Pursuant to Section 87, Article 1(a), Section 36, Article 2 and Article 4, and Section 41, Article 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act), as amended, the Ministry of Education, Youth, and Sports of the Czech Republic has registered the **Bursary Code of Metropolitan University Prague** under reference no. MSMT-4984/2019-2 on 22 February 2019.

**Mgr. Karolína Gondková**  
*Director of the Higher Education Department*

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**Metropolitan University Prague**  
**Bursary Code**
Article 1

INTRODUCTORY PROVISIONS

Bursary Code of Metropolitan University Prague provides for granting of bursaries to students of Metropolitan University Prague (hereinafter the “MUP”) and stipulates proceedings on disbursement of bursaries.

Article 2

Bursaries

(1) Students of MUP (hereinafter the “Students”) may receive bursaries disbursed from the subsidy provided by the Ministry of Education, Youth, and Sports of the Czech Republic (hereinafter the “Ministry”) pursuant to the provisions of Section 40, Article 2 of Act no. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter the “Higher Education Act”) or from MUP Bursary Fund.

(2) MUP has established the MUP Bursary Fund. Students may receive bursaries disbursed from the MUP Bursary Fund in compliance with rules and regulations adopted by MUP Board of Trustees and in compliance with the MUP Bursary Code.

(3) Pursuant to the MUP Bursary Code, bursaries may not be granted to Students who are not MUP students and who study at MUP within the scope of partnership agreements with universities abroad.

Article 3

Bursaries Disbursed from Subsidy Provided by the Ministry

(1) Students may be granted the following bursaries disbursed from the subsidy provided by the Ministry:
   a) accommodation bursary;
   b) economic hardship bursary;
   c) bursary for research, development, and innovations.

(2) Accommodation bursaries shall be disbursed in arrears in the form of regular payments that recur each semester; the amount shall be determined by the amount of the subsidy provided by the Ministry.

(3) Economic hardship bursaries shall be disbursed in arrears in the form of regular payments that recur each semester; the amount shall be determined by the amount of the subsidy provided by the Ministry on the grounds of provisions of Section 91, Article 3 of the Higher Education Act.

(4) Bursaries for research, development, and innovations within the intent of Act no. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Certain Related Acts (Act on the Support of Research and Development), as amended, shall be disbursed in arrears within the scope of MUP Internal Grant System (hereinafter the “MUP IGS”); the amount of the bursary shall be based on the amount of the subsidy provided by the Ministry pursuant to the provisions of Section 91, Article 2(c) of the Higher Education Act.

(5) Bursaries pursuant to Item 1 herein shall be determined by MUP Rector.

(6) Bursaries pursuant to Item 1 herein may be granted and disbursed only in case MUP receives the relevant subsidy from the Ministry.
Article 4

ACCOMMODATION BURSARY

(1) Accommodation bursaries may be granted to Students of Bachelor’s Degree, Master’s Degree, and Doctoral Degree study programmes in the full-time form of study unless there are any legal impediments to disbursement of the bursary pursuant to Article 6 herein.

(2) Accommodation bursaries shall be granted on the grounds of an electronic application submitted by Students in the Student Information System (hereinafter the “SIS”). New applications must be submitted for each academic year. Students are obliged to submit applications at the latest by 10 November of the pertinent academic year in case they are applying for disbursement of bursary for the whole academic year; Students are obliged to submit applications at the latest by 31 March in case they are applying for disbursement of bursary for the summer semester only.

(3) Accommodation bursaries are granted for the duration of the standard length of study up to 9 months within the pertinent academic year.

(4) Students who are enrolled in study of more than one study programme may be granted and receive only one bursary for the relevant time period.

