

SEVENTH CONSOLIDATED
BURSARY CODE
OF CHARLES UNIVERSITY IN PRAGUE
OF JUNE 18, 2013

Under sections 9 (1) (b) and 17 (1) (g) of Act 111/1998 Sb., on Higher Education and on Changes in and Amendments to some other Acts (the Higher Education Act), the Academic Senate of Charles University has adopted the following Bursary Code of Charles University, as an internal regulation of the University:

Part I.
Bursaries

Article 1
Introductory Provisions

The Code herein shall govern the granting of bursaries to students of Charles University (hereinafter referred to as “the University“), as well as procedure in the first instance and review procedure concerning the granting of a bursary.*

*Translator’s note: Words importing the masculine shall include the feminine, and unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.
Article 2

Bursaries

Students may be granted bursaries which are covered from a contribution (under s. 18 (2) (3) of the Higher Education Act) or a subsidy (s. 18 (2) (c) of the Higher Education Act), from research, experimental development and innovation funding from public funds (s. 18 (2) (b) of the Higher Education Act and s. 2 (2) (1) of the Act No. 130/2002 Sb. as amended) (hereinafter referred to as “research funding”), from a bursary fund (s. 18 (6) (c) of the Higher Education Act), or from other sources (mainly s. 18 (2) (e) to (g) of the Higher Education Act).

Article 3

Types of Bursaries Covered from a Contribution, Subsidy or Research Funding, Awarding Bursaries, Payment of Bursaries

1. A student may be awarded a bursary covered from a contribution or a subsidy in the form of
   a) a bursary for excellent study results\(^1\),
   b) a special-purpose bursary\(^2\),
   c) a doctoral bursary\(^3\),
   d) an accommodation bursary\(^2\),
   e) a social bursary\(^3a\).

2. A student who is a foreigner may be also awarded a bursary covered from a contribution or a subsidy to support his study\(^4\).

3. A student may be awarded a bursary for research, development and innovation activity (hereinafter referred to as “research bursary”)\(^4a\) from research funding.

4. A bursary covered from a contribution, subsidy or research funding may be awarded to the student by the Dean of the Faculty in which the student is enrolled\(^5\) or by the Rector if it is a bursary under paragraph (1) (d) or (e) above or under Art. 5 (3).

5. A bursary for excellent study results and the special-purpose bursary may be paid as a regularly paid amount or as a lump sum.

6. A doctoral bursary shall be paid to the student throughout the year retrospectively, either as a regular amount at monthly intervals or as a lump sum (Art. 6 (5)).

\(^{1}\) S. 91 (2)(a) of the Higher Education Act.

\(^{2}\) S. 91 (2)(b),(d) and (e), and (4)(a) of the Higher Education Act.

\(^{3}\) S. 91 (4)(c) of the Higher Education Act.

\(^{3a}\) S. 91 (3) of the Higher Education Act.

\(^{4}\) S. 91 (4)(b) of the Higher Education Act.

\(^{4a}\) S. 91 (2)(c) of the Higher Education Act.

\(^{5}\) S. 51 (2) of the Higher Education Act.
7. A research bursary may be paid as a lump sum or as a regularly paid amount.

8. An accommodation bursary shall be paid retrospectively as an amount paid regularly, generally at quarterly intervals; in cases under Art. 7a (1) it shall be paid regularly, generally at monthly intervals in an amount which cannot be reduced throughout the academic year.

9. A social bursary shall be paid retrospectively as a regularly paid amount, generally in monthly intervals.

10. If a bursary covered from a contribution or a subsidy is awarded by the Rector, the form and dates of payment shall be determined by the Rector; in all other cases these shall be determined by the Dean.

**Article 4**

**Bursary for Excellent Study Results**

1. A bursary for excellent study results (Art. 3 (1) (a)) shall be awarded retrospectively to students for their excellent study results in the preceding segment of study (Art. 4 (5) of the University Code of Study and Examination, hereinafter referred to as “Code of Study“). If an internal regulation of the Faculty under paragraph (5) below so stipulates, a bursary may be awarded also to students in the first segment of study on a post-Bachelor’s (i.e. Master’s) programme of study for excellent study results in their preceding study on the Bachelor’s study programme.

