

Consolidated wording after the 1st amendment was approved by the Academic Senate of Charles University effective from 1st October 2024

CHARLES UNIVERSITY

THE SCHOLARSHIP AND BURSARY CODE OF THE FACULTY OF PHARMACY IN HRADEC KRÁLOVÉ

Acting under section 27(1)(b) and section 33(2)(f) of Act no. 111/1998 Sb., regulating higher education institutions and changing and amending other laws, as amended, ("Higher Education Act"), and according to the Constitution of the Faculty of Pharmacy in Hradec Králové, the Academic Senate of the Faculty of Pharmacy in Hradec Králové hereby enacts the present Scholarship and Bursary Code of the Faculty of Pharmacy in Hradec Králové as an internal regulation of the Faculty:

Article 1

Introductory Provisions

The present Scholarship and Bursary Code of the Faculty of Pharmacy in Hradec Králové¹⁾ ("Faculty") is based on the Scholarship and Bursary Code of Charles University ("University"),²⁾ and it lays down the terms and conditions, rules, details and other particulars for scholarships granted by the Faculty.

Article 2

Scholarships and Bursaries for Outstanding Academic Achievements

1. The scholarship for outstanding academic achievements is awarded in accordance with the conditions of the relevant regulations.^{2a)}
2. The scholarship is awarded to students retrospectively for outstanding academic achievements in the previous unit of the study. If the study unit at the faculty is a semester^{2b)} the scholarship is within the meaning of Art. 4 par. 5 of the scholarship regulation^{2c)} granted to students retroactively for excellent study results in the previous two units of the study within the same academic year.
3. Scholarships and bursaries may be awarded to students, who at the same time have obtained:
 - a) at least 50 credits in the previous unit of study, or previous two units of study,
 - b) an average grade from examinations and other graded study requirements over the previous unit of study or previous units of study equal to the average grade determined by the dean for each and

¹⁾ Article 23(2) of the Constitution of the Faculty of Pharmacy in Hradec Králové.

²⁾ Article 4(1), (2) and (5), Article 5(1), Article 6(1), Article 9(1) and (2), Article 10(1), Article 12(3) and (7) and Article 13(8) of the University's Scholarship and Bursary Code.

^{2a)} Article 4 and Article 13(1) and (6) of the University's Scholarship and Bursary Code.

^{2b)} Article 2(1) of the Faculty's Scholarship and Bursary Code

^{2c)} "If the unit of study according to the internal regulations of the faculty is a semester, the internal regulations of the faculty according to paragraph 2 may stipulate that the scholarship is awarded to students retroactively for their outstanding academic achievements in the previous two units of study within the same academic year."

every study programme by 31 December of the academic year following after the unit or units of study under assessment.

4. Scholarships and bursaries are awarded to at least:

- a) 10 % of the Faculty students enrolled in a Pharmacy master's programme, who have not registered to study in the first unit of study,
- b) 10 % of the students enrolled in a bachelor's programme and follow-up master's programme, who have not registered to study in the first unit of study or first two units of study (unless the provisions under section 5 apply),

where no obstacle to granting a scholarship under the University's Scholarship and Bursary Code has arisen. The period decisive for the calculation is the number of students in the individual study programmes as at 31 October of the academic year that follows after the assessed unit of study or units of study in the sense of section 2. The condition laid down under section 3(a) does not apply if the stipulated number of students according to the first sentence cannot be achieved by an increase in the average grade limit according to section 3(b).

5. Scholarships and bursaries are also awarded for outstanding academic achievements to students enrolled in the first unit of study in a follow-up master's programme who in the previous academic year completed a bachelor's programme at the Faculty within a standard period of study. This type of scholarship is awarded under the same terms and conditions as are stated under section 3. The dean will decide, upon application, about whether a scholarship for outstanding academic achievements will be granted to a student enrolled in a follow-up master's programme, who in the previous academic year completed a bachelor's programme at a different faculty or at another university within a standard period of study.
6. Scholarships for outstanding academic achievements are allocated by 31 December of the academic year that follows the academic year in which the student achieved outstanding academic results and for which the student is entitled to a scholarship. A scholarship or bursary for outstanding academic achievements is paid as a lump sum.

Article 3

Scholarships for Outstanding RDI (research, development and innovation), Artistic or Other Creative Achievements Contributing to Greater Knowledge

1. Scholarships for outstanding RDI (research, development and innovation), artistic or other creative achievements contributing to greater knowledge may be granted in accordance with the University's Scholarship and Bursary Code⁴⁾ to students who:
 - a) demonstrate an active interest in having their work published in impact-factor magazines, in non-impact factor reviewed magazines or in monographs, whereby what is essential when it comes to these achievements is a reference to Specific University Research support in accordance with up-to-date Faculty guidelines valid at the time the paper is sent for review and also a statement concerning the student's affiliation to the Faculty,
 - b) in their first year of their doctoral programme develop a good-quality scientific or research project proposal or
 - c) demonstrate other outstanding achievements in their line of scientific work.

⁴⁾ Article 5 and Article 13 (1) and (7) of the University's Scholarship and Bursary Code.

2. Scholarships for outstanding RDI (research, development and innovation), artistic or other creative achievements contributing to greater knowledge are paid as a lump sum.

Article 4

Scholarships for RDI (research, development and innovation) Activities in Accordance with Special Legislation

Scholarships for RDI (research, development and innovation) activities according to special legislation are awarded in accordance with the terms and conditions laid down by the University's Scholarship and Bursary Code⁶⁾ to students engaged in university- and other grants and projects.

