

The system of support for student life at FHS CU

- 1) In support for student life, The Dean of the Faculty created a “Student Account” which is part of the FHS CU budget.
- 2) A financial contribution from the “Student Account” can be applied for by a student or group of students of the FHS CU.
- 3) Funds can be allocated based on an application made to an authorised representative of the Student Chamber of the Academic Senate of the FHS CU which is submitted in due time, in a predetermined form and to the email address that is listed on the website of the AS FHS CU. The Student Chamber won’t deal with applications which don’t include all requirements (see the Form to request the allocation of funds). The Student Chamber representative of the AS FHS CU, which will be authorised to deal with matters regarding the “Student Account”, will always be elected at the first regular meeting of the AS FHS CU, which takes place after 1st February of the given calendar year. The election process is the same as the election process of the Presidium of the AS FHS CU. Members of the AS FHS CU may agree that a representative of the Student Chamber can be the same person as the Vice-President of the AS FHS CU who is elected from the student body. In this case, no other election is needed.
- 4) The creation of the “Student Account” and the amount allocated to it is decided by the Dean of the FHS CU annually at the proposal of the Secretary of the Faculty.
- 5) The Student Chamber of the AS FHS CU (hereinafter referred to as the SC AS FHS CU) independently holds a meeting in matters of fund allocation to the “Student Account”. Minutes of the meeting are taken, which include the proposed distribution of funds and this is presented to the AS FHS CU by the SC AS FHS CU representative at the next meeting of the AS FHS CU (see section 10). The SC AS FHS CU shall meet at least 3 times during a calendar year (see section 5a), and its meetings should always be held before the meeting of the AS FHS CU in a given month. The exception is the February meeting, when the Student Chamber meets later and submits the proposal to the March meeting of the AS FHS CU.
 - 5a) The SC AS FHS CU proposes distribution of 90% of allocated funds at three meetings during the academic year, of which 30% is distributed at the February meeting, 30% at the May meeting and 30% at the October meeting of the SC AS FHS CU. Funds distributed in May and October are increased by the amount of undistributed funds in prior meetings in the given calendar year. Funds, however, shall not be transferred between different calendar years. Deadlines for submission of a project are always two weeks before the SC AS FHS CU meeting.
 - 5b) The SC AS FHS CU distributes 10% of the allocated funds during the meetings outside of the above mentioned meetings. Deadlines for submission of a project are always two weeks before the SC AS FHS CU meeting.
- 6) Applicants are required to present their project at the relevant SC AS FHS CU meeting:
 - 6a) Public section: presentation of individual projects during which Senators ask applicants additional questions.
 - 6b) Section closed to public: the SC AS FHS CU meeting regarding the allocation of financial support to individual projects.

- 7) The project applicant is required to attend the relevant SC AS FHS CU meeting. The allocation of project finance cannot be decided without applicant's participation. If any of the applicants cannot attend the meeting, they will choose for themselves a representative who will present the project at the meeting.
- 8) The SC AS FHS CU suggests the amount and method of distribution of the funds at the relevant meeting. The proposal should be properly justified and all rejected projects must also be mentioned. The proposal is then passed onto the AS FHS CU (see section 10) which gives its opinion and the proposal, together with any comments by the AS FHS CU, is then submitted to the Dean of the FHS CU (see section 11).
- 9) The approval of the allocation of financial funds requires the presence of three fifths of all members of the SC AS FHS CU. In the absence of three fifths of all members of the SC AS FHS CU, the process of distributing the money is moved to the next meeting of the SC AS FHS CU, where at least three fifths of all members of the SC AS FHS CU are present. The proposal is approved by a simple majority of the SC AS FHS CU members present.
- 10) The Student Chamber representative shall submit a proposal for the fund allocation at the next meeting of the AS FHS CU where the Academic Senate of the FHS CU will have the opportunity to comment on the proposal. Any comments of the AS FHS CU will accompany the proposal of the Student Chamber, which will then be forwarded to the Dean.
- 11) Within five working days after the AS FHS CU meeting, where the Student Chamber's proposal of the distribution of the funds was presented, the SC AS FHS CU representative will present this proposal (along with any AS FHS CU comments) to the Dean of the FHS CU, through the Dean's Secretariat. The Dean of the FHS CU will consider the proposal and decide on the allocation or non-allocation of funds within five working days.
- 12) The Dean's decision is final and without appeal. The Dean's decision is collected by a member of the SC AS FHS CU at the Secretariat of the Dean. The decision will then be sent to all applicants and subsequently published on the website of the AS FHS CU.
- 13) There is no legal claim to the money from the "Student Account". The decision to award the full amount requested, the part of the amount requested, or to allocate no funds is final.
- 14) The allocated funds can be drawn on the basis of invoices or receipts by way of reimbursement. The final report and complete accounting of project costs is required by the Secretary of the Faculty within seven working days of the completion of the project. The costs of long-term projects must be submitted by the author of the project to the Secretary of the Faculty for settlement no later than the last working day of the month in which the costs incurred.
- 15) In the event that the project is not implemented by the implementation date stated in the application, or is not implemented in accordance with the approved plan and in accordance with applicable accounting rules, the entitlement to the financial allocation becomes void. In exceptional cases ("force majeure"), the author of the project may ask the Dean of the FHS CU for a deferment and the possibility to draw funds after the expiration date of implementation.

Approved at the AS FHS CU meeting dated: 10. 6. 2010

President of the AS FHS CU
Mgr. Aleš Svoboda