

The Ministry of Education, Youth and Sports registered pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), under ref. no. MSMT-xx/2025-x Scholarship Regulations of the Silesian University in Opava as of the date of signing the registration

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Mgr. Vojtěch Tomášek
Director of the Higher Education Department



Scholarship Regulations of the Silesian University in Opava dated ... 2025

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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") are 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 Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act").
- 2) These Scholarship Regulations govern the provision of scholarships to persons specified in Section 91(3) of the Act from subsidies or contributions from the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry"), from the University's scholarship fund, or from other sources.
- 3) These scholarship regulations specify the types of scholarships, the conditions for their award and the method of payment.
- 4) If a study programme is implemented by the university in cooperation with a higher education institute, the director of the higher education institute shall exercise the powers of the dean, and the faculty shall be understood to mean the higher education institute, unless otherwise specified in these regulations.
- 5) Where the term "part" is used in these scholarship regulations, it refers to a part of the university pursuant to Section 22(1)(a) and (b) of the Act.

Article 2

Sources of funds for scholarships and their use

- 1) Pursuant to Section 91(1) of the Act, the university may decide on scholarships awarded by the university. These scholarships may be paid from the following sources:
 - a) the scholarship fund or other own resources of the university,
 - b) the state budget provided to the university in the form of a subsidy or contribution in accordance with the Act, or
 - c) concentrated in the National Fund or from other public funds provided to the university in accordance with other legal regulations or within the framework of the implementation of an international treaty to which the Czech Republic is bound.
- 2) When determining the amount of scholarships, the university and its constituent parts must take into account their financial resources and possibilities. If there is a shortage of funds, scholarships cannot be awarded. Scholarships pursuant to Section 91(5) and Section 91a are always awarded.
- 3) The use of funds for scholarships from sources obtained by a given constituent body shall be decided by the competent decision-making body referred to in Article 3.
- 4) The use of scholarship fund resources shall be decided by
 - a) the dean, in the case of funds allocated by decision of the rector to the university's constituent parts for the given academic year,
 - b) the rector, if funds are drawn beyond the scope of the rector's decision under letter a).

More detailed conditions for a uniform procedure for the administration of scholarships at the university are set out in the Rector's methodological guidelines.

Article 3

Awarding of scholarships

- 1) Decisions on scholarships are made by the university or faculty
 - a) in accordance with the scholarship regulations, or
 - b) in accordance with the rules arising from the relevant directly applicable regulations of the European Union or from international treaties to which the Czech Republic is bound, and from acts issued on their basis.
- 2) Scholarships are awarded by:
 - a) the dean – for students enrolled in a study programme offered by the faculty,
 - b) the Vice-Rector for Academic and Social Affairs – in the case of social scholarships awarded under Article 10 and accommodation scholarships awarded under Article 11,
 - c) the rector – in cases where scholarship fund resources are drawn in accordance with Article 2(4)(b),

(hereinafter referred to as the "decision-making body").

The authority to award a scholarship may be transferred to the responsible vice-rector in the cases referred to in point c) or to the vice-dean in the cases referred to in point a) of this paragraph.

- 3) The scholarship is awarded:
 - 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.

PART TWO

SCHOLARSHIPS

Article 4

Scholarships

- 1) Scholarships may be awarded as:
 - a) a "merit scholarship" pursuant to Section 91(2)(a) of the Act,
 - b) "scholarship for outstanding academic results" pursuant to Section 91(2)(a) of the Act,
 - c) "special scholarship" pursuant to Section 91(2)(b) and (e) of the Act,
 - d) "special social scholarship" pursuant to Section 91(2)(d) of the Act,
 - e) "accommodation scholarship" pursuant to Section 91(2)(e) of the Act,
 - f) "social scholarship" pursuant to Section 91(5) of the Act,
 - g) "travel scholarship" pursuant to Section 91(2)(g) of the Act,
 - h) "study scholarship" pursuant to Section 91(2)(g) of the Act,
 - i) "doctoral scholarship" pursuant to Section 91a of the Act,
 - j) "creative scholarship" pursuant to Section 91(2)(c) of the Act.¹⁾
 - k) "support scholarship" pursuant to Section 91(2)(f) of the Act.
- 2) Scholarships pursuant to paragraph 1 may be awarded to university students. Scholarships awarded pursuant to Section 91(2)(a) and (b) of the Act may also be awarded to graduates of a study programme who met the conditions for their award during their studies. Scholarships pursuant to paragraph 1(k) may also be awarded to graduates of study programmes, participants in lifelong learning, academic staff and other employees of the university, provided that they are not financed
 - a) from the university's scholarship fund, or

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

- b) from state budget funds provided to the university in the form of a contribution, unless it is support for activities carried out within the framework of the implementation of an international treaty to which the Czech Republic is bound, or an act issued on its basis, within the framework of the implementation of a European Union programme or other international programme or project, or within the framework of cooperation between a higher education institution and a foreign institution.
- 3) In addition to the scholarships referred to in paragraph 1, students are also awarded a scholarship granted by the Ministry pursuant to Section 91b of the Act (hereinafter referred to as the "MŠMT scholarship").

