

DEAN'S DECREE 9D/2017

Providing Scholarships at the Faculty of Applied Sciences

1. Scholarships Granted by the Faculty of Applied Sciences

The FAS' Dean may, in accordance with Article 91 of Act No. 111/1998 Coll. and the Scholarship Regulations of the University of West Bohemia in Pilsen, grant students the following types of scholarship:

- a) Merit scholarship, for excellent study results.
- b) Extraordinary scholarship, in cases specified in point 3 of this Decree.
- c) Scholarships as granted to students of doctoral study programmes.

2. Merit Scholarships

- a) Merit Scholarships are granted to students of Bachelor's or follow-up Master's study programmes in the full-time form of study who, in the past academic year, obtained 60 or more credits (credits obtained for recognized subjects from the previous study are not counted to this number), and who, in the current academic year, will not exceed the standard length of study given by the study programme.
- b) Merit Scholarships are paid from the beginning of the academic year over ten months (excluding July and August).
- c) Merit Scholarships are allocated by the Faculty regardless of whether students receive another scholarship.
- d) The criterion for granting and determining the amount of a Merit Scholarship is the weighted grade average (WGA) of the previous academic year. An annually updated supplement to this Decree specifies the conditions for its granting and payment.
- e) Merit Scholarships are granted upon fulfillment of specified conditions without an application.
- f) Students are electronically notified of being granted a Merit Scholarship. Students take over and sign a written decision on the allocation of a Merit Scholarship at the FAS Office of Academic Studies during office hours.
- g) A student's entitlement to a scholarship is terminated on the last day of the month in which he/she interrupted his/her studies, changed the form of study, or completed his/her studies.

3. Extraordinary Scholarships

a) The Dean may grant an Extraordinary Scholarship for the following reasons:

1. For outstanding research, development and innovation, artistic or other creative results contributing to deepening of knowledge; this scholarship is a one-off; Heads of the Faculty Departments can submit a proposal to award this scholarship including specification of funding sources to the Dean; in the case of doctoral studies, the Study Field Board Chairpersons can submit such a proposal upon an initiative of the Supervisor.
2. For outstanding research, development and innovation activities under a special legal regulation; this scholarship is paid monthly; Heads of the Faculty Departments submit, to the Dean, a proposal to award this scholarship, including the specification of sources of funding and the beginning and end of the pay period; in the case of doctoral studies, Chairpersons of Study Field Boards submit such proposals.
3. In the case of a difficult social situation of a student, based on the student's written request that has been positively assessed, or at the Dean's discretion; this scholarship is a one-off; the Head of the Department or the Chairperson of FAS AS may also submit a proposal for its allowance on the basis of a FAS AS Student Board representative's recommendation.
4. For supporting study stays abroad; this scholarship is a one-off; its purpose is to partially compensate for increased costs related to stays abroad within the full-time form of study in Bachelor's, follow-up Master's or doctoral study programmes. This scholarship is granted at the student's request.
5. For supporting studies in the Czech Republic, based on a student's written request; this scholarship is for foreign nationals studying in study programmes taught in the Czech language. The annually updated supplement to this Directive sets out specific conditions for its granting and paying.
6. In cases worthy of special consideration; this scholarship is a one-off and is paid on the basis of a positive assessment of the student's request or the Dean's own decision; the Head of the Department or the Chairperson of FAS AS may also file a proposal for its allowance.

b) Students are notified of having been granted an Extraordinary Scholarship by the workplace whose Head has proposed the scholarship. At the same workplace, students also become involved by signing the written decision on the allocation of the scholarship.

4. Scholarships Granted to Students in Doctoral Study Programmes

a) The Dean grants a regular scholarship to students in doctoral study programmes, in full-time form of study and the standard length of study. The scholarship can be paid in three stages:

1. For students in the first year of study (i.e. the first 12 payments).
2. For students of higher grades who have not passed the state doctoral examination yet.

3. For students of higher grades who have already passed the state doctoral examination.

Note: The stage change occurs in the month following the occurrence of the fact that caused the change. A regular scholarship is paid 12 months a year.

- b) An annually updated supplement to this Directive sets out specific conditions related to regular scholarships.
- c) A student's entitlement to a doctoral scholarship is terminated on the last day of the month in which: he/she interrupted the study, his/her study was terminated, or he/she changed the form of study.
- d) On the basis of the proposal of the Study Field Board, the Dean may decide to withdraw the scholarship (or reduce the amount thereof) at any time during the academic year, depending on the results achieved and the fulfillment of the individual study plan.

5. Accommodation and Social Scholarship

- a) If a student meets the conditions specified in the Scholarship Regulations of the University of West Bohemia in Pilsen, the Rector may grant him/her an Accommodation or a Social Scholarship.
- b) An application for an Accommodation or a Social Scholarship is submitted electronically on the prescribed form.
- c) The University Office administers for all the University Parts, issues related to Accommodation and Social Scholarships.

6. Payment of Scholarships

- a) Approved scholarships are paid by bank transfer to the bank account. The first payment takes place in the following month after the decision on granting the scholarship comes into force.
- b) Students are obliged to enter, in the information system, the banking connection for the non-cash payment of the scholarship. Students are responsible for the correctness and completeness of the data required for the bank connection throughout the whole time of study.
- c) If the payment is not made due to inaccurate or incomplete information provided by a student, the student is obliged to provide the correct and complete data necessary for the banking connection within fifteen days from the date of payment; otherwise his/her entitlement to be paid the scholarship is forfeited.
- d) The scholarship for the months of September to November is paid in the November payout date.
- e) One-off scholarships are paid no later than the 15th day of the month following the month in which the decision on granting the scholarship comes into force. Scholarships that are paid monthly are paid no later than the 15th day of the relevant month.
- f) Accommodation and Social Scholarships are paid retrospectively for the calendar quarter on the dates set in the relevant UWB Rector's Decision.

7. Common Provisions

- a) Providing false information in an application for a scholarship can be regarded as a disciplinary offense.
- b) Students are obliged to inform the FAS Office of Academic Studies of any change of the facts decisive for granting the scholarship no later than thirty days after such change has occurred.
- c) The payment of the scholarship can be stopped if it is reliably proven that a student's outstanding commitment towards UWB is overdue.

Doc. Dr. Ing. Vlasta Radová
FAS Dean

In Pilsen, on 24 October 2017