

RULES FOR AWARDING SCHOLARSHIPS AND BURSARIES AT THE FACULTY OF MATHEMATICS AND PHYSICS OF CHARLES UNIVERSITY

of 14th June 2017

*Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, and under Article 20 (2) (f) of the Constitution of the Faculty of Mathematics and Physics of Charles University, the Academic Senate of the Faculty of Mathematics and Physics has adopted the following Rules for Awarding Scholarships and Bursaries at the Faculty of Mathematics and Physics of Charles University as an internal regulation of the Faculty: **

Article 1 Introductory Provision

These Rules for Awarding Scholarships and Bursaries at the Faculty of Mathematics and Physics of Charles University (“the Faculty” and “the University”) set out, based on the relevant provisions of the Scholarship and Bursary Rules of Charles University (“the Rules”), the conditions, rules, details, and other requirements for awarding scholarships and bursaries at the Faculty.

Article 2 Scholarship for Outstanding Academic Achievement (under Article 4 of the Rules)

1. A criterion for awarding the scholarship in the current unit of study is the results achieved by a student during the previous unit of study (“the decisive unit of study”).
2. The key requirements for awarding a scholarship for outstanding academic achievements are as follows:
 - a) The students’ actual period of current study has not exceeded the standard period of study. In addition thereto, in the case of a first-year student in a master’s programme of study, the student must have graduated from a bachelor’s programme of study in the academic year immediately preceding the current academic year, and he must have not exceeded the standard period of study therein.
 - b) The student has obtained at least 60 credits in the decisive unit of study if a unit of study corresponds to an academic year, or at least 30 credits if a unit of study corresponds to a semester. Credits obtained for recognised subjects completed in other studies are not included therein.

¹ * Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.

3. The student's weighted average grade achieved is calculated from the aggregate of all grades received during the decisive unit of study in the subjects the student registered for and which were concluded with an exam or graded course credit ("the average result of study"); grades for the completion of recognised subjects in other studies are not included in the calculation. If the student did not receive grades from which a weighted average grade can be, he cannot be awarded the scholarship. The weight of each grade is the number of credits assigned to a subject in the curriculum. The various studies undertaken by one student are assessed separately.
4. For the purposes of awarding the scholarship for outstanding academic achievement, students are divided into the following groups according to their programme of study and current year of study, unless the Dean of the Faculty stipulates otherwise no later than at the beginning of the decisive unit of study:
 - a) first-year students of bachelor's programmes of study ("Group I");
 - b) second- and third-year students of bachelor's programmes of study, and first-year students of master's programmes of study ("Group II");
 - c) second-year students of master's programmes of study ("Group III").
5. The scholarship for outstanding academic achievement is awarded in a higher or lower amount ("the higher scholarship" and "the lower scholarship") depending on the student's average result of study. The higher scholarship is usually at least 50% higher than the lower scholarship. The amount of the higher and lower scholarships for the current academic year and unit of study is determined by the Dean of the Faculty within the limits set out in Article 4 (3) of the Rules, following the statement of the Academic Senate.
6. The lowest possible average result of study to be awarded the higher and lower scholarship for each of the Groups above is determined in a Dean's measure issued no later than at the beginning of the unit of study, following the opinion by the Academic Senate of the Faculty.
7. For the purposes of this article, in the case of first-year students of master's programmes of study, the last year of their studies in the bachelor's programme of study is considered the previous unit of study. If, in such cases, the studies did not take place at the Faculty, a decision regarding the scholarship is made based on written documents submitted to the Student Registry no later than on the 15th day of the current academic year. The Dean decides on the awarding of the scholarship in such cases; the basic criteria for the decision are the results achieved in subjects similar to those studied at the Faculty, and the number of credits obtained in those subjects.
8. If the number of students to whom the higher scholarship or lower scholarship is awarded under paragraph 6 is lower than 10%, then for each Group under paragraph 4, in which the higher and lower scholarships are awarded to fewer than 10% of students in the Group, the value of the threshold for awarding the lower scholarship will be changed to a value that will be achieved by 10% of students in a given group ("the new Group threshold"). In such a case, the lower scholarship is also awarded to all students in each group whose average result of study does not exceed the new Group threshold, and who have not been awarded the scholarship under paragraph 6.
9. If the higher or lower scholarship under paragraphs 6 and 8 is awarded to fewer than 10% of students in whose case there is no obstacle to the awarding of the scholarship under the Rules ("the minimum number of students"), the lower scholarship is also awarded to further students who have satisfied the basic conditions for the awarding of the scholarship in the order of their

average result of study until the scholarship is awarded to at least the minimum number of students. If multiple students achieved the same average result of study, the scholarship is awarded either to all of them or to none of them.