Article 5

Merit scholarship

- 1) Merit-based scholarships may be awarded to full-time students enrolled in bachelor's or master's degree programmes, based on principles adopted by the relevant academic senate. The draft principles are submitted by the rector or dean to the relevant academic senate.
- 2) The decision to award a merit scholarship is made on the initiative of the relevant decision-making body based on the academic results achieved in the previous academic year. The assessment of academic performance is carried out after the end of the academic year. It may also be awarded to students in the first year of a master's degree programme that follows on from a bachelor's degree programme, based on their academic results in the previous bachelor's degree programme at the university.
- 3) The merit scholarship is usually awarded as a lump sum for one academic year or in the form of monthly instalments for a maximum of 10 months in the academic year, for the standard duration of the given type of study programme.

Article 6

Scholarship for outstanding academic results

- 1) A scholarship for outstanding academic performance may be awarded to graduates of bachelor's, master's or doctoral study programmes.
- 2) The scholarship for outstanding academic results is a one-off payment.
- 3) The scholarship for outstanding academic results is awarded on the initiative of the relevant decision-making body, in the case of doctoral study programmes on the proposal of the relevant subject area council.

Article 7

Special scholarship

- 1) In particularly justified cases, a one-off special scholarship may be awarded to students:
 - a) for outstanding research, development and innovation, artistic or other creative results contributing to the deepening of knowledge,
 - b) for active participation in a grant project,
 - c) for fulfilling the conditions of an announced scholarship programme,
 - d) within the framework of a scholarship project,
 - e) in other cases worthy of special consideration.
- 2) An extraordinary scholarship may be awarded:
 - a) based on a proposal by the head of the relevant department in the cases specified in paragraph 1(a) and (e),
 - b) on the basis of a proposal by the principal investigator of the grant project for scholarships awarded under paragraph 1(b),
 - c) based on a proposal from the relevant vice-dean, vice-rector, chair or vice-chair of the academic senate in the cases specified in paragraph 1(a) and (e),
 - d) on the initiative of the rector or dean for scholarships awarded under paragraph 1(a) to (c) and (e),
 - e) on the basis of a written request from the student in the case of a scholarship within a scholarship project.

Article 8

Creative Scholarship

- 1) In particularly justified cases students may be awarded a creative scholarship pursuant to Section 91(2)(c) of the Act for research, development and innovation activities pursuant to a special legal regulation²⁾.
- 2) A proposal for the award of a creative scholarship shall be submitted to the decision-making body by the head of the relevant department or another authorised person.
- 3) The decision-making body shall decide on the award of a creative scholarship, as a rule, on the basis of the results of the assessment of the proposal by a commission appointed by the decision-making body.

²⁾ Act No. 130/2002 Coll., on the support of research, experimental development and innovation from public funds and on amendments to certain related acts (Act on the Support of Research, Experimental Development and Innovation), as amended, and other related acts.

Article 9

Special social scholarship

- 1) In particularly justified cases of difficult social circumstances, students may be awarded a one-off special social scholarship pursuant to Section 91(2)(d) of the Act.
- 2) A special social scholarship is awarded on the basis of a student's application, to which documents proving the circumstances of the difficult social situation are attached.
- 3) The decision to award a special social scholarship is made by the decision-making body on the basis of an assessment of the application by a committee appointed by the decision-making body, usually consisting of two members of the student chamber of the relevant academic senate and the vice-dean or deputy director for academic affairs.

Article 10

Social scholarship

- 1) A social scholarship is awarded if the conditions under Section 91(5) of the Act are met.
- 2) The student proves their entitlement by means of a written confirmation issued at their request by the state social support authority that granted the allowance, stating that the family's income determined for the purposes of the child allowance for the third calendar quarter of the year did not exceed the product of the family's minimum subsistence level and a coefficient of 1.5. The confirmation for the purposes of granting the scholarship is valid for 11 months from the end of the quarter for which the family income was determined. Students may only claim the scholarship once during a given period.
- 3) The social scholarship is granted for the standard period of study for ten months in the academic year, the monthly amount of the scholarship corresponds to one quarter of the monthly minimum wage, with the amount of the scholarship thus determined being rounded up to the nearest ten crowns. The scholarship is paid for each calendar month in which the student proves that they meet the conditions for the award of this scholarship in accordance with paragraph 2.
- 4) Details on how to verify the conditions for awarding a social scholarship, deadlines for submitting applications and providing other information necessary for the award and payment of a social scholarship shall be laid down by the rector in an internal regulation.

