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Palacký University  
Olomouc

**UP INTERNAL STANDARD**

**R-A-18/01-ÚZ01**

**Scholarship Rules of  
Palacký University Olomouc  
(1<sup>st</sup> complete version)**

Content: Determination of procedures for providing scholarships at Palacký University Olomouc

Guarantor: Vice-Rector for Education

In force: August 31, 2020

In effect: September 1, 2020

*The Ministry of Education, Youth and Sports has registered under Section § 36 par. 2 of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Higher Education Act), on June 18, 2018, under Ref. No. MSMT-19757/2018 Scholarship Rules of Palacký University Olomouc. Changes in the Scholarship Rules of Palacký University Olomouc were registered by the Ministry of Education, Youth and Sports according to Section § 36 par. 2 and 5 of the Higher Education Act on August 31, 2020, under Ref. No. MŠMT-34899/2020-1.*

**1<sup>st</sup> Complete version of  
SCHOLARSHIP RULES OF  
PALACKÝ UNIVERSITY OLOMOUC  
from August 31, 2020**

*The Academic Senate of Palacký University Olomouc is under Section § 9(1)(b)(3) and § 17(1)(h) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Higher Education Act), as amended, has resolved on the following Scholarship Rules of Palacký University Olomouc:*

**Article 1**  
**Financial Resources for**  
**Scholarship**

1. The primary resources for the provision of scholarships are a contribution or non-investment subsidies from the state budget of the Czech Republic provided through the Ministry of Education, Youth and Sports (hereinafter referred to as "Ministry"), from which scholarships may be paid to students of Palacký University under Section § 91(2-4) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Higher Education Act) as amended (hereinafter referred to as "Act").
2. An additional source for the provision of scholarships is the scholarship fund established under Section § 18(6)(c) of the Act and No. 21 of UP Management Rules set out in Annex No. 2 of the UP Statute.
3. Another additional source for the provision of scholarships under Section § 91(2-4) of the Act, not listed in paragraph 2, may be a special-purpose subsidy of the Ministry, which is subject to clearing with the state budget of the Czech Republic, other non-investment subsidies, where the rules of their use allow it, and the UP's own income.

**Article 2**  
**Types of Scholarship**

1. UP students are awarded the following scholarships:
  - a) merit scholarship, i.e. scholarship according to Section § 91(2)(a) of the Act;
  - b) exceptional scholarship, i.e. scholarship according to Section § 91(2)(b) a (c) of the Act;
  - c) exceptional social scholarship, i.e. scholarship in case of a difficult social situation for the student according to Section § 91(2)(d) of the Act;
  - d) social scholarship, i.e. scholarship in case of a difficult social situation for the student according to Section § 91(3) of the Act;
  - e) accommodation scholarship, i.e. scholarship according to Section § 91(2)(e) of the Act;
  - f) scholarship in cases of special consideration, i.e. scholarship according to Section § 91(2)(e) of the Act;
  - g) scholarship to support study abroad and to support study in the Czech Republic (hereinafter referred to as "CR"), i.e. scholarship according to Section § 91(4)(a) a (b) of the Act;
  - h) doctoral scholarship, i.e. scholarship according to Section § 91(4)(c) of the Act.
2. The award of the merit scholarship, exceptional social scholarship, scholarship to support study abroad and to support study in the Czech Republic and doctoral scholarship is decided by the Dean of the relevant faculty, which ensures the organisational and legal aspects of the implementation of the study programme

and at which the students of the study programme are enrolled (hereinafter as the "relevant faculty"). The award of the accommodation scholarship and social scholarship is decided by the Rector. The award of the exceptional scholarship and the scholarship in cases of special consideration is decided by the Dean of the relevant faculty or the Rector.

