On 30 September 2019, pursuant to Section 87 (1) (a), Section 36 (2) and (4), and Section 41 (2) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended, the Ministry of Education, Youth and Sports registered the Scholarship Rules of the University of Creative Communication under Ref. No. MSMT-43032/2018-2.

 Mgr. Karolína Gondková, m. p.

 Director of the Department of Higher Education Institutions

**Scholarship Rules**

**University of**

**Creative Communication**

**Scholarship Rules**

**Article 1**

**Introductory provisions**

1. The Scholarship Rules regulate the provision of scholarships to full-time students of accredited study programmes taught by the University of Creative Communication (hereinafter referred to as the “University”). The Scholarship Rules (hereinafter referred to as the “Rules”) are issued in accordance with Section 17 (1) h) and Section 41 (1) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereinafter “the Act”) as an internal regulation of the University.

2. The Scholarship Rules stipulate types of scholarships, terms and conditions for granting scholarships and the method of payment.

**Article 2**

**Funding of scholarships**

Students may be awarded scholarships paid:

1. from the scholarship fund of the University in accordance with rules approved by the executive officers of the university,
2. from special-purpose donations in accordance with the internal regulations and other rules of the University,
3. from grants or other similar sources as special-purpose scholarships according to the rules of the scholarship provider,
4. from scholarship subsidies provided by the Ministry of Education, Youth and Sports (hereinafter referred to as the “Ministry”) pursuant to Section 40 (2) of the Act.

**Article 3**

**Types of scholarship**

1. Students may be granted:

1. a scholarship for excellent study results,
2. a special-purpose scholarship,
3. an accommodation scholarship pursuant to Section 91 (2) e) of the Act,
4. a social scholarship pursuant to Section 91 (3) of the Act.

2. The scholarships specified in Article 3 (1) c) and d) of these Rules are paid exclusively from Ministry grants based on the law.

**Article 4**

**Scholarships for excellent study results**

1. Scholarships for excellent study results may be granted for study results achieved in the previous academic year.

2. Scholarships for excellent study results may only be granted to full-time students of accredited study programmes taught by the University who meet the criteria set out in Article 5 of these Rules.

3. The maximum amount of an individual scholarship (hereinafter referred to as the “highest scholarship”) for excellent study results is set by the executive officers no later than the beginning of the academic year set by the calendar. This amount is published on the University’s official notice board and its electronic information system (hereinafter referred to as the “IS”).

4. Scholarships are paid as a lump sum by no later than the end of the semester following the academic year for which the scholarship was granted.

5. Entitlement to a scholarship is assessed on the basis of a written application submitted by a student via the IS.

**Article 5**

**Criterion for granting scholarships for excellent study results**

1.The criterion for granting a scholarship for excellent study results is an arithmetic average of the evaluation of study results recorded in accordance with Article 8 (9) of the Study and Examination Rules of the University.

2. At an arithmetic average of:

1. 1.00, the highest scholarship may be awarded,
2. 1.01-1.15, a scholarship may be paid up to the value of two thirds of the highest scholarship,
3. 1.16-1.30, a scholarship may be paid up to the value of one third of the highest scholarship.

**Article 6**

**Special-purpose scholarship**

1. Special-purpose scholarships may be granted:

1. as an extraordinary scholarship for outstanding results in the areas of science, research, development or art,
2. in a difficult social situation of a student,
3. for a significant contribution to increasing the prestige of the University and for successfully representing the University,
4. to support the studies of students from certain businesses, industries and regions in accordance with conditions established by the executive officers,
5. to support part of the studies of university students abroad.

2. In exceptional cases deemed worthy of special consideration, and after approval by the executive officers, the Chancellor may propose that a student be granted a special-purpose scholarship in the form of an extraordinary discount on tuition fees.

3. The specific sum of a granted scholarship shall be determined in accordance with the amount of funds allocated by the executive officers for the particular type of scholarship for a given academic year.

**Article 7**

**Accommodation scholarships**

1. Accommodation scholarships may be awarded to students in accordance with Act No. 218/2000 Coll. on budgetary rules and on the amendment of some other acts (the Budgetary Rules), as amended, and in accordance with rules published by the Ministry for the relevant period; eligible students:

 a. must be full-time students on an accredited study programme of the University,

b. must be studying in their first programme or have transferred from one study programme to another, and their previous studies must be recognised. A transfer is understood to mean the termination of one study programme and admission to another programme with the same or similar content. In the case of concurrent study on multiple programmes, students shall only be counted once, specifically in the study programme for which they enrolled first,

c. must not have exceeded the standard length of study in the ongoing study programme or in any concurrently studied programmes,

 d. must not have a place of permanent residence in the city of Prague, which is the place of study.

2. Accommodation scholarships are granted based on data ascertained from the student information management system (hereinafter referred to as the “SIMS”), from the IS, and from a student’s application for an accommodation scholarship. The form and requisites of an application for an accommodation scholarship are determined by the executive officers in a further regulation published in the IS.

