

## **RULES FOR AWARDING SCHOLARSHIPS AND BURSARIES AT THE FACULTY OF LAW OF CHARLES UNIVERSITY\***

*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, the Academic Senate of the Faculty of Law of Charles University has adopted the following Rules for Awarding Scholarships and Bursaries at the Faculty of Law of Charles University as an internal regulation of the Faculty:*

### **PART I**

#### **Introductory Provision**

##### **Article 1**

These Rules for Awarding Scholarships and Bursaries at the Faculty of Law of Charles University<sup>1</sup> stipulate under the relevant provisions of the Scholarship and Bursary Rules of Charles University (the “University Scholarship and Bursary Rules”) the conditions, rules, details, and other requirements for awarding scholarships and bursaries at the Faculty of Law of Charles University (the “Faculty”).

### **PART II**

#### **Scholarships and Bursaries**

##### **TITLE I**

#### **Scholarship for Outstanding Academic Achievement** *(under Article 4 of the University Scholarship and Bursary Rules)*

##### **Article 2**

#### **Criteria for Awarding the Scholarship**

- (1) The scholarship for outstanding academic achievement is awarded in accordance with the criteria of the University Scholarship and Bursary Rules by virtue of office to a student who complies with the following criteria:
- a) Is a student of the second to fifth year of study in a master’s programme offered by the Faculty;
  - b) Over the course of study acquired at least a normal number of credits no later than on the decisive day under Article 5 (11) of the University Scholarship and Bursary Rules;
  - c) Completed all compulsory subjects that he registered for in the immediately preceding year of study;
  - d) Achieved, in the immediately preceding year of study, not less than two thirds of a normal number of credits by completing subjects at the Faculty other than by recognition of assessment of study; and
  - e) In the immediately preceding year of study achieved a weighted average grade that is lower or equal to the threshold average grade.
- (2) The decisive day is 31 October of the calendar year in which the scholarship for outstanding academic achievement is awarded.

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\* 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

<sup>1</sup> Article 28 (2) of the Constitution of the Faculty of Law of Charles University

(3) If a student fulfils all requirements for taking the final part of the state final examination earlier than in the fifth year of study, he is treated as a student of a year of study immediately following the year in which he fulfilled the requirements for the purposes of paragraph 1 (a).

### Article 3

#### **Threshold Average Grade**

(1) Threshold Average Grade means the lowest weighted average grade for the immediately preceding year of study for which it is true that a lower or equal weighted average grade for the immediately preceding year of study was achieved by at least such number of students complying with the criteria under Article 2 (1) (a) to (d) amounting to 10% of students of the Faculty who are not students of the first year of study in the master's programme of study at the Faculty and where no obstacle under the University Scholarship and Bursary Rules has arisen.

(2) The value of threshold average grade is published within one month of the decisive day in the publicly accessible section of the Faculty website.

### Article 4

#### **Weighted Average Grade**

(1) The weighted average grade for a given year of study is calculated as a quotient of:

- a) The sum of weighted results of examinations and graded course credits taken in the given year of study;  
and
- b) The sum of weights of individual results under letter a).

(2) The weighted result of an examination or graded course credit of a subject is a product of:

- a) The grade awarded including the grade "fail"; and
- b) The weight of a result which is defined as:
  - 1. The number of credits assigned to the subject, if the subject is taught at the Faculty; or
  - 2. The number 2 in other cases.

(3) If a student resat an examination or graded course credit, a simple arithmetic average of all grades awarded on all dates taken by the student in the given year of study is considered to be the awarded grade for the purposes of determining the weighted average grade.

(4) The weighted average grade is rounded to 2 decimal points.

### Article 5

#### **Amount of Scholarship**

(1) The amount of scholarship for outstanding academic achievement is determined by the Dean after obtaining the opinion of the Academic Senate of the Faculty.

(2) The amount of scholarship under paragraph 1 is published in the publicly accessible section of the Faculty website.

### Article 6

#### **Awarding of the Scholarship**

(1) Within 10 days of publishing the threshold average grade, the Dean informs, through the appropriate channels, a student who has been awarded the scholarship for outstanding academic achievement and directs the student to update the bank account number to which the scholarship will be paid. The details are stipulated in a Dean's directive.