Article 5

Bursaries in Cases Worthy of Special Consideration

1. Bursaries in cases worthy of special consideration may be awarded in accordance with the terms and conditions laid down by the University's Scholarship and Bursary Code⁷⁾ to students who:
 - a) in connection with their doctoral studies, in view of their supervisor's approval and that of the head of the respective department, participate in teaching bachelor and master programme students at the Faculty,
 - b) are not employed by the Faculty, nor do they participate in any grants or projects, and they report travel expenses connected with a trip that took place in accordance with their implementing the curriculum or participating in other activities at the Faculty; where trips abroad are concerned, they must take out travel insurance and their Travel Abroad Request must have been approved,
 - c) actively represent the Faculty,
 - d) were acknowledged for cultural and artistic activities or sports results or who were commended for their merits through exceptional awards,
 - e) report further activities that are beneficial to the Faculty.
2. Students who have been exceptionally beneficial to the Faculty or who have demonstrated exceptional civil courage or unselfishness may be granted a bursary in the form of a dean's exceptional award in the amount of at least CZK 5,000.⁸⁾
3. Bursaries in cases worthy of special consideration may be paid as a lump sum or on a monthly basis.

Article 6

Bursary to Support Studies Abroad

1. Bursaries to support studies abroad may be awarded to students in accordance with the terms and conditions laid down in the University's Scholarship and Bursary Code;⁹⁾

⁶⁾ Article 6 and Article 13(1) and (7) of the University's Scholarship and Bursary Code.

⁷⁾ Article 9(1) and Article 13(1) and (7) of the University's Scholarship and Bursary Code.

⁸⁾ Article 9(2) and Article 13(1) and (7) of the University's Scholarship and Bursary Code.

⁹⁾ Article 10 and Article 13(1) and (7) of the University's Scholarship and Bursary Code.

students enrolled in bachelor's and master's degree programmes may be awarded this type of bursary if their average grade in the previous academic year ≤ 2.00 .

2. Bursaries to support studies abroad are generally awarded only once during a student's studies for activities that are no longer supported by CEEPUS, ERASMUS+ or other programmes supported by the University, European Union or the Ministry of Education, Youth and Sports.
3. A student's application for a bursary to support studies abroad must include a letter of motivation quantifying the costs for the foreign project. The recommendation of a teacher (guarantor) also needs to be enclosed.
4. Payment of the bursary is linked to the submission of an exchange report (*cestovní zpráva*) (including documents certifying costs actually incurred) and publication of the results of the project in the form of an article or public presentation. Students are required to do so before they complete their studies.

Article 7

Doctoral Bursary

1. In determining the specific amount of a doctoral bursary where the individual study years are concerned, the dean takes into account the subsidies made available for doctoral bursaries and the number of students enrolled in the doctoral programme.
2. Upon having successfully completed an at least three month stay abroad, a student's doctoral bursary will be increased by CZK 500 per month as of the following calendar month in accordance with the terms and conditions laid down in the University's Scholarship and Bursary Code¹⁰⁾.
3. Students enrolled in a full-time doctoral programme, who are neither in an employment nor a service relationship with the Faculty and who pay the health insurance premium under a special legal regulation,¹¹⁾ may be awarded another bursary not exceeding the insurance premium paid subject to their substantiated request and in accordance with the terms and conditions laid down in the University's Scholarship and Bursary Code¹²⁾. The bursary is paid twice a year.

Article 8

Scholarships and Bursaries Paid from Other Sources

Obstacles to granting a scholarship or bursary under Article 13 of the University's Scholarship and Bursary Code also apply to scholarships and bursaries from other sources according to Article 15 of the University's Scholarship and Bursary Code.

¹⁰⁾ Article 12(3) second sentence and Article 13(2), (3) and (7) of the University's Scholarship and Bursary Code.

¹¹⁾ Section 5(c) of Act no. 48/1997 Sb., regulating public health insurance and the amendment and supplement to some other related laws, as amended.

¹²⁾ Article 12(7) and Article 13(1) and (7) of the University's Scholarship and Bursary Code.

Article 9

Common Provisions

1. Scholarships and bursaries are paid only by way of a non-cash payment by bank transfer to an account administered by a financial institution in the Czech Republic. The dean may allow a different form of payment in exceptional cases.¹³⁾
2. The criteria for applying for a scholarship or a bursary, the prescribed requirements of the application and the criteria governing payment of the scholarship or bursary, and additional matters related thereto, are set out in the dean's decision in accordance with the internal regulations of the University and the Faculty following review by the Scholarship Committee and the Academic Senate of the Faculty ("Senate"). It may be provided in the dean's decision that the scholarship and bursary application is submitted in electronic form.

Article 10

Transitional Provisions

Proceedings initiated before the effective date of this document will be concluded in accordance with the present Code.

Article 11

Final Provisions

1. The Scholarship and Bursary Code of the Faculty of Pharmacy in Hradec Králové dated 26 January 2007 is hereby repealed.
2. The Faculty's Academic Senate approved the present Code on 24 May 2017. This regulation comes into force on the date it is approved by the Academic Senate of the University.¹⁴⁾
3. The present Code comes into effect on the first day of the 2017/2018 academic year.

PhDr. Zdenka Kudláčková, Ph.D., (signed in her own hand)
Chairperson of the Senate

doc. PharmDr. Tomáš Šimůnek, Ph.D., (signed in his own hand)
Dean

PhDr. Tomáš Nigrin, Ph.D., (signed in his own hand)
Chairperson of the University's Academic Senate

¹³⁾ Article 3(3) of the University's Scholarship and Bursary Code.

¹⁴⁾ Section 9(1)(b) of the Higher Education Act.

The University's Academic Senate approved the present Code on 2 June 2017.