

The Second Consolidated Rules for Awarding Scholarships and Bursaries at the Faculty of Arts of Charles University of 29 May 2020

Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended, (“the Higher Education Act”) and under Article 28 of the Constitution of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted the following Rules for Awarding Scholarships and Bursaries at the Faculty of Arts of Charles University as an internal regulation of the faculty:

Article 1 Introductory Provision

Under Article 4 (2), Article 5 (1), Article 6 (1), Article 9 (1) and (2), Article 10 (1), Article 12 (2), (3), and (4), and the relevant provisions of the Scholarship and Bursary Rules of Charles University, as amended, (the “Scholarship and Bursary Rules of the University”), these Rules for Awarding Scholarships and Bursaries at the Faculty of Arts of Charles University (the “Faculty” and the “University”) set out the conditions, rules, details, and other requirements for awarding scholarships and bursaries at the Faculty*.

Part I Conditions for Awarding Specific Types of Scholarships and Bursaries

Article 2 Scholarship for Outstanding Academic Achievement

1. A scholarship for outstanding academic achievement¹ is awarded, in accordance with the provisions of the Scholarship and Bursary Rules of the University, to students:
 - a) who are not registered in the first year of study; and
 - b) whose numerical success rate (“NSR”) equals or is greater than the relevant year minimum (“YM”) ($NSR \geq YM$), or who were approved by the Dean in accordance with paragraph 12 of this Article.

* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.

¹ Article 4 (2) of the Scholarship and Bursary Rules of the University.

2. The NSR is determined for each student as equalised student performance decreased by the equalised average grade achieved multiplied by three, and plus two ($NSR = EP - 3*EA + 2$).
3. In order to determine the NSR, it is necessary to establish the results of examinations and comprehensive examinations, and, where appropriate, other graded forms of assessment, as well as all resit results² relevant to the study and recorded in the Student Information System as at 31 October of the current year and completed in the previous year of study³; this date is the key date also for other data necessary for the awarding of a scholarship for outstanding academic achievement.
4. The year minimum (YM) relevant for a student is determined as the highest number where there are at least 10% of students among the students in the same year of study and type of programme of study in the academic year in which the scholarship is being paid, who are not subject to any obstacles to granting a scholarship and bursary under the Scholarship and Bursary Rules of the University, and their NSR is greater than or equal to this number.
5. Equalised student performance (EP) means student performance divided by the group average of student performance with respect to a particular student ($EP = P / \langle P \rangle$).
6. The equalised average grade achieved (EA) of a student means the average grade achieved divided by the group average grade achieved with respect to the student ($EA = A / \langle A \rangle$). Grade equivalents granted are not included in the average grade achieved, except for the grades obtained in the previous year of study while studying abroad. If the student's average grade achieved has not been defined, the equalised average grade achieved is stipulated as 1.
7. Student performance (P) means the number of credits obtained in the previous year of study. Credit equivalencies granted are not included in student performance, except for the credits obtained in the previous year of study while studying abroad.
8. The average grade achieved (A) means, for the purposes of this regulation, the non-weighted average grade achieved from all examinations and all resit results, including the grades for individual parts of the state final examination obtained in the previous year of study.
9. The group average of a quantity with respect to a student ($\langle A \rangle, \langle P \rangle$) means the non-weighted arithmetic average of group averages for a particular quantity of all groups to which the student belongs.
10. The group average of a quantity means the non-weighted arithmetic average of a quantity for such students in a group for whom this quantity is not zero.
11. For the purposes of this regulation, a group means students who belong to the same year of study, the same type of programme of study, and the same programme of study in a given

² The second and third sentences of Article 4 (2) of the Scholarship and Bursary Rules of the University, and the third and fourth sentences of Article 8 (13) of the Scholarship and Bursary Rules of the University, as amended.

³ The second sentence of Article 4 (2) of the Scholarship and Bursary Rules of the University.

academic year for which the scholarship is being awarded. Students who are pursuing conjoint study belong to the groups of both programmes followed.

