RULES FOR AWARDING SCHOLARSHIPS AND BURSARIES AT THE FACULTY OF HUMANITIES OF CHARLES UNIVERSITY

Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), as amended, the Academic Senate of the Faculty of Humanities of Charles University has adopted the following Rules for Awarding Scholarships and Bursaries at the Faculty of Humanities of Charles University as its internal regulation:

PART I

FUNDAMENTAL PROVISIONS

Article 1

Introductory Provision

These Rules for Awarding Scholarships and Bursaries at the Faculty of Humanities of Charles University ("the Faculty" and "the University", respectively) lay down, within the meaning of Article 2 (2) of the Scholarship and Bursary Rules of Charles University, as amended ("the University Scholarship and Bursary Rules"), and in accordance with those Rules, further rules and requirements for the awarding and payment (collectively also referred to as "provision") of scholarships and bursaries and for deciding on scholarship and bursary matters at the Faculty.

PART II

SCHOLARSHIPS AND BURSARIES

Article 2

Scholarship for Outstanding Academic Achievement

(Under Article 8 of the University Scholarship and Bursary Rules)

1. In accordance with the conditions of the University Scholarship and Bursary Rules, the Dean awards, ex officio, a scholarship for outstanding academic achievement in the previous unit of study or in the two previous units of study, if the units of study are semesters within a single academic year, to students in bachelor's and master's programmes of study who achieve the best indicator of academic results under paragraph 2.

2. The indicator of academic results is the weighted average grade, calculated for each student as the sum of all products of the grade obtained for a given graded study requirement (including unsuccessful attempts, which are counted for this purpose as a grade of "4") and the number of credits assigned to that requirement, divided by the sum of all credits assigned to those requirements (including the credits assigned to unsuccessful attempts). The weighted average grade is therefore calculated using the following formula:

$$p = \frac{\sum_{i=1}^{n} \sum_{j=1}^{m} z_{ij} \cdot E_i}{\sum_{i=1}^{n} \sum_{j=1}^{m} E_i}$$

Where:

p - the weighted average grade.

n - the number of graded study requirements in the previous unit (or units) of study under paragraph 1.

m - the number of attempts the student needed to fulfil requirement *i*.

z - the grade for requirement *i* in attempt *j*. If the student did not pass the given requirement in attempt *j*, then $z = 4$.

E_i - the number of credits for requirement *i*.

3. Recognised study requirements are not taken into account in any way when calculating the indicator of academic results.
4. For the purposes of awarding scholarships, the indicator of academic results is rounded to two decimal places.
5. If a student has not obtained at least three grades for graded study requirements (excluding the state examination) in the previous unit or units of study under paragraph 1, the scholarship cannot be awarded.
6. The scholarship is awarded to 10% of the number of students enrolled as of 30 November ("the decisive date") in the second to fourth years of a bachelor's programme of study and the second to third years of a post-bachelor's master's programme of study. The scholarship may also be awarded to students in the first year of a post-bachelor's master's programme of study subject to the conditions laid down in Article 3.
7. For the purposes of awarding scholarships, students for whom no obstacle to the provision of a scholarship under Article 14 has arisen and who are not enrolled in the first year of study, with the exception of students in the first year of a post-bachelor's master's programme of study who satisfy the conditions under Article 3, are divided into groups according to their programmes of study.

8. Within each group, students are ranked in ascending order according to the indicator of academic results under paragraph 2, as follows:
   a) first, students who have obtained at least the normal number of credits as of the decisive date of study;
   b) next, students who obtained at least the minimum number of credits at the most recent interim assessment of study and who have not exceeded the standard period of study;
   c) then, all other students.

9. In each group, the scholarship is awarded to the first 10% of students ranked under paragraph 8, with the number rounded up to the nearest integer. In each group, the scholarship is also awarded to every additional student who achieved the same indicator of academic results as the last student to whom the scholarship was awarded under the first sentence.

10. If a student is enrolled in more than one programme of study at the Faculty, the scholarship may be awarded to that student only once.

11. The situation as of 30 November of the given year is decisive for the awarding of scholarships. Students to whom the scholarship will be awarded are determined no later than 20 December of the same year, and the scholarship is awarded to those students no later than 20 January of the immediately following year.