(2) The Dean decides on awarding the scholarship immediately after the expiration of 20 days of the publishing of the threshold average grade.

(3) A student who was not awarded a scholarship for outstanding academic achievement may file a motion to the Dean suggesting that he be awarded the scholarship, no sooner than 40 days and no later than 3 months after the publishing of the threshold average grade. Motions submitted before and after this deadline shall not be considered.

(4) The motion under paragraph 3 is submitted in written form and must contain:

- a) Name, date of birth, permanent address, possibly other address for service, e-mail, telephone number, and year of study;
- b) Date and signature of the person submitting the motion; and
- c) Further details necessary to evaluate the legitimacy of the motion.

## TITLE II

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

#### Article 7

##### **Criteria for Awarding the Scholarship by Virtue of Office**

(1) The scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge may be awarded by virtue of office in accordance with the criteria set out in the University Scholarship and Bursary Rules to a student who:

- a) Was, in accordance with the rules, awarded a prize for ranking in the Student Research Competition ("SRC") at the Faculty, inter-faculty, or international SRC;
- b) Was awarded a prize for his creative activities outside of the SRC; or
- c) Ranked among the top places of the inter-faculty or international round of a moot court competition.

(2) A motion for awarding the scholarship under paragraph 1 is submitted to the Dean via the Student Registry of the Faculty by the leading organiser of the competition or a representative of the Faculty designated to do so.

#### Article 8

##### **Criteria for Awarding the Scholarship upon Application of a Student**

The scholarship for outstanding RDI, artistic, or other creative achievement contributing to greater knowledge may be awarded upon application of a student in accordance with the criteria set out in the University Scholarship and Bursary Rules to a student who:

- a) In accordance with the rules of the SRC participated in an interfaculty or international round of SRC held outside of Prague;
- b) As a representative of the Faculty participated in the inter-faculty or international round of a moot court competition held outside of Prague;
- c) Actively participated in an international conference with a provable publication output;
- d) Within the framework of a doctoral programme of study participated in a short-term research stay abroad; or
- e) Actively participated in a specialised summer school for which he was selected by the Faculty.

TITLE III

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

*(under Article 6 (1) of the University Scholarship and Bursary Rules)*

Article 9

**Criteria for Awarding the Scholarship**

(1) The scholarship for RDI activities in accordance with special legislation<sup>2</sup> may be awarded by virtue of office to a student who is a researcher or an active member of a research team of:

- a) A project funded within the framework of the institutional support for scientific and research activities at Charles University (such as the projects funded by the Grant Agency of Charles University (“GA UK”) or by the Specific University Research System (“SUR”), by the Primus research programme, or a project funded from the competition of University Centres of Excellence (“UNCE”) or from Start programme);
- b) A project funded directly by an organisational unit of the state, regional administrative unit or a body thereof, or by another public entity (such as the Czech Science Foundation (GA ČR), the Technology Agency of the Czech Republic (TA ČR), the Ministry of the Interior within the framework of security research projects, the Ministry of Culture within the framework of the Programme for Applied Research and Development of National and Cultural Identity (“NAKI”), or the Metropolitan Authority of the Capital City of Prague within operational programmes);
- c) A project funded by an endowment institution or other private entity (such as the Hugo Grotius foundation, the Jan Hus educational foundation, or the Neuron foundation);
- d) An international project funded by an international entity (such as the HORIZON 2020 programme or a project within the framework of the Education, Audiovisual and Culture Executive Agency (EACEA).

(2) A motion to award the scholarship under paragraph 1 is submitted to the Dean via the science, research, and publication department by the lead researcher of the project or the programme.

Article 10

**Payment of the Scholarship**

The scholarship for RDI activities in accordance with special legislation is paid on the dates stipulated in the rules of the given project or programme.

TITLE IV

**Bursary in Cases Worthy of Special Consideration**

*(under Article 9 of the University Scholarship and Bursary Rules)*

Article 11

***Praemium Excellentiae* Prize**

(1) A special prize of the Dean is established for the following:

- a) Outstanding academic achievement;
- b) Outstanding creative achievement; or
- c) Outstanding diploma or dissertation thesis.

(2) The bursary in cases worthy of special consideration is awarded by virtue of office to a student who was awarded the *praemium excellentiae* prize.