**Article 3**  
**Scholarship Award Procedure, Decision,**  
**Delivery of Decision**

1. If the Rector awards a scholarship paid from a grant or a subsidy, they will determine the form and dates of payment by decision; in other cases, the Rector or the Dean of the relevant faculty determines this by an internal regulation.
2. The scholarship award procedure commences:
  - a) in the case of merit scholarship, on the date on which the student has submitted a written application for the scholarship award to the Student Affairs Office of a relevant faculty or on the date on which the proposal is submitted by the head of the relevant department or institution, or on the date specified in the internal regulation of the relevant faculty on which the relevant data is generated from the study agenda information system;
  - b) in the case of exceptional scholarship for outstanding sports achievements, especially in relation to representing the CR, scholarship to support the study abroad or to support the study in the CR, and an exceptional social scholarship, on the date on which the student has submitted a written application for the scholarship award to the Student Affairs Office of the relevant faculty, or on the date on which a proposal is submitted by the head of the relevant department or institution or by a member of the academic community;
  - c) in the case of exceptional scholarship for outstanding research, development, innovation, artistic or other creative achievements, on the date on which the student has submitted a written application for the scholarship award to the Student Affairs Office of the relevant faculty or on the date on which a proposal is submitted by the head of the relevant department or institution, or by the head of a department of a higher education institution, or by a member of the academic community;
  - d) in the case of exceptional scholarship not specified in the par. b) and c), on the date on which the student has submitted a written application for the scholarship award to the Student Affairs Office of the relevant faculty, or on the date on which a proposal is submitted by the head of the relevant department or institution or by a member of the academic community;
  - e) in the case of scholarship in cases of special consideration, on the date on which the application

- is submitted to the Rector or the Dean of the relevant faculty or on the submission date of the proposal for a scholarship award,
- f) in the case of social scholarship, on the date of submission of the scholarship award application to the Rector,
  - g) in the case of accommodation scholarship, on the date of the submission of the accommodation scholarship application, following the conditions specified in the UP internal regulations;
  - h) in the case of doctoral scholarship, on the date on which the student enrolls to a doctoral study programme.
3. The decision on whether or not to award the scholarship is issued by the Dean of the relevant faculty or the Rector within 30 days of the commencement of the proceedings. The decision must be made in writing and include the statement of the award or non-award of the scholarship, the amount of the scholarship, the form of payment and the date or dates of payment, as well as the reasons and instructions on the possibility of appealing against the decision. Article 25(1) of the UP Statute applies to the delivery of the decision. The date of delivery and notification of the decision is the first day following the date of making the decision available in the electronic information system. The decisions of the Dean of the relevant faculty or the Rector are recorded in the personal file kept on the student by the relevant faculty.
  4. If the student is enrolled to study in more than one study programme or in more than one major of a study programme, the social scholarship and accommodation scholarship can be awarded and paid for that period no more than once.
  5. The decision shall enter into force:
    - a) on the date following the expiry of the deadline for lodging an appeal against the decision, or,
    - b) on the date following the day on which the student waived in writing the right to lodge an appeal against the decision in writing, or
    - c) on the date following the day on which the Rector's decision on the appeal against the decision to award or not award the scholarship was made available in the electronic information system.
  6. The decision to award a scholarship is made in accordance with Section § 68 of the Act.

#### **Article 4 Withdrawal of Scholarship**

1. Students must notify an authorised employee of the relevant faculty or the Rectorate of any changes in the facts relevant to the scholarship award within 30 days after such a fact has occurred.
2. The authority to award a scholarship includes the authority to decide on the withdrawal of the scholarship if the student no longer meets

the conditions for the scholarship award.

#### **Article 5 Appeal Proceedings**

1. The student or their representative to whom they have granted a written power of attorney may appeal the decision within 30 days from the date of notification of the decision to award or not award the scholarship; the appeal shall be lodged to the authority that issued the decision.
2. If the Dean issues the decision to award or not award the scholarship, they may only grant the request or revise or annul the decision.
3. If the Dean does not make a decision under par. 2, they shall forward the application and the student's personal file, including all necessary documents, to the Rector immediately.
4. If the time limit for filing an appeal is missed, the student may apply to the authority that issued the decision for a waiver of the delay in filing the appeal within 15 days of the date on which the obstacle that caused the delay ceases to exist, but no later than within 1 year of the delivery of the decision against which the appeal may be lodged. Together with this decision, an appeal against the decision to award or not award the scholarship must be lodged.
5. The Rector shall dismiss the appeal if it was filed late or by an unauthorised person.
6. The Rector shall amend or annul a decision that was issued in violation of legal regulations, UP internal regulations or its unit. Otherwise, they shall deny the appeal and confirm the original decision of the Dean of the relevant faculty.
7. If the Rector revokes the decision of the Dean of the relevant faculty, they return the matter to the Dean of the relevant faculty for a new hearing. The Dean of the relevant faculty is bound by the legal opinion of the Rector.
8. If the decision to award or not award the scholarship is issued by the Rector, they may only grant the request or revise or annul the decision.
9. If the Rector does not make a decision pursuant to par. 8, they shall request a written statement on the appeal from the Appeal Committee. The committee shall submit a written statement containing a proposal for the resolution of the appeal, together with a written statement from the Dean of the relevant faculty on the Rector's decision, who shall either confirm the Rector's first-instance decision or revise or annul it, if it was issued in violation of the law, UP internal regulations or its unit.

