

In accordance with Section 36(2) of Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered on 4 August 2021 the Scholarship Regulations of the Silesian University in Opava under No. MSMT-21611/2021-1.

The amendments to the Scholarship Regulations of the Silesian University in Opava were registered by the Ministry of Education, Youth and Sports under Section 36 (2) of the Higher Education Act on 15 July 2022 under No. MSMT-19983/2022-1.



I. Full text of the Scholarship Regulations at the Silesian University in Opava dated 15 July 2022

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PART ONE BASIC PROVISIONS

Article 1

Introductory provisions

- 1) The Scholarship Regulations of the Silesian University in Opava (hereinafter referred to as “the Scholarship Regulations”) serve as internal regulations of the Silesian University in Opava (hereinafter referred to as “the University”) pursuant to Section 17 (1) (h) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as “the Act”).
- 2) These Scholarship Regulations regulate the awarding of scholarships to students enrolled in study programmes at the University and its faculties, or the University and a higher education institution, using grants or contributions from the Ministry of Education, Youth and Sports (hereinafter referred to as “the Ministry”), from the scholarship fund of the University or from other sources.
- 3) These Scholarship Regulations outline the types of scholarships, the criteria for awarding the scholarships and the method for disbursement.
- 4) In cases where a study programme is conducted jointly by the University and a higher education institution, the Director of the higher education institution shall assume the role of the Dean. The term “faculty” shall refer to the higher education institution, unless otherwise specified in these Regulations.

Article 2

Sources of funding for scholarships and their use

- 1) Scholarships are funded from the following sources:
 - a) contributions from the state budget for educational, scientific, research, development, innovative, artistic and other creative activities (Section 18(2)(a) of the Act),
 - b) grants from the state budget (Section 18(2)(c) of the Act),
 - c) support for research, experimental development and innovation from public funds (Section 18(2)(b) of the Act and Section 2(2)(l) of Act No. 130/2002 Coll., on the support for research, experimental development and innovation from public funds and on amendments to related acts (Act on the Support for Research, Experimental Development and Innovation), as amended, (hereinafter referred to as “research support”),
 - d) scholarship fund (Section 18(6)(c) of the Act),
 - e) other sources as specified in Section 18(2)(e) to (h) of the Act.
- 2) The University and its units must take into account their financial resources and capabilities when allocating scholarships. If the financial resources are insufficient, scholarships cannot be awarded.
- 3) The scholarship amounts under these Scholarship Regulations are determined by the competent decision-making body referred to in Article 3, except for the social scholarship (Section 91(3) of the Act and Article 10), the amount of which is determined by law, and the accommodation scholarship, which is determined by the Rector.
- 4) The use of scholarship funds from the resources obtained by the university units specified in paragraphs 1(a) to (c) and (e) shall be decided by the competent decision-making body referred to in Article 3.
- 5) The use of the scholarship fund is decided by
 - a) the Dean – if the funds are allocated for a respective academic year to the units of the University by the decision of the Rector,
 - b) the Rector – if the funds exceed the amount allocated by the Rector in accordance with (a).

Further details regarding the uniform procedure for administering scholarships at the University are outlined in the methodological guidelines set by the Rector.

Article 3

Awarding of scholarships

- 1) The decision to award scholarships is made by:
 - a) the Dean – for students enrolled in a study programme at the faculty,
 - b) the Rector – in cases where the scholarship fund is drawn pursuant to Article 2(5)(b),(hereinafter referred to as the “decision-making authority”).

The authority to award a scholarship may be delegated to the responsible Vice-Rector in cases referred to in (b) or to the Vice-Dean in cases referred to in (a) of this paragraph.

2) The scholarship is awarded in the following ways:

- a) at the student's request,
- b) on the initiative of the decision-making body,
- c) based on a proposal.

