

The Ministry of Education, Youth and Sports registered these Scholarship Regulations of the Academy of Performing Arts in Prague pursuant to Section 36(2) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), on 11 December 2020, under file number MSMT- 45440/2020-4.

SCHOLARSHIP REGULATIONS OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE

The Academic Senate of the Academy of Performing Arts in Prague, under Section 9(1b), point 3, and Section 17(1h) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended, has adopted these

Scholarship Regulations of the Academy of Performing Arts in Prague:

- Part I - Basic Provisions

Article 1 Introductory Provisions

- (1) The Scholarship Regulations of the Academy of Performing Arts in Prague (hereinafter "AMU"), within the limits of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts, as amended (hereinafter the "Act"), and the Statutes of the Academy of Performing Arts in Prague (hereinafter the "Statutes"), contain the rules for awarding scholarships to students in programmes of study offered by the AMU faculties.
- (2) When awarding scholarships, the AMU faculties shall proceed according to the Act and these Scholarship Regulations; more detailed requirements can be set by a Decree of the Dean, which must be in accordance with the Act and with these Scholarship Regulations.
- (3) There is no legal entitlement to scholarships provided to students under these Scholarship Regulations with the exception of social scholarships pursuant to Section 91(3) of the Act.

Article 2 Types of Scholarships

- (1) AMU students can be awarded the following scholarships:
 - a) scholarships for excellent academic results;
 - b) scholarships for excellent artistic, research, development, innovation, or other creative results contributing to the deepening of knowledge;
 - c) scholarships for research, development and innovation activity under special legislation;
 - d) scholarships for a student in an onerous social situation, including accommodation scholarships;
 - e) scholarships in cases worthy of special consideration;
 - f) scholarships to support study abroad;
 - g) scholarships to support study in the Czech Republic;
 - h) scholarships for doctoral students.

Article 3
Sources for Scholarship Disbursements

- (1) When awarding and disbursing scholarships, it is always necessary to adhere to the purpose of the designation and the financial source of the funds from which the scholarship is disbursed.
- (2) Scholarships under Article 2(1a-h) can be awarded from a contribution or subsidy from the state budget in the sense of the provisions of Section 18(2a and c) of the Act. In the case of scholarships from a subsidy or contribution from the state budget, it is necessary to respect the obligations accepted with the contribution or subsidy.
- (3) Scholarships under Article 2(1a, b and d) can also be awarded from the scholarship fund.
- (4) Scholarships under Article 2(1e) can also be awarded from other resources, in particular from AMU operational funds, European funds / Operational Programmes, gifts or grants.

- Part II -
Requirements for Awarding Scholarships

Article 4
Requirements for Awarding Scholarships for Excellent Academic Results

- (1) A scholarship for excellent academic results shall be awarded to students retroactively for excellent academic results in the preceding programme year.
- (2) Scholarships for excellent academic results are awarded subject to the following requirements:
 - a) the student is a student in a Bachelor's or Master's (including continuing Master's) programme of study realised in the Czech language on a full-time or part-time (combined) basis;
 - b) none of the academic subjects taken in the preceding programme year was graded with a mark worse than "B" or "credited";
 - c) all examinations have been duly passed, including state final examinations, and none of these examinations were passed on a resit (repeat) examination date;
 - d) registration for the next programme year by the stipulated deadline.
- (3) A scholarship may be awarded to students:
 - a) in the first programme year in a continuing Master's programme of study in the case of excellent academic results in the preceding Bachelor's programme of study at AMU; or
 - b) who meet the requirements in paragraphs 2(b and c) after recognition of subjects completed in the preceding programme year of studies at a different higher education institution abroad or in a different programme of study at AMU.
- (4) Students should submit applications with appropriate documentation no later than one month after the start of the academic year.
- (5) Decisions regarding the awarding of the scholarship and the amount of such scholarship are made by the Dean upon the recommendation of the scholarship committee.
- (6) A scholarship can only be awarded to students, and only for a period of no longer than the ten months of the academic year in which the scholarship can be awarded.