2. Conditions for awarding this bursary shall be determined by an internal regulation of the Faculty under paragraph (5) below. It shall be based on the average of achieved marks or weighted average of achieved marks or another similar indicator based on the results of examinations and other assessed study requirements for the preceding segment of study. This indicator must be determined in compliance with Art. 6 (16) of the Code of Study. A bursary shall be awarded to at least ten per cent of the students of the given Faculty, programme of study (branch of study) or the given segment of study or those given programmes (branches) of study and segments of study which are not subject to an impediment to the grant of bursary under Art. 8. Bursaries shall be awarded on the basis of indicator results.

3. The maximum total sum of bursary for excellent study results that may be paid to a student in a given academic year shall range from CZK 11,000 to 33,000.

4. The Dean shall determine the specific amount of bursary for excellent study results at the Faculty for the given academic year after the Academic Senate of the Faculty has given its opinion.

5. The internal regulation defining requirements under paragraphs (1) and (2), as well as details or requirements under Art. 5 (1) (d), Art. 6 (3) and Art. 9a shall be the internal regulation under s. 33 (2) (e) of the Higher Education Act, generally called “The Rules for Awarding Bursaries at the Faculty”.

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6. If the segment of study under the internal regulation of the Faculty (Art. 19 (1) of the Code of Study and Examination) is a semester, the internal regulation of the Faculty under paragraph (5) may provide that bursaries shall be awarded to students for excellent study results achieved in the two preceding semesters of the same academic year.

7. This bursary may not be awarded to students on Doctoral programmes of study.

**Article 5**

**Special-Purpose Bursary**

1. A special-purpose bursary (Art. 3 (1) (b)) may be awarded to a student
   a) as an extraordinary bursary for excellent results in scholarly, research, development, sports, artistic or other activities which contribute to the deepening of knowledge; the conditions for awarding this bursary and its amount shall be determined by the Dean,
   b) in the case of an emergency; conditions for awarding such bursary and its amount shall be determined by the Rector,
   c) to support study abroad or to perform practical training in the Czech Republic or abroad (Art. 2 (9) of the Code of Study); conditions for awarding this bursary and its amount shall be determined by the Dean,
   d) in the case that there are specific reasons such as participation in pedagogical activities or scholarly research, participation in laboratory activities, taking part in development of information technologies or in international co-operation, and others; conditions for awarding this bursary and its amount shall be determined by the Dean in compliance with the internal regulation of the Faculty under Art. 4 (5).

2. The maximum amount of a special-purpose bursary that may be paid to a student in a given academic year shall be in total CZK 82,000 for a bursary under paragraph (1) (a) or (d), CZK 30,000 for a bursary under paragraph 1 (b) and CZK 60,000 for a bursary under paragraph (1) (c).

3. In the case that there exist extraordinary reasons worth special consideration, the Rector or the Dean may award a student a special-purpose bursary in the form of an extraordinary prize; conditions for awarding extraordinary prizes, their amount and other details shall be determined by the respective measures of the Rector or the Dean.

**Article 6**

**Doctoral Bursary**

1. A doctoral bursary (Art. 3 (1) (c)) shall be awarded to all full-time students on Doctoral programmes of study (Art. 9 (1) of the Code of Study); the provision of Art. 8 shall not be prejudiced thereby.
2. In the first year of full-time study the amount of a Doctoral bursary shall be CZK 6,300 per month.

3. The amounts of a Doctoral bursary in the second, third or possibly fourth year of full-time study shall range from CZK 7,600 to 13,000 per month. The specific amount of a particular bursary from within this range shall be determined by the Dean in compliance with the internal regulation of the Faculty under Art. 4 (5) after the Academic Senate of the Faculty has given its opinion.

4. On successful passing of the State Doctoral Examination or defending the Doctoral Dissertation the Doctoral bursary determined under Art. 3 shall be increased by CZK 2,000 per month from the following calendar month. The internal regulation of the Faculty under Art. 4 (5) may provide that on successful passing of a defined study, scientific or other requirement or requirements of the student, the doctoral bursary under paragraphs (2) or (3) shall be increased by an additional amount, not higher than CZK 2,000 per month in total.