## **Article 6 Merit Scholarship**

1. The Dean of the relevant faculty may award a merit scholarship to the student who meets the following conditions:
  - a) is a student of UP in a Bachelor's or Master's degree programme under Section § 61 of the Act,
  - b) has achieved outstanding academic results in the previous study period (the so-called “decisive period”), whereby outstanding academic results are assessed based on the academic average or weighted academic average,
  - c) studies within the standard period of study or within the standard period of study increased by a maximum of one year if they have studied a minimum of one semester at a university abroad within the programmes co-organised by UP.
2. The merit scholarship can also be awarded if the student has completed the decisive period of study at other faculties or other universities and if the courses completed at other faculties or universities have been recognised by the Dean of the relevant faculty.
3. The Dean of the relevant faculty may award a merit scholarship to the student on the completion date of the last part of the final state examination. In this case, the scholarship is paid in a lump sum.
4. The merit scholarship can be awarded and paid to the student in the form of a regular allowance (for a maximum of ten months in an academic year) or in a lump sum.
5. If, in the given academic year, the student is only completing their bachelor's or master's thesis and final state examination, the merit scholarship may be awarded for no more than five months of that academic year.
6. Merit scholarship cannot be awarded:
  - a) to a student in a Bachelor's or Master's degree programme who has not earned an average of at least 60 credits per academic year in the previous academic years (credits for subjects recognised from previous studies are not included in this number); this does not apply to the scholarship referred to in paragraph 3;
  - b) to a student of a doctoral study programme.
7. Further details, in particular, the decisive period, required study average, if applicable, the required number of credits, the amount of the merit scholarship and the form of payment shall be determined by an internal regulation by the Dean of the relevant faculty.

## **Article 7 Exceptional Scholarship**

1. Exceptional scholarship is a one-time scholarship

awarded to a student by the Dean of the relevant faculty or the Rector:

- a) for outstanding research, development, innovation, artistic or other creative achievements,
  - b) for outstanding sports achievements, in particular, in connection with UP representation,
  - c) for significant activities carried out for the benefit of the faculty, UP and academic community, further specified in an internal regulation of UP or the faculty,
  - d) for research, development and innovation activities under Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research and Development), as amended,
  - e) in other cases not specified above in letters a) to d).
2. Exceptional scholarship, pursuant to par. 1, letter a) and d), is awarded by the Dean of the relevant faculty or the Rector on the basis of the student's application or a proposal of the head of the relevant department or institution or the head of the higher education institution, or a member of the academic community. Exceptional scholarship is, pursuant to par. 1, letter b), c), and e), awarded by the Dean of the relevant faculty or the Rector on the basis of the student's application or a proposal of the head of the relevant department or institution or a member of the academic community. The decision to award a scholarship under Section § 91(2)(b) of the Act shall always be made by the Dean of the relevant faculty only based on a proposal from the study programme supervisor in which the student is studying, or the head of the department or institution where the student reached the achievements referred to in Section § 91(2)(b) of the Act.
  3. An exceptional scholarship can be awarded repeatedly.
  4. The Dean of the relevant faculty or the Rector can also award an exceptional scholarship in a non-monetary (material) form, e.g. in the form of a voucher for the purchase of literature. Funds for an exceptional scholarship in the material form can be granted or drawn only from the UP Scholarship Fund, not from a contribution or subsidy provided by the Ministry.
  5. The Rector or the Dean of the relevant faculty may also award the student an exceptional scholarship in the form of an exceptional prize; conditions for awarding exceptional prizes, their amount and further details shall be determined by the Rector or the Dean of the relevant faculty.
  6. Further details related to exceptional scholarship shall be determined by an internal regulation by the Dean of the relevant faculty or the Rector.

