

*In accordance with Section 36(2) of Act No. 111/1998 on institutions of higher education and amending and supplementing other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered these Scholarship Regulations of the Academy of Fine Arts in Prague on the date of the registration's signature under reference number MSMT-15257/2024-2.*

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Director of the Department of Institutions of Higher Education*

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# **SCHOLARSHIP REGULATIONS**

**ACADEMY OF FINE ARTS, PRAGUE**

**25 SEPTEMBER 2024**



## **SCHOLARSHIP REGULATIONS**

### **ACADEMY OF FINE ARTS, PRAGUE**

#### **Article 1**

##### **Opening provisions**

1. In accordance with the provisions of Act no. 111/1998 on institutions of higher education and amending and supplementing other acts (the Higher Education Act as amended, hereinafter referred to as the “Act”) and other generally valid legislation (in particular Act no. 586/1992 on income tax as amended), these Scholarship Regulations of the Academy of Fine Arts in Prague (hereinafter referred to as “Scholarship Regulations”) regulate the provision of scholarships to students in the study programmes offered by the Academy of Fine Arts, Prague (hereinafter referred to as “AVU”).
2. With the exception of social scholarships as per Section 91, paragraph 3 of the Act, there is no legal claim to any of the scholarships provided to students under these Scholarship Regulations.
3. Scholarships from non-investment subsidies or grants from the state budget must respect the conditions accepted along with the grant or subsidy.
4. The provision and payment of scholarships must be done with a view to the purpose of the specific scholarship and source of the financial resources from which the scholarship is funded.

#### **Article 2**

##### **Types of scholarships and their funding sources**

1. AVU students may be awarded the following scholarships:
  - a) for outstanding academic achievement (Section 91, paragraph 2(a) of the Act),
  - b) for outstanding research, development and innovation, or artistic or other creative achievement contributing to the enhancement of knowledge (Section 91, paragraph 2(b) of the Act),
  - c) for research, development and innovation activities pursuant to special legal regulations<sup>1</sup> (Section 91, paragraph 2(c) of the Act),

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<sup>1</sup> Act no. 130/2002 on public funding for research, experimental development and innovation and amending certain related laws (Act on Support for Research and Development), as amended.

- d) in cases of a student's social hardship [Section 91, paragraph 2(d) and paragraph 3 of the Act, (hereinafter referred to as "social scholarships")],
- e) in cases worthy of special consideration (Section 91, paragraph 2(e) of the Act),
- f) in support of studies abroad (Section 91, paragraph 4(a) of the Act),
- g) in support of studies in the Czech Republic (Section 91, paragraph 4(b) of the Act),
- h) for students of doctoral study programmes [Section 91, paragraph 4(c) of the Act, (hereinafter referred to as "doctoral scholarships")],
- i) a housing scholarship as a special form of scholarship in cases worthy of special consideration (Section 91, paragraph 2(e) of the Act).

The above-mentioned scholarships are awarded on the basis of a decision by the rector in accordance with Section 68, paragraph 1(e) of the Act.

2. Scholarships are funded from the following sources:
  - a) grants or subsidies from the state budget (Section 18, paragraph 2(a) and (c) of the Act),
  - b) the AVU scholarship fund (the creation of the scholarship fund is governed by the AVU Rules of Economic Management),
  - c) projects and grants, in line with the rules established by the funder,
  - d) other sources.

### **Article 3**

#### **Scholarships for outstanding academic achievement**

1. At the end of the academic year, the rector may award a "Rector's Award" for outstanding study results or artistic achievement for the just concluded academic year. This award includes a special one-time scholarship of no more than five times the base for determining study fees (see Section 58, paragraph 2 of the Act; hereinafter referred to as "base") announced by the Ministry of Education, Youth and Sports (hereinafter referred to as "MŠMT").
2. At the end of the academic year, the head teacher or group of teachers of a special studio may present the rector with a nominee for the "Studio Award" for the best student of their special studio in the just concluded academic year. The Studio Award includes a special one-time scholarship of no more than four times the base.
3. Scholarships for outstanding academic achievement are awarded by the rector after discussion within the scholarship committee. Nominations for scholarships are submitted to the scholarship committee by the vice-rector or by a studio's head teacher or group of teachers.