5. If regular assessment shows that the student has fulfilled his individual study plan (Art. 8 (4) (a) of the Code of Study) and achieved excellent study results, upon a motion of his supervisor or of the Subject-Area Board the Dean may award him a single additional doctoral bursary up to the amount of CZK 30,000.

6. If regular assessment shows that the student has failed to fulfil some parts of his individual study plan without serious reason (Art. 8 (4) (b) of the Code of Study), upon a motion of his supervisor or of the Subject-Area Board the Dean may individually reduce the student’s Doctoral bursary by up to 50 %. The reduction of the bursary shall be effective from the calendar month following the month in which, upon the motion of the supervisor or the Subject-Area Board, the Dean re-determined the amount of the bursary under Art. 3 but for no longer than until the following regular assessment.

**Article 7**

**Bursary to Support Study of Foreigners**

Conditions for awarding a bursary under Art. 3 (2) and its amount shall be determined by the Dean in compliance with a measure of the Rector on which the Academic Senate of the University (hereinafter only “the Senate”) shall give its opinion. The conditions must be in compliance with Art. 26 of the Constitution of the University (hereinafter referred to as “the Constitution“) and the internal regulation under Art. 26 (6) of the Constitution.

**Article 7a**

**Accommodation Bursary**
1. An accommodation bursary shall be granted upon assessment of the social environment of the student’s household and all relevant applicable legal regulations. Bursary shall be awarded generally in two categories in graded amounts. Detailed requirements for the grant of this bursary shall be provided in the Rector’s measure commented upon by the Senate.

2. An accommodation bursary shall be granted to students who are not subject to an impediment to the grant of bursary under Art. 8, with the exception of those who have been granted a bursary under paragraph (1).

3. The Rector’s measure under paragraph (1) shall determine the form, elements and dates for filing applications for accommodation bursary grants, deadlines for their disposition and conditions for the payment of bursaries, as well as the amounts of bursaries in individual categories under paragraph (1) and indicators relevant for the calculation of the amount of bursary under paragraph (2). The application for accommodation bursary shall be filed electronically, unless otherwise provided in the Rector’s measure.

4. An accommodation bursary shall be awarded by the Rector.

5. An accommodation bursary shall be paid by the Rector’s office by means of a bank transfer to the bank account of the student. Students in Bachelor’s and Master’s programmes of study shall be paid the bursary for the period of ten months in an academic year, students in Doctoral programmes of study shall be paid the bursary throughout the whole academic year.

6. Proceedings for the award of the accommodation bursary shall be commenced on the day of filing the application to the Rector by the student; provisions of Art. 10 and Art. 11 shall not apply to the proceedings, provisions of Art. 12 to 14 shall apply accordingly to said proceedings and to the review proceedings in such matter.

**Article 7b**

**Social Bursary**

1. A social bursary shall be granted upon assessment of the social environment of the student under s. 91 (3) of the Higher Education Act in the amount determined according to said provision of the Higher Education Act.

2. The Rector’s measure shall determine the form, elements and dates for filing applications for social bursary grants, deadlines for their disposition and conditions for the payment of bursaries. The application for bursary shall be filed electronically, unless otherwise provided in the Rector’s measure.

3. A social bursary shall be awarded by the Rector.

4. A social bursary shall be paid by the Rectorate by means of a bank transfer to the bank account of the student for the period of ten months in an academic year.

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5) For example, Act No. 482/1991 Sb., on social need, as amended, and Act No. 117/1995 Sb., on state social security benefits, as amended.
5. Proceedings for the award of the social bursary shall be commenced on the day of filing the application to the Rector by the student; provisions of Art. 10 and Art. 11 shall not apply to the proceedings, provisions of Art. 12 to 14 shall apply accordingly to said proceedings and to the review proceeding in such matter.