10. In cases worthy of special consideration, the Dean may award and allow the payment of the scholarship for outstanding academic achievement to a student who does not satisfy the criteria set out in paragraphs 6, 8, or 9. The Dean decides based on a written submission by the student concerned, on which submission the student chamber of the Academic Senate expresses its opinion. When deciding about the submission, the Dean will consider previous studies.
11. Students in Group I are awarded the scholarship for outstanding academic achievement no later than on 30th April of the unit of study that follows the decisive unit of study. Students in Group II and Group III are awarded the scholarship no later than on 30th November of the unit of study that follows the decisive unit of study. Lists of students eligible for the scholarship for outstanding academic achievement are published via the Student Information System of the University.
12. The scholarship for outstanding academic achievement is paid out as a lump sum.

Article 3

Scholarship for Outstanding RDI (Research, Development, and Innovation), Artistic, or Other Creative Achievement Contributing to Greater Knowledge ("the Scholarship for Outstanding Achievement") (under Article 5 of the Rules)

1. The Scholarship for Outstanding Achievement may be awarded, in compliance with the conditions set out in the Rules, to students who have achieved, or participated in the achievement of, an outstanding scientific result. An outstanding scientific result means in particular publication of a research paper or giving a presentation at a scientific conference.
2. The Scholarship for Outstanding Achievement is usually awarded to a student who has already been awarded a scholarship, or a financial reward, from another resource, e.g., from a grant, for the achievement of, or to work on the achievement of, the result. In the case of students of doctoral programmes of study, this Scholarship may be awarded in the form of increasing their doctoral bursary for publishing works that significantly contribute to the field under Article 7(2); in such a case, the previous sentence does not apply.
3. The Scholarship for Outstanding Achievement is paid out as a lump sum, subject to the exception set out in the last sentence of the previous paragraph.
4. The Dean decides on the awarding of the Scholarship by virtue of office. Anyone can make a proposal that the Scholarship be awarded. The Dean will deal with such a proposal without undue delay.

Article 4

Scholarship for RDI (Research, Development, and Innovation) Activities in Accordance with

Special Legislation
(under Article 6 of the Rules)

1. The scholarship for RDI activities in accordance with special legislation²⁾ is awarded³⁾ in compliance with the conditions set out in these Rules to students who carry out a research project financed under special legislation⁴⁾, or who participate in such a research project in any way whatsoever.
2. The scholarship for RDI activities in accordance with special legislation is usually awarded in the amount stipulated in the approved budget of the project, depending on the fulfilment of tasks associated with a given reward. If the budget of the project does not contain any such information, the amount of the scholarship, and responsible persons, are determined by the researcher in accordance with the rules stipulated by the provider of funds and in accordance with the approved project.
3. The scholarship for RDI activities in accordance with special legislation is usually awarded to a student by the Dean based on the proposal of the project researcher delivered to the Dean via the Student Registry of the Dean's Office of the Faculty. The elements and format of a proposal are set out in the Rules of the Faculty for the Circulation of Accounting Documents or in a similar regulation.
4. The scholarship for RDI activities in accordance with special legislation is paid out as a lump sum, before or after the respective activities are performed. Whether the payment is made in advance or after the activities are performed is determined by the project researcher depending of the nature of the activity.

Article 5
Bursaries in Cases Worthy of Special Consideration
(under Article 9 of the Rules)

1. A bursary in cases worthy of special consideration can be awarded, in compliance with the conditions set out in these Rules, for participation in teaching and research activities, work in laboratories, contributions to the development of information technologies, international co-operation, including active participation in conferences and workshops, excellent sports achievements, representation of the Faculty, or laudable citizen acts, etc. The amount of the bursary is determined by the Dean.
2. A special form of bursaries in cases worthy of special consideration is a bursary for student projects funded from Faculty Student Grants ("the FSG"); the Dean decides on the awarding thereof twice a year, once in autumn and once in spring.
3. Any student or group of students of full-time bachelor's or master's programme of study at the Faculty can apply for the FSG bursary. An applicant may file no more than one proposal for the FSG bursary in a given period (autumn or spring); the same applies even if the student is a member of a group of applicants.

2) Act No. 130/2002 Sb., to support research, experimental development and innovation.

