

MUP BURSARY CODE

Article 1

INTRODUCTORY PROVISIONS

Bursary Code of Metropolitan University Prague provides for granting of bursaries to students of Metropolitan University Prague (hereinafter the “MUP”) and proceedings on disbursement of bursaries.

Article 2

BURSARIES

- (1) Students of MUP (hereinafter the “Students”) may be receive bursaries disbursed from the subsidy provided by the Ministry of Education, Youth, and Sports (hereinafter the “Ministry”) pursuant to the provisions of Section 40, Article 2 of Act no. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter the “Higher Education Act”) or from MUP Bursary Fund.
- (2) MUP has established the MUP Bursary Fund. Students may receive bursaries disbursed from the MUP Bursary Fund in accordance with rules and regulations adopted by MUP Board of Trustees and in accordance with this MUP Bursary Code.

Article 3

BURSARIES DISBURSED FROM THE SUBSIDY PROVIDED BY THE MINISTRY

- (1) Students may be granted the following bursaries disbursed from the subsidy provided by the Ministry:
 - a) accommodation bursary
 - b) economic hardship bursary.
- (2) Accommodation bursaries shall be disbursed in arrears in the form of regular payments that recur each semester; the amount shall be determined by the amount of the subsidy provided by the Ministry.
- (3) Economic hardship bursaries shall be disbursed in arrears in the form of regular payments that u recur each semester; the amount shall be determined by the amount of the subsidy provided by the Ministry on the grounds of provisions of Section 91, Article 3 of the Higher Education Act.
- (4) Bursaries pursuant to Item 1 herein are determined by MUP Rector.

Article 4

ACCOMMODATION BURSARY

- (1) Accommodation bursaries may be granted to Students of Bachelor’s Degree, Master’s Degree, and Doctoral Degree study programmes in the full-time form of study unless there are any legal impediments to disbursement of the bursary pursuant to Article 6 herein.

- (2) Accommodation bursaries are granted on the grounds of a written application submitted by Students at MUP Student Services office on the prescribed form. New applications must be submitted for each academic year. Students are obliged to submit applications at the latest by 31 October of the pertinent academic year in case they are applying for disbursement of bursary for the whole academic year; students are obliged to submit applications at the latest by 31 March in case they are applying for disbursement of bursary for the summer semester only.
- (3) Accommodation bursaries are granted for the duration of the standard length of study up to 10 months within the pertinent academic year. There are no eligible claims for accommodation bursaries for the months of July and August.
- (4) Students who are enrolled in study of more than one study programme or more than one specialisation of a single study programme may be granted and receive only one bursary for the relevant time period.

Article 5

ECONOMIC HARDSHIP BURSARY

- (1) Pursuant to Section 91, Article 3 of the Higher Education Act, economic hardship bursaries are to be disbursed to students enrolled in Bachelor's Degree, Master's Degree, and Doctoral Degree study programmes in both full-time and part-time form of study who may claim increased child allowance on the grounds of special legal acts, provided that the decisive income of the family ascertained for the purpose of the disbursement of child allowance does not exceed the product of the amount of the sustenance level of the family and the coefficient of 1.5. Economic hardship bursary claims must be substantiated by a written confirmation issued at the Student's request by the Czech Social Security Administration, which approved the claim for the allowance, that confirms that the income of the family, which is ascertained for the purpose of determining the child allowance for the calendar year indicated in the confirmation, does not exceed the product of the amount of the sustenance level of the family and the coefficient of 1.5. For the purpose of economic hardship bursary disbursements, such a confirmation shall be valid for 21 months as of the lapse of the year in which the income of the family had been ascertained. Students may claim the economic hardship bursary only one time within a specified time period.
- (2) Economic hardship bursaries are disbursed on the grounds of a written application submitted by the Student at MUP Student Services office on the prescribed form. New applications must be submitted for each semester. Students are obliged to submit applications at the latest by 31 October of the pertinent academic year in case they are applying for disbursement of bursary for the whole academic year; students are obliged to submit applications at the latest by 31 March in case they are applying for disbursement of bursary for the summer semester only.
- (3) Economic hardship bursaries in the amount stipulated in Section 91, Article 3 of the Higher Education Act are granted for the duration of the standard length of study up to 10 months within the pertinent academic year. There are no eligible claims for economic hardship bursaries for the months of July and August.
- (4) Students who are enrolled in study of more than one study programme or more than one specialisation of a single study programme may be granted and disbursed only one economic hardship bursary for the relevant time period.

