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INTERNAL STANDARD FE UP

PdF-B-18/17

Grant Code of the Faculty of Education, Palacký University Olomouc

Content: Article 1 Introductory Provisions
Article 2 Types of Grants
Article 3 Grant Awarding Procedure, Decision, Notification
Article 4 Achievement grant (Act No. 111/1998 Coll., Section 91/2/a)
Article 5 Exceptional Grant (Act No. 111/1998 Coll., Section 91/2/b)
Article 6 Exceptional Social Grant (Act No. 111/1998 Coll., Section 91/2/d)
Article 7 Study Abroad Grant (Act No. 111/1998 Coll., Section 94/2/a,b)
Article 8 Local Study Grant (Czech Republic) (Act No. 111/1998 Coll., Section 94/2/a,b)
Article 9 PhD Grant (Act No. 111/1998 Coll., Section 91/ 4/c)
Article 10 Method of Grant Payment
Article 11 Transitional Provisions
Article 12 Joint and Final Provisions

Guarantor: Prof. PaedDr. Libuše Ludíková, CSc.

Force: 17 December 2018

Effect: 17 December 2018

Grant Code of the Faculty of Education, Palacký University Olomouc

Article 1 Introductory Provisions

The Grant Code of the Faculty of Education, Palacký University (FE UP) details the Grant Code of Palacký University (R-A-18/01) and specifies the conditions for the payment of grants at FE UP in compliance with Act No. 111/1998 Coll., on higher education institutions and on amendment to some other acts (Act on higher education institutions), as last amended.

Article 2 Types of Grants

1. The Grant Code of FE UP Olomouc applies only to grants awarded in compliance with the Grant Code of UP, Article 43, Clause 5 by the Dean of the Faculty of Education, UP Olomouc.
2. Pursuant to the Grant Code of UP, the Grant Code of FE UP is an implementing regulation that applies only to the following grants:
 - Achievement grant,
 - Exceptional grant,
 - Exceptional social grant,
 - PhD grant,
 - Study abroad grant,
 - Local study grant (Czech Republic).
2. In the case of study abroad grant and local study grant the grant awarding procedure is subject either to a written grant application submitted by the student or a proposal submitted by the Guarantor of the study programme/field of study, Head of the guaranteeing department, or Vice-Dean for International Relations.
3. In the case of exceptional grant the grant awarding procedure is subject to a written proposal submitted by the Vice-Dean or the Head of department, or the Guarantor of the study programme/field of study and approval by the Head of department responsible for the field of study or study programme, in which the student has achieved exceptional outcomes in compliance with Article 7, Clause 1 of the Grant Code of UP.
4. PhD grant shall be awarded only to full-time students enrolled in the respective doctoral degree programme.
5. The grant awarding procedure shall be commenced on the day of delivery of the student's written application to the postal address of the Faculty of Education, Palacký University (FE UP).
6. The decision on awarding or not awarding of the grant shall be made by the Dean of the Faculty within 30 days of the commencement of the procedure. The decision shall be made in writing and shall include a statement on awarding or not awarding of the grant; if the grant is awarded the decision shall also specify the amount, form of payment, date or dates of payment, rationale, and advice on appealing against the decision.
7. The delivery of the decision shall be governed by Article 25, Clause 1 of the UP Constitution. The date of delivery and notification of the decision shall be the first day after the decision is made available in

Article 3 Grant Awarding Procedure, Decision, Notification

1. In the case of achievement grant and exceptional grant, the grant awarding procedure is subject to a written grant application submitted by the student (see the Grant Application Form attached to this Directive).

the electronic information system. Decisions made by the Dean shall be recorded in the student's personal file kept by the Faculty.

Article 4

Achievement grant

(Act No. 111/1998 Coll., Section 91/2/a)

1. Achievement grant shall be awarded by FE UP to students (full-time, part-time, or both?), who in the previous academic year achieved in their study programme at FE UP a **weighted study average of 1.00 (A)** while observing the standard procedure of study including completion of all enrolled courses and achieving a minimum of **60 credits**. The requirement of the minimum number of credits shall not apply to students in the final grade. The achievement grant shall be awarded to students whose study is of a standard length, or the length of their study is extended by a maximum of one year, provided that they studied at least one term at a foreign higher education institution under a programme co-organized by UP.
2. Achievement grant can also be awarded if a specific section of study was taken at different faculties or universities, provided that the courses taken at different faculties or universities were acknowledged by the Dean of the respective faculty, but only under the condition of achieving a study average of **1.00 (A)** while observing the standard procedure of study including completion of all enrolled courses and achieving a minimum of 60 credits. The requirement of the minimum number of credits shall not apply to students in the final grade.
3. Achievement grant shall be awarded by FE UP to those students who submit a written grant application including applicable requirements by means of a STAG enrolment form. The application for awarding the achievement grant shall be submitted by the student to the Dean of the

Faculty from 1 October to 31 October of the respective academic year.