Article 5

Requirements for Awarding a Scholarship for Excellent Artistic, Research, Development, Innovation, or Other Creative Results Contributing to the Deepening of Knowledge

- (1) Students may be awarded a scholarship for excellent artistic, scientific, research, development or other creative results contributing to the deepening of knowledge. This type of scholarship includes Dean's Awards, Rector's Awards and other artistic awards.
- (2) The application must be accompanied by official documents confirming the student's eligibility, and can be submitted by the student or the department head.
- (3) Decisions regarding the awarding of these scholarships and their amount are made by the Dean upon the recommendation of the scholarship committee. Decisions regarding the granting of a Dean's Award and the amount of such award are made by the Dean upon the recommendation of the Dean's Board. Decisions regarding the granting of a Rector's Award and the amount of such award are made by the Rector upon the recommendation of the Rector's Board.

Article 6

Requirements for Awarding a Scholarship for Research, Development and Innovation Activity under Special Legislation

- (1) The awarding of a scholarship for research, development and innovation activity under Act No. 130/2002 Coll., on Support for Research, Experimental Development and Innovation from Public Funds and on the Amendment to Certain Related Acts (the Research, Experimental Development and Innovation Support Act), is governed by the rules of the relevant project.

Article 7

Requirements for Awarding a Scholarship for a Student in an Onerous Social Situation

- (1) If a student is in an onerous social situation, he or she may be awarded a social scholarship in the form of a Faculty Social Scholarship and/or State Social Scholarship.

Faculty Social Scholarship

- (2) The application must be submitted by the student accompanied by official documents confirming the student's eligibility.
- (3) Decisions on awarding a faculty scholarship in the event that a student is in an onerous social situation (under Section 91(2d) of the Act) are made by the Dean upon the recommendation of the scholarship committee and a statement by the department head.
- (4) If the student is registered for studies in multiple programmes of study, this scholarship may be awarded and disbursed no more than once for the period in question.

State Social Scholarship

- (5) A social scholarship can also be awarded under Section 91(3) of the Act and is awarded to students who are entitled to an allowance for a child under special legislation. The scholarship is awarded for the standard ten-month term of studies in an academic year.
- (6) The student shall demonstrate eligibility for a State Social Scholarship under Section 91(3) of the Act with a written confirmation issued upon his or her request by the state social welfare authority in accordance with the Higher Education Act. Should the situation change in such a way that this confirmation no longer reflects reality, then the student is required to report this change without delay.

- (7) The application must be submitted by the student through the faculty, and must be accompanied by official documents confirming the student's eligibility.
- (8) Decisions regarding the awarding of a State Social Scholarship to a student in an onerous social situation are made by the Rector.
- (9) The student can exercise his or her claim to a State Social Scholarship only once for a particular time period.