**Article 8**  
**Social Scholarship, Exceptional**  
**Social Scholarship**

1. A student who has been granted a child allowance pursuant to Section § 17 of the Act No 117/1995 Coll, on State Social Support, as amended, is entitled to a social scholarship if the family's decisive income determined for the purpose of a child's allowance does not exceed the product of the family's subsistence minimum and a coefficient of 1,5, and the student proves their entitlement for a social scholarship by submitting a written certificate issued at the student's request by the State Social Support Office that granted the allowance. The certificate shall be valid for the purposes of the scholarship for 21 months from the end of the year for which the family income was determined.
2. The student submits their application for a social scholarship within the deadlines specified annually in the Rector's decision.
3. The student is entitled to a social scholarship for the standard period of study for each full calendar month, during which they meet the conditions for the award of a social scholarship. Social scholarship is granted for ten months of an academic year, the entitlement for a social scholarship does not arise for the months of July and August.
4. The monthly amount of a social scholarship corresponds with one-quarter of the basic rate of the minimum wage per month, with the amount so determined rounded up to the nearest dime.
5. The monthly amount of the social scholarship may be increased annually on a one-off basis by the Rector's decision, up to the amount of the balance of the social scholarship provided by the Ministry. Unless the Rector stipulates otherwise, the application for a social scholarship shall be submitted electronically.
6. The social scholarship is paid by wire transfer to the student's account held by a bank in the CR in the Czech currency. The scholarship is paid in the form of a monthly allowance in the period of January – June and in September of the relevant academic year. Granted scholarship for the months of October to December is paid in December of the same calendar year.
7. In the case of a particularly difficult social situation of a student, a one-off exceptional social scholarship may be awarded based on the student's application. The student applies for an exceptional social scholarship at the faculty at which they are enrolled for studies.
8. Further details concerning the award and payment of the exceptional social scholarship shall be determined by an internal regulation by the Dean of the relevant faculty. The scholarship may be awarded repeatedly.

**Article 9**  
**Accommodation Scholarship**

1. Accommodation scholarship may be awarded to a student who, on the date of the decision to award the accommodation scholarship:
  - a) is a student of a Bachelor's, Master's or Doctoral degree programme in the full-time form of study with instruction in the Czech language,
  - b) is studying in the first accredited study programme or an accredited study programme following on from it; in the case of concurrently studying an accredited study programme, the student shall be counted no more than once in the accredited study programme in which they enrolled sooner; studies for which the student enrolled and completed between 1 May and 30 October of the same calendar year shall not be taken into account.
  - c) has not exceeded the standard period of study in the currently studied accredited degree programme or any of the other concurrently studied degree programmes,
  - d) does not have a permanent residence in the territory of the Olomouc district,
  - e) has applied for the scholarship.
2. For reasons of special consideration, the student may be awarded an accommodation scholarship even if they have a permanent residence in the Olomouc district based on an appeal against the decision to not award the accommodation scholarship addressed to the Rector. However, the student must meet the condition of permanent residence outside the territory of the Olomouc district and a commuting distance of more than 45 minutes from Olomouc or be a holder of a ZTP or ZTP/P card (i.e. disabled person's pass).
3. Meeting of the conditions for entitlement to an accommodation scholarship is verified under par. 1, letters a) to d) based on the data recorded in the Student Information Matrices System (SIMS) database.
4. The accommodation scholarship is granted for two periods in an academic year (hereinafter referred to as "scholarship period"), the first of which begins on October 1 and ends on December 31, and the second of which starts on January 1 and ends on June 30. The student enrolled for study during a scholarship period may be awarded the accommodation scholarship for only part of the scholarship period after enrolment. The student who has interrupted or terminated their studies during the scholarship period or who has ceased to meet the conditions for the scholarship award during that period may be paid only the pro rata corresponding amount.
5. The amount of the accommodation scholarship in the scholarship period is determined and announced by the Rector by their decision. The accommodation scholarship is awarded for the given scholarship period.
6. The student who meets the conditions for the award of

the accommodation scholarship described in the par. 1 but does not wish to receive the accommodation scholarship shall immediately inform the Rector in writing of the fact within 14 days of receiving the decision on the award of the accommodation scholarship.