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<sup>2</sup> Act No. 130/2002 Sb., to support research, experimental development and innovation from public resources and to change other related laws (the Act to Support Research, Experimental Development and Innovation), as amended.

(3) The motion to award the *praemium excelentiae* prize is submitted to the Dean in particular by:

- a) The relevant Vice-Dean in the case of prize for outstanding academic achievement;
- b) The relevant Vice-Dean in the case of prize for outstanding creative achievement; or
- c) The diploma thesis advisor, diploma thesis reviewer, supervisor, consultant, reviewer of a dissertation, or head of the department, institute, or centre in the case of prize for outstanding diploma or dissertation thesis.

#### Article 12

##### **Criteria for Awarding the Bursary by Virtue of Office**

(1) The bursary in cases worthy of special consideration may be awarded in particular to a student whose exceptional deed saved or contributed to saving human life, who helped another person to overcome a difficult situation, or assisted in preserving a property, cultural, artistic, or environmental value of national importance.

(2) A justified motion to award the bursary under paragraph 1 may be submitted to the Dean by anyone who witnessed the exceptional deed or learned about it.

#### Article 13

##### **Criteria for Awarding the Bursary upon Application of a Student or by Virtue of Office**

(1) The bursary in cases worthy of special consideration may be awarded upon application of a student or by virtue of office in particular to a student who:

- a) Is involved in the performance of tasks of the Faculty workplaces, in particular in pedagogical or creative tasks;
- b) Provides assistance to special-needs students at the University;
- c) Represents the Faculty and the University in sports disciplines;
- d) Is involved in organising events within the framework of cooperation of the Faculty with foreign entities;
- e) Is involved in a work experience stay abroad to which he was sent by the Faculty;
- f) Is involved in the organisation of promotional or other similar events of the Faculty within public relations;
- g) Is involved in disseminating knowledge about the operation of the computer network and information technologies of the Faculty and University;
- h) Fulfils other tasks he is assigned within the framework of performing educational or creative activities of the Faculty.

(2) A justified motion to award the bursary under paragraph 1 may be submitted to the Dean by anyone.

#### Article 14

##### **Payment of the Bursary**

(1) The bursary in cases worthy of special consideration is paid as a lump sum or as a regular payment.

(2) The manner of payment of the bursary under paragraph 1 is determined by the Dean in his decision on awarding the bursary.

TITLE V

**Bursary to Support Study Abroad**

*(under Article 10 of the University Scholarship and Bursary Rules)*

Article 15

**Criteria for Awarding the Bursary by Virtue of Office**

(1) The bursary to support study abroad is awarded by virtue of office to a student of a master's or doctoral programme of study who is selected in the Faculty selection procedure to study at a foreign higher education institution within the Erasmus + programme.

(2) The motion to award the bursary under paragraph 1 is submitted to the Dean by the relevant Vice-Dean.

Article 16

**Criteria for Awarding the Bursary upon Application of a Student**

(1) The bursary to support study abroad may be awarded upon application of a student to a student of a master's or doctoral programme of study who is selected or recommended in the Faculty selection procedure to study at a foreign higher education institution within the framework of:

- a) Inter-faculty agreement;
- b) Inter-university agreement; or
- c) Other exchange or bursary programme or as a so-called free mover.

Article 17

**Reduction or Termination of Bursary**

If a student fails to participate in the study stay abroad for the support of which he was awarded the bursary to support study abroad or if the study stay is shortened, the Dean may by virtue of office decide to terminate or reduce the bursary.

Article 18

**Payment of the Bursary**

The bursary to support study abroad is usually paid as a lump sum.

TITLE VI

**Doctoral Bursary**

*(under Article 12 of the University Scholarship and Bursary Rules)*

Article 19

**Criteria for Awarding the Bursary**

A doctoral bursary is awarded by virtue of office to a full-time doctoral student unless an obstacle under Article 13 (2) of the University Scholarship and Bursary Rules has arisen in his case.

Article 20

**Amount of Bursary and its Awarding**

(1) When determining the amount of the doctoral bursary for individual years, the Dean of the Faculty takes into account the amount of subsidy allocated for doctoral bursaries and the number of full-time students in the doctoral programme of study.

(2) The proposal for the amount of doctoral bursary is submitted by the Dean to the Academic Senate of the Faculty so that it can be discussed at its first meeting in the academic year.

