

*In accordance with § 36 paragraph 2 of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Bursary and Scholarship Code of Silesian University in Opava on 8<sup>th</sup> August 2017 under reference number MSMT-14536/2017.*

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*Mgr. Karolína Gondková*  
*Director of the Higher Education Department*

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# **Bursary and Scholarship Code of Silesian University in Opava of 8<sup>th</sup> August 2017**

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## **PART I**

### **GENERAL PROVISIONS**

#### **Article 1**

##### **Introductory provisions**

- 1) The Bursary and Scholarship Code of Silesian University in Opava (hereinafter 'the Bursary and Scholarship Code') is an internal regulation of Silesian University in Opava (hereinafter 'the University') in accordance with § 17 paragraph 1 section h) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended by further regulations, (hereinafter 'the Act').
- 2) This Bursary and Scholarship Code shall regulate the granting of bursaries and scholarships to students who are enrolled in study programmes provided by the University, its faculties, or the University together with the university institute, from grants or subsidies of the Ministry of Education, Youth and Sports (hereinafter 'the Ministry'), from the University Scholarship Fund, or from other funds.
- 3) This Bursary and Scholarship Code shall stipulate the types of bursaries and scholarships, eligibility requirements, and payment.
- 4) In case the study programme is provided by the University together with the university institute, the Dean's power shall be executed by the director of the university institute, and the term 'faculty' shall also stand for the university institute, unless stipulated otherwise in this Code.

#### **Article 2**

##### **Bursary and scholarship funds and their allocation and spending**

- 1) The bursary and scholarship funds are:
  - a) a subsidy from the national budget for scholarly and scientific, research, development and innovation, artistic and other creative activities (§ 18 paragraph 2 section a) of the Act),
  - b) a grant from the national budget (§ 18 paragraph 2 section c) of the Act),
  - c) support of research, experimental development, and innovations from public funds (§ 18

paragraph 2 section b) of the Act, and § 2 paragraph 2 section l) of Act no. 130/2002 Coll., on the Support of Research, Experimental Development, and Innovations from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research, Experimental Development, and Innovations), as amended by further regulations, (hereinafter 'the Support of Research'),

- d) the Scholarship Fund (§ 18 paragraph 6 section c) of the Act),
  - e) other funds in accordance with § 18 paragraph 2 sections e) to h) of the Act.
- 2) When setting the bursary and scholarship amount, the University and its departments must take into account their financial situation. It is not possible to grant bursaries and scholarships in the case of funding deficiency.
  - 3) In accordance with this Bursary and Scholarship Code, the bursary and scholarship amounts shall be set by the respective Decision-Making Body, as specified in article 3, with the exception of social bursary (§ 91 paragraph 3 of the Act and article 10), the amount of which is set by law, and the amount of accommodation bursary, which shall be uniformly set for the University and its departments by the Rector.
  - 4) The respective Decision-Making Body, as specified in article 3, shall decide on the allocation and spending of bursary and scholarship funds gained by individual departments in accordance with paragraph 1 sections a) to c) and e).
  - 5) The decision on the allocation and spending of the Scholarship Fund shall be made by
    - a) the Dean, in the case of funds allocated by the Rector to the University departments for the relevant academic year,
    - b) the Rector, in case the funds are allocated and spent beyond the Rector's decision in accordance with section a).

Further criteria for the allocation and spending of the Scholarship Fund are stipulated by the Rector's Directive on the Uniform Procedure for Spending the Scholarship Fund on Scholarships at the University, as amended.

## **Article 3**

### **Granting bursaries and scholarships**

- 1) The decisions on granting bursaries and scholarships shall be made by:
  - a) the Dean – in the case of students enrolled in a study programme provided by the faculty,
  - b) the Rector – in case the Scholarship Fund is allocated and spent in accordance with article 2 paragraph 5 section b),(hereinafter 'the Decision-Making Body').
- 2) Bursaries and scholarships shall be granted:
  - a) on the basis of a student's application,
  - b) on the initiative of the Decision-Making Body,
  - c) on the basis of a proposal.
- 3) The proceedings to grant bursaries and scholarships are governed by § 68 and 69a of the Act.

## **PART II**

### **BURSARIES AND SCHOLARSHIPS**

#### **Article 4**

##### **Bursaries and scholarships**

- 1) Bursaries and scholarships funded from a subsidy or a grant may be granted as:
  - a) 'Academic Achievement Scholarship' in accordance with § 91 paragraph 2 section a) of the Act,
  - b) 'Excellent Academic Results Scholarship' in accordance with § 91 paragraph 2 section a) of the Act,
  - c) 'Outstanding Achievement Scholarship' in accordance with § 91 paragraph 2 section b) and e) of the Act,
  - d) 'Special Social Bursary' in accordance with § 91 paragraph 2 section d) of the Act,
  - e) 'Accommodation Bursary' in accordance with § 91 paragraph 2 section e) of the Act,
  - f) 'Social Bursary' in accordance with § 91 paragraph 3 of the Act,
  - g) 'Travel Bursary' in accordance with § 91 paragraph 4 section a) of the Act,
  - h) 'Study Scholarship' in accordance with § 91 paragraph 4 section b) of the Act,
  - i) 'Doctoral Scholarship' in accordance with § 91 paragraph 4 section c) of the Act.
- 2) A scholarship funded from the Support of Research may be granted as 'Creative Scholarship' in accordance with § 91 paragraph 2 section c) of the Act.
- 3) Bursaries and scholarships stated in paragraph 1 sections a) to d), g) and i) may be funded, in part or in full, from the Scholarship Fund or other funds in accordance with § 18 paragraph 2 sections e) to h) of the Act.
- 4) In addition to the bursaries and scholarships stated in paragraphs 1 to 3, students also receive bursaries and scholarships granted by the Ministry in accordance with § 91 paragraph 6 of the Act (hereinafter 'MEYS Bursaries and Scholarships').

#### **Article 5**

##### **Academic Achievement Scholarship**

- 1) The Academic Achievement Scholarship may be granted to students enrolled in a full-time Bachelor's or Master's study programme, based on the principles adopted by the respective Academic Senate. The the principles proposal shall be submitted to the respective Academic Senate by the Rector or the Dean.
- 2) The decisions on the granting of the Academic Achievement Scholarship shall be made on the initiative of the respective Decision-Making Body based on the achieved academic results in the preceding academic year. Academic results shall be evaluated after the conclusion of the academic year. The Scholarship may also be granted to students enrolled in the first year of study in a Master's study programme which follows up on a Bachelor's study programme, for their academic results in the preceding Bachelor's study programme.

- 3) The Academic Achievement Scholarship shall be paid in monthly payments, for no longer than the period of ten months in the academic year, for the standard period of study in the respective study programme.

## **Article 6**

### **Excellent Academic Results Scholarship**

- 1) The Excellent Academic Results Scholarship may be granted to students in all modes of study in a Bachelor's or Master's study programme.
- 2) The Excellent Academic Results Scholarship shall be granted on the initiative of the respective Decision-Making Body to students who meet all the study requirements stipulated for the relevant study programme, and who achieve, in the courses prescribed to them in the study plan of the relevant study programme, a number of credits equal to at least 60 times the number of years of the standard period of study, and whose weighted mean for the whole period of study is lower than or equal to 1.50. The Scholarship can only be granted once during the respective study.
- 3) The Excellent Academic Results Scholarship shall be paid in a lump sum.

## **Article 7**

### **Outstanding Achievement Scholarship**

- 1) In special cases, the Outstanding Achievement Scholarship may be granted, ordinarily in a lump sum, to students:
  - a) for outstanding research, development and innovation, artistic or other creative results contributing to deepening knowledge
  - b) for actively participating in a grant project,
  - c) for meeting the requirements of a launched Scholarship Programme,
  - d) as part of a scholarship project,
  - e) in other cases worth special consideration.
- 2) The Outstanding Achievement Scholarship may be granted:
  - a) on the basis of a proposal from the head of the relevant department in the cases stated in paragraph 1 sections a) and e),
  - b) on the basis of a proposal from the manager of the grant project in the case of the Scholarship granted in accordance with paragraph 1 section b),
  - c) on the basis of a proposal from the respective Vice-Dean, Vice-Rector, Chairperson or Vice-Chairperson of the Academic Senate in the cases stated in paragraph 1 sections a) and e),
  - d) on the initiative of the Rector or the Dean in the case of the Scholarship granted in accordance with paragraph 1 sections a) to c) and e),
  - e) on the basis of a written application from a student in the case of the Scholarship granted as part of a scholarship project.
- 3) Further details regarding the scholarship programmes and scholarship projects including related organizational and administrative measures are stipulated in the Rector's Directive on

the Uniform Procedure for Spending the Scholarship Fund on Scholarships at the University, as amended.

## **Article 8**

### **Creative Scholarship**

- 1) In special cases students may be granted the Creative Scholarship in accordance with § 91 paragraph 2 section c) of the Act for research, development, and innovation activities in accordance with the relevant legal regulation<sup>1)</sup>.
- 2) The proposal to grant the Creative Scholarship in accordance with paragraph 1 shall be submitted to the Decision-Making Body by the head of the relevant department.
- 3) The decisions on granting the Creative Scholarship in accordance with paragraph 1 shall be made by the Decision-Making Body based on the assessment of the proposal by the committee appointed by the Decision-Making Body.

## **Article 9**

### **Special Social Bursary**

- 1) In the case of a difficult social situation students may be granted, ordinarily in a lump sum, the Special Social Bursary in accordance with § 91 paragraph 2 section d) of the Act.
- 2) The Special Social Bursary shall be granted on the basis of a student's application supplemented by documentation substantiating the circumstances of the difficult social situation.
- 3) The decisions on granting the Special Social Bursary shall be made by the Decision-Making Body based on the assessment of the application by the committee appointed by the Decision-Making Body, ordinarily comprising two members of the Students' Chamber of the relevant Academic Senate and the Vice-Dean or the Deputy Director for Education.

## **Article 10**

### **Social Bursary**

- 1) The Social Bursary granted in accordance with § 91 paragraph 3 of the Act shall be received by students who qualify for child benefit in accordance with the relevant legal regulation<sup>2)</sup>.

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<sup>1)</sup> Act no. 130/2002 Coll., on the Support of Research, Experimental Development, and Innovations from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research, Experimental Development, and Innovations), as amended by further regulations, and other related acts.

<sup>2)</sup> § 17 of Act no. 117/1995 Coll., on State Social Support, as amended by further regulations.

- 2) Further details on the form, requirements and deadlines for submission of the application for the Social Bursary in accordance with paragraph 4 are stipulated in the Rector's guidelines for the relevant academic year. The application must include a Czech bank account number to which the scholarship shall be transferred.
- 3) The Social Bursary shall be granted for the standard period of study for the period of ten months in the academic year from September to June, and it shall be paid retroactively in two payments, for the periods from September to December and from January to June, for each whole calendar month in which the student meets the requirements for granting this bursary. The payment dates must not exceed the period of 30 days after the update of the Academic Item Registry information system (hereinafter 'AIR').
- 4) The monthly social bursary payments are set by law and they equal one fourth of the monthly minimum salary base rate. The bursary amount set in this manner shall be rounded up to the nearest ten crowns.
- 5) Students shall substantiate their eligibility for the Social Bursary by a written confirmation, issued on their request by the State Social Support Authority who granted the benefit, stating that the family income assessed for child benefit purposes in the calendar year stated in the confirmation did not exceed the product of the family's living wage and the 1.5 coefficient. The confirmation issued for the purposes of granting the bursary is valid for 21 months after the end of the year relevant for the assessment of the family income. Students may claim eligibility in any given time period only once.

## **Article 11**

### **Accommodation Bursary**

- 1) The Accommodation Bursary shall be granted to students who meet the following requirements:
  - a) they are enrolled in a full-time Bachelor's, Master's, or Doctoral study programme,
  - b) they are enrolled in their first study programme or in a study programme following up on their first study programme; in the case of enrolment in simultaneous study programmes the student is only figured in once, namely within the study programme that the student enrolled in first; multiple enrolment in the first year of study in the time period from 1<sup>st</sup> May to 30<sup>th</sup> October of any given year shall not be regarded as second or another study programme if the student is only enrolled in one study programme as of 31<sup>st</sup> October of the same year,
  - c) they did not exceed the standard period of study in the running study programme or any of the study programmes they are simultaneously enrolled in,
  - d) they have not been granted MEYS Bursaries and Scholarships in accordance with § 91 paragraph 6 of the Act,
  - e) their permanent residency and their place of study are not in the same district or
  - f) they are international students admitted to a short-term study visit at the University or one of its departments as part of the Erasmus+ programme and they are registered in AIR.
- 2) The basis for granting the Accommodation Bursary is the information extracted from AIR.
- 3) The Accommodation Bursary claim shall arise:
  - a) from submitting the application by the deadline set in the Rector's guidelines in accordance with paragraph 4 as of the date the student meets the requirements stated in paragraph 1 sections a) to e) in the relevant academic year,

- b) from submitting the application after the deadline set in the Rector's guidelines in accordance with paragraph 4 as of the first day of the month following the submission of the written application and meeting the requirements stipulated in paragraph 1 sections a) to e),
  - c) in the case of international students, as specified in paragraph 1 section f), for the whole period of their study visit.
- 4) Further details on the form, requirements and deadlines for submission of the application for the Accommodation Bursary are stipulated in the Rector's guidelines for the relevant academic year. The Accommodation Bursary shall be paid retroactively for the previous three months.
  - 5) International students, as specified in paragraph 1 section f), shall be granted the bursary on the initiative of the Decision-Making Body without submitting a written application provided that the stipulated requirements are met. The bursary shall be paid in a lump sum or in payments; in the month the students are leaving, they shall be paid a proportional amount from the Accommodation Bursary one week before their departure at the latest.
  - 6) Failing to meet any of the requirements stated in paragraph 1 sections a) to e), the students shall lose their claim for the Accommodation Bursary. The student's participation in a study visit abroad organized by the University or its individual departments in the monitored period is not a reason for revocation of the Accommodation Bursary. The claim for the Accommodation Bursary expires as of the last day of the month preceding the month in which the requirements according to paragraph 1 are not met. Students who end their studies mid-month shall have a claim for a proportional part of the monthly amount of the Accommodation Bursary as of the date their studies end.
  - 7) International students who have a claim for the Accommodation Bursary in accordance with paragraph 1 section f) are obligated to inform in writing the respective coordinator of the Erasmus programme of the actual date of the end of their short-term stay no later than three weeks prior to their departure. If they fail to do so, their claim expires as of the last day of the month preceding the month in which their short-term stay actually ends.

## **Article 12**

### **Travel Bursary**

- 1) The Travel Bursary may be granted in the case of increased cost related to courses assigned to students in their study plans (particularly compulsory practical experience, external visits, summer and winter training courses) and to support students temporarily studying abroad as part of a student mobility programme organized by the University or one of its departments.
- 2) The Travel Bursary shall be granted up to the amount of substantiable costs related to the stay abroad, namely fare, accommodation, board, or insurance.
- 3) The Travel Bursary shall be granted:
  - a. on the basis of a student's application supplemented by receipts substantiating the costs stated in paragraph 2,
  - b. on the initiative of the Rector of the Dean.



## **Article 13**

### **Study Scholarship**

- 4) The Study Scholarship shall be granted to support international students in the Czech Republic.
- 5) The Study Scholarship shall be granted:
  - a) on the basis of a proposal from the head of the relevant department,
  - b) on the initiative of the Rector of the Dean.

## **Article 14**

### **Doctoral Scholarship**

- 1) Students enrolled in Doctoral study programmes may be granted the Doctoral Scholarship from the earmarked funds from the Ministry grant provided that they are enrolled in a full-time mode of study.
- 2) The Doctoral Scholarship funded from the grant may be received by students for no longer than the standard period of study in an accredited study programme.
- 3) The basis for granting the Doctoral Scholarship is the information extracted from AIR.
- 4) The proposal for granting, reduction or revocation of the Doctoral Scholarship shall be submitted to the Decision-Making Body by the chairperson of the relevant Subject Area Board or the head of the relevant department.
- 5) Students shall lose their claim for the Doctoral Scholarship in any given month if they fail to meet any of the requirements stated in paragraphs 1 to 3.

## **Article 15**

### **MEYS Bursaries and Scholarships**

Granting, revocation or reduction of MEYS Bursaries and Scholarships is governed by the programmes launched by the Minister of Education, Youth and Sports in accordance with § 91 paragraph 6 of the Act.

## **PART III**

### **COMMON PROVISIONS**

#### **Article 16**

##### **Submission and delivery**

- 1) In case the student is able to submit the application by means of the Study Information System as the System application contains the required application form, the application submitted in this manner is equivalent to a written application. In all other cases the application must be submitted in the usual manner as a written document at the respective registry.
- 2) Article 25 of the Statute, as amended, shall govern the delivery of the decision on granting the bursary or scholarship.

#### **Article 17**

##### **Bursary and scholarship payment**

- 1) Bursaries and scholarships shall always be paid retroactively and after the decision on their granting takes effect, on the student's account (Czech bank account number) stated in the Study Information System, in accordance with the deadlines stated in the decision. The student is responsible for the correctness and completeness of the data necessary for the bank transfer. If the payment is not made due to incorrect or incomplete data stated by the student, the student is obligated to state the correct and complete data necessary for the bank transfer within 15 days of the payment date, otherwise the bursary or scholarship shall not be paid.
- 2) The Accommodation Bursary granted to international students may also be paid in cash at the University's office or at one of its departments' offices. If the bursary fails to be paid in accordance with article 11 paragraph 5 no later than one week prior to the student's departure due to difficulties caused by the student, the student is obligated to complete the data for the bank transfer to a Czech bank account to which the bursary is to be transferred in the Study Information System no later than the date of departure, otherwise the bursary shall not be paid.
- 3) Students are obligated to immediately inform the respective Study Department of all facts pertaining to granting and payment of the bursary or scholarship.

## **Article 18**

### **Bursary and scholarship amount alteration and revocation**

- 1) The power to grant bursaries and scholarships also includes the power to decide on alteration of their amount provided that all the requirements stipulated in this Code or in the Scholarship Programme are met.
- 2) The decision on granting, reduction or revocation of bursaries or scholarships shall be governed by Act no. 500/2004 Coll., the Administrative Code, as amended by further regulations, in case the Higher Education Act does not contain the relevant regulation.
- 3) With the exception of the Social Bursary (§ 91 paragraph 3 of the Act and article 10), the claim for a bursary or scholarship shall expire:
  - a) upon the students' failure to meet any of the requirements for granting a bursary or scholarship,
  - b) upon the students' demonstrable failure to fulfil their duties in accordance with § 63 of the Act,
  - c) in the case of a provable disciplinary offence in accordance with § 64 of the Act.
- 4) The bursary or scholarship payment shall be terminated as of the last day of the month preceding the month in which the requirements for granting the bursary or scholarship are not met, unless stated otherwise in this Code.
- 5) Students who end their studies shall have a claim for a proportional part of the monthly amount of the bursary or scholarship, provided that the bursary or scholarship is paid in monthly payments, as of the date their studies end (rounded down to the nearest hundred crowns), unless stated otherwise in this Code.

## **PART IV**

### **INTERIM AND FINAL PROVISIONS**

## **Article 19**

### **Interim provisions**

Bursaries and scholarships granted in accordance with the existing legal regulations and the existing Bursary and Scholarship Code shall be paid under the conditions stipulated in the decision on their granting even after the date this Code comes into effect.

## **Article 20**

### **Final provisions**

- 1) The Bursary and Scholarship Code of Silesian University in Opava registered by the Ministry on 30<sup>th</sup> March 2006 under reference number MSMT-9 003/2006, as amended, is hereby repealed.
- 2) This Bursary and Scholarship Code has been approved in accordance with § 9 paragraph 1 section b) point 3 of the Act by the University Academic Senate on 4<sup>th</sup> April 2017.
- 3) This Bursary and Scholarship Code comes into force in accordance with § 36 paragraph 4 of the Act as from the date of registration by the Ministry.
- 4) This Bursary and Scholarship Code comes into effect as from 1<sup>st</sup> September 2017.

doc. Ing. Pavel Tuleja, Ph.D.

Rector