Article 5

Exceptional Grant

(Act No. 111/1998 Coll., Section 91/2/b)

1. The Dean shall decide on awarding of exceptional grant:
 - For excellent scientific, research, development, innovation, artistic or other creative outcomes,
 - For excellent sports results, especially for FE representation,
 - For outstanding activity performed in favour of the Faculty of Education, Palacký University, and the academic community, such as participation in promotional activities of the Faculty, participation in educational or social activities of the Faculty, membership in the Academic Senate of the Faculty or its working committees,
 - For research, development and innovation activities pursuant to Act No. 130/2002 Coll., on the support of research, experimental development and innovations from public funds and on amendment to some acts (Act on the support of research, experimental development and innovations), as last amended,
 - For academic outcomes achieved by active students of doctoral degree programmes accredited in the Czech language. The details and conditions of awarding exceptional grant shall be stipulated in a separate internal standard.
2. Exceptional grant can be awarded by the Dean as a financial support in those study programmes that prepare students for highly preferred professions (motivation grant).
3. Awarding of exceptional grant shall be decided by the Dean based on the proposal of the Vice-Dean, Head of department, or Guarantor of the study programme where the student is enrolled, or principal investigator.

4. Exceptional grant shall be paid in a single payment and is subject to a positive financial balance of the Faculty and consideration of the current amount of financial resources in the Grant Fund of the Faculty.
5. The payment of the grant shall be made by means of regular monthly contributions from the Grant Fund from the day of approval of the grant by the Dean of the Faculty until the end of the academic year (except July and August, i.e. until 30 June of the respective academic year). In extraordinary cases the Dean of the Faculty may decide on the payment of exceptional social grant in a single payment.

Article 6
Exceptional Social Grant
(Act No. 111/1998 Coll., Section 91/2/d)

1. Exceptional social grant is intended only for full-time students of a Bachelor's, follow-up Master's, Master's, or doctoral degree programme delivered in the Czech language with a standard length of study plus one year under the following conditions:
 - The applicant shall submit to the Faculty all required information, especially applicable decisions of public authorities, information about the income of the applicant, and other information required for the assessment of the applicant's social situation,
 - The applicant shall undergo a free of charge and confidential interview with an employee of the Social and Legal Counselling Centre of FE UP in order to determine the social situation and possibilities of other available means of support.
2. The application including all required documents shall be reviewed within 14 days by the Social and Grant Commission of FE UP (referred to the "Social Commission"), provided with a statement, and forwarded to the Dean of the Faculty for the final decision.
3. Exceptional social grant may be awarded for a maximum period of the respective academic year. The grant shall not be awarded for July and August.
4. The amount of exceptional social grant shall be determined by the Dean of the Faculty based on the documents submitted by the student, recommendation of the Social Commission, and the amount of funding in the Grant Fund.
6. The Dean may decide on the suspension of the payment of the grant to a student who fails to fulfil the study obligations, has committed a disciplinary offence, or whose social situation has changed.
7. The grant shall not be paid for a period of due interruption of study, after termination of study, or after the conditions decisive for awarding the grant have changed.
8. Students shall be required to notify the Dean of the Faculty without delay, but no later than 7 days of any changes that affect their entitlement to the grant or termination of the grant payment.
9. In case of violation of the rules of efficient use of the grant, the student shall be obliged to return the grant without delay for the period affected by the changes in the conditions decisive for awarding the grant.

