

Code:	SR/24/2017
Category:	RECTOR'S DIRECTIVE
Title:	Accommodation Scholarship in the Academic Year 2017/2018
Liability:	Tomas Bata University in Zlín
Issue date:	25 July 2017
Effective:	1 September 2017
Issued by:	Prof. Ing. Petr Sáha, CSc., Rector
Prepared by:	
In cooperation with:	
Pages:	3
Appendices:	
Distribution list:	Rector, Vice-Rectors, Bursar, Deans of Faculties, Director of HRR, Secretaries to Faculties, Heads of Finance Offices, Student Affairs Offices
Signature of the authorized person:	

PART ONE BASIC PROVISIONS

Article 1 Introductory provisions

- (1) The accommodation scholarship (hereinafter referred to as "scholarship") shall be awarded in compliance with § 91 Paragraph 1 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 "Act"), and is regulated in Article 7 of the Scholarship Regulations of Tomas Bata University in Zlín.
- (2) Only those students are eligible for accommodation scholarship for whom funding was received from the Ministry of Education, Youth and Sports.
- (3) The accommodation scholarship is to be awarded during two periods within a calendar year (hereinafter referred to as "scholarship periods").
- (4) The summer holiday period (July – August) is included in the scholarship period only in case of Ph.D. students.

PART TWO ACCOMMODATION SCHOLARSHIP

Article 2 Decision on eligibility for scholarship

- (1) The Decision on eligibility for scholarship shall be delivered 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.
- (2) Student Affairs Offices at the relevant Faculties shall hand over the Decision on non-eligibility for scholarship in person 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 case the Decision fails to be delivered, then 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.

- (3) A student may apply for a review of the Decision within 30 days of the day on which it was announced. The request for a review of the Decision shall be submitted to the authority that issued the Decision.
- (4) The Decision on the eligibility for scholarship is valid throughout the whole period when the student meets the requirements specified in Article 7 Paragraph 1 of the Scholarship Regulations of TBU.
- (5) The accommodation scholarship amount is to be determined by the Rector in the respective Rector's Decree, and that as an amount identical for all TBU departments.

Article 3

Application submission and mode of payment of the scholarship

- (1) Applications for accommodation scholarship are to be submitted in electronic form only, and that in the IS/STAG system (Portal: Study – My Data – Scholarships) in the period **from 1 September to 20 October 2017**. If the student fails to submit his/her application during this period, he/she may submit the application retrospectively for the summer semester in the period from 1 March to 26 March 2018.

International students coming to spend a study period at TBU within the Erasmus programme in the winter semester shall submit the application for accommodation scholarship in the period from 1 September to 20 October 2017; their applications for accommodation scholarship to be awarded in the summer semester shall be submitted in the period from 1 March to 26 March 2018.

- (2) Students submit the applications for accommodation scholarship only once (newly enrolled students usually do so at the beginning of their studies).

Current students whose student ID number has not changed and who have applied for the scholarship continue to receive the scholarship.

First-year students may submit the application only after their enrolment on the first year of study in the relevant academic year.

Students who continue to study in follow-up Master's programmes or in doctoral programmes are not required to submit a new application for accommodation scholarship. Their application is valid throughout the entire period of their study at TBU.

- (3) The accommodation scholarship payments are to be made via direct deposit (via direct transfer) into a bank account held in Czech crowns 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). Students are responsible for the data necessary for the bank transfer to be correct and complete.
- (4) If the payment could not be made due to incorrect or incomplete data provided by the student, the student is required to provide correct and complete data necessary for the bank transfer no later than within 30 days of the payment date, otherwise his/her eligibility for scholarship expires.
- (5) A student who passes the final state examination, thus successfully completing his/her studies, is eligible for accommodation scholarship to be granted for the commenced month in which the student completed his/her studies.
- (6) Students who have a recognized period of parenthood registered in the IS/STAG system and exceed the standard length of study are eligible for accommodation scholarship.

Article 4

Termination of payment of the accommodation scholarship

- (1) If the student ceases to meet the criteria specified in Article 7 Paragraph 1 of the Scholarship Regulations of TBU in one or more of the months of the relevant academic year, the accommodation scholarship will cease to be paid to the student. No Decision on the withdrawal of the scholarship shall be issued.
- (2) A student is not eligible for accommodation scholarship in the calendar month in which a failure to meet one or more of the criteria specified in Article 7 Paragraph 1 of the Scholarship Regulations of TBU came into legal force.
- (3) Students are required to inform the relevant Student Affairs Office without delay in writing about a change of facts relevant to the eligibility for accommodation scholarship, no later than within 8 days of the day on which the change occurred.

PART THREE

SCHOLARSHIP PERIOD

Article 5

First scholarship period

- (1) The first scholarship period starts on 1 September 2017 and ends on 31 December 2017.
- (2) The Student Affairs Office of the relevant Faculty shall post a list of names of students eligible for scholarship in the respective period on the official board of the relevant Faculty, and that no later than 20 November 2017.
- (3) The scholarship awarded for the first scholarship period will be paid no later than 20 December 2017. In case of international students coming to TBU to participate in an Erasmus study period, the scholarship will be paid no later than 10 December 2017.

Article 6

Second scholarship period

- (1) The second scholarship period starts on 1 January 2018 and ends on 30 June 2018.
- (2) The Student Affairs Office of the relevant Faculty shall post a list of names of students eligible for scholarship in the respective period on the official board of the relevant Faculty, and that no later than 15 May 2018.
- (3) The scholarship awarded for the second scholarship period will be paid no later than 15 July 2018. In case of international students coming to TBU to participate in an Erasmus study period, the scholarship will be paid no later than 15 May 2018.

PART FOUR

FINAL PROVISIONS

This Directive replaces Rector's Directive No. 15/2016 issued on 25 July 2016.