Article 5

ECONOMIC HARDSHIP BURSARY

(1) Pursuant to Section 91, Article 3 of the Higher Education Act, economic hardship bursaries are to be disbursed to students enrolled in Bachelor’s Degree, Master’s Degree, and Doctoral Degree study programmes in both full-time and part-time form of study who may claim increased child allowance on the grounds of special legal acts, provided that the decisive income of the family ascertained for the purpose of the disbursement of child allowance does not exceed the product of the amount of the sustenance level of the family and the coefficient of 1.5. Economic hardship bursary claims must be substantiated by a written confirmation issued at the Student’s request by the Czech Social Security Administration, which approved the claim for the allowance, that confirms that the income of the family, which is ascertained for the purpose of determining the child allowance for the third calendar quarter of the year indicated in the confirmation, does not exceed the product of the amount of the sustenance level of the family and the coefficient of 1.5. For the purpose of economic hardship bursary disbursements, such a confirmation shall be valid for 21 months as of the lapse of the quarter of the year in which the income of the family had been ascertained. Students may claim the economic hardship bursary only one time within a specified time period.

(2) Economic hardship bursaries are disbursed on the grounds of a written application submitted by the Student to MUP Student Services offices. New applications shall be submitted for each academic year. Students are obliged to submit applications at the latest by 10 November of the pertinent academic year in case they are applying for disbursement of bursary for the whole academic year; Students are obliged to submit applications at the latest by 31 March in case they are applying for disbursement of bursary for the summer semester only.

(3) Economic hardship bursaries shall be granted for the duration of the standard length of study for up to 10 months within the pertinent academic year.

(4) Students who are enrolled in study of more than one study programme may be granted and disbursed only one economic hardship bursary for the relevant time period.

(5) The monthly amount of the economic hardship bursary shall correspond to one quarter of the base amount of the minimum salary per month; the amount determined in such a manner shall be rounded up to the nearest 10 CZK.
Article 6

IMPEDEMENTS TO GRANTING ACCOMMODATION BURSARIES AND ECONOMIC HARDSHIP BURSARIES

(1) Bursaries stipulated in Article 3, Item 1 (a) and (b) cannot be granted and disbursed to Students: 
   a) whose actual duration of study of a Bachelor’s Degree, Master’s Degree, or Doctoral Degree 
      study programme exceeds the standard length of study in the programme; 
   b) whose study is interrupted; interruption of study shall include all calendar months in which 
      the study of the Student was interrupted for at least one day.

(2) In addition, accommodation bursaries pursuant to Article 3, Item 1 (a) herein cannot be granted 
    and disbursed to Students whose permanent residence is in the same region as MUP places of 
    business or MUP University Centres where MUP lectures are held; for the purpose of this MUP 
    Bursary Code, MUP places of business are defined as the territory of the capital city of Prague; 
    for the purpose of this MUP Bursary Code MUP University Centres are defined as the territories 
    of the Pilsen (Plzeň-město), Liberec, and Hradec Králové regions.

(3) Furthermore, accommodation bursaries pursuant to Section 3, Article 1 (a) herein may be 
    granted to students who study in the first accredited study programme or its follow-up 
    accredited study programme.

Article 6a

RESEARCH, DEVELOPMENT, AND INNOVATIONS BURSARIES

(1) Research, development, and innovations bursaries may be granted to Students enrolled in 
    Master’s Degree or Doctoral Degree study programmes who are involved in internal grant 
    projects within the scope of the MUP IGS approved by the Grant Committee of the MUP IGS 
    (hereinafter the “Grant Committee”).

(2) Bursaries for research, development, and innovations shall be granted on the grounds of an 
    approved grant project and a submitted grant application by the Grant Committee pursuant to 
    the relevant Rector’s Directive. The approval of the grant project by the Grant Committee shall 
    be deemed as the submission of the application for granting the research, development, and 
    innovations bursary. The conclusion of the “Agreement to Provide and Use Finances from a 
    Subsidy from the Ministry of Education, Youth, and Sports of the Czech Republic in Support of a 
    Specific University Research at Metropolitan University Prague to Complete a Grant Project” 
    between the Student and MUP shall be the requirement for the granting of the bursary for 
    research, development, and innovations.