Article 7
Study Abroad Grant
(Act No. 111/1998 Coll., Section 91/4/a)

1. Study abroad grant may be awarded to a student in the following cases:
 - Study visit at a foreign university for the purposes of gaining study credits,
 - Study visit at a foreign university for the purposes of gaining information for the student's qualification thesis,
 - Study visit in a foreign country for the purposes of completing continuous practice prescribed by the curriculum of the respective study programme and field of study,
2. Study abroad grant shall be used to cover expenses related to travel and stay abroad,

- up to 100% of expenses depending on the type of foreign mobility.
3. The amount of expenses related to travel abroad to be covered by the grant shall be decided by the Dean of the Faculty.
 4. The student shall submit the following documents with the application for study abroad grant:
 - Motivation letter containing grant justification (purpose, location, date, preliminary costing associated with stay abroad – costs of transport, accommodation, and meal allowance where appropriate).
 - Confirmation of acceptance of the student for a study visit issued by the receiving foreign institution,
 - Statement by the Head of department guaranteeing the study programme, in the case of a doctoral degree programme approval of the Tutor and Chairperson of the Subject Area Board.
 5. Study abroad grant will be usually paid to the student prior to the trip abroad and is subject to the decision by the Dean of the Faculty.
 6. In case of violation of the rules of efficient use of the grant, the student shall be obliged to return the grant without delay.
2. Local study grant is intended to help cover expenses related to study visit at FE UP, up to 100% of expenses depending on the type of mobility.
 3. The amount of expenses related to the study visit of a foreign student at FE UP to be covered by local study grant shall be decided by the Dean.
 4. Foreign students shall submit the application for local study grant with a motivation letter detailing particularly the following:
 - Justification,
 - Overview of completed study obligations,
 - Preliminary costing related to the study visit at FE UP (e.g. accommodation or meal allowance),
 - Statement by the Head of department guaranteeing the study programme, in the case of a doctoral degree programme statement by the Tutor and Chairperson of the Subject Area Board.
 5. Local study grant shall be paid to foreign students in agreed instalments or as a single payment based on the decision of the Dean of the Faculty.
 6. In case of violation of the rules of efficient use of the grant, the student shall be obliged to return the grant without delay.

Article 8

Local Study Grant (Czech Republic) (Act No. 111/1998 Coll., Section 91/4/b)

1. Local study grant shall be granted only to a foreign student in the following cases:
 - The student is on a long-term study visit at FE UP for the purposes of completing a specific field of study or gaining study credits,
 - The student is on a study visit at the FE UP for the purposes of gaining information for his/her qualification thesis,
 - The student is on a study visit at the FE UP for the purposes of completing continuous practice prescribed by the curriculum of the respective study programme and field of study.

Article 9

PhD Grant (Act No. 111/1998 Coll., Section 91/ 4/c)

PhD grant shall be granted by the Dean to full-time students of doctoral degree programmes accredited in the Czech language organized by FE UP Olomouc with a standard length of study. PhD grant shall be paid to students on a regular monthly basis during the respective academic year. A separate internal standard of FE UP shall specify the dates, amount and form of payment of PhD grant.

Article 10
Method of Grant Payment

1. The grant shall be paid by means of bank transfer to the student's bank account held by a bank in the territory of the Czech Republic in Czech crowns; the transfer shall be made to a bank account registered in the student's card in the STAG information system.
2. In justified exceptional cases the grant can be paid in cash in the Cash Office of FE UP.

Article 11
Transitional Provisions

Grants awarded under the conditions stipulated in the Grant Code of UP as of 2 November 2017 shall be governed by the conditions defined in the decisions on awarding these grants even

after this implementing regulation comes into effect.

Article 12
Joint and Final Provisions

1. FE UP Dean's Directive No. 2S/2012 as amended on 16 March 2016 (Grant Code of the Faculty of Education, Palacký University Olomouc) is hereby repealed.
2. This internal standard shall come into force and effect on the date of issue.

Prof. PaedDr. Libuše Ludíková, CSc.
Dean, Faculty of Education
Palacký University Olomouc

Appendix 1

Grant Application

Student identification number	
Name	
Surname	
Study programme	
Field of study	
Type of study	
Year of study	

Types of grant	Check as appropriate (X)
Achievement grant	
Exceptional Social Grant	
Study Abroad Grant	

Annexes:	Check as appropriate (X)
Achievement Grant	
<ul style="list-style-type: none"> • STAG enrolment form 	

Exceptional Social Grant	
<ul style="list-style-type: none"> • Decision of public authorities and other relevant documents • Statutory declaration affirming the accuracy of the data provided 	

Study Abroad Grant	
<ul style="list-style-type: none"> • Motivation letter (justification, costings) • Letter of acceptance (receiving institution): • Statement by the Head of department (Chairperson of the Subject Area Board for PhD students) see Appendix 1 	

Other Appendixes:	

Date:

.....

