

# FF UHK Dean's Decree No. 19/2018

## Extraordinary scholarships for the support of FF UHK students

### Article 1 Introductory provisions

- (1) The objective of this decree of the Dean is to determine a system of motivational extraordinary scholarships for students of the bachelor and master's study programmes enrolled at the Philosophical Faculty of the University of Hradec Králové (further on referred to as FF UHK). Scholarship frames stated in Article 1 Paragraph 2, letters a), b) and f) are also intended for students of doctoral study programmes enrolled at FF UHK. The purpose of the scholarship frames given below is to contribute to the quality improvement of the studies at FF UHK and to the reinforcement of the graduates' preparation for use in practice.
- (2) By means of this decree the following scholarship frames are announced:
  - a) scholarships for the support of students' club activity;
  - b) scholarships for the support of completing internationally valid language examinations;
  - c) scholarships for the support of domestic individual practices and internships;
  - d) scholarships for the support of excursions connected to teaching;
  - e) scholarships for representing the faculty in specialized competitions and for appearing at specialized conferences;
  - f) scholarships for representing the faculty in terms of promotional activities;
  - g) scholarships for auxiliary scientific forces.
- (3) These newly established motivational scholarships complement the already existing scholarships resulting from the Scholarship Code of UHK and from further control acts. They are extraordinary scholarships. Scholarship frames stated in Paragraph 2 do not restrict the right to grant further extraordinary scholarships according to Article 4 and Article 6 of the Scholarship Code of UHK.
- (4) The stated scholarships are financed especially from the scholarship fund of the faculty, or alternatively from other sources of FF if allowed by the rules for their use. The Dean reserves the right to determine the height of the scholarship apart from the stated sums in justified cases.
- (5) The scholarships are paid by bank transfer to the bank account determined by the student. Students are obliged to fill in the bank account number in the IS/STAG system. In justified cases the Dean can allow the scholarship to be paid in cash at the cash office of UHK.

## **Article 2**

### **Scholarships for the support of students' club activity**

- (1) In compliance with the strategic intent of FF UHK, the purpose of this scholarship frame is to promote student club life and student activities taking place at the faculty.
- (2) The support can be used for organizing student conferences, workshops, lectures and other events held by FF UHK students associated into student clubs.
- (3) The scholarships do not apply to students representing the clubs whose activity exceeds the faculty frame and is financed from other sources.
- (4) Each student club active at FF UHK will receive support for its activities amounting to 5,000 CZK per academic year by means of its representative.
- (5) A condition for being granted the scholarship is the submission of a written application by the student who represents a respective student club, which contains:
  - a) the applicant's identification data: first name and surname, study programme, or as the case may be the field of study, identification number;
  - b) the name of the student club;
  - c) a proposal for the use of the financial means.The student submits the application to the Dean by means of the Study Department. The head of the relevant workplace (department, institute) and the Vice Dean for Study Affairs and Educational Activity express their opinions regarding the application. The application form constitutes Attachment No. 1 of this decree.
- (6) The application for the grant of a scholarship is necessary to be submitted by the end of September. By the end of August of the following calendar year, the student representing a student club is obliged to present a written report to the Dean through the Study Department, describing how the scholarship support has been used in the given academic year and what activities have been organized by the club.
- (7) In case of need (e.g. an international conference, a costly workshop) the representative of the student club can apply for the grant of an ad hoc scholarship exceeding the support frame stated in point 4.

## **Article 3**

### **Scholarships for the support of completing internationally valid language examinations**

- (1) The purpose of this scholarship frame is to promote the development of students' language competences, the internationalization of studies and to increase the employment of graduates at the labour market within the Czech Republic as well as abroad.
- (2) The scholarship is granted to a student who has successfully completed an internationally valid language examination in the English, German, French or Spanish language during his/her studies (e.g. FCE, CAE, TOEFL, ÖSD, Goethe-Zertifikat, DELF, DELE), which was subject to a charge. The examination must be included in the list of standardized language examinations of the Ministry of Education, Youth and Sports<sup>1</sup>. In individual cases, it is possible to grant a scholarship even for an internationally valid language examination in other languages if they are immediately linked to the content of studies.
- (3) A condition for the grant of a scholarship is the student's submission of a written application, which contains:
  - a) the applicant's identification data: first name and surname, study programme, or as the case may be the field of study, identification number;
  - b) justification of the application;
  - c) a certificate of a completed relevant internationally valid language examination and a document certifying the sum of the paid financial means.