3. Scholarships may be awarded to students who meet the conditions under Article 7 (1) of these Rules from the first day of the semester in which they begin studying at the University. The condition specified in Article 7 (1) b) of these Rules shall continue to apply if a student is enrolled in a study programme to which they transfer from a study programme specified in Article 7 (1) b) of these Rules.

4. Students may receive an accommodation scholarship for each full calendar month for which they meet the conditions for receiving such a scholarship pursuant to Article 7 (1) of these Rules. Accommodation scholarships will not be paid to students for July and August.

5. Accommodation scholarships shall not be paid if, in a particular period, the University does not receive a subsidy for paying scholarships according to Article 3 (2) of these Rules.

6. The sum of accommodation scholarships is determined by the conditions and the amount of subsidies provided by the Ministry.

**Article 8**

**Social scholarships**

1. Social scholarships may be granted to students who are entitled to a child benefit pursuant to Section 17 of Act No. 117/1995 Coll., on state social support, as amended, if the family’s decisive income determined for the purposes of child benefits does not exceed the product of the family’s subsistence minimum and a coefficient of 1.5. Students shall prove their entitlement to a social scholarship by enclosing written evidence issued by the state social support body which granted the child benefits to their application for a social scholarship; this evidence shall confirm that the family income determined for the purposes of child benefits for the third calendar quarter of the year stated in the confirmation did not exceed the product of the family’s subsistence minimum and a coefficient of 1.5.

2. Students shall file an application for a social scholarship within no more than one month of enrolling for studies, unless the child benefits are awarded after enrolment; in such case, an application may be filed at any time during the academic year.

3. An essential requirement of an application for a social scholarship is the student’s obligation to immediately inform the study department about any potential change in the decisive facts for granting a social scholarship.

4. Students shall be eligible for a social scholarship during the standard period of study for every whole calendar month in which they meet the conditions for receiving a social scholarship. Social scholarships shall not be paid to students for July and August.

5. The monthly amount of a social scholarship is set in accordance with Section 91 (3) of the Act.

**Article 9**

**Cases in which a scholarship cannot be granted**

Scholarships cannot be granted and paid:

1. for students who study in a manner other than full-time study, with the exception of a social scholarship pursuant to Article 8 of these Rules; at the recommendation of the Chancellor, the executive officers may also make an exception for special-purpose scholarships pursuant to Article 6 of these Rules,
2. for periods where studies are interrupted and the recipient is not legally a student,
3. after the completion of studies,
4. if it is established that a student demonstrably fails to fulfil the study obligations stipulated by internal regulations and other regulations of the University, and the obligations stipulated by the Study Agreement, except in cases of a social scholarship pursuant to Article 8 of these Rules,
5. if a final decision is made to impose a disciplinary sanction pursuant to the University’s Disciplinary Rules, except in cases of a social scholarship pursuant to Article 8 of these Rules.

**Article 10**

**Common and final provisions**

1. The Chancellor shall decide on the award of scholarships for excellent study results and special-purpose scholarships after approval by the executive officers based on a student’s application.

2. The Chancellor shall decide on the award of accommodation scholarships pursuant to Section 91 (2) e) of the Act and social scholarships pursuant to Section 91 (3) of the Act based on a student’s application.

3. Decisions on granting scholarships are subject to Section 68 of the Act. Students may lodge an appeal against a decision within 30 days of receiving notification of the decision. The suspensive effect of an appeal cannot be ruled out. The appellate authority shall be the Chancellor.

4. Positive decisions on scholarships can be delivered via the IS in accordance with 69a (3) of the Act. In such cases, the date of delivery and notification of the decision is deemed to be the first day after the day on which the decision is made available to the student in the IS.

5. Decisions on scholarships except those specified in Article 10 (4) of these Rules shall be delivered for the attention of the student through the study department of the University or by a postal service provider. If it is not possible to deliver the decision because the student has failed to fulfil the obligation specified in Section 63 (3) b) of the Act, or if the document cannot be delivered to the correspondence address reported by the student, the decision shall be delivered by public notice, and the University shall not be obliged to appoint a guardian for the student. The date of delivery shall be the 15th day after the notice is published on the University’s official notice board.

4. Scholarships are paid in Czech crowns by automatic transfer to the student’s bank account.

5. Merit scholarships are paid in a lump sum, while accommodation and social scholarships are usually paid for three

months retrospectively. Payment dates shall be set after the information stored in the SIMS is updated and after a subsidy for scholarships is provided by the Ministry.

6. Students are obliged to immediately inform the study department of the University of any and all changes affecting the award and payment of scholarships.

7. The Scholarship Rules of the University of Creative Communication registered by the Ministry on 12 May 2016 under Ref. No. MSMT-27284/2015-6 are hereby repealed.

8. These Scholarship Rules shall enter into force pursuant to Section 36 (4) and Section 41 (2) of the Act on the day they are registered by the Ministry.

9. These Scholarship Rules shall enter into effect pursuant to Section 36 (4) and Section 41 (2) of the Act on the day following the date of registration by the Ministry.