### **Article 4**

#### **Scholarships for outstanding research, development and innovation, or artistic or other creative achievement contributing to the enhancement of knowledge**

1. Scholarships for outstanding research, development and innovation, or artistic or other creative achievement contributing to the enhancement of knowledge may be awarded to students of the bachelor's, three-year master's, six-year master's or doctoral degree programme:
  - a) for outstanding artistic, scientific, research, developmental or other creative achievements contributing to the enhancement of knowledge,

- b) for exceptional academic achievement,
  - c) for outstanding representation of AVU on the international level,
  - d) in other cases worthy of special consideration, in particular for the support of professional placements, excursions and plein-air exercises in the Czech Republic, or for covering increased costs associated with instruction in substitute spaces outside AVU's headquarters.
2. Scholarships for outstanding research, development and innovation, or artistic or other creative achievement contributing to the enhancement of knowledge are awarded by the rector after discussion within the scholarship committee. Nominations for scholarships are submitted to the scholarship committee by the vice-rector or by a studio's head teacher or group of teachers.
  3. Award of a scholarship under Article 3 does not rule out the possibility of being awarded a scholarship for outstanding research, development and innovation, or artistic or other creative achievement contributing to the enhancement of knowledge.

#### **Article 5**

##### **Scholarships for research, development and innovation activities pursuant to special legal regulations**

1. Scholarships for research, development and innovation activities pursuant to special legal regulations are awarded in line with the rules of the relevant project.
2. Scholarships for research, development and innovation activities pursuant to special legal regulations are awarded by the rector. Proposals for the granting of a scholarship are submitted by the project authors in accordance with the budget and rules established by the funder.

#### **Article 6**

##### **Social scholarships**

1. Social scholarships are awarded in accordance with Section 91, paragraph 3 of the Act and in the amount and manner as defined by this provision of the Act.
2. Students fill out their written application for a social scholarship using the requisite form, which they submit to the Study Department within the time established by the schedule for the academic year, usually by the end of October of the relevant calendar year. Students whose claim to a social scholarship as per paragraph 1 arose after they registered for studies may submit the application anytime during the academic year.
3. Students document their claim to a social scholarship via a written confirmation from the social welfare office, issued upon the applicant's request, confirming that the family's income as determined for the purpose of a child allowance for the third calendar quarter of the year did not exceed the subsistence minimum multiplied by a coefficient of 1.5. Social scholarships are exempt from income tax and are not included in the family's income when calculating social benefits.
4. Students may apply for a social scholarship for a specific period of time only once.
5. Social scholarships are awarded for the standard period of study (i.e., the ten months of the academic year), there is no claim to the scholarship for the months of July and August, and the height of the scholarship is one quarter of the basic monthly minimum wage.
6. Social scholarships are paid out in Czech crowns via non-cash transfer of funds onto the student's account at a bank in the Czech Republic. Scholarships are paid out retroactively for the period for which they were awarded, usually after 31 December for

the months of September through December, 31 March for the first quarter of the calendar year, and 30 June for the second quarter of the calendar year.

## **Article 7**

### **Scholarships in cases worthy of special consideration**

1. Scholarships in cases worthy of special consideration are awarded among other things for studio work above and beyond regular study obligations or for the costs of travel and accommodation associated with the performance of a student's study obligations, in particular participation in competitions, festivals, workshops, conferences or prominent exhibitions.
2. Scholarships in cases worthy of special consideration are awarded by the rector upon a recommendation from the vice-rector.

