

Internal Regulations of the Faculty of Mechanical Engineering in Liberec				
Name:	Scholarship Regulations of the Faculty of Mechanical Engineering TUL			
	Name:	Position:	Date:	Signature:
Guarantor:	Ivo Matoušek, Ph.D.	Vice-Dean		
Legal control:	Michal Prokop, M.A.	Lawyer		
Specialist:	Ivo Matoušek, Ph.D.	Vice-Dean		
Approved by:	Professor Petr Lenfeld	Dean		
Approved by Academic Senate of Faculty of Mechanical Engineering TUL:	15th September, 2015	Chairman		
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Article 1

Introductory Provisions

- (1) A scholarship regulation of the Faculty of Mechanical Engineering (hereinafter referred to as „Faculties“) is issued in accordance with Section 62, Para. (i) and § 91 of Act No. 111/1998 Coll. (University Education Act, herein referred to as "the Act") and the Scholarship Regulations of the Technical University of Liberec (herein referred to as "TUL").
- (2) Provisions of this order is applied to the recognition of scholarships to students studying Bachelor (hereinafter "B.A.Schol."), Master (hereinafter referred to as "M.Sc.Schol."), follow-up Master (hereinafter "FoM.Sc.Schol.") and doctoral study programs (hereinafter referred to as "Ph.D.Schol.") realized by the faculty.
- (3) Students of the Faculty of Mechanical Engineering TUL may be recognized by the individual scholarships in accordance with Section 91 of the Act and Article 3 of the TUL Scholarship Rules.
- (4) Scholarship rules of the faculty are supplemented by the wording of Article 3 of the TUL Scholarship Rules and specifies conditions for recognizing scholarships for excellent study results (hereinafter "Merit Scholarship"), scholarships for students of Ph.D. study programs (hereinafter "Ph.D.Scholarship"), selected types of extraordinary scholarships and scholarships to support foreign students of the faculty.

Article 2

Concept Definition

Scholarship rules of the faculty – rules and conditions for recognizing scholarships to students, Supplemented by Scholarship Regulations of TUL

Merit Scholarship – scholarship awarded for outstanding study results

Ph.D. Scholarship – it is referred to a basic scholarship given by the directive of the deanno.2/2015

Exceptional Scholarship – scholarships paid out from the scholarship fund of the faculty according to conditions defined in the order, i.e. **the article 5**

Scholarships supporting foreign students of the faculty - scholarships paid out from the scholarship fund of the faculty according to conditions defined in the order, i.e. **the article 6**

Article 3

Merit Scholarship

- (1) Merit Scholarship, i.e. B.A.Schol., M.Sc.Schol. and FoM.Sc.Schol. may be recognized to full-time students, who are studying:
 - According to a standard study plan,

- Students who do not exceed the standard length of studies,
- Students who do not pay fees for exceeding the standard length of studies,
- Previous academic year of their study program, they studied with an honored study average of up to 2.0 (according to IS STAG) and at the same time, they fulfilled all study duties in time, i.e. by the date determined in a standard curriculum, specified by the faculty.

(2) A scholarship may only be recognized to students who have not been subjected to any disciplinary offense.

(3) Students of the 1st year of a study program FoM.Sc. are not awarded with the scholarship.

(4) Merit Scholarship is recognized for a period of ten months for the study results achieved in both semesters of the previous academic year.

(5) In the weighted average, there are included: Final study results and classified credits, counting results from subjects recognized from the previous studies and the possible contrast examinations, classified credits determined by the Dean concerning the transfer from another college or faculty, or the continuation of the study after its interruption.

(6) In case of interruption, alternatively, termination of studies, demands on scholarship expires on the day of the change.

(7) Student does not claim for recognizing a merit scholarship. The list of students meeting conditions for obtaining a merit scholarship is published on the office board by the student department of the faculty on the basis of a delivered decision pursuant to Section 68 (3) of the Act.

(8) In case of serious breach of a student's obligations, the Dean may withdraw the scholarship according to Section 63 of the Act.

(9) Students who are studying B.A. programs, M.Sc. programs and follow-up M.Sc. programs are awarded the scholarship in the amount of:

Weighted study average within the range from 1,00 to 1,30 of 100% of the scholarship base/ a month

Weighted study average within the range from 1,31 to 1,50 of 80% of the scholarship base/ a month

Weighted study average within the range from 1,51 to 2,00 of 60% of the scholarship base/ a month.

(10) Scholarship base is determined by the dean according to the number of students and financial possibilities of the faculty.

Article 4 Ph.D. Scholarship

(1) Scholarship is provided to full-time students of a Ph.D. program. It is paid out monthly, 12 times a year for the duration of a standard study period, while

all required conditions (for providing the scholarship) are being met. The interruption of studies is not counted at this time period.

(2) Amount of the granted scholarship is determined by the Dean's Directive on Granting Scholarships to Students of Doctoral Study Programs (hereinafter referred to as "the Directive")

(3) A full scholarship is provided to students fulfilling their study duties in accordance with an individual curriculum. The study department checks their study duties twice a year, by 30th June and 30th November of the respective academic year. For every unfulfilled obligation, i.e. the exam, or the state doctoral examination and other obligations contained in the individual study plan, the scholarship is reduced by CZK 1,000 per month until the next check. The student has to immediately inform the Study Department about the fulfillment of duties.

(4) In case of a serious failure of fulfilling study obligations (individual study plan), the dean may reduce or suspend the payment of a scholarship.

(5) When a student interrupts his/her studies, the scholarship is not paid out.

(6) When studying abroad, if it is part of an individual study plan, the decision on the payment of the scholarship is in the Dean's competence.

