



Ref. No. 09/0665/17

Vodňany, 6 October 2017

**Dean's Decision No. 12/2017**  
**Detailed Conditions of the Scholarship Regulations of the USB**  
**at the FFPW USB**

This Decision of the Dean of the FFPW USB (hereinafter referred to as "Dean") is based on the Scholarship Regulations of the University of South Bohemia in České Budějovice (hereinafter referred to as "SR USB") registered on 16 May 2017 and on Section 91 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (hereinafter referred to as „Act“) and the Decision details awarding some types of scholarships at the Faculty of Fisheries and Protection of Waters (hereinafter referred to as "FFPW USB").

**Article 1**

**Accommodation Scholarship**

- 1) The conditions for awarding the accommodation scholarship and its amount are stipulated by the Scholarship Regulations of the USB (Art. 10) and the USB Rector's Provision that is valid for a given period.
- 2) The accommodation scholarship can be awarded to full-time students of the Bachelor's, Master's or Doctoral study programmes who have not yet obtained a university diploma in the study programme in question, who have not exceeded the standard length of study which also applies to any concurrently enrolled and studied degree programmes and whose domicile is not in the same district as the place of their study.
- 3) More detailed information on the accommodation scholarship is available on the FFPW USB and the USB websites.
- 4) A student meeting the conditions for being entitled to the accommodation scholarship in the first scholarship period must apply for the scholarship himself/herself via the information system IS STAG. If a student meets the conditions for being awarded the accommodation scholarship also in other scholarship periods, the accommodation scholarship is being awarded by the Dean's virtue of office.

**Article 2**

**Social Scholarship**

- 1) In compliance with Art. 2, par. 3 of the SR USB, the social scholarship is awarded at the FFPW USB only pursuant to conditions stipulated in section 91, par. 3 of the Act.
- 2) More detailed conditions on awarding the social scholarship and its amount pursuant to section 91, par. 3 of the Act are stipulated by the SR USB (Art. 6, par. 3 to 5) and the USB Rector's Provision that is valid for a given period.



- 3) More detailed information on the social scholarship is available on the FFPW USB and the USB websites.
- 4) A student meeting the conditions for being awarded the social scholarship must apply for it himself/herself. The application must be accompanied by a written statement issued by the authority of the state social support which acknowledged a child benefit for a given applicant that the family income ascertained for the purpose of child benefits for a calendar year mentioned in the statement did not exceed the product of the subsistence of the family and the coefficient of 1.5.

### **Article 3**

#### **Merit-based Scholarship**

- 1) The merit-based scholarship pursuant to Art. 3 of the SR USB is awarded to full-time students of Bachelor's and Master's study programmes who met the subject requirements in a total of at least 60 credits in the previous academic year and accomplished the weighted average of no more than 1.60. Students are not required to apply for the merit-based scholarship.
- 2) The amount of a monthly merit-based scholarship is graded according to the weighted average as follows:
  - ❖ when the average is 1.00 – 1.10, it equals twice the calculated base;
  - ❖ when the average is 1.11 – 1.30, it equals 1.5 multiple of the calculated base;
  - ❖ when the average is 1.31 – 1.60, it equals once the calculated base.
- 3) The base is determined according to FFPW USB available resources and its amount for each academic year is announced in the Dean's Decision by 20 November.
- 4) The merit-based scholarship is awarded in a given academic year for months October – June and is disbursed as a one-time payment by a bank transfer to the bank account a student entered in the IS STAG system by 31 December of a given academic year.
- 5) Awarding the scholarship is announced to students by the Dean's Decision by virtue of office at least 3 days before the payday of the scholarship.

