appealed;
 - c) The contested decision or its part shall be overturned.
 - (8) Unless the Rector finds any reasons for the procedure under paragraphs 9, 11 and 12, the appeal shall be dismissed and the contested decision affirmed. In the event that the Rector sets aside or overturns the contested decision only in part, it shall be affirmed in the remainder.
 - (9) If the Rector concludes that there have occurred the facts justifying the procedure to be discontinued, the contested decision shall be set aside and the procedure discontinued.
 - (10) The Rector shall dismiss the inadmissible or delayed appeal. If the Rector concludes that the appeal was filed in a timely manner and is admissible, he or she shall refer the case to the body which issued the decision on awarding or not awarding the scholarship.
 - (11) The decision in the appeal procedure shall be issued by the Rector within 30 days; the term shall commence to run on the date of submitting the file to the Rector.
 - (12) The Rector's decision cannot be appealed. The decision shall become effective if it was notified to the student. Together with the Rector's decision, the decision of the body issuing the contested decision shall become effective, thus affirming it by the Rector's decision pursuant to paragraph 8.
 - (13) If the student withdrew the appeal, the appeal procedure shall be discontinued on the day of the withdrawal of the appeal. The contested decision shall become effective on the day following the discontinuing the procedure. A resolution shall be issued concerning the fact that the procedure was discontinued; the resolution shall only be recorded in the file and notified to the student. The appeal may be withdrawn at the latest by issuing the decision of the Rector.

Article 15

Temporary and Final Provisions

- (1) This Scholarship Regulation shall apply to the procedures initiated once this Regulation

has come into effect.

- (2) The Scholarship Regulation of the University of Veterinary and Pharmaceutical Sciences Brno, registered by the Ministry of Education, Youth and Sports on 5 February 2016 under file reference MŠMT-4740/2016, shall be set aside.
- (3) This Scholarship Regulation was adopted pursuant to § 9, para. 1, letter b), point 3 of the Act by the Academic Senate of the UVPS Brno on 25 May 2017.
- (4) Pursuant to § 36, para. 4 of the Act, this Scholarship Regulation shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.
- (5) This Scholarship Regulation shall enter into effect on 1 September 2017.

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Rector