Article 3

(Under Article 8 (4) of the University Scholarship and Bursary Rules)

In accordance with the conditions of the University Scholarship and Bursary Rules, the Dean awards, ex officio, a scholarship for outstanding academic achievement in the immediately preceding bachelor's programme of study to students in the first unit of study in a post-bachelor's master's programme of study who completed their bachelor's studies at the Faculty within the standard period of study in the immediately preceding academic year. For the purposes of a decision on awarding a scholarship under Article 2, these students are considered to be students of that bachelor's programme of study, and the final unit of that bachelor's programme of study is considered to be the previous unit of study.

Article 4

(Under Article 8 (1) (b) of the University Scholarship and Bursary Rules)

In accordance with the conditions of the University Scholarship and Bursary Rules, the Dean awards, ex officio, a scholarship for outstanding academic achievement throughout the entire

course of study to graduates of bachelor's and post-bachelor's master's programmes of study who satisfy both of the following conditions:

a) they complete their studies within the standard period of study;

b) they graduate with distinction.

Article 5

(Under Article 8 (6) of the University Scholarship and Bursary Rules)

1. The scholarship for outstanding academic achievement is awarded to all students and graduates in the same amount.
2. The specific amount of the scholarship for outstanding academic achievement for students and the amount of the scholarship for outstanding academic achievement throughout the entire course of study for graduates in a given academic year are determined by the Dean in a Dean's directive, following an opinion given by the Academic Senate of the Faculty.

Article 6

(Under Article 8 (8) of the University Scholarship and Bursary Rules)

A scholarship for outstanding academic achievement cannot be awarded to a student or graduate if the actual period of study in the programme of study has exceeded the standard period of study of that programme.

Article 7

Scholarship for Outstanding RDI (Research, Development, and Innovation), Artistic or Other Creative Achievements Contributing to Greater Knowledge

(Under Article 9 of the University Scholarship and Bursary Rules)

The Dean awards a scholarship for outstanding RDI, artistic or other creative achievements contributing to greater knowledge in accordance with the conditions of the University Scholarship and Bursary Rules, upon a student's application or ex officio.

Article 8

Scholarship for Research, Development, and Innovation Activities under Other Legislation

(Under Article 10 of the University Scholarship and Bursary Rules)

1. The Dean awards a scholarship for research, development, and innovation activities under special legislation to a student who participates in carrying out a research, development or innovation project, or who is an active member of the research team for such a project.

2. The scholarship may be awarded, in particular, in connection with projects financed from grant, project or programme funds, or from the Faculty's institutional funds designated to support science and research.
3. A proposal to award the scholarship is submitted to the Dean through the Research and Publishing Administration Office by the principal investigator of the relevant project or another authorised person.

Article 9

Bursary for a Student in an Acute Situation of Hardship

(Under Article 13 (3) of the University Scholarship and Bursary Rules)

1. In accordance with the conditions of the University Scholarship and Bursary Rules, the Dean may award a bursary for a student in an acute situation of hardship to students who have just found themselves in a seriously difficult life situation, or who face an immediate threat of such a situation, where no other means of assistance can be used or where their use is insufficient to provide effective assistance to ensure the continuity of the students' studies. The bursary may be awarded upon a student's application, in particular in connection with:
    a) being orphaned;
    b) caring for a dependent person;
    c) maternity or parenthood;
    d) serious health reasons;
    e) being affected by a natural or other disaster or an accident;
    f) becoming the victim of a criminal offence through no fault of the student.
2. After the proceedings have been initiated, the student must promptly inform the Dean of all new information and facts that could be decisive for the assessment of the application for a bursary, until the decision on the application is issued.

Article 10

Scholarships in Cases Worthy of Special Consideration

(Under Article 14 (3) of the University Scholarship and Bursary Rules)

The Dean may, ex officio and in accordance with the conditions of the University Scholarship and Bursary Rules, award a scholarship in cases worthy of special consideration, such as, in particular:

a) participation in teaching or scientific research activities;
b) work in laboratories;

c) contributing to the development of information technologies;

d) international cooperation;

e) outstanding sporting achievements;

f) representing or promoting the University;

g) exemplary acts of good citizenship;

h) reimbursement of costs associated with teaching;

i) participation in organising activities and initiatives supporting students' extracurricular interests and wellbeing which contribute to building the student or academic community; or

j) other cases worthy of special consideration.