Article 6

IMPEDIMENTS TO GRANTING ACCOMMODATION BURSARIES AND ECONOMIC HARDSHIP BURSARIES

- (1) Bursaries stipulated in Article 3, Item 1 cannot be granted and disbursed to Students:
 - a) whose actual duration of study of a Bachelor's Degree, Master's Degree, or Doctoral Degree study programme exceeds the standard length of study in the programme;
 - b) whose study is interrupted; interruption of study shall include all calendar months in which the study of the Student was interrupted for at least one day;
 - c) upon whom a probationary period has been imposed in the course of conditional expelling from study;
 - d) who had terminated previous study in other ways than by due completion and whose previous study thus was not recognized;
 - e) whose actual duration of study in any study programme for which the Student is parallelly enrolled exceeded the standard length of study.

- (2) In addition, accommodation bursaries pursuant to Article 3, Item 1 (a) cannot be granted and disbursed to Students whose domicile or, as the case may be, permanent residence, is in the same region as MUP places of business or MUP University Centres where MUP lectures are held; for the purpose of this MUP Bursary Code, MUP places of business are defined as the territory of the capital city of Prague; for the purpose of this MUP Bursary Code MUP University Centres are defined as the territories of the Pilsen, Liberec, and Hradec Králové regions.

Article 7

BURSARIES DISBURSED FROM MUP BURSARY FUND

- (1) Students may be granted the following types of bursaries from MUP Bursary Fund:
 - a) Doctoral bursary;
 - b) bursary for Students with physical disabilities;
 - c) bursaries for incoming students from MUP partner universities abroad.

- (2) Upon the granting of bursaries pursuant to Item 1 (a) and (b), Students shall sign the MUP Study Contract, which is based on the fact of the granting of the bursary. Upon the granting of bursaries pursuant to Item 1 (c), Students are not required to sign the MUP Study Contract and their contractual obligation or similar relationship with the MUP partner university abroad remains unaffected.

- (3) Bursaries pursuant to Item 1 are determined by MUP Rector

Article 8

DOCTORAL BURSARY

- (1) Doctoral bursaries are automatically granted to all Students enrolled in the full-time form of study of Doctoral Degree study programmes; Students are not required to submit applications for Doctoral bursaries. Doctoral bursaries cannot be granted to students who are eligible for stipends for students from MUP partner universities abroad pursuant to Article 10 herein.

- (2) Doctoral bursaries comprise two parts:

- a. waiver of the tuition fees in full;
 - b. financial disbursement.
- (3) Doctoral bursaries do not include the waiver of other fees connected with study at MUP; MUP Students who were granted the Doctoral bursary are required to pay other fees connected with study at MUP in accordance with the List of MUP fees.
- (4) The amount of the financial disbursement within the framework of Doctoral bursaries is stipulated in relation to the extent of funds earmarked for this type of bursary by the List of MUP Fees. Monthly payments are made to the Students during the whole course of the standard length of their study. Doctoral bursary in the form of a full waiver of the tuition fees is granted for the whole duration of study.
- (5) The maximum allowed number of Students who may be granted Doctoral bursaries in one academic year is stipulated in the List of MUP Fees. In case the number of applications for the granting of the Doctoral bursary is higher, the result of the entrance examination shall determine the decision to grant the Doctoral bursary.
- (6) For Students who fail to comply with their individual study plan and fulfil their Doctoral duties in the full-time form of study, the Doctoral bursary in the form of financial disbursement may be decreased by up to 50 %. Decisions on the decrease of the bursary in the form of financial disbursement shall be adopted by MUP Rector upon recommendation of the supervisor supported by the Doctoral Board or on the grounds of a motion filed by the Doctoral Board. The Doctoral Board and the supervisor may file a motion for the decrease of the bursary in the form of financial disbursement after the student had been notified about his/her failure to comply with the individual study plan and fulfilment of Doctoral duties and failed to rectify the situation within the stipulated deadline when asked to do so.