PART TWO

SCHOLARSHIPS

Article 4

Scholarships

- 1) Scholarships funded from contributions or grants may be awarded as follows:
 - a) "merit scholarship" under section 91(2)(a) of the Act,
 - b) "scholarship for outstanding academic performance" under section 91(2)(a) of the Act,
 - c) "extraordinary scholarship" under section 91(2)(b) and (e) of the Act,
 - d) "special social scholarship" under section 91(2)(d) of the Act,
 - e) "housing scholarship" under section 91(2)(e) of the Act,
 - f) "social scholarship" under Section 91(3) of the Act,
 - g) "mobility scholarship" under section 91(4)(a) of the Act,
 - h) "study scholarship" under section 91(4)(b) of the Act,
 - i) "doctoral scholarship" under Section 91(4)(c) of the Act.
- 2) A scholarship funded by research support may be awarded as a "creative scholarship" pursuant to Section 91(2)(c) of the Act.
- 3) The scholarships defined in paragraphs 1(a) to (d), (g) and (i) may be funded partially or entirely from the scholarship fund or from other sources pursuant to section 18(2)(e) to (h) of the Act.
- 4) In addition to the scholarships defined in paragraphs 1 to 3, students shall also be eligible to receive a scholarship awarded by the Ministry pursuant to section 91(6) of the Act (hereinafter referred to as "the Ministry scholarship").

Article 5

Merit scholarship

- 1) The merit scholarship may be awarded to full-time students in a bachelor's or master's programme based on the principles adopted by the relevant Academic Senate. The Rector or the Dean shall submit the proposal of these principles to the relevant Academic Senate.
- 2) The decision to award the merit scholarship is made by the relevant decision-making body based on the student's academic results achieved in the previous academic year. The evaluation of the results takes place after the completion of the academic year. The scholarship may also be awarded to students in the first year of a master's programme that follows up a bachelor's

programme based on their academic performance in the bachelor's programme at the University.

- 3) The merit scholarship is usually granted as a single lump sum for one academic year or in monthly instalments for no more than 10 months per academic year, and it is awarded for the standard duration of the given study programme.

Article 6

Scholarship for outstanding academic performance

- 1) The scholarship for outstanding academic performance may be awarded to students enrolled in all forms of study in both the bachelor's and master's programmes.
- 2) The scholarship for outstanding academic performance is granted by the relevant decision-making body to students who fulfil all the study requirements specified in their respective study programmes. Additionally, the students must obtain a specified number of credits in the prescribed course structure as outlined by the curriculum of their study programme. The number of credits should be equal to at least 60 times the number of years of the standard period of study, and whose weighted average over the entire period of study is less than or equal to 1.50. The scholarship for outstanding academic performance may be granted only once in a given course of study.
- 3) The scholarship for outstanding academic performance is a one-time award.

Article 7

Extraordinary scholarship

- 1) Extraordinary scholarship may be granted to students in particularly justified cases, usually as a one-off recognition for the following reasons:
 - a) outstanding research, development, innovative, artistic or other creative achievements that contributed to the advancement of knowledge,
 - b) active involvement in grant projects,
 - c) fulfilling the conditions specified in a scholarship programme,
 - d) participation in a scholarship project,
 - e) in other instances where special consideration is warranted.
- 2) Extraordinary scholarship may be awarded based on:
 - a) a proposal by the head of the relevant department in cases outlined in paragraphs 1(a) and (e),
 - b) a proposal from the principal investigator of a grant project for a scholarship awarded under paragraph 1(b),
 - c) a proposal by the relevant Vice-Dean, Vice-Rector, Chair or Vice-Chair of the academic senate in cases outlined in paragraphs 1 (a) and (e),
 - d) the Rector's or Dean's initiative for scholarships awarded under paragraphs 1(a) to (c) and (e),

- e) a written request from a student in a scholarship project.