12. The Dean will decide on a scholarship for students who followed an individual curriculum in the previous unit of study at the Faculty, based on their application. The application must be submitted by 31 October of the current year. Paragraphs 2 to 11 of this Article do not apply to such students.
13. A scholarship for outstanding academic achievement is awarded by 31 December of the year of study following the year of study in which the student made the outstanding academic achievement giving rise to his entitlement to the scholarship. A scholarship for outstanding academic achievement is paid as a lump sum.
14. After consideration by the Dean's Board, the Dean presents a specific amount for the scholarship to the Academic Senate of the Faculty for their opinion⁴, so that the Academic Senate of the Faculty can give their opinion at the latest at the meeting in November of the given academic year. After the Academic Senate of the Faculty has given their opinion, the Information Systems Office of the Dean's Office (the "Information Systems Office") ensures that the bank account numbers of the students concerned are verified, and that the decisions on the awarding of the scholarship are prepared and delivered so that the scholarship can be paid by 31 December of the given calendar year. The Information Systems Office transmits the relevant documents for payment of the scholarship to individual students to the Finance Office of the Dean's Office.

Article 3

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

1. A scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge⁵ is awarded, in accordance with the provisions of the Scholarship and Bursary Rules of the University, to students who have made a significant scientific achievement, or have significantly contributed to one. Significant scientific achievement means, in particular, a scientific publication.
2. Applications for a scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge are submitted twice a year, by 31 March and 30 September. By these dates, the Dean will have stipulated the maximum amount of funding available for individual scholarships in each scholarship round.
3. The Research Commission evaluates the applications against the following criteria and score brackets; the Research Commission justifies the score awarded:

⁴ Article 4 (4) of the Scholarship and Bursary Rules of the University.

⁵ Article 5 (1) of the Scholarship and Bursary Rules of the University.

- a) quality of the achievement (originality, novelty, benefit for the field) – score bracket: 0 – 70 points;
 - b) international character of the achievement (publication in the countries relevant for the field) – score bracket: 0 – 20 points;
 - c) impact of the achievement (relevancy of the publication medium, i.e., the quality of the publisher) – score bracket: 0 – 10 points.
4. For the awarding of the scholarship, the score under the criterion “quality of the achievement” must be at least 35 points.
 5. The amount of the scholarship awarded depends on the score obtained; the financial value of 1 point is stipulated in a Dean’s measure.
 6. Scholarships are awarded in ranking order determined by the Commission, and they do not exceed the total amount of funding stipulated by the Dean under paragraph 2.
 7. The Dean may award this scholarship on his own initiative in other similar circumstances. When deciding on his own initiative, the Dean is bound neither by the stipulated deadlines, nor by the amount of funding under paragraph 2, and he is not required to seek evaluation by the Research Commission.
 8. A scholarship cannot be awarded if the paper was published in a so-called predatory journal.
 9. A scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge is paid as a lump sum.

Article 4

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

1. A scholarship for RDI activities in accordance with special legislation⁶ is awarded⁷ in accordance with the provisions of the Scholarship and Bursary Rules of the University, to students who are researchers in a project funded in accordance with special legislation⁸, or who make a contribution to such project.
2. A scholarship for RDI activities in accordance with special legislation is usually awarded in the amount indicated in the approved project budget and conditionally on the fulfilment of the required tasks. If the project budget does not contain such information, the project

⁶ Act No. 130/2002 Sb., to Support Research, Experimental Development and Innovation from Public Funds, and to Amend Certain Related Acts (the Act to Support Research, Experimental Development and Innovation), as amended.

⁷ Article 6 (1) of the Scholarship and Bursary Rules of the University.

⁸ Act No. 130/2002 Sb., to Support Research, Experimental Development and Innovation from Public Funds, and to Amend Certain Related Acts (the Act to Support Research, Experimental Development and Innovation), as amended.

researcher will determine the amount and the persons responsible in accordance with the rules of the funding provider and the approved project.