Article 11

Accommodation scholarship

- 1) The accommodation scholarship is awarded to students whose studies are financed from the ministry's budget and who meet the following conditions:
 - a) they are students of a bachelor's, master's or doctoral study programme in full-time form of study,

- b) they are enrolled in such a study programme as their first study programme at a university in the Czech Republic, unless they are enrolled in their first master's study programme following a bachelor's study programme, in the case of graduates of a bachelor's study programme, or in their first doctoral study programme, in the case of graduates of a master's study programme,
 - 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 awarded a scholarship from the Ministry pursuant to Section 91b of the Act,
 - e) they do not have permanent residence in the district where they study,
 - f) have confirmed that they meet the above conditions and have expressed their interest in receiving an accommodation scholarship, all in the designated application in the university's information system (hereinafter referred to as "IS SU") or
 - g) are foreign students accepted for a short-term study stay at the university or its constituent part within the Erasmus+ programme and are registered in SIMS.
- 2) Fulfilment of the conditions for entitlement to an accommodation grant under paragraph 1 shall be verified on the basis of data in SIMS. The condition set out in paragraph 1(b) shall be deemed to be fulfilled if the student is enrolled in a study programme to which he or she has transferred from the study programme referred to in paragraph 1(b). When verifying compliance with the condition under paragraph 1(b), studies in a study programme in which the applicant enrolled and which they completed between 1 May and 30 October of the same calendar year shall not be taken into account.
 - 3) The accommodation scholarship under paragraph 1(a) to (f) is awarded twice a year for two scholarship periods. The first scholarship period begins on 1 January and ends on 30 June, and the second scholarship period begins on 1 July and ends on 31 December. Students enrolled during the scholarship period may be awarded an accommodation scholarship for only part of the scholarship period after their enrolment in the study programme, without this affecting the amount of the accommodation scholarship awarded.
 - 4) Details on how to verify the conditions for granting a scholarship listed in paragraph 1(a) to (f), the deadlines for collecting data, the amount of the scholarship, and other information necessary for the payment of the accommodation scholarship are set by the rector in the rector's methodological guidelines.
 - 5) The amount of the accommodation scholarship shall be determined by the rector by decision for each scholarship period.

Article 11a

Accommodation scholarship for Erasmus+ students

- 1) Foreign students referred to in Article 11(1)(g) shall be awarded a scholarship by the decision-making body on its own initiative without submitting a written application, provided that the specified conditions are met. The scholarship is paid in a lump sum or in instalments; in the

month in which students leave, they are paid a proportionate part of the accommodation scholarship no later than one week before departure.

- 2) Foreign students who are entitled to an accommodation scholarship in accordance with Article 11(1)(g) are required to notify the relevant Erasmus+ programme coordinator in writing of the actual date of termination of their short-term stay no later than three weeks before their departure. If they fail to do so, their entitlement will be terminated on the last day of the month preceding the month in which their short-term stay actually ends.
- 3) The monthly amount of the accommodation grant for Erasmus+ students is determined by the Rector.

Article 12

Outgoing scholarship

- 1) An outgoing scholarship may be awarded in cases of increased costs associated with teaching students as prescribed by study plans (in particular compulsory internships, excursions, summer and winter training courses) or to support the studies of students temporarily sent to study abroad as part of mobility organised by the university or its constituent parts.
- 2) The travel grant is usually awarded up to the amount of proven expenses related to the stay abroad for travel, accommodation, meals and, where applicable, insurance.
- 3) The travel grant is awarded:
 - a) on the basis of a student's application, accompanied by documents proving the expenses referred to in paragraph 2,
 - b) on the basis of an application from the head of the department where the teaching referred to in paragraph 1 is carried out,
 - c) on the initiative of the rector or dean.

Article 13

Study scholarship

- 1) Foreigners who meet the criteria for inclusion in the categories "Exchange Students", "Visiting Students" or "Free Movers" according to Article 28 of the University Statutes may be awarded a scholarship to support their studies in the Czech Republic.
- 2) The scholarship is awarded on the initiative of the rector or dean.