## **Article 8**

### **Housing scholarships**

1. Students may claim housing scholarships for the period for which such scholarships are awarded on the basis of an electronically submitted application if, on the day on which the scholarship is awarded, the student:
  - a) is engaged in on-site study within an accredited bachelor's, three-year master's, six-year master's or doctoral degree programme,
  - b) is studying in his or her first accredited study programme or in an accredited study programme following this first programme, or has transferred from such a study programme into a different programme and the prior studies have been recognized; if the student is concurrently enrolled in two accredited study programmes, only that accredited study programme is counted in which the student was registered first; any studies for which the student registered and which he/she completed in the period from 1 May to 30 October of the same calendar year is not counted,
  - c) has not exceeded the standard period of studies in the current accredited study programme or in any concurrent study programme,
  - d) does not have his/her permanent address in the City of Prague, does not have his/her permanent address outside the European Union (does not apply to citizens of EU member states), and
  - e) is not studying as part of a foreign-language study programme, self-payers.
2. Fulfilment of the conditions for claiming the housing scholarship as per paragraph 1(a) through (e) is verified on the basis of information from the SIMS (Collected Information from Student Registers) database.
3. Applications for a housing scholarship are submitted to the study department via the STAG student information system (hereinafter referred to as "IS/STAG") within the time established by the schedule for the academic year, usually by the end of October of the relevant calendar year.
4. Housing scholarships are paid out in Czech crowns via non-cash transfer of funds onto the student's bank account in the Czech Republic. Housing scholarships are paid out retroactively for the period for which they were awarded, and this after every three months (hereinafter referred to as "quarter") – i.e., for the period from 1 October to 31 December, for the period from 1 January to 31 March and for the period from 1 April to 30 June of the relevant calendar year. No housing scholarship is provided for the final quarter.

5. Housing scholarships are awarded by the rector.
6. Upon failure to meet any of the conditions laid out in paragraph 1, the student loses his or her claim to a housing scholarship.
7. Housing scholarships cannot be awarded and paid out to students:
  - a) for periods in which they have interrupted their studies,
  - b) from the day following the day on which they have completed their studies (Section 55, paragraph 1 and Section 56 of the Act),
  - c) from the day following the day of a change in the conditions necessary for being awarded a housing scholarship,
  - d) who are studying thanks to foreign development aid (government scholarship recipients),
  - e) who are studying as part of a scholarship based on international treaties,
  - f) who are studying as part of the AKTION and CEEPUS programmes.
8. The amount of the housing scholarship is calculated from the amount that AVU receives for housing scholarships from the MŠMT in relation to the number of students who meet the criteria for receiving a housing scholarship in the relevant scholarship period.

## **Article 9**

### **Doctoral scholarships**

1. Doctoral scholarships are awarded by the rector to students engaged in on-site study within a doctoral degree programme.
2. Doctoral scholarships cannot be awarded and paid out to students who have previously studied in an accredited doctoral study programme or who have transferred from one such doctoral study programme to another and their prior studies have been recognized.
3. Whether an applicant meets the conditions for a doctoral scholarship as defined in paragraphs 1 and 2 is verified on the basis of information from the SIMS (Collected Information from Student Registers) database.
4. Doctoral scholarships are awarded in the form of a regular monthly grant for the period of one academic year and are paid out in Czech crowns via non-cash transfer of funds onto the student's bank account in the Czech Republic.
5. The amount of a doctoral scholarship is calculated from the amount that AVU receives for doctoral scholarships from the Ministry of Education in relation to the number of students who meet the criteria for being awarded a doctoral scholarship in the relevant scholarship period
6. Doctoral scholarships cease to be recognized and paid out starting in the month following the month in which the student has interrupted or ended his/her studies.
7. If a student fails to fulfil the study obligations arising from the study plan, the rector may, upon a recommendation from the vice-rector or the student's advisor or group of advisors, reduce the awarded amount of the doctoral scholarship.

## **Article 10**

### **Scholarships in support of studies abroad**

1. The decision whether to award a scholarship for studying abroad is made by the vice-rector for foreign affairs; the amount of the scholarship is determined on the basis of

the conditions of the relevant programme, in particular ERASMUS+ and development projects.

### **Article 11**

#### **Scholarships in support of studying in the Czech Republic**

1. The decision whether to award a scholarship for studying in the Czech Republic is made by the vice-rector for foreign affairs; the amount of the scholarship is determined on the basis of the conditions of the relevant programme.