Article 7c
Research Bursary

1. The total amount of research bursary that may be paid to a student in a given academic year shall not exceed CZK 120,000.
2. Bursaries covered from research funding which was allocated to the University as a special purpose funding for specific university research under s. 3 (2) (c) of the Act No. 130/2002 Sb., as amended, shall not be included in the limit under paragraph (1). The total amount for bursaries covered from special purpose funding for specific university research shall be CZK 150,000 per academic year; the rules for awarding these bursaries shall be provided in the Grant Code of the University.

Article 8
Impediments to the Grant of a Bursary

1. A bursary under Art. 3 (1) may be neither awarded nor paid to a student
   a) if his form of study is other than full-time; this stipulation shall not apply in case of a special-purpose bursary or a research bursary,
   b) if the actual duration of study on a Bachelor’s or Master’s programme of study (Art. 5 (9) of the Code of Study) exceeds the standard length of study on the respective programme by more than one year,
   c) during interruption of study, which includes all the calendar months in which the study of the student was interrupted for at least one day,
   d) if a probationary period has been imposed upon the student in the course of conditional expelling from the University.
2. A bursary for excellent study results may be neither awarded nor paid to the student if the student was not a full-time student in the preceding form of study.
3. A doctoral bursary may be neither awarded nor paid to a student whose length of full-time study has exceeded the standard length of study on the programme in which the student studies. The overall length of study shall include
   a) the duration of full-time study in the programme of study in which the student studies,
   b) the duration of full-time study in doctoral programmes of study which were completed under s. 56 (1) (a), (b) or (e) of the Higher Education Act,
and the duration of study under b) shall be included only in the period after January 1, 1999, and the day on which the student studied in more programmes of study completed in a way under b) or on which he studies under a) shall be included only once. If the student has enrolled in more full-time doctoral programmes of study or in more branches of study of a programme, the bursary may be awarded and paid only once for the given period, namely for the study in which he enrolled earlier; if such study cannot be determined, the bursary shall be awarded and paid for the study determined by the Rector upon the student’s motion and after discussion with the Deans of the relevant Faculties. Award and payment of a doctoral bursary shall not be prejudiced by the provisions of this paragraph, if it is a case under Art. 9 (1) the third sentence of the Code of Study.

4. An accommodation bursary may neither be awarded nor paid to the student if
   a) he has enrolled in a programme of study carried out in a foreign language\(^{5b}\), or
   b) he more than twice failed to complete his preceding studies in the programmes of study regularly\(^{5c}\), or
   c) the actual length of his study in one of the parallel programmes of study has exceeded the standard length of study by more than one year.

If the student has enrolled in more programmes of study, or in more branches of study of a programme, the bursary may be awarded and paid only once for the given period.

5. A social bursary may neither be awarded nor paid to the student if the actual length of study has exceeded the standard length of study in the programme; conditions under paragraph (1) a) and d) shall not apply to awarding and payment of social bursary. If the student has enrolled in more programmes of study, or in more branches of study of a programme, the bursary may be awarded and paid only once for the given period.

6. In extraordinary cases the Dean with the consent of the Rector may award and pay a special-purpose bursary under Art. 5 (1) (b) even though the condition under paragraph (1) (d) has not been met.

Article 8a

Bursaries Covered from the Bursary Fund

1. Bursaries under Art. 3 (1) (a) to (c) may be partly or fully paid from the Bursary Fund.

2. A bursary covered from the Bursary Fund may be also awarded to a student, mainly for exceptional study, scholarly, sport or artistic results, successful representation of the University, and exemplary civic actions, or as an increase in the bursary under Art. 5 (1) (c).

Article 9

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\(^{5b}\) S. 58 (5) of the Higher Education Act

\(^{5c}\) S. 56 (1) (a), (b) or (e) of the Higher Education Act
Bursaries from Other Sources

1. A bursary covered from other sources may be awarded to the student above all for exceptional study, scholarly, sport or artistic results, successful representation of the University and exemplary civic actions, or as an increase in all the bursaries under Art. 3 (1) to (3).

2. A bursary covered from other sources may be awarded to the student by the Dean of the Faculty in which the student is enrolled 5).

3. Should a bursary covered from other sources be awarded by the Rector, he shall determine conditions for its awarding, the form of payment, the amount of the bursary and dates of payment; in other cases all of the above shall be determined by the Dean.