### **Article 4**

#### **Premium Scholarship**

- 1) The premium scholarship (Art. 4 of the SR USB) is awarded to students of:
  - a) Bachelor's and Master's studies for a Bachelor's or Diploma thesis with excellent research, development, innovation or other creative results contributing to deepening of knowledge;
  - b) Bachelor's, Master's or Doctoral studies for results eligible in RIV for purposes of research and development evaluation;
  - c) Bachelor's and Master's studies for outstanding results during the entire studies – the Rector's Award and the Dean's Award.
- 2) The scholarship under Art. 4, par. 1a) is disbursed as follows:
  - a. In the amount of CZK 1,000 for a defended Bachelor's thesis which is graded "Excellent" and for which the State Final Examination (SFE) Commission adopts



- a majority decision that it has outstanding research, development, innovation or other creative results contributing to deepening of knowledge,
- b. In the amount of CZK 3,000 for a defended Diploma thesis which is graded “Excellent” and for which the State Final Examination (SFE) Commission adopts a majority decision that it has outstanding research, development, innovation or other creative results contributing to deepening of knowledge. The amount is disbursed as a one-time payment by a bank transfer to the student’s account immediately after the decision on awarding the scholarship is taken.
- 3) The scholarship pursuant to Art. 4, par. 1b) is determined on the basis of a valid Dean’s Decision relating to rewards for results achieved according to RIV.
- 4) The scholarship pursuant to Art. 4, par. 1c) – the Dean’s Award is disbursed as a one-time payment to students during a standard time of study who terminate the study with the total weighted study average of 1,40 or lower and the final state examination with an overall rating “excellent” and who defend Bachelor’s or Master’s thesis with a rating “excellent”. The scholarship amount depends on available resources of the FFPW USB. The scholarship pursuant to Art. 4, par. 1c) – the Rector’s Award – is governed by the regulations of the valid SR USB. Awarding one of the above mentioned scholarships excludes awarding another scholarship for the same results. The scholarship is disbursed immediately after the Decision on awarding the scholarship is issued.
- 5) Premium scholarships are awarded via the Dean’s Decision by virtue of office if the above mentioned conditions are met. Students are not obliged to apply for the scholarship.
- 6) Awarding a premium scholarship, including the substantiation but excluding specification of the acknowledged scholarship amount, is announced verbally during a graduation ceremony (Dean’s Award and Rector’s Award) or in writing in the public part of the FFPW USB website (scholarships pursuant to Art. 4, par. 1a and 1b of this Decision).

## Article 5

### Scholarship Supporting Research, Development and Innovation Activities of Students

- 1) The scholarship supporting research, development and innovation activities of students (Art. 5 of the SR USB) can be disbursed to students:
- a) dealing with a project of the Grant Agency of the USB (GA USB),
- b) participating in other research, development and innovation activities.
- 2) The scholarships pursuant to Art. 5, par. 1a) are disbursed regularly in compliance with the GA USB rules or as a one-time payment according to a contract of a particular project.
- 3) The scholarships pursuant to Art. 5, par. 1b) may be disbursed to students of all study degrees regularly as a reward for students’ participation in research, development and innovation activities of the research laboratory at the FFPW USB and as a one-time payment as an extraordinary reward for an activity beyond regular duties and customs, for a significant act leading to development of research or creative activities of the



laboratory or for the purpose of supporting participation in a foreign research fellowship. The scholarships pursuant to this paragraph are disbursed from institutional support funds (Development of Research Organization). In case that the scholarship is disbursed from the budget of a research laboratory or a workplace the amount per student per year may not exceed CZK 30,000 and next, it may not exceed 20% of the amount of the Development of Research Organization allocated to a particular research laboratory or a workplace for a given year.

- 4) The scholarship supporting research, development and innovation activities of students are awarded via the Dean's Decision by virtue of office:
  - a) on the basis of a contract of a particular project – after reaching an agreement between a project researcher and the FFPW USB management (it applies mainly to regular scholarships when dealing with GA USB projects) or on the basis of subsequent regulations of the FFPW USB (e.g. awarding scholarships in Doctoral study programmes), or
  - b) at the instance of a responsible researcher or a head of a laboratory after discussing the issue at the Dean's Collegium (it applies mainly to one-time scholarships and scholarships pursuant to Art. 5, par. 1b disbursed from the budget of laboratories and workplaces).

## **Article 6**

### **Basic Scholarship for Students of Doctoral Study Programmes**

- 1) The basic scholarship for students of Doctoral study programmes (Art. 13 of the SR USB) is awarded to full-time students of a Doctoral study programme. Students are not obliged to apply for the basic scholarship intended for students of Doctoral study programmes.
- 2) Decisive facts for awarding a scholarship to individual students are mainly time (year) of study, level of fulfillment of the study plan, scientific and study results and other activities of a student at the FFPW USB.
- 3) The amount of the scholarship is adjusted in compliance with the Dean's Decision on awarding scholarships in Doctoral study programmes at the FFPW USB.
- 4) Students are notified of the amount of the scholarship via the Dean's Decision by virtue of office 3 days before the payday of the first awarded scholarship at the latest.
- 5) The basic scholarship for students of Doctoral study programmes is disbursed on a monthly basis during the entire academic year (12 months) until the 15<sup>th</sup> day of a month succeeding to a month for which a scholarship is to be awarded to a student.
- 6) The total volume of disbursed scholarships must be in compliance with Art. 2, par. 3 of the SR USB. If the decisive facts change, the amount of the scholarship may be adjusted.

## **Article 7**

### **Extraordinary Scholarship**



- 1) The award of extraordinary scholarships (Art. 7 of the SR USB) and the rules for their awarding are usually governed by other Dean's Decisions, Dean's Provisions or other internal standards of the FFPW USB (e.g. extraordinary scholarship for talented students, extraordinary scholarship for sportsmen).
- 2) Students of all types of study programmes may apply with the Dean for the extraordinary scholarship in situations related to unexpected difficulties or with regard to reasons that are not specified under the par. 1.
- 3) Application forms for the extraordinary scholarship are available on the FFPW USB website. Applications for the extraordinary scholarship are submitted via the Study Office of the FFPW USB.
- 4) A student is obliged to specify in his/her application all the reasons decisive for awarding the extraordinary scholarship with regard to its nature or provide other reasons that prompted a student to submit the application for the extraordinary scholarship. Substantiation of the application and proving the reasons for submitting the application are decisive for awarding the extraordinary scholarship.
- 5) The Dean's Decision on application for the extraordinary scholarship is issued and delivered to a student usually within 30 days from the date of receiving the application at the FFPW USB. In particularly difficult cases, it may take up to 60 days.
- 6) The extraordinary scholarship is a one-time scholarship. More detailed information about the amount of the scholarship, a method and a date of the scholarship disbursement are specified, if the application is approved, in the Decision on awarding the scholarship.
- 7) The extraordinary scholarship can also be awarded by the Dean's Decision by virtue of office, i.e. without a student's application, which is usually at the instance of members of the FFPW USB management, the Dean's Collegium, members of other parts of the USB, the Rector's Office of the USB and members of other institutions, if this suggestion is accepted by the FFPW USB management.

## **Article 8**

### **Extraordinary Scholarship for Compensation of Costs Related to Schooling**

- 1) Students of Bachelor's and Master's study programmes within a standard time of study can apply for the extraordinary scholarship for compensation of costs related to schooling if they incur extra expenses connected to preparation, travel and stay within their compulsory practical training (professional or technical) or within other schooling taking place beyond the FFPW USB parts. Students can be compensated, for example, for costs of medical examination for obtaining a certificate proving their capability of performing the practical training, bus or train (2<sup>nd</sup> class) transport costs to the place of performance of the operational or professional practical training or other schooling from their domicile, FFPW USB or USB campus and back and also adequate costs of accommodation for the time of the practical training or schooling.