Article 9

BURSARY FOR STUDENTS WITH PHYSICAL DISABILITIES

- (1) Bursaries for Students with physical disabilities may be granted to Students with disabilities who were admitted to study at MUP and are holders of the disability card (ZTP, ZTP/P) or can provide a confirmation of their disability.
- (2) Bursaries for Students with physical disabilities may be granted to Students enrolled in Bachelor's Degree and Master's Degree study programmes in both the full-time and part-time form of study.
- (3) Bursaries for Students with physical disabilities are granted within the framework of the social programme implemented at MUP - "A School without Barriers". Bursaries for Students with physical disabilities do not include the waiver of other fees connected with study at MUP; MUP Students who were granted the bursary for students with disabilities are required to pay other fees connected with study at MUP in accordance with the List of MUP fees.
- (4) Bursaries for Students with physical disabilities are granted on the grounds of submitted applications. Applicants for the bursary for Students with physical disabilities shall submit the application for the bursary along with the application for study or, as the case may be, at the latest on the day of administration of the entrance examination. Applications shall be deemed as submitted as of the day on which the Student receives the decision on admission to study at MUP. Substantiated applications for the bursary shall be submitted in writing to the MUP Student Services office on the prescribed form.
- (5) Bursaries for Students with physical disabilities are granted for full duration of study.
- (6) The maximum allowed number of Students who may be granted the bursary for Students with physical disabilities in one academic year is stipulated in the List of MUP Fees. In case the

number of applications for the granting of the bursary for Students with physical disabilities is higher, the result of the entrance examinations shall determine the decision to grant the bursary; the requirements and details of the content of the entrance examinations are determined by Rector's Directives.

Article 10

BURSARY FOR INCOMING STUDENTS FROM MUP PARTNER UNIVERSITIES ABROAD

- (1) Bursaries for Students from MUP partner universities abroad are granted to all students studying at MUP within the framework of exchange study programmes with the exception of the ERASMUS programme.
- (2) Bursaries for Students of MUP partner universities abroad may be granted to students enrolled in Bachelor's Degree, Master's Degree, and Doctoral Degree study programmes in both full-time and part-time form of study. Bursaries for students from universities abroad cannot be combined with Doctoral bursaries pursuant to Article 8 herein.
- (3) Bursaries for Students from universities abroad are granted on the grounds of reciprocity in accordance with memorandums of understanding concluded with foreign universities and higher education institution outside the framework of the Erasmus programme in the amount of a full waiver of tuition fees. The waiver of any additional fees relating to study pursuant to the List of MUP Fees is a part of the bursary granted to Students from MUP partner universities abroad.
- (4) Bursaries for Students from MUP partner universities abroad are granted in accordance with the conditions stipulated in the memorandums of understanding signed by MUP and the relevant university or higher education institution abroad.
- (5) Bursaries for Students from MUP partner universities abroad are granted for the whole duration of study at MUP; they are granted automatically, students are not required to submit bursary applications.
- (6)