Applicant signature

Appendix to the Grant Application

Approval outcome:

Tutor/Head of department	Approved/Not approved	Date, signature
Subject Area Board (Chairperson)*	Approved/Not approved	Date, signature

* Applicable to PhD students only

Appendix 2

GRANT APPLICATION

Student identification number	
First name	
Surname	
Study programme	
Field of study	
Type of study (full-time/distance)	
Year of study	

Type of grant	Check (X) as appropriate
Achievement grant	
Study abroad grant	
Local study grant (Czech Republic)	

Additional documentation	Check (X) as appropriate
Achievement Grant	
<ul style="list-style-type: none"> • Enrolment form (see STAG) 	

Study abroad grant	
<ul style="list-style-type: none"> • Motivation letter (justification, costings) 	
<ul style="list-style-type: none"> • Letter of acceptance (receiving institution) 	
<ul style="list-style-type: none"> • Approval (see Appendix 1): <ul style="list-style-type: none"> ○ Head of department ○ Tutor and Head of Subject area board (PhD students only) 	
Local study grant (Czech Republic)	
<ul style="list-style-type: none"> • Motivation letter (justification, completed study to date) 	
<ul style="list-style-type: none"> • Approval (see Appendix 1): <ul style="list-style-type: none"> ○ Head of department ○ Tutor and Head of Subject area board (PhD students only) 	

Other documentation:	

Date:

.....
Applicant signature

APPROVAL OUTCOME

Tutor / Head of department	Approved/Not approved	Date, signature
Subject area board (Chairperson)*	Approved/Not approved	Date, signature

* Applicable to PhD students only

Appendix 3

Application approval pursuant to Article 5, 6, 7 and 9 of the Grant Code of the Faculty of Education, Palacký University Olomouc

Approval outcome:

Grant amounting to.....approved/not approved

Date:

.....
Name, function, signature

Grant Award Decision

I make the following decision pursuant to the Grant Code of the Faculty of Education, Palacký University Olomouc, implementing regulation of the Grant Code of the Faculty of Education, Palacký University Olomouc (R-A-18/01), and Act No. 111/1998 Coll., on higher education institutions and on amendment to some other acts (Act on higher education institutions), as last amended:

The above mentioned Grant Award Proposal is approved / rejected.

Date:

Signature:

Appendix 4**Joint Grant Award Proposal**(Exceptional Grant, Study Abroad Grant),
Local Study Grant Czech Republic)

Student ID	Surname	Name	Study programme/Field of study	Type of study	Year of study	Amount of grant proposed

Type of grant*	
Amount of grant proposed	
Sources of funding	
Proposer (name and function)	

Justification

*Exceptional Grant, Study Abroad Grant, Local Study Grant Czech Republic

Date:

.....
Proposer signature**Grant Award Decision**

I make the following decision pursuant to the Grant Code of the Faculty of Education, Palacký University Olomouc, implementing regulation of the Grant Code of the Faculty of Education, Palacký University Olomouc (R-A-18/01), and Act No. 111/1998 Coll., on higher education institutions and on amendment to some other acts (Act on higher education institutions), as last amended:

The above mentioned Grant Award Proposal is approved / rejected.

Date:

Signature:

Appendix 5

Grant Award Proposal

Student identification number	
Name	
Surname	
Study programme	
Field of study	
Type of study	
Year of study	

Type of grant*	
Amount of grant proposed	
Sources of funding	
Proposer (name and function)	

Justification

*Exceptional Grant, Study Abroad Grant, Local Study Grant Czech Republic

Date:

.....
Proposer signature

Grant Award Decision

I make the following decision pursuant to the Grant Code of the Faculty of Education, Palacký University Olomouc, implementing regulation of the Grant Code of the Faculty of Education, Palacký University Olomouc (R-A-18/01), and Act No. 111/1998 Coll., on higher education institutions and on amendment to some other acts (Act on higher education institutions), as last amended:

The above mentioned Grant Award Proposal is approved / rejected.

Date:

Signature: