



Dean's Decree 12D/2022

Provision of Scholarships at FAS

Article 1

Scholarships Awarded by the Faculty of Applied Sciences

- (1) The FAS Dean may, in accordance with § 91 of Act No. 111/1998 Coll. and according to the Scholarship Regulations of the University of West Bohemia, grant students the following types of scholarship:
 - a) merit scholarship for excellent academic results,
 - b) extraordinary scholarship in the cases specified in Article 3 of this Decree,
 - c) scholarship awarded to students of doctoral study programmes.

Article 2

Merit Scholarship

- (1) Merit Scholarships are awarded to full-time students in bachelor's or follow-up master's study programmes who have obtained 60 or more credits in the past academic year (this number does not include credits obtained for recognized courses from previous studies), and do not, in the current academic year, exceed the standard duration of study for the given study programme.
- (2) Merit Scholarships are paid from the beginning of the academic year for a period of 10 months (excluding July and August).
- (3) Merit Scholarships are provided by the Faculty regardless of whether the student receives another scholarship or not.
- (4) The weighted academic average (hereinafter referred to as VSP) from the past academic year serves as a criterion for awarding and determining the amount of the merit-based scholarship. Specific conditions for recognition and payment are set out in the Annex to this Decree.
- (5) Merit Scholarships are awarded upon fulfilment of specified conditions without application.
- (6) Students are notified of the award of the scholarship; a decision is issued concerning the award of the scholarship.
- (7) A student's right to a merit-based scholarship expires on the last day of the month in which he/she interrupted their studies, or changed the form of study, or in which their studies were terminated.

Article 3

Extraordinary Scholarship

- (1) The Dean may grant an Extraordinary Scholarship for the reasons listed below:
 - a) For outstanding research, development and innovation, artistic or other creative results contributing to the deepening of knowledge; this scholarship is one-time only; a proposal for the award of this scholarship, including the specification of funding sources, can be submitted to the Dean by Heads of the Faculty Departments; in the case of doctoral studies, by Chairs of the Field Boards upon the supervisor's initiative.
 - b) For research, development and innovation activities according to a special legal regulation; this scholarship is paid monthly; the proposal for awarding this scholarship, including the specification of funding sources and the beginning and end of the payment period, is submitted to the Dean by Heads of the Faculty Departments; in the case of doctoral studies, by Chairs of the Field Boards upon the supervisor's initiative.
 - c) In the case of a difficult life situation of a student, whose written application has been acknowledged, or on the basis of the Dean's own decision. This scholarship is one time; the proposal for its recognition can also be submitted by the Head of a Department or the FAS Academic Senate Chair based on the recommendation of a representative of the Student Section of the FAS Academic Senate Board.
 - d) To support studies abroad. This scholarship is one time; its purpose is to partially compensate for increased costs related to a stay abroad as part of a full-time bachelor's, follow-up master's or doctoral study programme. This scholarship is awarded based on the student's application. Specific conditions for recognition and payment are set out in the Annex to this Decree.
 - e) To support studies in the Czech Republic, based on the student's written request. This scholarship is intended for foreign nationals studying in study programmes carried out in the Czech language. Specific conditions for the recognition and payment are set out in the Annex to this Decree.
 - f) In cases worthy of special consideration, this scholarship is one-time and is paid on the basis of a positively assessed student application or on the basis of the Dean's own decision; the proposal for its recognition can also be submitted by the Head of a Department or the FAS AS Chair.
- (2) Students apply for an extraordinary scholarship electronically using the appropriate form on the UWB Portal - IS/STAG - Student applications - "FAV-008- Mim. stip. - Article 3" (Decree 12D/2022).
- (3) The student is notified of the award of the scholarship; a decision concerning the award of the scholarship is issued.

Article 4

Scholarship Awarded to Students of Doctoral Study Programmes

- (1) A regular scholarship is awarded by the Dean to a student of a doctoral study programme in full-time form during the standard period of study. The scholarship can be paid in three stages:
 - a) for students in the first year of study (i.e., the first 12 payments),
 - b) for students of higher years who have not yet passed the state doctoral exam,
 - c) for students of higher years who have already passed the state doctoral exam.

The stage change takes place in the following month after the occurrence of the fact that caused the change. The regular scholarship is paid 12 months a year.

- (2) Specific conditions regarding the regular scholarship are set out in the Annex to this Decree.
- (3) A student's right to a doctoral scholarship ceases on the last day of the month in which they interrupted their studies, in which their studies were terminated, or after they changed the form of study.
- (4) The Dean may, on the basis of a proposal by the Field Board, decide, at any time during the academic year, to withdraw the scholarship (or reduce its amount) depending on the student's results achieved and the fulfilment of the individual study plan.

Article 5

Accommodation and Low-Income Scholarship

- (1) If a student meets the conditions specified in the Scholarship Regulations of the University of West Bohemia, the Rector may grant them an accommodation or low-income scholarship.
- (2) The application for the award of an accommodation or low-income scholarship is submitted electronically on the prescribed form.
- (3) The issues related to accommodation and low-income scholarships are managed by a University-wide workplace.

Article 6

Payment of Scholarships

- (1) Granted scholarships are transferred without cash to a bank account. The first payment takes place in the following month after the decision to award the scholarship becomes final.
- (2) The student is obliged to enter the bank connection for non-cash payment of the scholarship into the information system. The student is responsible for the correctness and completeness of the data required for the bank connection for the entire period of study.
- (3) If the payment is not made due to incorrect or incomplete data provided by the student, the student is obliged to provide the correct and complete data necessary for the bank connection no later than fifteen days from the payment date; otherwise, their right to the payment of the scholarship expires.
- (4) The merit scholarship for the months of September-November is paid in the November payment term.
- (5) One-time scholarships are paid no later than the 15th day of the month following the month in which the decision to award the scholarship becomes final. Scholarships paid monthly are paid no later than the 15th day of the respective month.
- (6) Accommodation and low-income scholarships are paid retroactively per calendar quarter on the dates determined by the decision of the UWB Rector.

Article 7

Common Provisions

- (1) Providing false information in the scholarship application may be considered a disciplinary offence.
- (2) Students are obliged to report a change of facts decisive for awarding the scholarship to the Faculty Office of Academic Affairs no later than thirty days after such a change occurred.

- (3) The payment of the scholarship can be stopped if it is reliably proven that the student has an unpaid obligation towards UWB after its due date.
- (4) Decree 9D/2017 is revoked as of 21 October 2022.
- (5) This Decree is drawn up in English and in Czech language versions. In case of any discrepancies between languages, the Czech language version shall prevail.

Doc. Ing. Miloš Železný, Ph.D.
FAS Dean

Annex 1

Merit Scholarships

(1) Merit Scholarship

- a) The Merit Scholarship is awarded to students who achieved at least 60 credits in the previous academic year, according to the VSP from the previous academic year, in the following categories:

Category	VSP	Amount of scholarship: CZK per month
A	1.00	3,000
B	1.01-1.15	2,000
C	1.16-1.35	1,000
D	1.36-1.60	500

- b) By 31 October of the current academic year, the student is obliged to enter (or check) the bank details for non-cash payment of the scholarship after logging in to <https://portal.zcu.cz> in the My studies/My data section.
- c) The scholarship for the months of September-November is paid in the November payment term.

(2) Extraordinary Scholarship for students of the 1st year of follow-up study programmes.

- a) This scholarship can be applied for by students who, in the past academic year, have successfully completed their studies in the full-time form of a bachelor's study programme, and met, in this academic year, the criteria for awarding a merit-based scholarship set out in Paragraph 1 of this Annex.

- b) Students apply for the award of an extraordinary scholarship electronically using the appropriate form on the UWB Portal – IS/STAG – Student applications – FAV-005 – Mim. stip. 1st year – results of the last year of bachelor study (Decree 12D/2022) (Czech: ZČU – IS/STAG – Studentské žádosti – FAV-005- Mim. stip. 1.roč. nav. - výsledky posl. roč. Bc. (Vyhláška 12D/2022)).

The application must contain the previous personal number, VSP and number of credits obtained in the previous academic year. Students who completed their bachelor's degree at FAS do not attach any attachments to their application. Students who graduated from other Faculties or universities, attach to the application a certified list of courses completed in the previous academic year with the number of credits and grades (or course credits).

- c) Paper applications already submitted remain valid.
- d) If a student meets the criteria for awarding a merit-based scholarship set out in Paragraph 1 of this Annex, they are awarded an extraordinary scholarship paid under the same conditions as for the relevant merit-based scholarship.
- e) Applications for the award of this extraordinary scholarship must be submitted by students of the 1st year of full-time FAS follow-up study programmes no later than 3 November of the current academic year. The granting of an extraordinary scholarship does not apply to applications submitted later.

- (3) Extraordinary scholarship for students of the 1st year of bachelor's study programmes accepted to study on the basis of priority admission.
- a) A one-time extraordinary scholarship in the amount of 3,000 CZK is awarded to a student in the first year of a bachelor's study programme who has been admitted to their first university study on the basis of priority admission and will be a FAS student as of 31 October of the academic year in which they begin their studies.
 - b) This scholarship is awarded to students without an application if the specified conditions are met; it is paid in the December payment term.
- (4) Competition for an extraordinary scholarship for students of the 1st year of bachelor's study programmes for academic results in the winter semester.
- a) Students who fulfil all the following conditions in the winter semester of the current academic year no later than 18 February of the current academic year can apply for this one-time extraordinary scholarship:
 - They get a minimum of 24 credits.
 - Within this credit value, they must receive credits for the following courses included in the study plan as type A courses: Mathematical Analysis 1 or Mathematics 1, Linear Algebra and one of the courses from the group Computers and Programming 1, Descriptive Geometry 1, Building Materials 1, Cartographic Methods of Geodata Processing.
 - Their weighted academic average (VSP) for the winter semester of the current academic year, after rounding, does not exceed 1.30.
 - b) Students apply for a scholarship electronically using the appropriate form on the UWB Portal – IS/STAG – Student applications – FAV-002 – Extraordinary Scholarships 1st year Bc. for the results after the winter semester (Decree 12D/2022) (IS/STAG – Studentské žádosti – FAV-002 – Mim. stip. 1. roč. Bc. za výsledky po ZS (Vyhláška 12D/2022)). On the application, they must list the courses completed, the number of credits and the grades, or course credits (the study officer checks the application and the data on the STAG system).
 - c) Applications are sorted in ascending order according to the achieved VSP; the first fifteen students are awarded a one-time extraordinary scholarship in the amount of 8,000 CZK. In the event that the 15th place and other places in the ranking of students have the same VSP value after rounding, extraordinary scholarships are paid to all these students.
 - d) Applications for the award of this extraordinary scholarship must be submitted by students of the 1st year of full-time FAS bachelor's study programmes no later than 28 February of the current academic year. The granting of an extraordinary scholarship does not apply to applications submitted later.

Annex 2

Provision of Doctoral Scholarships at FAS

(1) Scholarship to support studies granted to students of doctoral study programmes according to §91, paragraph 4 letter c) of the Act on Higher Education Institutions.

a) Scholarships can be awarded to students of a full-time doctoral study programme for the duration of the standard period of study. The scholarship is paid in four stages as follows:

Category		Amount of scholarship in CZK per month
A	students in the 1st year of study (i.e., first 12 payments)	9,000
B	students of higher years who have not passed the state doctoral examination	10,500
C	students of higher years who have already passed the state doctoral exam	13,500
D	students who, after considering all previous unsuccessful studies in doctoral study programmes, have exceeded the standard study period in the current study program	0

b) The Dean may change the amount of the scholarship shown in the table in point a) based on a proposal by the Field Board.

c) After logging in to <https://portal.zcu.cz/> in the section My studies/My data (<https://portal.zcu.cz/> v sekci Moje studium / Moje údaje), the student is obliged to enter (or check) the bank details for non-cash payment of the scholarship.

d) The scholarship is paid monthly on the dates specified in the relevant Rector's directive.

(2) Study support scholarship awarded to students of doctoral study programmes except §91, paragraph 4, letter c) of the Act on Higher Education Institutions.

a) For students who do not obtain a scholarship subsidy according to §91, paragraph 4, letter c) of the Act from the Ministry of Education, Culture and Sports, the amount of the scholarship is set at 0.00 CZK/month. These are primarily students studying in foreign language study programmes.

Annex 3

Scholarship to Support Study Abroad

- (1) Students of full-time bachelor's, follow-up master's or doctoral study programmes who indicate their mobility on the UWB Portal – IS/STAG – ECTS outgoing mobility (ZČU – IS/STAG – ECTS výjezdy) can apply for this one-time extraordinary scholarship.
- (2) Students who meet the above conditions can apply for an extraordinary scholarship electronically using the appropriate form on the ZČU Portal – IS/STAG – Student applications – FAV-006 – Extraordinary scholarship support for studying abroad (Portál ZČU – IS/STAG – Studentské žádosti – FAV-006 – Mim. stip. podpora studia v zahraničí) (Decree 12D/2022). The application must contain the following information:
 - a) Name and surname, student number.
 - b) Country of outgoing mobility.
 - c) Dates of start and end of stay abroad. In the case of a stay of less than one month, the justification of the request must also be included.
 - d) The currency and amount of the mobility allowance provided from funds managed by the UWB International Office or from another scholarship fund. The data must be demonstrably confirmed by the UWB International Office or documented by the applicant.
 - e) Costs related to the visa obligation (if a visa is required), which have not yet been covered from other UWB central sources.
- (3) In the case of a positive assessment of the application, the amount of the extraordinary scholarship is determined by multiplying the FAS daily allowance (in CZK) by the number of days of stay, rounded to the nearest hundred crowns. The amount of the FAS daily allowance is determined as follows:
 - a) Based on the currently valid uniform exchange rates determined for the past year by the instructions of the General Financial Directorate of the Ministry of Finance of the Czech Republic, a daily allowance in CZK is calculated from the amount of the allowance provided (see paragraph 2, letter d) and the length of stay.
 - b) Based on the currently valid decree of the Ministry of Finance of the Czech Republic regarding the determination of the basic rates of foreign meal allowances for the current year (<https://www.mfcr.cz/cs/legislativa/cestovni-nahrady>), 50% of the daily meal allowance is set in CZK for the country of outgoing mobility (the same rate as in the previous point).
 - c) The FAS daily contribution is set as the difference between b) and a) limited by a minimum of 0.00 CZK and by a maximum of 150.00 CZK.

Annex 4

Scholarship to Support Studies in the Czech Republic

(1) Scholarship to Support Studies in the Czech Republic:

- a) Scholarships to support studies in the Czech Republic are awarded to second and higher year students who were enrolled in the Interstud university programme in the first year of their studies.
- b) Students apply for an extraordinary scholarship electronically using the appropriate form on the UWB Portal – IS/STAG – Student applications – FAV-007 – Extraordinary Scholarships – Interstud (Decree 12D/2022) (Portál ZČU – IS/STAG – Studentské žádosti – FAV-007-Mim.stip. – Interstud).
- c) Paper applications already submitted remain valid.
- d) A scholarship to support studies in the Czech Republic is awarded to students according to the VSP from the previous semester of study in the following categories:

Category	VSP	Amount of scholarship in CZK per month
A	1.00	5,000
B	1.01-1.25	4,000
C	1.26-1.50	3,000
D	1.51-2.00	2,000
E	2.01-2.50	1,000
F	2.51-3.00	500

- e) After logging in to <https://portal.zcu.cz> in the My studies/My data section (<https://portal.zcu.cz>, Moje studium/Moje údaje), the student is obliged to enter (or check) the bank details for non-cash payment of the scholarship by 29 October of the current academic year at the latest.
- f) The scholarship for the months of September-November is paid in the November payment term.