Article 14

Support Scholarship

- 1) A support scholarship is intended to support studies, creative activities, educational activities or practical internships carried out within the framework of European Union programmes or other multilateral or bilateral international programmes or projects.
- 2) The scholarship is awarded on the initiative of the rector or dean.

Article 15

Doctoral study income and doctoral scholarship

- 1) In accordance with Section 91a(1) of the Act, doctoral study income is understood to be the sum of the monthly amount of the doctoral scholarship awarded by the university or its faculty to a student of its doctoral study programme and the monthly amount of the wage or salary agreed set or determined for work in which the student performs creative activities related to the creation of their dissertation as an employee of the university or an employee of the Czech Republic working at the university or as an employee of a legal entity with which the university or its constituent part has concluded a cooperation agreement pursuant to Section 2(8) or Section 81, 81d or 93 of the Act or another cooperation agreement (hereinafter referred to as the "cooperating employer").
- 2) A student is entitled to a doctoral scholarship pursuant to paragraph 3 during their first study in one of the doctoral study programmes, if it is a full-time study programme of standard duration.
- 3) In the case of a student under paragraph 2, the decision-making body shall ensure, when deciding on matters relating to their doctoral scholarship, that if the student's doctoral study income consists
 - a) only a doctoral scholarship, that the amount of the doctoral scholarship is not less than the minimum monthly wage multiplied by a coefficient of 1.2 and then rounded up to the nearest ten crowns,
 - b) a combination of the monthly wage or salary pursuant to paragraph 1 and the doctoral scholarship, so that the sum of two-thirds of the monthly wage or salary pursuant to paragraph 1 and the full amount of the doctoral scholarship is not lower than the minimum monthly wage multiplied by a coefficient of 1.2 and then rounded up to the nearest ten crowns.
- 4) Proceedings concerning a doctoral scholarship shall be initiated upon delivery of the student's application to the university or its constituent part; they may also be initiated ex officio in the case of a reduction, increase or withdrawal of a doctoral scholarship or in the case of the award of a doctoral scholarship in cases other than those referred to in paragraph 2. Doctoral scholarships are awarded separately for each academic year or part thereof for the standard period of study, including holiday periods; doctoral scholarships may also be awarded retroactively. For the purposes of determining the amount of the doctoral scholarship under paragraph 3, the minimum monthly wage shall be deemed to be the amount valid and effective on 1 July of the calendar year in which the academic year for which the doctoral scholarship is to be awarded begins at the given higher education institution.
- 5) If an admitted applicant enrolls on the same day in more than one doctoral study programme in which they meet the conditions under paragraph 2, they may only apply for a doctoral scholarship under paragraph 3 for the same period in one of these study programmes, which they shall determine themselves, by submitting an application under paragraph 4. If a student has been granted a doctoral scholarship under paragraph 3 by a higher education institution, the student may change the choice of study programme under the first sentence before the end of their studies in the given study programme only if the scholarship granted to them is withdrawn at their request.
- 6) If the doctoral student's income pursuant to paragraph 1 reaches at least the amount specified in paragraph 3(a), the doctoral scholarship need not be awarded and any doctoral scholarship already awarded may be reduced or withdrawn. The decision-making body may also refuse to award a doctoral scholarship, reduce it below the level specified in paragraph 3, or withdraw it in the case of a student who seriously fails to fulfil the study obligations arising from his or her individual study plan (hereinafter also referred to as "ISP").

- 7) The field council may propose to the dean that the doctoral scholarship be reduced if the student is classified in the annual evaluation of the individual study plan in one of the following ways:
 - a) the student fulfils the ISP with minor reservations,
 - b) the student fulfils the ISP with serious reservations.
- 8) The departmental board proposes the withdrawal of the doctoral scholarship to the dean if the annual evaluation of the individual study plan finds that the student is not fulfilling the ISP obligations.
- 9) The cooperating employer shall provide the university or its constituent part with immediate information on the commencement and termination of employment or on a significant change in the student's job description, on the monthly amount of the student's wage or salary for work pursuant to paragraph 1, and on changes to this amount.

Article 16

Scholarships awarded by the Ministry of Education, Youth and Sports

- 1) The Ministry awards scholarships under the conditions specified in Section 91b(1) and (2) in accordance with programmes announced by the Ministry, taking into account the obligations arising from international treaties to which the Czech Republic is bound.
- 2) The programmes announced by the Ministry also determine whether scholarships awarded by the Ministry under the programme are paid by the Ministry, an organisational unit of the Czech Republic designated by the Ministry, a state-funded organisation within the Ministry's jurisdiction, or a domestic higher education institution that accepts or sends scholarship recipients for study, practical training or other mobility. If the scholarship is paid by a university, it shall receive the funds for its payment through a contribution or subsidy, or from other funds provided from the state budget or other public funds.

