

# BRNO UNIVERSITY OF TECHNOLOGY

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## GUIDELINE NO. 71/2017 ACCOMMODATION GRANT AND SCHOLARSHIP FOR STUDENTS IN DIFFICULT SOCIAL SITUATIONS

### PART ONE RECITALS

#### Article 1 Subject

1. Pursuant to Section 91 (2)(k) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions), as amended (hereinafter the "Act") and pursuant to Article 7 of the Scholarship Rules of Brno University of Technology as amended (hereinafter the "Scholarship Rules"), a student may be awarded an accommodation grant.
2. Pursuant to Section 91 (2)(d) and (3) of the Act and pursuant to Article 8 of the Scholarship Rules, scholarship for students in difficult social situations shall be granted on the basis of the student's application.

### PART TWO ACCOMMODATION GRANT

#### Article 2 Criteria for awarding the accommodation grant

1. The criteria for awarding the accommodation grant are stipulated in Art. 7 (1) of the Scholarship Rules.
2. The decision to provide the accommodation grant shall rely on data obtained from the Student Register.

### **Article 3**

#### **Application for the accommodation grant**

1. The accommodation grant shall be granted on the basis of the student's application.
2. Students shall file their applications electronically at <http://stipendium.vutbr.cz>. Simultaneously, students shall enter the number of the account to which the scholarship will be remitted into the BUT Information System. It is not possible to file an application without entering the account number. The scholarship payment is made only to accounts kept in Czech crowns and by banks with their registered offices in the Czech Republic.
3. Students' applications shall remain valid for the academic year during which they were filed.
4. Applications for the relevant academic year may only be filed in four-month intervals, i.e. in the periods from September to December, January to April, and May to August, in each case not later than on the last day of the relevant interval. It is not possible to file an application for a period that has already passed.
5. Students who, based on the data in the BUT IS, do not fulfil the conditions to be awarded the accommodation grant may simultaneously apply for an exceptional award of the accommodation grant in accordance with Art. 7 (2) of the Scholarship Rules for reasons deserving special attention. The Vice-rector for Studies and Student Affairs shall decide on such application in the course of proceedings on awarding the accommodation grant. Students shall file the applications via the Study Affairs Department of the BUT Rectorate.
6. Students shall be continuously informed of whether they fulfil the criteria referred to in Art. 2 (1) at <http://stipendium.vutbr.cz>.
7. All changes in data that affect the awarding and payment of the accommodation grant must be carried out in the current four-month interval. Changes related to previous four-month intervals shall not be taken into account.
8. Students – the recipients of the accommodation grant – are obliged to immediately notify the Student Services Department of the faculty or the university institute of any changes that affect their eligibility for the accommodation grant pursuant to Article 7 of the Scholarship Rules. The responsible employee shall enter such changes in the BUT Information System without delay.
9. Failure to notify changes shall be considered a disciplinary offence in the sense of Section 64 of the Act, with all the consequences following from it pursuant to the Act and general legislation.

### **Article 4**

#### **Decision on awarding the accommodation grant**

1. Students may be awarded the accommodation grant for a calendar month, provided that they fulfil the conditions pursuant to Art. 2 (1) for the whole calendar month.
2. The decision shall be issued and the grant shall be paid retroactively in four-month intervals, i.e. for the periods from September to December, January to April, and May to August. The Vice-rector for Studies and Student Affairs shall decide on students' applications for the accommodation grant. The decision on awarding or not awarding the accommodation grant shall be issued not later than on the sixth day of the month following the end of the four-month interval, provided that this day is a working day; otherwise, the decision shall be issued on the next working day at the latest. Pursuant to Section 69a of the Act, the decision shall be delivered via the electronic information system.

3. An appeal may be lodged against the decision on the accommodation grant within 30 days of its issuance through the Study Affairs Department of the BUT Rectorate. The Rector shall be the appellate body.
4. The CVIS shall prepare the accounting documentation for the grant not later than on the 15<sup>th</sup> day of each month following the end of a four-month interval, and shall submit it to the Rector for signature. The accommodation grant shall be remitted to the students' accounts by the 20<sup>th</sup> day of each month following the end of a four-month interval at the latest.

#### **Article 5**

##### **Accommodation grant for foreign students admitted to BUT**

1. Students shall file their applications electronically at <http://stipendium.vutbr.cz>. On the basis of approved applications, decisions on awarding the accommodation grant for the whole period of study shall be issued to the foreign students in the relevant academic year. Pursuant to Section 69a of the Act, the decision shall be delivered via the electronic information system.
2. The Vice-rector for Studies and Student Affairs shall decide on students' applications for the accommodation grant. An appeal may be lodged against the decision on the accommodation grant within 30 days of its issuance through the Study Affairs Department of the BUT Rectorate. The Rector shall be the appellate body.
3. The accommodation grant shall be paid to foreign students at the BUT Rectorate cash desk.