(3) Bursaries for research, development, and innovations shall be disbursed for each calendar year 
    separately or in parts, usually upon compliance of the requirement that the principal investigator 
    and members of the investigation team comply with all requirements stipulated by the 
    Agreement stated in Article 6a, Item 2 herein and with the relevant Rector’s Directive; bursaries 
    for research, development, and innovations may comprise multiple items. Another requirement 
    for the disbursement of the grant is the granting of the subsidy from the Ministry. Another 
    requirement is the consent of the principal investigator in case the principal investigator is a 
    member of MUP faculty or the consent of the supervisor of the principal investigator with the 
    disbursement of the bursary in case the principal investigator is a Student enrolled in the Ph.D. 
    study programme.

(4) In case of a serious breach of the obligations arising from the Agreement stated in Article 6a, 
    Item 2 herein, from this Bursary Code, from the relevant Rector’s Directive, or from any other 
    effective MUP Internal Rules or Regulations or generally binding legal rules and regulations by 
    the principal investigator or members of the investigation team, the Grant Committee is entitled 
    to terminate the investigation within the scope of the internal grant project within the
framework of the MUP IGS early; in such cases, there shall be no claim for the disbursement of the bursary due to a failure to comply with the requirements and the Student shall be obliged to return the disbursed bursary or a part thereof to MUP bank account from which the bursary has been disbursed within 10 business days. In case of a less serious breach of obligations arising from the Agreement stated in Article 6a, Item 2 herein, from this Bursary Code, from the relevant Rector’s Directive, or from any other effective MUP Internal Rules or Regulations or generally binding legal rules and regulations by the principal investigator or members of the investigation team, the Grant Committee is entitled to propose to MUP Rector to decrease the approved bursary.

Article 7

Bursaries Disbursed from MUP Bursary Fund

(1) Students may be granted the following types of bursaries from MUP Bursary Fund:
   a) doctoral bursary;
   b) bursary for Students with physical disabilities;

(2) Bursaries pursuant to Item 1 shall be granted by MUP Rector.

Article 8

Doctoral Bursary

(1) Doctoral bursaries may be granted to Students enrolled in the full-time form of study of Doctoral Degree study programmes.

(2) Doctoral bursaries shall be granted on the grounds of the result of the entrance proceedings. Doctoral bursaries shall comprise a waiver of the tuition fees in full. Applications for study in the Doctoral study programme in the full-time form of study shall be considered as applications for the Doctoral bursary; the application for the granting of the bursary shall be deemed as submitted as of the day of delivery of the decision of admission for study at MUP.

(3) Doctoral bursaries shall not include the waiver of other fees for services relating to study that students who were granted the Doctoral bursary are required to pay pursuant to the List of MUP Fees.

(4) Doctoral bursary in the form of a full waiver of the tuition fees shall be granted for the whole duration of study.

(5) The maximum allowed number of Students who may be granted Doctoral bursaries in one academic year shall be stipulated in the List of MUP Fees. In case the number of applications for the granting of the Doctoral bursary is higher, the result of the entrance examination shall determine the decision to grant the Doctoral bursary; the Doctoral bursary shall be granted to Students with the best results up to the total number stipulated in the List of MUP Fees.

Article 9

Bursary for Students with Physical Disabilities

(1) Bursaries for Students with physical disabilities may be granted to Students with disabilities who were admitted to study at MUP and are holders of the disability card (ZTP, ZTP/P) or can provide a confirmation of their disability.
(2) Bursaries for Students with physical disabilities may be granted to Students enrolled in Bachelor’s Degree and Master’s Degree study programmes in both the full-time and part-time form of study.

(3) Bursaries for Students with physical disabilities shall be granted within the framework of the social programme implemented at MUP - “A School without Barriers” in form of a partial tuition fee waiver. Bursaries for Students with physical disabilities do not include the waiver of other fees for services connected to study at MUP; MUP Students who were granted the bursary for students with disabilities are required to pay other fees connected with study at MUP in accordance with the List of MUP Fees.

(4) Bursaries for Students with physical disabilities shall be granted on the grounds of justified written applications submitted to MUP Student Services offices. Applicants for the bursary for Students with physical disabilities shall submit the application for the bursary along with the application for study or, as the case may be, at the latest on the day of administration of the entrance examination. Applications shall be deemed as submitted as of the day on which the Student receives the decision on admission to study at MUP.