Article 11

COMMON PROVISIONS

- (1) Decisions on the granting of bursaries adopted by MUP Rector shall be noted in the students' documentation administered by MUP.
- (2) Decisions on the granting of bursaries adopted by MUP Rector, with the exception of decisions adopted by MUP Rector on the granting of bursaries to students from MUP partner universities abroad pursuant to Article 10 herein, shall be delivered to students in person at MUP Student Services office. Students shall confirm the receipt of the document with their signature. Refusal to accept any document shall have the same effect as a delivery of the document; a record of the refusal to accept any document must be made.
- (3) Unless the provisions of Item 2 are followed, the document shall be delivered via a provider of postal services to the student's registered address. The document shall be considered as delivered as of the day of its acceptance, the day on which the student refused to accept it, or on the day when the 10-day limit, starting on the day when the document was deposited on the business premises of the postal provider and the addressee was invited to pick it up, elapsed.

Documents may also be delivered via a public data network to a data box in case the student informs MUP of the existence of his/her personal data box. The delivery to the data box shall be equal to a restricted delivery to the addressee only and the document shall be considered as delivered upon the addressee's access to the data box or upon the lapse of a 10-day time-limit stipulated for its collection.

- (4) In case the Student is represented on the grounds of a power of attorney, documents are to be delivered only to the Student's representative via a postal services provider. The provisions of Item 3, sentences 2 and 3 shall apply analogously.
- (5) In case the document cannot be delivered in compliance with Items 3 and 4, or in case the Student fails to comply with the requirement to inform MUP of his/her address or its change, or in case the student's place of residence is unknown, the document shall be filed at the relevant MUP Student Services office; and the notification of the document shall be posted on MUP Notice Board and published in a manner that enables remote access. The 10th day after the deposition of the document shall be considered as the delivery day.
- (6) Documents and decisions drafted in accordance with this MUP Bursary Code shall be written in the Czech language. Documents and decisions drafted in accordance with this Bursary Code relating to specialisations taught in other languages may be written in the relevant foreign language in addition to the Czech language. However, the Czech language version shall take precedence in case there are any ambiguities regarding the interpretation.
- (7) The compliance with the deadlines effective for documents submitted by Students is judged in the following manner: the deadlines are considered as met if the documents in question are filed at MUP or submitted for postal deliver on the last day of the stipulated deadline.
- (8) In case any of the deadlines stipulated in this MUP Bursary Code elapse on a Saturday, Sunday, or a national holiday, the last day of the time-limit is defined as the immediately following business day.
- (9) Decisions adopted by MUP Rector on granting of bursaries to students from MUP partner universities abroad pursuant to Article 10 herein shall be delivered to students in person directly at the relevant MUP Student Services office. Students shall confirm the acceptance of the document by their signature. Any failure to deliver the document shall result in deposition of the document at MUP Student Services office. The tenth day following the day of the deposition of the document shall be considered as the day of delivery.

Article 12

DISBURSEMENT AND GRANTING OF STIPENDS

- (1) Bursaries provided in the form of financial disbursements shall be disbursed in Czech Crowns (CZK). Bursaries shall be disbursed via a bank transfer to the student's account unless stipulated otherwise in MUP Rector's decisions on granting of bursaries.
- (2) Students may be granted more than one type of bursary according to this MUP Bursary Code, provided they comply with the relevant requirements, unless stipulated otherwise in this MUP Bursary Code.
- (3) Students are obliged to inform MUP Student Services office on any and all facts that play a decisive role in the amount and disbursement of the bursary and any changes thereof without unnecessary delay.

Article 13

FINAL PROVISIONS

- (1) MUP Stipend Code registered by the Ministry on 26 September 2011 under reference number 23 199/2011 – 30 is hereby repealed.
- (2) Bursaries granted prior to the effectiveness of this MUP Bursary Code shall be governed by heretofore effective rules and regulations.
- (3) This MUP Bursary Code was adopted by MUP Rector on 30 March 2012; it shall become effective and enter into force as of the day of its registration by the Ministry of Education, Youth, and Sports.¹

¹ Section 36, Article 4 and Section 41, Article 2 of the Higher Education Act