3. A scholarship for RDI activities in accordance with special legislation is usually awarded by the Dean on his own initiative, upon a proposal from the project researcher addressed to the Dean via the Grant Office of the Dean's Office. The elements and form of the proposal are stipulated in the Faculty rules on the circulation of accounting documents, or in a similar regulation. Should any doubts arise as to the necessary elements of the proposal, the Faculty Bursar will decide.
4. A scholarship for RDI activities in accordance with special legislation is paid as a lump sum before or after carrying out a specific activity. The researcher of the project decides according to the nature of the activity whether the payment will be made before or after.

Article 5

Bursaries in Cases Worthy of Special Consideration

1. Bursaries in cases worthy of special consideration⁹ may be awarded in accordance with the provisions of the Scholarship and Bursary Rules of the University as a contribution towards the costs of participation in teaching and research activities, work in laboratories, contributions to the development of information technologies, international cooperation, excellent sports achievements, representation of the University, or laudable citizen acts, and so on, in the Czech Republic or abroad.
2. The bursary provided as a contribution towards the costs of participation in teaching and research activities, international cooperation, or representation of the University in the Czech Republic or abroad is awarded upon a student's application:
 - a) to cover up to 100% of documented reasonable costs under these Rules, where the output is a paper published or accepted for a peer review;
 - b) to cover up to 100% of documented reasonable costs under these Rules, in the case of active representation of the Faculty, in the form of an oral presentation, a poster, etc., at a conference, workshop, or a similar event;
 - c) to cover up to 50% of documented reasonable costs under these Rules, in the case of field research without any publication;
 - d) to cover up to 20% of documented reasonable costs under these Rules, in the case of a passive representation of the Faculty at a conference, workshop, or a similar event.
3. In addition, the Dean awards this bursary on his own initiative as a contribution towards the costs of participation in teaching and research activities, work in laboratories, contributions to the development of information technologies, international cooperation, excellent sports achievements, representation of the University, or laudable citizen acts, and so on, in the Czech Republic or abroad. The Dean may award the bursary on his own initiative in a

⁹ Article 9 (1) of the Scholarship and Bursary Rules of the University.

different amount or based on other circumstances than those referred to in paragraph 2, in particular in connection with the preparation for instruction and the actual instruction, and other related activities, such as a contribution towards the costs of a field trip or practical training in the Czech Republic or abroad.

4. The Dean awards an extraordinary bursary to doctoral students for each internship abroad duly documented in the Student Information System of the University, module “Internships” (“Stáže”), using the value of one point as stipulated in the Dean’s measure under Article 3 (5) of these Rules. The bursary is awarded and paid once a year in September for the previous year.
5. The Dean may, in completely exceptional cases worthy of special consideration¹⁰, award a bursary to a student or graduate in the form of the Jan Palach Prize. The prize is awarded for outstanding independent publishing activities, including translation, for an outstanding scientific contribution made in a seminar paper, or a bachelor’s or diploma thesis, for an outstanding scientific contribution made during one’s doctoral studies, for remarkable societal, cultural, or sports activities increasing the prestige of the Faculty, or for demonstrating outstanding human and character features in exceptional circumstances. Any member of the academic community may make a proposal for the award. Proposals are submitted always by the end of February in each calendar year. The Dean decides on the awarding of Jan Palach Prize after the proposals have been considered in the Dean’s Board. An award ceremony usually takes place at a meeting of the Research Board of the Faculty in April.
6. Bursaries in cases worthy of special consideration may be paid as a lump sum or in monthly instalments.

Article 6

Bursary to Support Study Abroad

1. A bursary to support study abroad¹¹ may be awarded in accordance with the provisions of the Scholarship and Bursary Rules of the University as a contribution towards the costs of study abroad:
 - a) to cover up to 100% of documented reasonable costs under these Rules, where the output is a paper published or accepted for a peer review;
 - b) to cover up to 60% of documented reasonable costs under these Rules, where, considering the length of study a reasonable number of internationally recognizable credits (or equivalents) for study requirements was earned and subsequently recognized under the recognition procedure;

¹⁰ Article 9 (2) of the Scholarship and Bursary Rules of the University.