Article 8

Requirements for Awarding an Accommodation Scholarship

- (1) An accommodation scholarship for the period for which the accommodation scholarship is awarded shall be awarded to the student provided that he or she, as of the day on which the decision to award the scholarship is issued:
 - a) is a student in a Bachelor's, Master's (including continuing Master's) or doctoral programme of study on a full-time basis (in the event of concurrent enrolment in multiple programmes of study, the student shall be counted only once, namely in the programme of study in which he or she was enrolled first);
 - b) has not exceeded the standard duration of studies in any of the concurrently enrolled programmes of study (previous unsuccessful programmes of study are not included in the standard duration of studies);
 - c) is registered in a programme of study realised in the Czech language;
 - d) is enrolled in a programme of study in his or her first Bachelor's, Master's (including continuing Master's) or doctoral programme of study at a public higher education institution in the Czech Republic;
 - e) does not have permanent residence on the territory of the Capital City of Prague.
- (2) Fulfilment of the eligibility requirements for an accommodation scholarship shall be verified for each scholarship period based on information from the SIMS student information registry maintained by the Ministry of Education, Youth and Sports (hereinafter the "Ministry") and AMU's academic information system (hereinafter "KOS"). An accommodation scholarship is awarded for the specific period during which the student, for the duration of such period, is eligible for the scholarship.
- (3) Accommodation scholarships are awarded for individual periods in the academic year (hereinafter "scholarship periods") as follows:
 - a) the period from 1 October through 31 December
 - b) the period from 1 January through 31 March
 - c) the period from 1 April through 30 June
- (4) A student is not entitled to an accommodation scholarship if he or she is a student admitted to AMU within the scope of the ERASMUS+ programme.
- (5) An accommodation scholarship cannot be disbursed:
 - a) as part of foreign development aid (recipients of government scholarships);
 - b) for academic stays under international agreements;
 - c) within the scope of the AKTION or CEEPUS programmes.

- (6) The amount of the accommodation scholarship is calculated from the amount which AMU receives for accommodation scholarships from the Ministry (indicator U) according to the number of students who meet the criteria for receiving an accommodation scholarship in the relevant scholarship period.
- (7) Decisions regarding the awarding of a scholarship are made by the Rector *ex officio*.

Article 9

Requirements for Awarding Scholarships in Cases Worthy of Special Consideration

- (1) Students may be awarded scholarships in cases worthy of special consideration in connection with:
 - a) higher-than-usual student expenditures for studies; this concerns in particular expenses for travel and accommodation incurred in fulfilment of academic requirements (in particular participation in training courses, participation in competitions, the realisation of practical exercises and student concerts, and participation in workshops, festivals and academic stays); or, as the case may be,
 - b) activity performed over and above academic requirements, e.g. representation of AMU, excellent athletic results or exemplary civic acts.
- (2) The application must be accompanied by official documents confirming the student's eligibility, and can be submitted by the student, the department head, the director of the DISK Theatre, the director of Studio FAMU, the principal investigator of a grant or project, or a member of the AMU Management.
- (3) Decisions regarding the awarding of the scholarship are made by the Dean upon the recommendation of the department head, the director of the DISK Theatre, the director of Studio FAMU, the principal investigator of a grant or project, one of the Vice-Deans or a member of the AMU Management.
- (4) The scholarship is disbursed from funds intended for the circumstances specified in paragraph 1 and in accordance with the rules stipulated for their use.

Article 10

Requirements for Awarding Scholarships to Support Study Abroad

- (1) The application must be accompanied by official documents confirming the student's eligibility, and can be submitted by the student or the coordinator of the relevant programme.
- (2) Decisions regarding the awarding of a scholarship to support study abroad and the amount of such scholarship are made by the Dean based upon the recommendation of the coordinator of the relevant programme, in particular ERASMUS+, or of the Vice-Dean for Foreign Affairs.
- (3) Scholarships to support study abroad may be disbursed in other than the domestic currency (e.g. in euros).
- (4) In the event that the student fails, without a reason worthy of special consideration, to complete the entire academic stay in connection with which he or she was awarded a scholarship, or should circumstances arise which lead to a reduction in or the elimination of expenses for the stay that were reimbursed in the form of a scholarship, then the awarded scholarship shall be modified proportionately. In the event that funds which are the subject of a proceeding on the reduction or revocation of a scholarship have already been disbursed, the decision shall also stipulate payment information and a deadline for returning the disbursed funds.

Article 11

Requirements for Awarding Scholarships to Support Study in the Czech Republic

- (1) The application must be accompanied by official documents confirming the student's eligibility, and can be submitted by a student of a foreign higher education institution or by the coordinator of the relevant programme to partially cover expenses connected with studying at AMU.
- (2) Decisions regarding the awarding of a scholarship to support study in the Czech Republic and the amount of such scholarship are made by the Dean upon the recommendation of the coordinator of the relevant programme, the Vice-Dean for Foreign Affairs, or the Vice-Dean for Academic Affairs.