The student submits the application to the Dean by means of the Study Department. The head of the relevant workplace (department, institute) and the Vice Dean for Study Affairs and Educational Activity

---

<sup>1</sup> The current list is given here: [http://www.msmt.cz/uploads/O21/O211/jazykove\\_zkousky/SEZNAM\\_FIN\\_2016.pdf](http://www.msmt.cz/uploads/O21/O211/jazykove_zkousky/SEZNAM_FIN_2016.pdf).

express their opinions regarding the application. The application form constitutes Attachment No. 2 of this decree.

- (4) The applicant must be a student of FF UHK during the time of the completion of the language examination as well as during the time of submitting the application for the grant of the scholarship.
- (5) The granted scholarship amounts to 75 % of the fee for the relevant language examination, but no more than 5,000 CZK.

#### **Article 4**

##### **Scholarships for the support of domestic individual practices**

- (1) The purpose of this scholarship frame is to promote the connection between the studies and the practice and to increase the employment of graduates at the labour market in the Czech Republic as well as abroad.
- (2) The scholarship is granted to students as the support of conducting domestic individual practices, which students carry out outside the place of their residence and outside the school address and which are neither paid by the receiving organization nor otherwise reimbursed from other sources.
- (3) The scholarship is granted only for practices conducted within the subjects Optional individual practice 1 and Optional individual practice 2. Therefore, it does not refer to the practices that are an obligatory part of the studies.
- (4) A condition for being granted the scholarship is the student's submission of a written application, which contains:
  - a) the applicant's identification data: first name and surname, study programme, or as the case may be the field of study, identification number;
  - b) justification of why the student applies for the grant of the scholarship;
  - c) documented financial costs of the practice (accommodation, fare);
  - d) the certificate confirming the conducted practice and the final report.The student submits the application to the Dean by means of the Study Department. The head of the relevant workplace (department, institute) and the Vice Dean for Study Affairs and Educational Activity express their opinions regarding the application. The application form constitutes Attachment No. 3 of this decree.
- (5) The application must be submitted within 14 days following the end of the domestic practice.
- (6) The height of the scholarship is determined individually on the basis of the sum of the costs, it amounts to no more than 2,500 CZK/month. The scholarship can be granted for the maximum of three months.

#### **Article 5**

##### **Scholarships for the support of excursions connected to teaching**

- (1) The purpose of this scholarship frame is to promote the connection between the studies and the practice and to increase the employment of the graduates.
- (2) The scholarship is granted as an allowance for the costs involved in the student's participation in an excursion that is part of the teaching. The contents and the programme of the excursion must be part of the taught subject and the field of study.
- (3) The excursion can be domestic or foreign. The scholarship can be applied for only in the case that the excursion is not financed from any other sources.
- (4) In case of a foreign excursion, all participants are obliged to arrange for an insurance for the entire duration of the excursion.
- (5) A proposal for the realization of an excursion is presented by an academic worker, who becomes a professional guarantor of the excursion at the same time. It is necessary to present the proposal 14 days prior to the planned beginning of the excursion at the latest. The proposal must include the place of the excursion, its date and duration, contents, the subject in which the excursion takes place, the

justification of the link to the taught subject, the expected sum of the costs per each student and the expected number of participating students.

- (6) In case of the approval of the excursion, the professional guarantor presents the proposal for the grant of the scholarship 14 days after the completion of the excursion at the latest. The proposal must include a list of students who participated in the excursion (first name, surname, identification number, study programme, or as the case may be the field of study), proposed height of the scholarship and its justification. An obligatory attachment of the proposal is the attendance list from the excursion and the report from the excursion.
- (7) The academic worker submits the proposal for the realization of the excursion as well as the proposal for the grant of the scholarship to the Dean through the Dean's Secretariat. The head of the workplace and the Vice Dean for Study Affairs and Educational Activity express their opinions concerning the proposals, and in case of a foreign excursion also the Vice Dean for Foreign and External Relations. The form of the proposal is Attachment No. 4 of this decree.

