

Code:	SR/14/2021
Category:	RECTOR'S DIRECTIVE
Title:	Need-Based Scholarship in the 2021/2022 Academic Year
Liability:	Tomas Bata University in Zlín
Issue date:	16 August 2021
Effective from:	1 September 2021
Issued by:	TBU Rector
Prepared by:	Vice-Rector for Pedagogical Activities
In cooperation with:	Legal Services
Pages:	4
Appendices:	1
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PART ONE
BASIC PROVISIONS, ELIGIBILITY FOR THE NEED-BASED
SCHOLARSHIP, APPLICATION SUBMISSION

This Directive specifies the regulations for the payment of the need-based scholarship in accordance with the Scholarship Regulations of Tomas Bata University in Zlín (hereinafter referred to as “scholarship regulations”) at Tomas Bata University in Zlín (hereinafter referred to as “TBU”).

Article 1
Need-Based Scholarship

- (1) If a student meets the need-based scholarship eligibility requirements specified in § 91 Paragraph 3 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as “the Act”), Article 8 of the Scholarship Regulations and this Directive, the need-based scholarship shall be paid to him.
- (2) The need-based scholarship shall be granted to a student who is entitled to child benefits in accordance with § 17 of the Act No. 117/1995 Coll., on State Social Assistance, as amended, if the reference family income ascertained for the purpose of the child benefit does not exceed the family living minimum standard multiplied by a coefficient of 1.5 and if he/she provides evidence of this entitlement.
- (3) A student is entitled to receive the need-based scholarship within ten months of the academic year, in which the student has not exceeded the standard duration of studies. A student is not entitled to receive the need-based scholarship for July and August.
- (4) The need-based scholarship is granted upon a written application submitted by a student. A “Form – Teaching Activity 2018/01” – Application for Scholarship, Clause 3) is intended for this purpose. The blank form of the request forms Appendix No. 1 to this Directive.

Article 2
Application for need-based scholarship

- (1) The student shall provide evidence of his/her entitlement to the scholarship by means of a written confirmation issued upon his/her request by the Social Security Office, which has decided about the benefit to be paid, and stating that the family income ascertained for the purpose of the child benefit for the calendar year specified in the confirmation did not exceed the family minimum living standard multiplied by a coefficient of 1.5.
- (2) The student shall submit the application for the need-base scholarship (hereinafter referred to as the “application”) together with an original copy of a confirmation issued by the Social Security Office (see Paragraph 1 above) to the relevant Student Affairs Office of the Faculty at which he/she is enrolled to study, if the degree programme is carried out at TBU (hereinafter referred to as “Student Affairs Office”).
- (3) The application shall be recorded in the Information System for Studies’ Administration (hereinafter referred to as the “IS/STAG”) by the Student Affairs Office staff.
- (4) The application for the need-based scholarship must be submitted by the student no later than 31 October of the relevant year. Only those students who were granted the child benefit after this date and who comply with the requirements specified in Paragraph 1, are allowed to submit the application anytime during the academic year.
- (5) Students are obliged to provide true information in their application.
- (6) Students are required to inform the relevant Student Affairs Office without delay in writing about a change of all facts relevant to the eligibility for need-based scholarship, no later than within 8 days of the day on which the change occurred. A breach of this obligation may be considered a disciplinary offence in accordance with § 64 of the Act with all consequences arising therefrom in accordance with the Act and general legal regulations.
- (7) Students are obliged to recover the unduly paid need-based scholarship to TBU as unjustly gained financial resources, including all related costs.

PART TWO
DECISION ON ELIGIBILITY FOR THE NEED-BASED
SCHOLARSHIP, AMOUNT AND MODE OF PAYMENT
OF THE NEED-BASED SCHOLARSHIP

Article 3
Decision on eligibility for the need-based scholarship

- (1) The decision on eligibility for the need-based scholarship applied for by a student who is enrolled to study at any of the Faculties shall be issued by the Dean. In case of a student enrolled to study in a degree programme carried out directly at TBU, the decision on eligibility for need-based scholarship shall be issued by the Rector.
- (2) The Decision on the eligibility for the need-based scholarship shall adhere to § 68 of the Act.

- (3) The Decision on eligibility for the need-based scholarship shall be delivered to the student in compliance with § 69a Paragraph 3 of the Act via the TBU electronic information system. The first day following the provision of access to the decision for the student in the TBU electronic information system is considered the date of delivery and of the announcement of the decision.
- (4) The Decision on non-eligibility for need-based scholarship shall be handed over to the student in person at the relevant Faculty or at TBU or through a provider of postal services, and that to the delivery address reported by the student or, if applicable, via the data box in compliance with § 63 Paragraph 3 Letter b) of the Act. The decision is considered as delivered on the day on which it is received or on the day on which the reception of the delivery is denied. In the event that the Decision fails to be delivered, it shall be delivered in the form of a public notice in compliance with § 25 of the Act No. 500/2004 Coll., Rules of Administrative Procedure. The fifteenth date after the date of posting is considered the date of delivery.

Article 4

Amount and mode of payment of the need-based scholarship

- (1) The monthly amount of the need-based scholarship in accordance with § 91 Paragraph 3 of the Act and in accordance with the Government Decree No. 233/2015 Coll., on Minimum Wage, on Minimum Levels of Guaranteed Wage, on Definition of Arduous Working Environment, and on the Amount of Extra Pay for Work in Arduous Working Environment, as amended, for the 2021/2022 academic year represents one quarter of the amount of the minimum wage per month, with the amount of the scholarship thus determined being rounded up to the nearest whole tens of CZK.
- (2) The need-based scholarship payments are to be made via direct deposit (via direct transfer) into a bank account held in CZK at a banking institution situated in the territory of the Czech Republic. The student is required to enter his/her bank details into the IS/STAG system for this purpose (Portal: Study – My Data – Bank Account). The student is responsible for the data necessary for the bank transfer to be correct and complete.
- (3) The need-based scholarship is paid to the student retrospectively, usually for the previous trimester, in which the entitlement to the need-based scholarship arose.
- (4) The need-based scholarship is granted to the student from the beginning of the trimester in which he/she submitted the application for the need-based scholarship to the relevant Student Affairs Office of the Faculty or university department.
- (5) The student who has complied with the requirements for the payment of the need-based scholarship only for a part of the trimester shall be granted the need-based scholarship in the proportional amount corresponding to the number of completed full calendar months of studies in the given trimester.
- (6) The scholarship is granted from the beginning of the trimester. To those students who have applied for the first time, the need-based scholarship for September shall be paid in the following trimester (October – December).

- (7) A student who passes the final state examination, thus successfully completing his/her studies, is eligible for the need-based scholarship to be granted for the commenced month in which the student completed his/her studies.

Article 5
Dates of payment of the need-based scholarship

The payment of the need-based scholarships in the 2021/2022 academic year will be made on the following dates:

- The scholarship awarded for the period from September 2021 to December 2021 will be paid no later than 12 January 2022.
- The scholarship awarded for the period from January 2022 to March 2022 will be paid no later than 13 April 2022.
- The scholarship awarded for the period from April 2022 to June 2022 will be paid no later than 13 July 2022.

PART THREE
FINAL PROVISIONS

This Directive replaces the Rector's Directive No. 15/2020 from 10 August 2020.