Article 11

Bursary to Support Study Abroad

(Under Article 15 of the University Scholarship and Bursary Rules)

1. The Dean awards, ex officio and in accordance with the conditions of the University Scholarship and Bursary Rules, a bursary to support study abroad to students who are selected for a stay abroad on the basis of satisfying the conditions of the relevant competitive selection procedure.
2. A bursary to support study abroad is paid as a lump sum, except for mobility stays extending over two calendar years. In such a case, the bursary may be paid in two instalments, each for the relevant period of the respective calendar year, and this fact is stated in the decision awarding the bursary.

Article 12

Bursary to Support Study, Creative Activities, Educational Activities or Practical Traineeships Carried Out within the Implementation of European Union Programmes or Other Multilateral or Bilateral International Programmes or Projects

(Under Article 17 of the University Scholarship and Bursary Rules)

1. The Dean may, ex officio and in accordance with the conditions of the University Scholarship and Bursary Rules, award a bursary to support study, creative activities, educational activities or practical traineeships carried out within the implementation of European Union programmes or other multilateral or bilateral international programmes or projects.
2. Where this follows from the rules arising from the relevant directly applicable European Union legislation or international treaties binding on the Czech Republic, and from

instruments adopted on their basis, the Faculty provides a bursary under paragraph 1 on the basis of an agreement concluded with the recipient of the bursary, and no administrative proceedings to award that bursary are conducted.

Article 13

Doctoral Scholarship

Following an opinion given by the Academic Senate of the Faculty, the Dean may determine, in a Dean's directive, the minimum amount of the doctoral scholarship at the Faculty for a given academic year. The Dean must issue this directive before the beginning of that academic year.

PART III

COMMON PROVISIONS

Article 14

Basic Obstacle to the Provision of a Scholarship or Bursary

(Under Article 7 (2) of the University Scholarship and Bursary Rules)

Scholarships and bursaries financed from the sources listed in Article 4 (a) and (b) of the University Scholarship and Bursary Rules may neither be awarded nor paid to a student if the actual period of study, within the meaning of Article 6 of the University Scholarship and Bursary Rules, in a bachelor's or master's programme of study exceeds the standard period of study of that programme by more than two years, unless the University Scholarship and Bursary Rules provide otherwise.

Article 15

Payment of a Scholarship or Bursary

Scholarships and bursaries are paid only by a non-cash transfer to a bank account held with a financial institution in the Czech Republic. In exceptional cases, the Dean may allow a different form of payment upon a reasoned application by the student. Payment of a scholarship or bursary is always conditional upon the student to whom it was awarded entering in the Student Information System all the information required to enable that payment.

PART IV

TRANSITIONAL AND FINAL PROVISIONS

Article 16

Transitional Provision

1. Proceedings initiated before the effective date of these Rules will be completed under these Rules.
2. The rights and obligations of students who began their studies before the effective date of these Rules are governed by these Rules, subject to the exception specified in paragraph 3.
3. Scholarships for outstanding academic achievement in the previous unit of study within the meaning of Article 8 (1) (a) and (4) of the University Scholarship and Bursary Rules are awarded for the academic year 2025/2026 under the relevant internal regulations of the University and internal regulations of the Faculty that were in force and effective on 30 September 2026.

Article 17

Final Provisions

1. The Rules for Awarding Scholarships and Bursaries at the Faculty of Humanities of Charles University approved by the Academic Senate of the University on 24 September 2020, as amended, are hereby repealed.
2. These Rules were approved by the Academic Senate of the Faculty on 9 April 2026.
3. These Rules come into force on the date of approval by the Academic Senate of Charles University.[1]
4. These Rules become effective on the first day of the academic year 2026/2027.

Mgr. Martin Heřmanský, Ph.D.
President of the Academic Senate
of the Faculty of Humanities
of Charles University

doc. Věra Sokolová, M.A., Ph.D.
Dean of the Faculty of Humanities
of Charles University

JUDr. Ing. Josef Staša, CSc.
President of the Academic Senate
of Charles University

[1] Section 9 (1) (b) point 2 of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 22 May 2026.