7. The Rector shall, by their decision, determine the form, requirements and deadlines for the submission of applications for the accommodation scholarship. Unless the Rector's decision stipulates otherwise, the application for the scholarship is submitted electronically, and the student must indicate their bank account in the application.
8. The scholarship is paid by wire transfer to the student's account held by a bank in the CR in the Czech currency. The accommodation scholarship is paid retroactively for the period of which it was awarded, once every three months.

#### **Article 10 Scholarship in Cases of Special Consideration**

1. The decision to award the scholarship is made by the Dean of the relevant faculty or the Rector based on the student's application or without such an application.
2. Further details regarding the amount and the conditions for the award of the scholarship shall be determined by an inner regulation by the Dean of the relevant faculty or the Rector.
3. The scholarship is a one-off payment, and the entitlement to payment commences on the date of its award. The scholarship may be awarded repeatedly.

#### **Article 11 Scholarship to Support the Study Abroad or the Study in the Czech Republic**

Conditions for the award of the scholarship to support the study abroad and to support the study in the CR, conditions for the payment and the amount of the scholarship shall be determined by an inner regulation by the Dean of the relevant faculty or the Rector.

#### **Article 12 Doctoral Scholarship**

1. The Dean of the relevant faculty awards the doctoral scholarship to a student in the full-time form of the doctoral degree programme with instruction in the Czech language in the standard period of study, with the period of all previous unsuccessful studies of doctoral study programmes also included in the standard study period.

2. The scholarship is awarded for the scholarship period. The scholarship periods are September to December of the given calendar year and January to August of the following calendar year. It is paid in the form of a monthly allowance.
3. The monthly amount of the doctoral scholarship in a given scholarship period corresponds to at least 1/12 of the annual amount of the Ministry contribution provided to UP through indicator C for the support of doctoral students in a given calendar year. The monthly amount shall be published on the publicly accessible website.
4. In the event that the student of a doctoral study programme duly fulfils their study obligations according to their individual study plan, the Dean may award the student a doctoral scholarship for the next scholarship period in a higher amount after the opinion of the study programme board.
5. Further details regarding the doctoral scholarship, in particular, the deadline and the form of payment, shall be determined by an inner regulation by the Dean of the relevant faculty.
6. The scholarship shall be paid via wire transfer to the student's account held by a bank in the Czech Republic in the Czech currency. The doctoral scholarship shall cease to be paid from the month following the month in which the student interrupted or terminated their studies.

#### **Article 13 Transitional Provisions**

Scholarships awarded during the effective period of the UP Scholarship Rules of November 2, 2017, will continue to be paid after the entry into force of this Scholarship Rules according to the conditions set out in the decision of their award.

#### **Article 14 Repealing and Concluding Provisions**

1. The UP Scholarship Rules registered at the Ministry on November 2, 2017, under the Ref. No. MŠMT-30176/2027 is hereby repealed.
2. These Scholarship Rules were approved by the UP Academic Senate on May 23, 2018, pursuant to Section § 9(1)(b)(3) of the Act.
3. These Scholarship Rules shall enter into force pursuant to Section § 36(4) of the Act on the date of registration at the Ministry.
4. These Scholarship Rules shall enter into force on the seventh day after the day on which it enters into force.

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Changes in the UP Scholarship Rules were approved by the UP Academic Senate pursuant to Section § 9(1)(b) of the Act on April 15, 2020.

Changes in the UP Scholarship Rules enter into effect pursuant to Section § 36(4) of the Act on the date of registration at the Ministry.

Changes in the UP Scholarship Rules enter into effect on September 1, 2020.

prof. Mgr. Jaroslav Miller, M.A., Ph.D.  
UP Rector

doc. Mgr. Jiří Langer, Ph.D.  
Chairman of the UP Academic Senate