(5) Bursaries for Students with physical disabilities shall be granted for full duration of study.

(6) The maximum allowed number of Students who may be granted the bursary for Students with physical disabilities in one academic year shall be stipulated in the List of MUP Fees. In case the number of applications for the granting of the bursary for Students with physical disabilities is higher, the result of the entrance examinations shall determine the decision to grant the bursary; the requirements and details of the content of the entrance examinations are determined by Rector’s Directives.

(7) The precise amount of the partial tuition fee waiver granted as bursary to students with physical disabilities, shall be stipulated in the List of MUP Fees.

**Article 10**

**COMMON PROVISIONS**

(1) Decisions on bursaries adopted by MUP Rector shall be noted in the Student’s documentation administered by MUP.

(2) Decisions on bursaries adopted by MUP Rector shall be delivered to the Student electronically via the SIS. The day of the delivery and notification of the decision shall be deemed as the first day following the day on which the decision has been made available for the Student in the SIS.

(3) Documents and decisions drafted in accordance with this MUP Bursary Code shall be written in the Czech language. Documents and decisions drafted in accordance with this Bursary Code relating to study programmes taught in the English language may be written in English in addition to the Czech language. The Czech language version shall take precedence in case there are any ambiguities regarding the interpretation or in case of any discord between the Czech and the English version.

(4) Compliance with the deadlines effective for documents submitted by Students shall be judged in the following manner: the deadlines shall be deemed as met whenever the documents in question are filed at MUP or submitted for postal delivery on the last day of the stipulated deadline.

(5) In case any of the deadlines stipulated in this MUP Bursary Code elapse on a Saturday, Sunday, or a national holiday, the last day of the time-limit shall be defined as the immediately following business day.

(6) Pursuant to this Bursary Code, bursaries may not be granted for applications filed after the stipulated deadline.
Students may appeal decisions on bursaries within 30 days as of the day of their delivery. Appeals shall be submitted to MUP Rector via MUP Student Services offices. The time limit granted for submitting appeals begins the following day after the day on which the first-degree decision was delivered. MUP Rector shall act as the appellate body.

Decisions on bursaries shall come into effect on the day following the day of the expiration of the time limit stipulated for submission of appeals or as of the day on which the Student waived their right to submit an appeal in writing or as of the day on which the decision on the appeal issued by MUP Rector was delivered.

Article 11

**Disbursement and Granting of Bursaries**

1. Bursaries provided in the form of financial disbursements shall be disbursed in Czech currency. Bursaries shall be disbursed via a bank transfer to a bank account held in Czech Crowns in the Czech Republic unless stipulated otherwise in the decisions on granting of bursaries.

2. Students may be granted more than one type of bursary according to this MUP Bursary Code, provided they comply with the relevant requirements, unless stipulated otherwise herein.

3. Students are obliged to inform MUP Student Services office on any and all facts that play a decisive role in the amount and disbursement of the bursary and any changes thereof without unnecessary delay.

4. Whenever bursaries provided from the subsidy of the Ministry may not be disbursed due to reasons on the part of the Student, especially whenever incorrect banking information had been provided and MUP had to return the financial means earmarked for the bursary, the entitlement to the bursary for the relevant period shall cease.

Article 12

**Interim and Final Provisions**

1. MUP Bursary Code registered by the Ministry on 8 September 2017 under reference number MSMT-9018/2017-2 is hereby repealed.

2. Bursaries granted prior to the effectiveness of this MUP Bursary Code shall be governed by heretofore effective rules and regulations. Doctoral bursaries granted to students who had commenced their studies in the Doctoral study programme in the academic year of 2017/2018 or earlier shall be governed by the heretofore effective rules and regulations.

3. This MUP Bursary Code was adopted by MUP Rector on 31 January 2019; it shall become effective and enter into force as of the day of its registration by the Ministry of Education, Youth, and Sports.¹

¹ Section 36, Article 4 and Section 41, Article 2 of the Higher Education Act