### **Article 6**

#### **Scholarships for representing the faculty in specialized competitions and for appearing at specialized conferences**

- (1) The purpose of this scholarship frame is to promote the development of students' professional competences. The objective is to remunerate students for the placement in national specialized competitions and for their performance at national specialized conferences in the Czech Republic, or as the case may be for appearing at foreign conferences.
- (2) For the first place in such a competition, the student acquires a scholarship amounting to 5,000 CZK, for the second place up to 4,000 CZK and for the third place up to 3,000 CZK. For the placement in the fourth up to tenth place or for the award in the form of certificates of merit the student can acquire up to 1,000 CZK.
- (3) If a student presents an expert contribution at a national specialized conference of non-competitive nature, he or she acquires a scholarship amounting up to 1,000 CZK.
- (4) The awarded scholarships can be increased by the costs of fare, board and accommodation, which have arisen to the student in connection with the participation in the competition/conference and have not been covered by the organizer or from any other sources. The sum of these costs will be documented by the student.
- (5) It is necessary to submit the proposal for the grant of a scholarship within one month upon the termination of the relevant appreciated activity (i.e. after the announcement of the results of the competition, after the end of the conference).
- (6) The proposal for the grant of a scholarship for representing the faculty in specialized competitions and for appearing at specialized conferences is presented by an academic worker or the head of the department. The proposal must include information about the student (first name, surname, study programme, or as the case may be the field of study, identification number), information about the specialized competition/conference (date and venue, significance for the studied field of study, incl. the placement in case of competitions) and the proposed and justified sum of the scholarship.
- (7) The academic worker/head of the department submits the proposal to the Dean by means of the Dean's Secretariat. If the proposal is submitted by an academic worker, the proposal includes the opinion of the head of the department. The Vice Dean for Study Affairs and Educational Activity also expresses his/her opinion on the proposal. The form of the proposal is Attachment No. 5 of this decree.

### **Article 7**

#### **Scholarships for representing the faculty in terms of promotional activities**

- (1) The purpose of this scholarship frame is to promote students' participation in the fulfilment of the intent of the faculty to reinforce the position of FF UHK as a cultural, educational and social centre of the town and region.
- (2) The scholarship is granted for students' active participation in events aimed at children and youth (pupils and students of primary and secondary schools and universities), applicants for studies, graduates, non-professional and professional public, including seniors.
- (3) For active participation in such an event, students deserve a reward of 100 CZK per hour.
- (4) The granted scholarships can be increased by the costs of fare, board and accommodation if the activities take place outside the town of Hradec Králové.
- (5) A condition for granting the scholarship is the submission of a proposal by a worker of the Department for External Relations or of the Study Department. The proposal includes information about the event (name, date and venue) and information about the students (first name and surname, study programme, or as the case may be the field of study, identification number, work contents, the proposed sum and its justification). The form of the proposal is Attachment No. 6 of this decree.
- (6) It is necessary to submit the proposal for the grant of the scholarship to the Dean through the Dean's Secretariat within two weeks after the termination of the relevant event at the latest.

### **Article 8** **Scholarships for auxiliary scientific forces**

- (1) The purpose of this scholarship frame is to promote the involvement of students of bachelor and master's study programmes in the scientific-research activity of departments and institutes of FF UHK (so called auxiliary scientific forces – further on referred to as ASF).
- (2) Students can be involved as ASF only in the periods February to May and September to December, i.e. in the months when the teaching takes place at least partially in the semester. A student can be involved as ASF for the period lasting at least one month and no more than four months. ASF is active in the extent of 20 hours a month. In each calendar year, the workplace (department, institute) can engage the maximum of two students as ASF.
- (3) The scholarship is determined uniformly, in the height of 2,000 CZK per month. The scholarship is paid in one payment.
- (4) It is necessary to submit the proposal for the involvement of a student as ASF two weeks prior to the beginning of the planned involvement of the student in the scientific-research activity at the latest. The proposal is elaborated by the academic worker under whose supervision the student should be involved as ASF in the scientific-research activity. The proposal for the involvement of the student must include information about the student (first name, surname, study programme and field of study, identification number), specification of the student's activity, duration of the involvement.
- (5) The proposal for the involvement of the student is submitted to the Dean through the Dean's Secretariat.
- (6) The proposal for the grant of the scholarship is submitted by the academic worker under whose supervision the student is involved in the scientific-research activity, namely in the last month of the student's involvement after he/she has reached the required number of hours.
- (7) The proposal for the student's involvement as ASF and the proposal for the grant of the scholarship are provided with the opinion of the head of the department and the Vice Dean for Science and Research. The form of the proposal is Attachment No. 7 of this decree.

### **Article 9** **Final and transitional provisions**

- (1) The stated scholarship frames come into force and effect on the day of issue of this decree. They do not apply to activities initiated prior to the issue of this decree.
- (2) This decree cancels the Decree of the Dean No. 2/2013.