Article 12

Requirements for Awarding Scholarships for Doctoral Students

- (1) To award scholarships to doctoral students, it is essential that the student be enrolled:
 - a) on a full-time basis in a programme of study realised in the Czech language; and also
 - b) within the standard duration of studies (the duration of studies includes all periods of previous unsuccessful studies in accredited doctoral programmes of study).
- (2) Other requirements for awarding a scholarship may be set by an internal norm of the faculty depending on the programme of study.
- (3) Decisions regarding the awarding of the scholarship and the amount thereof are made by the Dean *ex officio* upon the recommendation of the chair of the relevant subject-area board ("oborová rada") of the doctoral programme. Decisions regarding the awarding of the scholarship and the amount thereof can also be made by the Dean based on a student's application submitted with official documents confirming the student's eligibility.

- Part III -

Decisions on the Awarding of a Scholarship

Article 13

- (1) Scholarships are awarded solely on the basis of a decision by the Rector or the Dean of the relevant faculty in accordance with Section 68(3e) of the Act and with these Scholarship Regulations. The administrative body for appeals is the Rector.
- (2) The proceeding shall be initiated on the basis of a request or *ex officio*.
- (3) The proceeding on the application shall commence on the day on which the application reaches the Dean, or the Rector if he or she will decide in the first instance.
- (4) The issuing of the decision on the awarding of a scholarship *ex officio* can be the first act in the proceeding in matters of the scholarships specified in Article 2, paragraph 1:
 - a) scholarships for excellent artistic, research, development, innovation, or other creative results contributing to the deepening of knowledge;
 - b) scholarships for research, development and innovation activity under special legislation;
 - c) accommodation scholarships;
 - d) scholarships in cases worthy of special consideration;
 - e) scholarships to support study abroad;

- f) scholarships to support study in the Czech Republic;
 - g) scholarships for doctoral students.
- (5) The decision shall contain a declarative section, a rationale section and an edification section on options for filing an appeal.
 - (6) The declarative section shall state whether the scholarship is awarded, the provisions underpinning the decision, and the student's given name, surname, date of birth and address of permanent residence.
 - (7) The rationale section shall contain the reasons for the decision, the supporting documents, the considerations which governed the administrative body in its evaluation and interpretation of legislation and internal regulations, and information on how the administrative body dealt with the proposals submitted. No rationale for the decision is required if the Dean or the Rector, as the administrative body of the first instance, accommodates the student, as the sole participant in the proceeding, in the full extent.
 - (8) The edification section shall state that it is possible to appeal against the decision by a statutory deadline, that the appeal shall be decided by the Rector, and that the appeal must be submitted to the Rector directly or, if the Dean decided in the first instance, then to the Rector through the Dean. It cannot be excluded that the appeal may have a deferring effect.
 - (9) In cases where these Scholarship Regulations do not contain a special provision, the AMU Attendance and Examination Regulations and supporting legislation, possibly Act No. 500/2004 Coll., Code of Administrative Procedure, shall apply to decisions in matters of awarding, reducing or revoking a scholarship.

Article 14 Delivery

- (1) The decision in the matter of a scholarship shall be delivered by means of AMU's electronic information system (KOS); the date of delivery and notification of the decision in such cases is considered to be the first day following the day on which the decision is made accessible to the student in the electronic information system.
- (2) If it is not possible to deliver the decision in the matter of a scholarship, the decision shall be delivered by means of a public notice in accordance with the Code of Administrative Procedure and with Section 69a, paragraph 2, of the Act.