PART THREE

COMMON PROVISIONS

Article 17

General provisions

- 1) The procedure shall be conducted in accordance with the relevant provisions of the Act, in particular Sections 68, 69a and 69b. Where the Act does not contain specific provisions, Act No. 500/2004 Coll., the Administrative Procedure Code, as amended (hereinafter referred to as the "Administrative Procedure Code"), shall apply *mutatis mutandis*.
- 2) The decision to award a scholarship must contain a statement on the award (non-award,

reduction or withdrawal) of the scholarship (Section 68(2) of the Administrative Procedure Code), the reasons (Section 68(3) of the Administrative Procedure Code) and information on the possibility of lodging an appeal (Section 68(5) of the Administrative Procedure Code). In the case of a scholarship being awarded, the decision shall also include its amount, method of payment and date or dates of payment.

- 3) The delivery of the decision on the award of a scholarship is governed by Article 25 of the University Statutes, as amended.
- 4) If the decision-making body finds that there are grounds for discontinuing the proceedings (Section 66 of the Administrative Procedure Code), it shall discontinue them without further ado by means of a resolution.
- 5) The provisions of Section 68(2) to (4) of the Act on the Participation, Status and Rights and Obligations of Students and the Procedure of the University in Proceedings concerning Scholarships and the Course of such Proceedings, Section 69a(3) on delivery to students and Section 69b on student submissions to the university shall apply *mutatis mutandis* to persons referred to in Article 4(2), second and third sentences.
- 6) If it follows from the rules under Article 3(1)(b), the university shall provide the scholarship on the basis of a contract concluded with the scholarship recipient and no administrative proceedings shall be conducted for the award of the scholarship.

Article 18

Payment of scholarships

- 1) Scholarships shall be paid after the decision on their award becomes final, by bank transfer to the student's bank account (account number of a bank based in the Czech Republic) specified in the IS SU in accordance with the terms specified in the decision. The student is responsible for the accuracy and completeness of the data necessary for the bank transfer. If the payment is not made due to incorrect or incomplete information provided by the student, the student is obliged to provide the correct and complete information necessary for the bank transfer within fifteen days of the payment date; otherwise, the scholarship will not be paid.
- 2) Accommodation scholarships awarded to foreign students may also be paid in cash at the cash desk of the university or its constituent part. If the scholarship is not paid in accordance with Article 11a(1) at least one week before departure due to obstacles on the part of the student, the student is obliged to enter their bank details for cashless payment to a bank account based in the Czech Republic, to which the scholarship is to be transferred, into the study information system no later than the date of departure, otherwise the scholarship will not be paid.
- 3) The student is obliged to immediately notify the relevant study department of any facts that affect the award and payment of the scholarship.

Article 19

Reduction and withdrawal of scholarships

- 1) The authority to award a scholarship also includes the authority to decide on the reduction or withdrawal of a scholarship.
- 2) The decision-making body that awarded the scholarship shall decide on the reduction or withdrawal of the scholarship if the student ceases to meet the conditions for the award of the scholarship or the conditions for its implementation specified in the decision.
- 3) Proceedings for the withdrawal and reduction of the scholarship shall be initiated by a notice of commencement of proceedings.
- 4) The payment of the scholarship shall be terminated at the end of the calendar month in which the conditions for the award of the scholarship were not met, unless otherwise specified in these rules.

PART FOUR

TRANSITIONAL AND FINAL PROVISIONS

Article 20

Transitional provisions

Scholarships awarded under existing legislation and existing scholarship regulations shall continue to be paid after the effective date of these regulations in accordance with the conditions set out in the decision awarding them.

Article 21

Final provisions

- 1) The Scholarship Regulations of the Silesian University in Opava, registered by the Ministry on 4 August 2021 under ref. no. MSMT-21611/2021-1, as amended, are hereby repealed.
- 2) These Scholarship Regulations were approved by the Academic Senate of the University on 10 June 2025 pursuant to Section 9(1)(b)(3) of the Act.
- 3) These scholarship regulations shall enter 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 1 September 2025.
- 5) Any proceedings that have not been finally concluded before the effective date of these regulations shall be completed in accordance with the existing Scholarship Regulations.

Ing. Lucie Kamrádová, Ph.D.
Chair of the Academic Senate

doc. Mgr. Tomáš Gongol, Ph.D.
Rector