### **Article 12**

#### **Payment of scholarships**

1. Students are required, without undue delay upon registering for a study programme at AVU, to sign in to IS/STAG and enter their account number for a bank account in Czech crowns held at a bank in the Czech Republic. If awarded a scholarship for studying abroad, students may enter a special bank account number for an account in Euros. In case of a change of bank account number, students are required to inform the Study Department of this fact and to change it themselves in IS/STAG.
2. Doctoral, social, and housing scholarships are transferred onto the student's bank account no later than by the tenth day of the month following the relevant payment period. The dates for preparing and submitting the documents necessary for payment of scholarships are given in the bursar's decree regarding payment dates.
3. Students are obligated to immediately inform the study department of all changes in the circumstances necessary for being awarded a scholarship and must do so within 30 days of the date on which such circumstances arise.
4. With the exception of scholarships awarded for a student's social hardship, payment of a scholarship may be halted if the student has failed to fulfil his/her obligations as per Section 63 of the Act.
5. Students who are re-registered for studies after having previously interrupted their studies during a period for which they had been awarded a scholarship may again claim payment of the remaining part of the previously awarded scholarship starting from the date on which the interruption of studies comes to an end.

### **Article 13**

#### **Scholarship committee**

1. The scholarship committee has five members, who are nominated by the rector. Students are represented by two members. The committee's chair is usually the vice-rector for study affairs. The term of office of the members of the committee is four years.
2. The scholarship committee makes its decisions on the basis of the received financial resources and the resources of the AVU scholarship fund. The committee decides on the scholarships described in Articles 3 and 4.
3. Meetings of the scholarship committee are called by its chair. The committee is quorate when an absolute majority of its members is in attendance. If votes are even, the vote of the chair is decisive. In exceptional cases, voting may be done by post.
4. Administrative matters associated with the activities of the scholarship committee are handled by the study department.

## **Article 14**

### **Common provisions**

1. When determining the monetary value of a scholarship, AVU works on the basis of its own financial resources and capabilities, the volume and purpose of the received resources at its disposal, and the number of students who have met the conditions for being awarded the various types of scholarships.
2. Decisions on the awarding of scholarships are governed by the provisions of Section 68 of the Act and by Act no. 500/2004, the rules of administrative procedure as amended. Decisions must be made in writing and must contain a ruling as to the whether the scholarship has been awarded or not (in the former case, it must also include the form in which it will be paid out), reasoning, and instructions regarding the possibility of appeal. In accordance with the provisions of Section 69a, paragraph 3 of the Act, decisions to award a scholarship are generally issued electronically and delivered via IS/STAG. A negative decision must be sent to students via data box or in printed form via registered mail using a mail carrier. If a negative decision cannot be delivered to the student's data box or via mail carrier to his/her correspondence or permanent address contained in IS/STAGE, then the decision shall be delivered in the substitute manner of placing an announcement on AVU's official notice board for a period of 15 days.
3. Students may appeal the decision within 30 days of the day on which the decision was announced to them as per paragraph 2. Appeals are submitted via the study department to the rector, who either approves or rejects the appeal. The rector's decision must be made in writing and must contain reasoning and instructions that it is final.
4. The responsible authorities for the provision of scholarships to students of the bachelor's, three-year or six-year master's, and doctoral degree programmes in accordance with these Scholarship Regulations are the Study Department (in matters related to the administrative processes of students' documents) and the Economic Department (in matters related to the inspection of the accuracy of the submitted documents, accounting, and payment of the scholarships provided).

## **Article 15**

### **Final provisions**

1. The Scholarship Regulations of the Academy of Fine Arts in Prague registered with the MŠMT on 7 April 2017 under file number MSMT-8975/2017 are hereby repealed.
2. These Scholarship Regulations were approved by the AVU Academic Senate on 18 September 2024 pursuant to Section 9, paragraph 1(b) of the Act.
3. These Scholarship Regulations become valid and effective according to Section 36, paragraph 4 of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

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Rector, AVU