(3) After the Academic Senate of the Faculty provides its opinion, the Dean stipulates without undue delay the specific amount of the doctoral bursary for individual years of the standard period of study and decides on the awarding of the bursary.

(4) The doctoral bursary is increased after fulfilment of the determined study, research, and other obligations by the student. The obligations and amounts by which the doctoral bursary is increased when the obligations are fulfilled are determined by the Dean in a directive; the Academic Senate of the Faculty gives opinion on the directive.

Article 21

**Termination of the Bursary**

If the Dean transfers a doctoral student from the full-time to the combined form of study, he also decides by virtue of office on the termination of the doctoral bursary as of the date on which the student was transferred to the combined form of study.

Article 22

**Payment of the Bursary**

The doctoral bursary is paid retroactively as a regular monthly recurring payment.

Article 23

**Supplementary Bursary**

(1) A full-time doctoral student who is neither employed nor a civil servant and pays the health insurance premium under the act regulating public health insurance may be awarded a supplementary bursary in justified cases, upon application of the student.

(2) The supplementary bursary may be awarded up to the amount of the premium paid.

(3) The supplementary bursary is paid twice a year.

PART III

**Proceedings to Award, Reduce, or Terminate a Scholarship or Bursary**

Article 24

**Relation to the University Scholarship and Bursary Rules**

Unless these Rules stipulate otherwise, the awarding, reduction, and termination of scholarships and bursaries is governed by the University Scholarship and Bursary Rules.

Article 25

**Amount of Scholarship or Bursary**

The Dean is not bound by the amount for which the student applies or which is mentioned in the motion to award a scholarship or bursary by virtue of office.

Article 26

**Dean's Directive**

(1) A Dean's directive stipulates the procedure for dealing with the applications and motions under these Rules and stipulates the details of the procedure to award, reduce, or terminate a scholarship or bursary. The Dean's directive may stipulate that the applications and motions under these Rules be submitted in electronic form.

(2) A Dean's directive may stipulate the forms for applications and motions under these Rules. An application or motion under these Rules for which a form was stipulated in the Dean's directive may be submitted only on such forms.

PART IV

**Common, Transitional, and Final Provisions**

Article 27

**Obstacles to Awarding Scholarship or Bursary from Other Sources**  
*(under Article 13 (7) (b) of the University Scholarship and Bursary Rules)*

Obstacles to awarding a scholarship or bursary under Article 13 of the University Scholarship and Bursary Rules apply also to a scholarship or bursary paid from other sources under Article 15 of the University Scholarship and Bursary Rules.

Article 28

**Payment of a Scholarship or Bursary**

(1) A scholarship or bursary is paid without undue delay after the decision to award the scholarship or bursary becomes legally effective.

(2) Scholarships and bursaries are paid by way of a non-cash transfer to a bank account maintained at a provider of payment services in the Czech Republic. In exceptional circumstances the Dean may allow a different form of payment. The details are stipulated in a Dean's directive.

(3) Unless these Rules stipulate otherwise, a scholarship or bursary is paid as a lump sum.

Article 29

**Suspension of Payment and Return of a Scholarship or Bursary**

(1) A scholarship or bursary or a part thereof that is subject to proceedings to terminate or reduce said scholarship or bursary is not paid over the period of such proceedings.

(2) A student shall return to the Faculty the resources paid that are subject to a legally effective decision to terminate or reduce a scholarship or bursary.



Article 30

**Transitional Provision**

Proceedings started before the date of effect of these Rules will be completed under these Rules.

Article 31

**Final Provisions**

(1) The Scholarship and Bursary Rules of the Faculty of Law of Charles University in Prague approved by the Academic Senate of the Faculty on 2 April, 2015 are hereby repealed.

(2) These Rules were approved by the Academic Senate of the Faculty on 25 May, 2017.

(3) These Rules come into force on the date of approval by the Academic Senate of Charles University.<sup>3</sup>

(4) These Rules become effective on the first day of the 2017/2018 academic year.

Doc. JUDr. Radim Boháč, Ph.D.  
President of the Academic Senate  
of the Faculty of Law of Charles University

Prof. JUDr. Jan Kuklík, DrSc.  
Dean of the Faculty of Law  
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<sup>3</sup> The Academic Senate of Charles University approved these Rules on 2 June 2017.