¹¹ Article 10 (1) of the Scholarship and Bursary Rules of the University.

- c) to cover up to 60% of documented reasonable costs under these Rules, in the case of active representation of the Faculty, in the form of an oral presentation, a poster, etc., at a summer school;
 - d) to cover up to 20% of documented reasonable costs under these Rules, in the case of preparation of a thesis, a journal paper, a monograph, etc., (e.g., study or research in libraries or archives abroad, etc.) without any publication.
2. A bursary to support study abroad may be awarded to a student in a bachelor's programme of study only after completing the first year of study.
 3. If the Dean awards this bursary on his own initiative, he may award a different amount or accept other circumstances than those referred to in paragraph 1.
 4. A bursary to support study abroad is paid as a lump sum.

Article 7

Common Provisions for Bursaries in Cases Worthy of Special Consideration and a Bursary to Support Study Abroad

1. The awarding of bursaries in cases worthy of special consideration or a bursary to support study abroad ("Bursaries" in this Article) may be applied for and Bursaries may be awarded only with respect to costs immediately associated with a specific purpose, and such purpose must be closely related to the student's study.
2. Reasonable costs with respect to activities that are not longer than twenty-one days or, in the case of a summer school, thirty-one days, include the following:
 - a) return travel costs (by train – second class, by coach, by plane – economy class) and travel costs at the place of the activity (public transport);
 - b) accommodation costs up to CZK 1,500 per night;
 - c) a conference fee;
 - d) participation fee for a summer school
 - e) travel insurance;
 - f) other demonstrably necessary expenses for participation in the activity.
3. Reasonable costs with respect to activities that are longer than twenty-one days or, in the case of a summer school, thirty-one days, include only return travel costs (by train – second class, by coach, by plane – economy class).
4. It is not possible to apply for or award a bursary to cover the following costs:
 - a) food costs;
 - b) tuition fees and other similar fees;
 - c) costs of language courses which can be taken at the Faculty;

- d) costs of books, electronic equipment, and other similar equipment which will not become University property entrusted to the Faculty;
 - e) costs of an accompanying person.
5. If only a percentage of documented reasonable costs under these Rules is awarded, the amount awarded is always rounded up to the nearest ten CZK.
6. It is not possible to apply for a bursary
- a. if another bursary was awarded for the same activity or the coverage of expenses associated with it or a part thereof or financial resources were provided from other sources and also if the rules of the provider of financial resources prohibit the awarding of another bursary
 - b. if another bursary was awarded for covering the same expenses or financial resources were provided from other sources.

Article 8 Doctoral Bursary

1. When determining the amount of the doctoral bursary for particular years of study¹², the Dean takes into account the amount of the subsidy allocated to doctoral bursaries and the number of full-time doctoral students.
2. Detailed principles for determining the amount of the doctoral bursary according to the fulfilment of study requirements under an individual curriculum¹³ may be stipulated in a Dean's measure, following an opinion given by the Faculty's Academic Senate, setting out assessment principles for the fulfilment of an individual curriculum¹⁴.
3. An additional bursary to cover the costs of the health insurance premium in accordance with special legislation¹⁵ is not awarded to doctoral students at the Faculty¹⁶.

Part II Awarding of and Payment Procedure for Scholarships and Bursaries upon Submission of an Application

Article 9 Formal Elements of an Application

¹² Article 12 (2) and (3) of the Scholarship and Bursary Rules of the University.

¹³ Article 12 (5) and (6) of the Scholarship and Bursary Rules of the University.

¹⁴ Article 10 (10) of the Code of Study and Examination of the University.

¹⁵ Section 5 (c) of Act No. 48/1997 Sb., on Public Health Insurance and on the Amendment and Supplement to Some Other Related Laws, as amended.

¹⁶ Article 12 (8) of the Scholarship and Bursary Rules of the University.