Article 8

Creative scholarship

- 1) In particularly justified cases, students may be granted creative scholarship under Section 91(2)(c) of the Act for research, development and innovative activities pursuant to special legislation.¹⁾
- 2) The proposal for granting a creative scholarship under paragraph 1 shall be submitted to the decision-making body by the head of the relevant department.
- 3) The decision to award a creative scholarship under paragraph 1 shall be made by the decision-making body based on the evaluation of the proposal by a committee appointed by the decision-making body.

Article 9

Special social scholarship

- 1) In cases of particularly justified difficult social circumstances, students may be eligible for a special social scholarship on a one-off basis, pursuant to Section 91(2)(d) of the Act.
- 2) To be eligible for the special social scholarship, students need to submit an application along with relevant documents proving their difficult social situation.
- 3) The decision-making body decides whether to grant the special social scholarship based on an assessment of the application by a committee appointed by the decision-making body. The committee usually consists of two members of the student chamber of the relevant academic senate and the Vice-Dean or Deputy Director for student affairs.

Article 10

Social scholarship

- 1) The social scholarship is granted to students who meet the conditions in Section 91(3) of the Act.
- 2) The process for verifying eligibility, the deadlines for submitting applications, and all other necessary information concerning the allocation and payment of the social scholarship are outlined in the methodological guidelines set by the Rector.

¹⁾ Act No. 130/2002 Coll., on support for research, experimental development and innovation from public funds and on amendments of certain related acts (Act on Support for Research, Experimental Development and Innovation), as amended, and other related acts.

- 3) The social grant is awarded for the standard ten months of an academic year, covering the period from September to June and is paid in two instalments in arrears. The first instalment covers the period from September to December, and the second from January to June, for each calendar month that the student meets the conditions for the grant. Payment dates shall be scheduled within 30 days of updating the Student Information System for Matriculation (hereinafter referred to as "SIMS").

Article 11

Housing scholarship

- 1) The housing scholarship is granted to students whose studies are funded by the Ministry's budget and who meet the following conditions:
 - a) they are full-time students pursuing a bachelor's, master's or doctoral degree,
 - b) they are enrolled in their first study programme at an institution of higher education in the Czech Republic or they are pursuing their first master's degree after completing a bachelor's degree or their first doctoral degree after completing a master's degree,
 - c) they have not exceeded the standard period of study set for any of the study programmes in which they are concurrently enrolled,
 - d) they have not been previously awarded a Ministry scholarship under section 91(6) of the Act,
 - e) they do not have a permanent place of residence in the district where their educational institution is located,
 - f) they confirm their eligibility and express their interest in receiving a housing scholarship in the designated application forms in the University information system (hereinafter referred to as "SU IS"), or
 - g) they are foreign students accepted for a short-term study stay at the University or its unit under the Erasmus+ programme and are registered in SIMS.
- 2) Verification of compliance with the conditions for the housing scholarship mentioned in paragraph 1 will be based on the data available in SIMS. Regarding condition 1(b), if a student transfers from one study program to another, the requirement will still be considered fulfilled. Studies enrolled and completed between 1 May and 30 October of the same calendar year will not be taken into account for verifying condition 1(b).
- 3) The housing scholarship specified in paragraphs 1(a) to (f) shall be awarded twice a year for two scholarship periods. The first period shall begin on 1 January and end on 30 June, and the second period shall begin on 1 July and end on 31 December. Students enrolled during the scholarship period may be awarded the housing scholarship for only part of the scholarship period without it affecting the amount of the housing grant awarded.
- 4) The process for verifying eligibility, the deadlines for submitting applications, and all other necessary information concerning the allocation and payment of the housing scholarship under paragraphs 1(a) to 6(f) are outlined in the methodological guidelines set by the Rector.
- 5) Foreign students referred to in paragraph 1(g) shall be awarded a scholarship by the decision-making body without having to submit a written application, provided that they meet the specified conditions. The scholarship can be paid in a single lump sum or in instalments. In the month in which the students leave the University, they shall receive a pro-rata share of the accommodation scholarship, at the latest one week before departure.