Mgr. Jan Prouza, Ph.D. m. p.  
Dean of FF UHK

Attachments:

- č. 1: Application of the student for the grant of the scholarship for the support of students' club activity
- č. 2: Application of the student for the grant of the scholarship for the support of completing an internationally valid language examination
- č. 3: Application of the student for the grant of the scholarship for the support of domestic individual practices
- č. 4: Proposal for the realization of a specialized excursion and the grant of the scholarship for the participation in a specialized excursion
- č. 5: Proposal for the grant of the scholarship for representing the faculty in a specialized competition/for appearing at a specialized conference
- č. 6: Proposal for the grant of the scholarship for representing the faculty in terms of promotional activities
- č. 7: Proposal for the involvement of the student scientific force and the proposal for the grant of the scholarship

## **Attachment No. 1: Application of the student for the grant of the scholarship for the support of students' club activity**

**Applicant's first name and surname:**

**Study programme, or as the case may be the field of study:**

**Identification number:**

**Name of the student club:**

**Proposal for the use of the financial means:**

**Date, signature:**

---

**Opinion of the head of the department/institute:**

I recommend the grant of the scholarship in the total of ..... CZK

I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Opinion of the Vice Dean for Study Affairs and Educational Activity:**

I recommend the grant of the scholarship in the total of ..... CZK

I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Decision of the Dean:**

I agree with the grant of the scholarship in the total of ..... CZK

I do not agree with the grant of the scholarship in the total of ..... CZK – justification:

Date, signature

**Note of the Study Department:**



## **Attachment No. 2: Application of the student for the grant of the scholarship for the support of completing an internationally valid language examination**

**Applicant's first name and surname:**

**Study programme, or as the case may be the field of study:**

**Identification number:**

**Justification of the application:**

Obligatory attachments:

- a document certifying the completion of a relevant internationally valid language examination (copy of the certificate)
- a certificate documenting the sum of the paid financial means (copy)

Date, signature:

---

**Opinion of the head of the department/institute:**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Opinion of the Vice Dean for Study Affairs and Educational Activity:**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Decision of the Dean:**

- I agree with the grant of the scholarship in the total of ..... CZK
- I do not agree with the grant of the scholarship in the total of – justification:

Date, signature

**Note of the Study Department:**

### **Attachment No. 3: Application of the student for the grant of the scholarship for the promotion of domestic individual practices**

I apply for the grant of the scholarship for the promotion of domestic individual practices.

**Applicant's first name and surname:**

**Study programme, or as the case may be the field of study:**

**Identification number:**

**Justification of the application:**

**The total of financial means of the practice (accommodation, fare):**

Obligatory attachments:

- a document certifying the completion of the practice
- the student's final report
- a certificate documenting the sum of costs of the practice

Date, signature

---

**Opinion of the head of the department/institute:**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Opinion of the Vice Dean for Study Affairs and Educational Activity:**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Decision of the Dean:**

- I agree with the grant of the scholarship in the total of..... CZK
- I do not agree with the grant of the scholarship in the total of – justification:

Date, signature

**Note of the Study Department:**

## **Attachment No. 4: Proposal for the realization of a specialized excursion and the grant of the scholarship for the participation in a specialized excursion**

### **Part I: Proposal for the realization of the excursion**

**Proposer's first name and surname (specialized guarantor of the excursion):**

**Department:**

**Subject including the excursion:**

**Date and duration of the excursion, place of the excursion:**

**Contents of the excursion:**

**Justification of the excursion and its links to the subject:**

**Expected total of costs per one student:**

**Expected number of participants (students):**

Date, signature

---

**Opinion of the head of the department/institute: (if the head is not the specialized guarantor of the excursion):**

- I agree with the realization of the excursion and with the scholarship support for the participants
- I do not agree with the realization of the excursion and I do not recommend the scholarship support for participants – justification:

Date, signature

---

**Opinion of the Vice Dean for Study Affairs and Educational Activity:**

- I agree with the realization of the excursion with the scholarship support for the participants
- I do not agree with the realization of the excursion and I do not recommend the scholarship support for the participants – justification:

Date, signature

---

**Opinion of the Vice Dean for Foreign and External Relations (only in the case of foreign excursions):**

- I agree with the realization of the excursion and with the scholarship support for the participants
- I do not agree with the realization of the excursion and I do not recommend the scholarship support for the participants – justification:

Date, signature

---

**Decision of the Dean:**

- I agree with the realization of the excursion and scholarship support for the participants
- I do not agree with the realization of the excursion and scholarship support for the participants – justification:

Date, signature

## **Part II: Proposal for the grant of the scholarship for the participation in a specialized excursion**

The submitted proposal for the grant of the scholarship must include Part I – i.e. the approved proposal for the realization of the excursion.

**Proposer's first name and surname (specialized guarantor of the excursion):**

**Department:**

I propose to pay the scholarship for the participation in a specialized excursion in the total of ..... CZK per each participant.