1. An application for a scholarship or bursary must include the following details:
 - a) name of the student;
 - b) number of the student;
 - c) programme of study concerned;
 - d) type of scholarship or bursary the student is applying for;
 - e) circumstances underlying the application;
 - f) justification of the amount of scholarship or bursary, or of particular amounts in the case of a contribution towards costs incurred.
2. An application for a scholarship or bursary must be accompanied by documents proving the claims made, in particular the following:
 - a) copies of documents to prove costs incurred;
 - b) in the case of non-cash payments, electronic documents and bank statements;
 - c) in the case of an air ticket, a document showing the dates of departure and arrival, and the price;
 - d) for accommodation, a document showing the number of nights;
 - e) in the case of a bursary application under Article 5 (2) (a) and Article 6 (1) (a) of these Rules, a copy of the publication or a reference to its electronic version, or a reference to the Union Catalogue of the Czech Republic, or a confirmation of acceptance for peer review;
 - f) in the case of a bursary application under Article 6 (1) (b) of these Rules, a copy of a transcript of the credits (or equivalents) earned;
 - g) in the case of a bursary application under Article 6 (1) (c) of these Rules, the programme of the summer school, a copy of the confirmation of participation, and a copy of the contribution;
 - h) in the case of a bursary application under Article 6 (1) (d) of these Rules, a copy of a document confirming such activity, if possible, e.g., an access card or a ticket to the library or archives;
 - i) in the case of a bursary application under Article 5 (2) (b) of these Rules, the programme of the conference, the workshop, etc., a copy of the confirmation of participation, and a copy of the contribution;
 - j) in the case of a bursary application under Article 5 (2) (c) of these Rules, a copy of the confirmation of participation in the field research;
 - k) in the case of a bursary application under Article 5 (2) (d) of these Rules, the programme of the conference, the workshop, etc., and a copy of the confirmation of participation.
3. An application for a scholarship or bursary must be clearly structured, with numbered pages and appendices. If any appendices are in a foreign language, a translation must be attached,

except for appendices in Slovak or English. If the application requests a contribution towards costs incurred, an itemized budget must be included. If the documents are in a foreign currency, the application must provide a conversion to CZK according to the Czech National Bank conversion rate valid on the day of the submission, and the conversion rate must be indicated as well. In the case of uncertainties relating to incurred costs, the Dean may request the original documents.

4. Applications for bursaries in cases worthy of special consideration and bursaries to support study abroad must include a declaration of honour confirming that no other bursary or scholarship or other funding has been awarded to the same activity, i.e., to cover the costs associated with such activity or a part thereof or identical costs, in accordance with Article 7 (6) of these Rules. If the student applies for a bursary or scholarship to cover only part of the costs, he must explain what funding was used to cover the remaining costs.

Article 10

Submission of an Application, Evaluation, and Decision

1. Unless these Rules provide otherwise, a student submits an application for a bursary or scholarship to the Dean within thirty days of the activity taking place, via the Mail Room or the Faculty's electronic application designed for this purpose.
2. Administration is handled by the Information Systems Office, in particular, adherence to the deadlines and the procedures for dealing with applications, obstacles, and restrictions applicable to scholarships and bursaries under the Scholarship and Bursary Rules of the University and these Rules.
3. If an application does not comply with all the requirements for evaluation under these Rules, the Information Systems Office will send a request to the student inviting him to amend the application within seven days.
4. The Information Systems Office will submit the application, including, where appropriate, information about restrictions or obstacles to granting a scholarship or bursary, for consideration to the Faculty's Scholarship and Bursary Commission, or the Research Commission in the case of a scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge (the "Commission"). The Commission will assess the eligibility of the application, in particular, whether there is a match between the purpose of the scholarship or bursary and the applicant's study, and whether the amount requested is reasonable and justified under these Rules. The Commission will recommend to the Dean whether or not a scholarship or bursary should be awarded based on the application submitted, and if so, what amount should be awarded. The Commission will justify its recommendation.
5. Based on the application submitted and the documents attached, and taking into account the Commission's recommendation, the Dean will issue his decision.