- Part IV - Scholarship Committee

Article 15 Composition of the Scholarship Committee

- (1) The Dean shall appoint the faculty's scholarship committee (hereinafter the "committee"), which shall have at least 5 members whose term of office shall be four years.
- (2) Members of the committee shall be appointed and recalled by the Dean. The members of the committee shall be:
 - a) the Vice-Dean for Academic Affairs (chair of the committee);
 - b) the secretary of the faculty;

- c) an academic staff member of the faculty selected by the Dean;
 - c) a student of the faculty selected by the Dean;
 - e) a student of the faculty appointed following a statement of support by the faculty's academic senate.
- (3) The term of office of a member of the committee shall commence on the day as of which he or she was appointed to the committee. The term of office of a member of the committee shall terminate:
- a) on the date on which his or her term of office expires;
 - b) with the loss of eligibility to serve in the office, e.g. termination of studies, termination of employment or office;
 - c) on the date of delivery to the Dean of a written declaration, in which the member resigns from office;
 - d) on the date as of which he or she is recalled by the Dean;
 - e) by death.
- (4) Should a member of the committee leave office prior to the end of his or her term of office, a new member of the committee shall be appointed only for the remainder of the original member's term of office.
- (5) If, in view of the relationship of a member of the committee to the matter under deliberation or to persons which such matter concerns, there is reason to believe that his or her interests are at odds with the interests of the faculty or of AMU, or at odds with the internal regulations or norms of the faculty or of AMU, then the member shall be required to disclose this fact without delay in a session of the committee or in his or her first response in a *per rollam* deliberation.

Article 16 Chair of the Scholarship Committee

- (1) The chair of the committee shall be the Vice-Dean for Academic Affairs.
- (2) The chair of the committee:
- a) shall convene and preside over sessions of the committee;
 - b) shall draft the committee's agenda;
 - c) shall prepare resolutions of the committee;
 - d) shall sign committee documents;
 - e) shall be entitled to solicit materials necessary for the activities of the committee;
 - g) may invite guests to sessions of the committee.
- (3) The chair shall be represented during periods of absence by an authorised representative. If neither a chair nor a representative authorised by the chair has been appointed, then the oldest member of the committee shall carry out the activities of the chair per paragraph 2.

Article 17 Sessions of the Scholarship Committee

- (1) The committee shall meet at least twice per year. The chair shall be required to convene a session of the committee without delay if requested to do so by the Dean.
- (2) A member of the committee cannot participate in a session by proxy.
- (3) The Dean, the Rector, the Bursar, Vice-Deans and Vice-Rectors may participate in deliberations of the committee with an advisory vote. Other persons may participate in deliberation, provided this right is granted to them by these Scholarship Regulations or if their participation is permitted by the committee.
- (4) Committee sessions shall not be open to the public.
- (5) The committee shall have a quorum if more than half of all members of the committee are present or otherwise participating (via videoconferencing).
- (6) The agenda for deliberation shall be drafted by the chair of the committee, and members shall be informed of the agenda in advance, no later than with the invitation to the deliberation. Background materials for the deliberation shall be sent to members of the committee no later than five calendar days prior to the committee's deliberation. The session agenda shall be approved at the commencement of the session, following deliberation of any proposed amendments. All members of the committee shall be entitled to propose amendments.
- (7) There shall generally be a discussion on the individual agenda items. The chair shall recognise members of the committee in the order in which they indicate their desire to speak. If there are time constraints, the chair shall have the right to set time limits or to terminate the discussion even if certain members have indicated their desire to speak but have not been recognised.
- (8) The committee shall decide on conclusions from individual points of the deliberation by vote. This can be done by acclamation or in secret, provided the committee agrees in advance to this form of voting. If a single member wishes for voting to be secret, then this wish shall be granted.
- (9) To approve a presented motion, a simple majority of all members of the committee is required.
- (10) Minutes shall be procured of the committee session. The minutes shall be sent to the Dean and shall be archived in printed form in the faculty's department of academic affairs ("Studijní oddělení") or in the Dean's secretariat.