Article 5

Exceptional Scholarship

(1) Students who are studying programs provided by the faculty can be awarded by the exceptional scholarships:

- a. For outstanding study results in B.A. programs, MSc. programs, followed-up MSc. programs (during the whole study period achieving final evaluation "passed with honors", for the best bachelor or diploma thesis in the field, etc.),
- b. For an outstanding scientific, research, special or another creative representation of the faculty,
- c. For a sports successful representation of the faculty,
- d. For an active participation on a scientific research and pedagogical activity of the department,
- e. For the promotion of the faculty,
- f. To support students of the faculty temporarily sent to study abroad,
- g. To cover increased costs of students of the faculty connected with lecturing of students according to prescribed study plans (compulsory excursions, training courses, etc.), the Dean may grant an extraordinary scholarship to the student, up to the amount of proven fare, accommodation, food or insurance costs related to an organized event,
- h. First year students of B.A. programs and M.Sc. programs may be provided by a one-time scholarship for achieved study results in the first semester.

Conditions and amount of a one-time scholarship concerning every academic year is set by the Dean. A student does not ask for a scholarship grant.

- (2) Dean may recognize a scholarship to Ph.D. students for publishing activities whilst presenting results of his/her own research and research activities carried out at the faculty (called "scholarship for publishing"). Rules for granting scholarships are set by the Directive
- (3) Exceptional scholarships may be paid out one-time or repeatedly.
- (4) Assessment of the amount concerning particular scholarships is the dean's competence, depending on the financial volume of the scholarship fund.

Article 6

Scholarship supporting foreign students at the faculty

- (1) The Dean may recognize a scholarship to foreign students in all study programs carried out by the faculty to support one's study.
- (2) The Dean may announce special scholarship programs for foreign, full-time students. Conditions regarding scholarship programs are always determined by a special directive.
- (3) A foreign student who receives a scholarship according to paragraph 2 is paid out monthly in accordance with conditions of the declared scholarship program. A scholarship is paid out for the duration of a standard study period; on condition that student is thoroughly fulfilling all duties and determined conditions for providing a scholarship.
- (4) In case of a failure connected with fulfilling study obligations and commitments in accordance with the individual study program or other serious violation of the student's obligations in accordance with Section 63 of the Act, the dean may reduce the scholarship paid to the student, suspend or withdraw the disbursement.
- (5) Scholarship is not provided when student interrupts his/her studies.
- (6) Interruption of studies is not included into the study period.

Article 7

Common Provisions

- (1) Conditions for providing other aids and scholarships that are not mentioned in this regulation are governed by the TUL Scholarship Rules.
- (2) The amount of financial resources for individual types of scholarships is proposed by the Dean for the respective academic year, and the academic senate of the faculty is commenting them. When determining the amount of individual scholarships, the Faculty is influenced by its financial resources and possibilities, the amount and purpose of the provided and available resources and the number of students who have fulfilled conditions for their granting.
- (3) Scholarships referred to the Article 5 (1) (c), (f) and (2) are granted on the request of a student, In other cases without any request.

- (4) Scholarships referred to this regulation, with the exception of scholarships mentioned in paragraph 3, may be awarded by the Dean on the request of the Head of the Department, the supervisor, the Vice-Dean or the student's own initiative.
- (5) Decision concerning granted scholarships is directly delivered to student's own hands (following the law) at the study department of the Faculty Dean's Office; in the case of scholarships granted on application within 30 days of its receipt.
- (6) If the decision regarding granting the scholarship cannot be delivered, it is posted on the official board of the faculty. The date of posting is considered to be the date of a decision delivery. The decision to withdraw the scholarship under paragraphs 9 and 10 must be delivered to the student's own hands.
- (7) Scholarship is paid out after delivery of the decision under paragraph 5 or 6. If the scholarship cannot be paid out to the student, it may be decided about its withdrawal within three months from the date of the decision delivery.
- (8) Student is obliged to notify the study department about the change of decisive facts for granting the scholarship in a written form within 30 days from the date of the occurred reality.
- (9) A scholarship is withdrawn from the student who breaks all the given rules to qualify for the scholarship.
- (10) In case of additional findings of false or misleading information in the application or a failure to comply with the notification requirement according to paragraph 8, the scholarship is withdrawn and the student is obliged to return the scholarship received unjustifiably to the TUL account within 30 days from date of its entry regarding the official decision to withdraw a scholarship and pay a sanction fee in the amount of the last paid scholarship.
- (11) The scholarships are paid out non-cash to the payee's bank accounts in the Czech currency no later than the tenth day of the following month after the relevant pay period as it is stated in the Scholarship Regulations of TUL Article 6 (10). For this purpose, payees are required to write down their banking connections into IS / STAG. The student is responsible for the accuracy of this figure. Only in extraordinary and justified cases scholarship can be paid out in cash at the student's request.
- (12) According to the article 3, a scholarship is paid out cumulatively for the first three months according to the IS STAG payment terms; next other scholarships are paid out by the 10th day of the month following the respective payout period.
- (13) In addition to scholarships funded from grants, subsidies and the scholarship fund of the faculty, the Dean can also provide scholarships from domestic and foreign extra-budgetary resources (from special-purpose donations to the faculty, foundations, projects, etc.)
- (14) In the absence of sufficient financial resources, scholarships or other forms of support cannot be paid out to students and cannot be claimed either. This

provision does not apply to salaries that are covered by provided subsidies or contributions from the Ministry.

Article 8
Final Provision

This is superseded by the Scholarship Rules of the Faculty of Mechanical Engineering, TUL from 10th December, 2003.