- 2) Only those students who are in a difficult social situation that can be unequivocally proven are entitled to receive the extraordinary scholarship for compensation of costs related to schooling.
- 3) The application form for the extraordinary scholarship for compensation of costs related to schooling is available on the FFPW USB website. The application must contain all the facts which will enable assessment of the costs of a student related to the performance of the practical training or other schooling and a realistic assessment of a student's social situation. The application must also contain information concerning the fact whether and what award was offered to a student for his/her work effort during the practical training.
- 4) If the application is approved, the scholarship is disbursed by a bank transfer to the student's bank account within 30 days after the decision on awarding the extraordinary scholarship is taken.

#### **Article 9**

##### **Scholarship for Supporting the Studies Abroad and in the Czech Republic**

- 1) The scholarship for supporting the studies abroad (Art. 11 of the SR USB) can be awarded to FFPW USB students who actively participate in a programme of international study mobilities and who, at the same time, did not exceed the standard length of study increased by one year. The scholarship for supporting the study in the Czech Republic (Art. 12 of the SR USB) is intended for FFPW USB students enrolled in study programmes conducted in a foreign language.
- 2) The scholarships for supporting the study abroad and in the Czech Republic are usually disbursed from programmes, grants and funds intended for such purpose (e.g. Institutional programme of Higher Education Institutions, ERASMUS+, CEEPUS etc.) and their amount, method and form of application are governed by the rules of particular programmes.
- 3) If it is not in contradiction to other regulations, it is possible to disburse a scholarship for supporting the study abroad and in the Czech Republic also from other budgetary funds of the FFPW USB. In this case, possibilities of the support are announced via a Dean's Decision, a communication of a Vice-Dean for Foreign Affairs or in any other way via a workplace responsible for foreign affairs.

#### **Article 10**

##### **General Provisions**

- 1) Scholarships which are neither specified by this Decision nor other conditions of awarding and disbursing scholarships are regulated by the provisions of the SR USB or other internal regulations and standards of the USB and the FFPW USB.
- 2) Awarding all types of scholarships is decided by the Dean via his Decision.
- 3) Suggestions for the Dean's Decision on awarding scholarships are submitted to the Dean by the Study Office and a formal and material accuracy of the Decision are verified by relevant Vice-Deans.



- 4) Decision on awarding a scholarship is delivered via an electronic information system of the USB (IS STAG). An integral part of this electronic information system is delivery to the university e-mail address assigned to a student during his/her enrolment in the studies.
- 5) Scholarships the amount of which is not specified by this Decision or other internal standards of the FFPW USB or by conditions of relevant programmes or contracts are awarded at the instance of relevant persons on the basis of a suggestion discussed at the Dean's Collegium.
- 6) A student can appeal against the Dean's Decision within 30 days after the Decision is delivered to the student. The appeal is submitted in a written form and addressed to the Dean of the FFPW USB. The Dean decides on the appeal without unnecessary delay, however, the decision must be taken within 30 days or within 60 days in case of particularly difficult matters from its delivery. If the student's entitlement is recognized, an adjustment of the scholarship amount is made and the scholarship is disbursed in arrears by the date which the appeal relates to. If the Dean does not allow the appeal, he passes it to the Rector of the USB to decide.
- 7) Payment orders of all scholarships are signed by a member of the FFPW USB management authorized by the Dean or by the Dean himself.

#### **Article 11**

##### **Final provisions**

- 1) This Decision comes into effect on the day of its approval by the Academic Senate of the FFPW USB.
- 2) This Decision cancels the Dean's Decision No. 3/2016 Detailed Conditions of Scholarship Regulations of the USB at the FFPW USB.
- 3) In compliance with internal rules of the USB, FFPW USB and the Act, exceptions to the provisions of this Decision are decided by the Dean.

This Decision was discussed and approved by the Dean's Collegium on 14 June 2017 and it was discussed and approved by the Academic Senate of the FFPW USB on 6 October 2017.

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Chairman of the AS of the FFPW USB

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