3) Article 6 (1) of the Rules.

4) Act No. 130/2002 Sb., to support research, experimental development and innovation.

4. A proposal for a project to be funded from the FSG may be formulated by the applicant himself, or the applicant may register for participation in a project funded from the FSG published by a Faculty unit. The Faculty units can, in compliance with their teaching and research activities, make proposals for FSG projects and publish them as proposals for student works via the Student Information System of the University, or, as the case may be, in any other way (the website or notice board of the unit, etc.) no later than on 15th October, in the case of the autumn round, and 15th April, in the case of the spring round.
5. An applicant's written application for a bursary for a project funded from the FSG must contain:
 - a) the specification of the FSG project;
 - b) the current situation of research on the given issue;
 - c) the aims of the FSG project, including data regarding the implementation thereof, and the date of termination of the FSG project;
 - d) information regarding the students who will participate in the research under the given FSG;
 - e) in the case of a project that is a follow-up to a project carried out previously, a detailed description of the continuity thereof, and a detailed determination of the contribution of the previous project to the current proposal;
 - f) the opinion of a unit at which, or in co-operation with which, the FSG project will be carried out; in its opinion, the unit will provide the name of a teacher who will act as a guarantor of the FSG project.
6. If there is a link between the proposed FSG project and the applicant's final thesis, or the fulfilment of other study obligations prescribed in the curriculum, any such link must be specified in the opinion of the unit.
7. Written applications for the FSGs are to be filed to the Dean by 15th November in the case of the autumn round, and by 15th May in the case of the spring round.
8. The Dean decides on the awarding of the FSGs, and the number and amount thereof based upon a proposal of the Student Grants Committee. The chair and members of this Committee are appointed by the Dean. The members thereof are usually persons representing all fields of study under which programmes of study offered at the faculty fall, and at least one representative of students appointed for the period of one year upon a proposal of the student chamber of the Academic Senate of the Faculty.
9. If a bursary for the FSG project is awarded, the first part of the amount awarded, i.e., half of it (unless the Dean decides that this amount be lower) will be paid out in the form of an advance payment on the closest date on which bursaries are paid. The other part of the amount awarded will be paid after the project funded from the FSG has been completed and results approved by the Dean following a proposal of the Scholarships and Bursaries Board. If the bursary is awarded to a group of students, the amount paid in advance will be evenly divided among the bursary recipients; the remaining amount will be paid out in the proportion approved by the Dean upon a proposal of the Scholarships and Bursaries Board. If the FSG project is not completed by the deadline set, or if the Dean assesses it as 'failed' on the recommendation of the Scholarships and Bursaries Board, the student, or group of students, will not receive the remaining part of the bursary. In the case of a gross failure in achieving

the aims for which the bursary was awarded, the Dean may even request the respective student, or group of students, stating the reasons therefor, to return the amount that has already been paid out.

10. A bursary recipient is obliged to prepare and submit to the Dean, no later than within 14 days of the completion of the FSG project, a written report in which he will describe the course of the FSG project, results achieved and outcomes of the project and their possible application. If a group of students worked on the FSG project, the report will also describe how each of those students contributed to the FSG project. If possible and where applicable, the bursary recipient (or team of bursary recipients) is obliged to acknowledge the FSG project in any outcome resulting from the FSG project (articles, textbooks, websites, etc.).
11. The Student Grants Committee holds a meeting on 1st December for the purposes of selecting recipients in the autumn round, and on 1st June for the purposes of selecting recipients in the spring round. At the meeting, the Committee will choose from among the submitted FSG projects the ones to be recommended to the Dean for the awarding of the bursary, along with the information regarding the amount of the bursary and the anticipated date of completion of the FSG project. Bursaries are not awarded for projects prescribed by the curriculum.
12. At the meeting under paragraph 11, the Student Grants Committee will also prepare proposals for the assessment of finished FSG projects based on reports submitted by students to whom the bursary was awarded. Should there be a need, the chair of the Committee may convene a meeting for this purpose for a different date. In the case of exceptionally well-implemented FSG projects significantly contributing to the field (e.g., those the outcomes of which have been accepted for publication in a renowned journal), the Scholarships and Bursaries Board may recommend to the Dean that the amount of the bursary be increased.
13. The Dean can also award to a student, or a graduate, a scholarship in the form of the Prize of the Dean of the Faculty of Mathematics and Physics for the Best Bachelor's or Master's Thesis. The Prize is awarded for the best bachelor's or master's thesis that reaches an extraordinary level, be it professionally or pedagogically. The Prize is usually awarded for works that have been published, accepted for publication, or which are of a comparable quality. Details as to the organisation of the awarding the Dean's Prize are provided in a Dean's measure.