Article 9a

Impediments to the grant of a bursary under Art. 8
a) shall apply to bursaries under Art. 8a and
b) shall not apply to bursaries under Art. 9, unless otherwise provided by an internal regulation of the Faculty under Art. 4 (5).

Part II.
Procedure in the First Instance

Article 10
Competence of the Faculty

Procedure for awarding a bursary (hereinafter referred to as “the procedure“) shall be held in the first instance at the Faculty in which the student is enrolled 5).

Article 11
Bursaries Awarded upon the Dean’s Own Motion

1. The Dean, upon his own motion, shall award the bursaries under Art. 3 (1) (a) and (c), and he also may award bursaries, upon his own motion, under Art. 3 (1) (b), Art. 3 (3), Art. 8a and Art. 9.

2. If the Dean awards a bursary on his own motion, proceedings shall be commenced upon delivery of the decision of the Dean to award the bursary under Art. 12 (3).
3. The Rector shall award a bursary upon his own motion. Proceedings shall be commenced upon delivery of the decision of the Rector to award the bursary; the decision must contain formal and essential elements under Art. 12 (4).

Article 12
Bursaries Awarded upon a Student’s Request, the Dean’s Decision

1. The procedure shall be commenced on the date when the student filed his written application for the award of a bursary with the Study Department of the Faculty. The application must contain all data necessary for the decision, in particular what kind of bursary and on what basis the student is applying, and documentation substantiating these, provided they are not evident from the records on the course and results of study of the student in the files kept by the Faculty.
2. If necessary, the Dean shall ask the student to provide supplementary information or explanation. He shall determine a reasonable time for that purpose.
3. The Dean shall issue his decision within 30 days of the commencement of the procedure; the time period determined by the Dean under paragraph (2) shall not affect this time limit.
4. The decision of the Dean must be made in writing and must contain a statement of the decision to award or to refuse to award the bursary; in the case of awarding the bursary, it must contain the amount, form and date or dates of payment, justification, and advice of the right to apply for a review of the decision.

Part III.
Review Proceedings and Dean’s Measure

Article 13
Review Proceedings

1. The student, either in person or through his representative to whom he has granted a full power of attorney in writing, may file an application for a review within 30 days from the delivery of the Dean’s decision; the application for a review (hereinafter referred to as the “application“) shall be filed with the Dean. The 30 days time-limit shall commence on the day following the delivery of the Dean’s decision to the student.
2. The Rector may disregard a default in filing an application within the time limit in justified cases if the student applies to him in writing through the Dean within 15 days from the date of the lapse of time for filing the application.
3. The Dean himself may only approve the application and change or cancel the decision.
4. If the Dean does not make a decision under paragraph (3), he shall pass the application with all file documentation including all necessary documents to the Rector without undue delay.

5. The Rector shall dismiss the application if it was filed with a delay or by an unauthorised person. The Rector shall alter or cancel a decision which has been issued contrary to the Higher Education Act or an internal regulation of the University; otherwise he will dismiss the application and confirm the Dean’s original decision.

6. The Rector’s decision must be executed in writing and must contain a statement, justification and the notice that the decision is final.

7. If the Rector cancels the Dean’s decision, depending on the circumstances, he may return the issue back to the Dean for further consideration. The Rector’s legal opinion shall be binding on the Dean; the same shall apply to provisions under Art. 14.

8. An application for a review of the Rector’s decision under Art. 11 (3) shall be filed with the Rector. Provisions of paragraphs (1), (2), (5), and (6) shall apply to review proceedings, and the provisions of Art. 14 shall apply accordingly.

Article 14
Dean’s Measures

Further to the Rector’s decision, the Dean shall take such measures as necessary to eliminate or at least alleviate any damage caused to the student by an erroneous decision.

Part IV.
Supplementary, Common and Final Provisions

Article 15
Supplementary Provisions

1. Under Art. 35 of the Constitution, decisions of the Dean under Art. 12 (3) and decisions of the Rector under Art. 11 (6) shall be delivered to the student’s own hands.

2. Decisions of the Dean and the Rector under Part II and Part III shall be entered in the student’s records kept by the Faculty.