- 6) International students eligible for the housing scholarship under paragraph 1(g) shall inform the Erasmus coordinator in writing of the date of the end of their short-term stay at least three weeks prior to their departure. If they fail to do so, their claim for the scholarship will be terminated on the last day of the month preceding the month in which their stay ends.

Article 12

Mobility scholarship

- 1) The mobility scholarship aims to assist students facing increased costs related to specific academic activities (in particular compulsory internships, excursions, summer and winter training courses) or to support students temporarily studying abroad as part of mobility programmes organized by the University or its unit.
- 2) The mobility scholarship will cover proven expenses incurred during the stay abroad, including travel, accommodation, meals or insurance costs.
- 3) The mobility scholarship can be awarded in the following ways:
 - a) Students may apply for the scholarship by submitting a request along with relevant documentation proving the expenses described in paragraph 2.
 - b) The Rector or Dean may initiate the awarding of the scholarship on their own accord.

Article 13

Study scholarship

- 1) The study scholarship is aimed at supporting the studies of eligible foreign students in the Czech Republic, specifically those falling under the “Exchange Students”, “Visiting Students” or “Free Movers” categories as defined in Article 28 of the University Statutes.
- 2) The scholarship is granted based on the Rector’s or Dean’s initiative.

Article 14

Doctoral scholarship

- 1) Students of doctoral programmes are eligible for the doctoral scholarship funded by the Ministry only if they enrolled in full-time programmes.
- 2) The doctoral scholarship funded by the grant may be awarded for a period not exceeding the standard duration of the accredited study programme. Any previous unsuccessful periods of study in doctoral programmes will be included in the standard period of study of the current doctoral programme.
- 3) The basis for awarding/not awarding the doctoral scholarship is the data obtained from SIMS.

- 4) The decision to award the doctoral scholarship is issued ex officio within 30 days from the date of enrolment or re-enrolment after interruption.
- 5) The scholarship is disbursed monthly and it shall expire at the end of the calendar month in which the following occurred:
 - a) interruption of studies,
 - b) graduation,
 - c) change of study form,
 - d) the expiry of the scholarship period, or
 - e) the decision to withdraw the scholarship issued under Article 18 becomes effective.

A decision shall be taken in advance with regard to the conditions specified in (a) to (d).

- 6) This article does not apply to situations where the student has been granted a scholarship from the Ministry supporting the study of foreigners at public universities in the Czech Republic and to situations where the scholarship for students in foreign language study programmes is not funded by the Ministry.

Article 15

Scholarship of the Ministry of Education, Youth and Sports

The granting, discontinuation or reduction of scholarships granted by the Ministry of Education, Youth and Sports are subject to programmes announced by the Minister of Education, Youth and Sports, pursuant to Section 91(6) of the Act.

PART THREE

COMMON PROVISIONS

Article 16

General provisions

- 1) The proceedings shall be conducted in accordance with the relevant provisions of the Act, in particular Sections 68 and 69a. In cases where the Act does not contain special provisions, Act No. 500/2004 Coll., the Administrative Code, as amended (hereinafter referred to as “the Administrative Code”) shall apply mutatis mutandis.
- 2) The scholarship can only be awarded to individuals who are students of the University at the time of the application, petition or proposal on the date of the decision.
- 3) If a student can submit an application through the IS SU because the system provides the form electronically, the electronic application is equivalent to an application submitted in writing. In

other cases, the application must be submitted in writing via the relevant filing office.