Article 6
Bursary to Support Study Abroad
(under Article 10 of the Rules)

1. A bursary to support study abroad can be awarded in compliance with these Rules as a contribution to cover costs of study abroad to students who participate in instruction abroad, do research work at a foreign higher education institution, participate in workshops or summer schools, or carry out activities connected with the preparation of their final thesis, article, monograph, etc. (e.g., study or collecting resources in foreign libraries or archives, etc.). When determining the amount of the bursary, the Dean will take into consideration the anticipated or real costs of the stay, as well as whether or not a student has received support for a given activity from other sources.
2. The Dean decides on the awarding of the bursary based on the student's application; he may ask for the opinion of a relevant member of the academic staff (the vice-dean, guarantor of the programme of study, final thesis advisor, another tutor, and the like). The application must be submitted no later than within one month of the end of the respective stay abroad.

3. The bursary to support study abroad can be granted to a student of a bachelor's programme of study no sooner than after he has finished his first year of studies.
4. The bursary to support study abroad is paid as a lump sum.

Article 7

Doctoral Bursary

(under Article 12 of the Rules)

1. When determining the amount of doctoral bursaries for individual years of study, the Dean will take into account the amount of subsidy allotted for doctoral bursaries and of the number of students enrolled in a full-time form of doctoral study, and he will decide in compliance with the conditions set out in the Rules. The amount of bursary for the second, third, and fourth years of study cannot be lower than the amount of bursary for the first year of study.
2. When a student passes an English language exam, the amount of the doctoral bursary is increased by CZK 1,000 per month as of the month following the month in which the exam was passed. Students can be also given an increase in the bursary of CZK 1,000 per month for significant publication activities in the field. The Dean decides on this increase based on the recommendation of the relevant Subject Area Board, usually acting upon a suggestion from a supervisor; the increase is effective as of the following calendar month.
3. Students of full-time doctoral programmes of study who pay the health insurance premium under the special legal regulation⁵⁾ may be awarded another bursary not exceeding the amount of the health insurance premium paid. The bursary is paid twice year. A student must apply for the bursary and attach the acknowledgment of the premium paid to the application.

Article 8

Common Provisions

1. The rules for proceedings regarding the awarding of scholarships and bursaries are regulated in these Rules, including the elements of applications, form of a decision, and the possibility to appeal a decision.
2. The payment of scholarships and bursaries can be made only by cashless transfer to a bank account maintained by a financial institution in the Czech Republic. A student is obliged to provide his account number for the purposes of the payment of scholarships and bursaries. In exceptional cases, the Dean may allow a different mode of payment.
3. Details regarding the submission of applications for scholarships and bursaries, elements thereof, payment conditions for scholarships and bursaries, and other related matters are stipulated in accordance with the internal regulations of the University and the Faculty in a Dean's measure following consideration in the Academic Senate of the Faculty. The Dean may stipulate in such measure that the application for awarding a scholarship or bursary be submitted solely in electronic form.

⁵) Section 5 (c) of Act No. 48/1997 Sb., to regulate public health insurance and to change and amend other related laws, as amended.

Article 9
Transitional and Final Provisions

1. Proceedings started before the date of effect of these Rules for Awarding Scholarships and Bursaries came will be completed under these Rules.
2. The Rules for Awarding of Scholarships and Bursaries at the Faculty of Mathematics and Physics approved by the Academic Senate of the Faculty on 28th February, 2007 are hereby repealed.
3. Other facts not mentioned in these Rules are regulated by the effective Rigorous Examination Code of Charles University.
4. This regulation was approved by the Academic Senate of the Faculty on 14th June 2017.
5. This regulation comes into force on the date of approval by the Academic Senate of Charles University. ⁶⁾
6. This regulation becomes effective on the first day of the calendar month that follows the month in which it came into force.

Doc. RNDr. Zdeněk Drozd, Ph.D.
President of the Academic Senate

Prof. RNDr. Jan Kratochvíl, CSc.
Dean

PhDr. Tomáš Nigrin, Ph.D.
President of the Academic Senate of Charles University

⁶) Section 9 (1) (b) (ii) of the Higher Education Act. This regulation was approved by the Academic Senate of Charles University on 23rd June 2017.