3. A decision shall become legally effective on the day following the lapse of time for filing the application for a review, or on the day following the student’s written waiver of the right to file such application, or on the day following the delivery of the Rector’s decision.

Article 16
Common and Final Provisions
1. The Rector may, after the Senate has given its opinion, increase the amounts of bursaries under Art. 4 (3), Art. 5 (2), and Art. 6 (2) and (3) according to the official inflation rate for the preceding calendar year at the maximum.

2. If a Faculty does not have an internal regulation under Art. 4 (5), the Rector’s measure issued upon proposal of the Dean, if such proposal has been submitted to the Rector, shall determine formal requirements under Art. 4 (1) and (2) for the period until such regulation comes into effect.

3. The Code herein was approved by the Senate on January 22, 1999*).

4. The Code herein shall come into force on the date of registration by the Ministry of Education, Youth and Sports6).


*) Changes carried out during the course of registration were approved by the Senate on April 16, 1999.

Prof. RNDr. Jan Bednář, Csc. Prof. JUDr. Karel Malý, DrSc.
in his own hand in his own hand
President of the Academic Senate Rector

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Selected Provisions of Changes

Transitional Provision

Article 2 of the Change to the Bursary Code from April 2006 (the fourth change)


2. The Faculties shall not follow the existing Bursary Code from the first day of the academic year 2006/2007.

Transitional Provision

6) S. 36 of the Higher Education Act. Registration was carried out on April 26, 1999.
Article 2 of the Change to the Bursary Code from May 10, 2011 (the fifth change)

If an internal regulation of the Faculty determines under Art. 4 (6) of the Bursary Code of Charles University in Prague (hereinafter referred to as “the regulation”) that the bursary for excellent study results shall be awarded to students retrospectively for excellent study results achieved in the two preceding segments of study within the same academic year, such provision may be applied for the first time to the segments of study within the academic year of 2011/2012.

Transitional Provision

Article 2 of the Change to the Bursary Code from February 28, 2013 (the sixth change)

Provisions of Art. 1 (9) and (11) shall be applied for the first time to awarding and payment of bursaries in the academic year of 2013/14.

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The change to the Bursary Code of Charles University in Prague (the first change) was approved by the Academic Senate of Charles University in Prague on June 28, 2000. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on July 21, 2000 and it became effective five days after it came into force.

The change to the Bursary Code of Charles University in Prague (the second change) was approved by the Academic Senate of Charles University in Prague on June 6, 2003. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on June 17, 2003, and it became effective on the first day of the academic year of 2003/2004.

The change to the Bursary Code of Charles University in Prague (the third change) was approved by the Academic Senate of Charles University in Prague on June 3, 2005. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on July 29, 2005, and it became effective on the first day of the calendar month following the day it came into force.

The change to the Bursary Code of Charles University in Prague (the fourth change) was approved by the Academic Senate of Charles University in Prague on April 21, 2006. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on April 28, 2006, and it became effective five days after it came into force.
force with the exception of Art. 1 (10) to (15), (17) to (21), (26), (29) and (30) of this change, which became effective on the first day of the academic year of 2006/2007.

The change to the Bursary Code of Charles University in Prague (the fifth change) was approved by the Academic Senate of Charles University in Prague on April 25, 2011. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on May 10, 2011, and it became effective five days after it came into force.

The change to the Bursary Code of Charles University in Prague (the sixth change) was approved by the Academic Senate of Charles University in Prague on January 18, 2013. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on February 28, 2013, and it became effective on the first day of the calendar month following the day it came into force.

The change to the Bursary Code of Charles University in Prague (the seventh change) was approved by the Academic Senate of Charles University in Prague on April 26, 2013. The change came into force on the date of registration by the Ministry of Education, Youth and Sports; it was registered on June 18, 2013, and it became effective on the first day of the academic year of 2013/14.

To witness that the Seventh Consolidated text is correct:

JUDr. Ing. Josef Staša, CSc.  RNDr. Tomáš Jelínek
President of the Legislative Commission of AS UK  Head of the Rector’s Office
/Academic Senate of Charles University/