Justification of the sum of the scholarship:

**List of students who participated in the excursion:** first name, surname, study programme, or as the case may be the field of study, identification number

Obligatory attachments:

- attendance list from the excursion
- report from the excursion

Recommended attachment:

- photographs from the excursion

Date, signature

---

**Opinion of the head of the department/institute: (if the head is not the proposer):**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Opinion of the Vice Dean for Study Affairs and Educational Activity:**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Decision of the Dean:**

- I agree with the grant of the scholarship in the total of..... CZK
- I do not agree with the grant of the scholarship in the total of – justification:

Date, signature

**Note of the Study Department:**



## **Attachment No. 5: Proposal for the grant of the scholarship for representing the faculty in a specialized competition/for appearing at a specialized conference**

**Proposer's first name and surname:**

**Department:**

I propose the grant of the scholarship for representing the faculty in a specialized competition/for appearing in a specialized conference

**First name and surname of the student:**

**Study programme, or as the case may be the field of study:**

**Identification number:**

**Information about the specialized competition/conference (date, venue, significance for the studied field of study):**

**Placement of the student (in case of competitions):**

**The proposed total of the scholarship and the justification (incl. the participation costs of the student that have not been reimbursed from any other sources):**

Date, signature

---

**Opinion of the head of the department/institute: (if the head is not the proposer):**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Opinion of the Vice Dean for Study Affairs and Educational Activity:**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

---

**Decision of the Dean:**

- I agree with the grant of the scholarship in the total of..... CZK
- I do not agree with the grant of the scholarship – justification:

Date, signature

**Note of the Study Department:**

## **Attachment No. 6: Proposal for the grant of the scholarship for representing the faculty in terms of promotional activities**

**Proposer's first name and surname (worker of the Department for External Relations or of the Department of Foreign Affairs):**

I propose the grant of the scholarship for representing the faculty within promotional activities. Source of financing:

**Information about the event (name, date, venue):**

### **Students:**

First name and surname, study programme, or as the case may be the field of study, identification number, work contents, proposed sum, justification see above

Date, signature

### **Decision of the Dean:**

- I agree with the grant of the scholarship in the given total
- I do not agree with the grant of the scholarship in the total of – justification:

Date, signature

### **Note of the Study Department:**

## **Attachment No. 7: Proposal for the involvement of student scientific force and the proposal for the grant of the scholarship**

### **Part I: Proposal for the involvement of student scientific force**

**Proposer's first name and surname (academic worker), department:**

**Student:** first name and surname, study programme, or as the case may be the field of study, identification number

Specification of the student's activity:

Duration of the student's involvement (1–4 months):

Date, signature of the proposer:

---

**Opinion of the head of the department/institute: (if the head is not the proposer):**

- I recommend the student's involvement as ASF
- I do not recommend the student's involvement as ASF – justification:

Date, signature

---

**Opinion of the Vice Dean for Science and Research:**

- I recommend the student's involvement as ASF
- I do not recommend the student's involvement as ASF – justification:

Date, signature

---

**Decision of the Dean:**

- I agree with the student's involvement as ASF
- I do not agree with the student's involvement as ASF – justification:

Date, signature

## Part II: Proposal for the grant of the scholarship

The submitted proposal for the grant of the scholarship must include Part I – i.e. the approved involvement of the student as ASF.

**Proposer's first name and surname (academic worker):**

**Student:** first name and surname, study programme and the field of study, identification number

**Proposed total of the scholarship:**

- 2,000 CZK (the student was involved for one month and carried out the ASF activity in the extent of 20 hours);
- 4,000 CZK (the student was involved for two months and carried out the ASF activity in the extent of 40 hours);
- 6,000 CZK (the student was involved for three months and carried out the ASF activity in the extent of 60 hours);
- 8,000 CZK (the student was involved for four months and carried out the ASF activity in the extent of 80 hours);

With my signature, I confirm that the student has met the conditions for the grant of the scholarship in the given total.

Date, place, proposer's signature:

**Opinion of the head of the department/institute (if the head is not the proposer):**

- I recommend the grant of the scholarship in the total of..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

**Opinion of the Vice Dean for Science and Research:**

- I recommend the grant of the scholarship in the total of ..... CZK
- I do not recommend the grant of the scholarship – justification:

Date, signature

**Decision of the Dean:**

I agree with the grant of the scholarship in the total of..... CZK

I do not agree with the grant of the scholarship in the total of – justification:

Date, signature

**Note of the Study Department:**