Article 18

Deliberations out of Session (*per rollam*)

- (1) In justified cases, the committee can, at the chair's suggestion, make decisions out of session (voting on resolutions *per rollam*). Decisions out of session cannot be made on the awarding of a scholarship exceeding CZK 30,000.00.
- (2) The chair of the committee shall send documents, including the exact draft resolution, the voting form and the deadline for casting votes, to the members of the committee at least one week in advance. The filled-in voting form shall contain the given name and surname of the voting member and his or her vote (yes/no).
- (3) The period for members of the committee to cast their votes must be no less than five working days.
- (4) The resolution shall be considered approved if at least four members of the committee vote in favour.

- (5) The minutes of the next session of the committee shall include a voting protocol specifying how many members voted in favour of the resolution, how many members voted against it, and how many members did not cast a vote during the period for casting votes.
- (6) If at least one member of the committee opposes this form of voting during the period for casting votes, then it shall not be possible to vote in this manner and a session of the committee must be convened.

Article 19

Rights and Duties of the Scholarship Committee

- (1) The committee in particular:
 - a) shall assess scholarship applications pursuant to these Scholarship Regulations, including assessments of the documents concerning their eligibility;
 - b) shall assess fulfilment of the set requirements for awarding a scholarship pursuant to these Scholarship Regulations, or internal regulations and norms of AMU or the faculty;
 - c) shall recommend the awarding of scholarships, including the amount of such scholarships, and shall submit these recommendations to the Dean;
 - d) shall be entitled to request additional documents relating to the matter under deliberation from other faculty bodies, from students who are proceeding participants, or from AMU employees.
- (2) The faculty's scholarship committee shall base its decisions on the faculty's financial resources.
- (3) The committee's recommendations shall not be binding for the Dean.

- Part V -

Common and Final Provisions

Article 20

Common Provisions

- (1) AMU and its faculties set the amounts of scholarships in consideration of their financial resources and possibilities, the amount and purpose of the resources which have been provided and are available, and the number of students who meet the requirements for receiving the individual types of scholarships.
- (2) Scholarships shall be disbursed in Czech crowns by bank transfer to the student's account, which the student provided to AMU through KOS. If it is not possible to disburse the scholarship to the student's account, AMU shall appeal to the student to take corrective action; if this does not occur even after 15 days from the delivery date of the appeal, the student shall forfeit his or her right to the awarded scholarship.
- (3) In exceptional and justified cases, the Bursar or the faculty secretary may allow the scholarship to be disbursed in cash or in other than the domestic currency (e.g. in euros).
- (4) The scholarship may be disbursed in regular instalments or as a one-off payment.
- (5) With the exception of scholarships for excellent academic results, a scholarship can be awarded and disbursed in the event that:
 - a) the student has duly completed his or her studies by graduating; or
 - b) the Dean has granted the student's request to interrupt his or her studies;

and the proceeding participant had fulfilled the requirements for awarding the scholarship at a time when he or she was a student, or, in the case of a scholarship awarded based on an application, this application was submitted at a time when the proceeding participant was a student.

**Article 21
Interim Provisions**

- (1) Proceedings which were not concluded with a final decision prior to the effective date of this internal regulation shall be concluded pursuant to the regulations in effect hitherto. If a decision issued prior to the effective date of this internal regulation shall be overturned or returned to the administrative body for new deliberation, proceedings shall be conducted pursuant to the regulations in effect hitherto.

**Article 22
Final Provisions**

- (1) The AMU Scholarship Regulations registered by the Ministry on 4 January 2017 under file number MSMT-304/2017 are hereby cancelled.
- (2) These Scholarship Regulations were approved under Section 9(1b) of the Act by the AMU Academic Senate on 3 November 2020.
- (3) These Scholarship Regulations shall become valid pursuant to Section 36(4) of the Act on the date of their registration by the Ministry, and effective from 1 January 2021.

doc. Jan Hančil, m.p.
Rector