6. When deciding on the application, the Dean is not bound by the type of the scholarship or bursary indicated in the application submitted, and he may decide according to the content of the application and in accordance with the internal regulations of the University and Faculty.
7. All persons who are involved in the consideration of and decision on the application for a scholarship or bursary are required to act so that a decision can be taken within thirty days of the submission. This time limit does not include a time limit for an amendment to the application, where appropriate.
8. Exceptionally, if there is a risk of non-compliance with the time limit under paragraph 7, the Dean may issue a decision without the Commission's recommendation.

Part III Common, Transitional, and Final Provisions

Article 11 Common Provisions

1. When the Dean decides on an award of a scholarship or bursary, he also decides about the source from which the scholarship or bursary will be paid¹⁷.
2. Scholarships and bursaries are paid by way of a non-cash payment to the student's account held with a bank in the Czech Republic. Exceptionally, a scholarship or bursary may be paid in cash at the Faculty's Cash Office. Exceptions to the non-cash payment rule are permitted by the Dean upon justified application.¹⁸ A scholarship or bursary can be paid only if the student to whom a scholarship or bursary had been awarded has given his payment details to the Faculty.
3. The rules for the submission of applications, elements thereof, payment conditions, and other relevant matters, may be stipulated in a Dean's measure in accordance with the internal regulations of the University and the Faculty, after consideration in the Scholarship and Bursary Commission, the Research Commission, and after the Academic Senate of the Faculty has given its opinion. The Dean may stipulate in the measure that an application for a scholarship or bursary must be submitted electronically.
4. With respect to the utilisation of the scholarship and bursary fund and the distribution of the Faculty's funds, the Dean is entitled to decide that the acceptance of applications for a scholarship or bursary will be temporarily discontinued, or that it will not be possible to award scholarships and bursaries for already submitted applications, or that limits will be imposed on the awarding of specific types of scholarships and bursaries in a given academic year.

¹⁷ Article 2 of the Scholarship and Bursary Rules of the University.

¹⁸ Article 3 (3) of the Scholarship and Bursary Rules of the University.

Article 12
Transitional Provisions

1. Proceedings started before the legal effect of these Rules will be completed under these Rules.
2. The provisions of these Rules on the awarding of scholarships and bursaries apply with the necessary modifications to the awarding of scholarships and bursaries under the programmes of study accredited under the Higher Education Act which was in effect before 1 September 2016.

Article 13
Final Provisions

1. The following acts are hereby repealed:
 - a) the Rules for Awarding Scholarships and Bursaries at the Faculty approved by the Academic Senate of the University on 28 May 2010, as amended;
 - b) the Dean's measure No. 23/2015, on the Award and Payment of Special-Purpose Bursaries and Bursaries Paid from the Scholarship and Bursary Fund upon Students' Applications at the Faculty of Arts of Charles University in Prague, as amended by the Dean's measure No. 5/2016.
2. This regulation was approved by the Academic Senate of the Faculty on 25 May 2017.
3. This regulation comes into force on the date of approval by the Academic Senate of the University.¹⁹
4. This regulation becomes effective on the first day of the 2017/2018 academic year.

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Mgr. Jan Chromý, Ph.D.
President of the Academic Senate of the Faculty

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Doc. Mirjam Friedová, Ph.D.
Dean of the Faculty

¹⁹ S. 9 (1) (b) (2) of the Higher Education Act. This regulation was approved by the Academic Senate of Charles University on 2 June 2017.

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PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of the University

A Note on Amendments

The amendment to the Rules for Awarding Scholarships and Bursaries at the Faculty of Arts of Charles University (the first amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 16 April 2020. This amendment came into force on the date of approval by the Academic Senate of Charles University on 29 May 2020 (ref. no. 105/b/2020). The amendment came into effect on 1 July 2020, with the exception of Article I(3 to 13 and 16), which came into effect on the first day of the 2020/2021 academic year, i.e. 1 October 2020.

This consolidated version is intended for internal use only. The Legal Services office of the Dean's Office of the Faculty is responsible for its accuracy.