#### **Article 6**

##### **The amount of the accommodation grant**

1. The amount of the accommodation grant is stipulated by Decision No. 7/2017 and Annex 1 thereto, as amended.
2. Foreign students who are eligible for the accommodation grant under Art. 7 (1) of the Scholarship Rules are entitled to a proportionate part of its amount according to the length of their studies at BUT, which shall be paid during their stay for the relevant period of the respective calendar year, or, in January, for the rest of their stay. The accommodation grant shall be granted to foreign students for the months in which they studied at BUT for at least a day.
3. The amount of the accommodation grant for foreign students who fulfil the conditions under Art. 7 (1) of the Scholarship Rules may be determined on the basis of the decision of the Rector for the previous four-month interval.

### **PART THREE**

#### **SCHOLARSHIP FOR STUDENTS IN DIFFICULT SOCIAL SITUATIONS**

##### **Article 7**

1. Students shall file their applications for the scholarship for students in difficult social situations in writing on a form available at <http://stipendium.vutbr.cz> through Student Services Department of the respective faculty or university institute; a confirmation referred to in par. 3 shall be an integral part of the application.
2. The scholarship for students in difficult social situations shall be granted to students entitled to family allowance pursuant to Section 17 of Act No. 117/1995 Coll., on state social assistance, as

amended, if the decisive family income ascertained for the purposes of the family allowance does not exceed the product of the minimum subsistence figure and the coefficient of 1.5.

3. The students shall prove their entitlement to the scholarship with a written confirmation (“Sdělení pro účely přiznání stipendia” - *Confirmation for the Purposes of Granting a Scholarship*) issued at the student's request by the income-support authority. The confirmation for the purposes of granting the scholarship is valid for 21 months of the end of the period for which the family income was ascertained.
4. Students submitting the applications must undertake therein to immediately inform the Student Services Department of the faculty or the university institute of any changes in the granting of the family allowance. Failure to notify the changes shall be considered a disciplinary offence in the sense of Section 64 of the Act, with all the consequences following from it pursuant to the Act and general legislation.
5. Students shall submit their applications for the scholarship for students in difficult social situations in the period from 1 October to 20 November unless the family allowance under Section 17 of Act No. 117/1995 Coll., on state social assistance, as amended, is granted to them later than that; in that case, students may submit their applications any time during the academic year.
6. Students are entitled to the scholarship for students in difficult social situations for the standard period of study and for each whole calendar month in which they fulfil the conditions for granting the scholarship stipulated in par. 2. Students are not entitled to the scholarship for students in difficult social situations for the months of July and August.
7. Information of the students' eligibility to the scholarship for students in difficult social situations is regularly updated at <http://stipendium.vutbr.cz>.
8. The decision on granting the scholarship for students in difficult social situations shall always be issued by 20 December for the relevant academic year or for the period in which the student is entitled to the scholarship according to the data in the BUT Information System. Decisions on applications filed by students after the above date shall be taken within 30 days of their receipt. The Vice-rector for Studies and Student Affairs shall decide on students' applications for the scholarship for students in difficult social situations. Pursuant to Section 69a of the Act, the decision shall be delivered via the electronic information system.
9. An appeal may be lodged against the decision on the scholarship for students in difficult social situations within 30 days of its issuance through the Study Affairs Department of the BUT Rectorate. The Rector shall be the appellate body.
10. The scholarship shall be paid by wire transfer to the students' accounts. Students are obliged to enter their account numbers in the BUT Information System, and to indicate the account designated for scholarship payments. The scholarship payment is made only to accounts kept in Czech crowns and by banks with their registered offices in the Czech Republic.
11. The scholarship shall be paid in arrears in the intervals from September to December, January to April, and May to August; The CVIS shall prepare the accounting documentation for the scholarship not later than on the 10<sup>th</sup> day of each month following the end of the interval, and shall submit it to the Rector for signature.
12. The amount of the scholarship for students in difficult social situations shall correspond to one quarter of the basic rate of the minimum monthly salary, where the amount determined in such a manner shall be rounded up to whole tens of crowns.

**PART FOUR**  
**FINAL PROVISIONS**

**Article 8**  
**Final Provisions**

1. These internal standards shall enter into effect on the day specified in the heading hereof.

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed  
Rector