- 4) The notice of award must include a statement about whether the scholarship is awarded, not awarded, reduced or withdrawn (Section 68(2) of the Administrative Procedure Code), a statement of reasons (Section 68(3) of the Administrative Procedure Code) and information about the possibility of appeal (Section 68(5) of the Administrative Procedure Code). When a scholarship is awarded, the notice shall also specify the amount of the scholarship, the method of payment and the date or dates of payment.
- 5) The decision to award the scholarship becomes final:
 - (a) the day after the time limit for filing an appeal against the decision has expired,
 - (b) the date on which the student waives in writing the right to appeal the decision,
 - (c) the day after the student withdraws the appeal, or
 - (d) the day after the student has received the Rector's decision on the appeal.
- 6) The delivery of decisions on the award of scholarships shall be governed by Article 25 of the Statutes of the University, as amended.
- 7) If the decision-making body finds that a situation has occurred that justifies the discontinuance of the proceedings (Section 66 of the Administrative Procedure Code), it shall discontinue them without further delay.

Article 17

Scholarship payment

- 1) Scholarships are disbursed retrospectively after the decision to award them becomes legally valid. The payment is made in a cashless manner to the student's bank account listed in the IS SU (the bank must be based in the Czech Republic) on the dates specified in the scholarship award. The student is responsible for providing accurate and complete bank connection details. If the payment is not processed due to incorrect or incomplete data provided by the student, the student is obliged to provide the correct and complete details within fifteen days of the payment deadline. Failure to do so will result in the scholarship not being paid out.
- 2) The housing scholarship awarded to foreign students may also be paid out in cash by the University or its unit. If the scholarship is not paid out in accordance with Article 11(5) at the latest one week before departure due to obstacles on the student's side, the student must enter their bank connection details in the student information system for a cashless transfer to a bank account in a bank based in the Czech Republic. This must be done no later than the day of departure or the scholarship will not be paid out.
- 3) The student is obliged to immediately notify the relevant study department of all circumstances that affect the eligibility and payment of the scholarship.

Article 18

Reduction and withdrawal of scholarships

- 1) The authority to grant a scholarship also includes the authority to reduce or withdraw the scholarship.
- 2) If a student no longer meets the conditions for awarding a scholarship or fails to comply with the conditions set for the scholarship implementation, the decision-making body that granted the scholarship will determine whether to reduce or withdraw the scholarship.
- 3) In the case of doctoral scholarships under Article 14, the scholarship may be withdrawn when the student fails to carry out their individual study plan. The proposal to withdraw the scholarship is made to the Dean by the specialist board of the relevant doctoral programme.
- 4) The process of reducing or withdrawing a scholarship starts with the issuance of a notice of initiation. The student has the right to review the documents (Section 38 of the Administrative Code).
- 5) The disbursement of the scholarship is terminated at the end of the calendar month in which the conditions for the award of the scholarship were not met, unless otherwise stipulated in these Regulations.

PART FOUR

TRANSITIONAL AND FINAL PROVISIONS

Article 19

Transitional provisions

Scholarships that were granted under the previous legislation and the previous Scholarship Regulations will continue to be paid out after the effective date of these Regulations, following the conditions specified in the scholarship award decision.

Article 20

Final provisions

- 1) The Scholarship Regulations of the Silesian University in Opava registered by the Ministry on 8 August 2017 under no. MSMT-14536/2017, as amended, are hereby repealed, with the exception of Article 11, which will cease to be effective and valid starting from 31 December 2021.
- 2) These Scholarship Regulations were approved by the Academic Senate of the University on 11 May 2021, in accordance with Section 9(1)(b)(3) of the Act.

- 3) These Scholarship Regulations shall come into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry.
- 4) These Scholarship Regulations shall take effect on the date of their entry into force, except for Article 11, which shall take effect on 1 January 2022.

doc. Ing. Pavel Tuleja, Ph.D. v. r.
Rector

I. The amendments to the Scholarship Regulations of the Silesian University in Opava were approved by the Academic Senate of the Silesian University in Opava on 17 May 2022 pursuant to Section 9(1)(b) of Act No. 111/1998 Coll., on the Higher Education Act and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended.

I. The amendments to the Scholarship Regulations of the Silesian University in Opava take effect pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

I. The amendments to the Scholarship Regulations of the Silesian University in Opava take effect on the date of their entry into force.