

MEASURE

MEASURES OF THE DEAN OF THE FACULTY OF INTERNATIONAL RELATIONS

NR. 8/2024

ON SCHOLARSHIPS

AT THE FACULTY OF INTERNATIONAL RELATIONS OF THE PRAGUE UNIVERSITY OF ECONOMICS AND BUSINESS

The Dean of the Faculty of International Relations (hereinafter referred to as "FIR") on the basis of the provisions of the Scholarship Regulations of the Prague University of Economics and Business in dated 25 October 2022 (hereinafter referred to as the "Scholarship Regulations") stipulates:

§ 1

Scope of validity

This measure establishes the conditions for awarding scholarships at the FIR in the academic year 2024/2025. It applies to students of Bachelor, Master and Doctoral programmes at the FIR.

§2

Types of scholarships

In accordance with the Scholarship Regulations, the following scholarships may be awarded to FIR students by the Dean:

- a) merit scholarship,
- b) extraordinary scholarships
- c) a doctoral scholarship

§3

Merit scholarship

1. A merit scholarship may be awarded to students in undergraduate degree programmes, who simultaneously:
 - a) are students in their 3rd semester or higher,
 - b) have achieved a grade point average of up to and including 1.20 for the previous academic year,
 - c) have obtained at least 57 control credits in the previous academic year.
2. A merit scholarship may be awarded to students of the follow-up master's degree programmes who simultaneously:
 - a) are students in their first semester or higher,

- b) achieved in the previous two consecutive semesters (including study in the Bachelor study programme within the VŠE) with a grade point average of up to and including 1.20, with if they are second semester students, they must have achieved this average for both the last semester of their bachelor's degree programme at the VŠE and the first semester of the follow-up programme the first semester of the Master's degree,
 - c) have earned a minimum of 57 credits in the previous two consecutive semesters; this condition does not apply to students who, in the summer semester of the previous academic year have completed their undergraduate studies at the VŠE within the standard period of study.
3. A merit scholarship cannot be awarded to students in:
- a) 7th semester or higher of an undergraduate degree programme,
 - b) 5th semester or higher of a continuing master's degree programme.
4. The merit scholarship is awarded for a period of September – June. There is no merit scholarship for the months of July and August.

§ 4

Extraordinary scholarship

1. An exceptional scholarship will be awarded to students who are engaged in scientific research and teaching activities of the faculty (hereinafter referred to as "student research assistants"). For permission of the student research assistants decides Vice Dean for Education on the basis of a student's application recommended by the faculty department. The maximum amount of the scholarship for each month worked (within the scope of 20 hours) is CZK 3,000. For checking the work done is the responsibility of the head of the department. The specific amount of the scholarship per month worked is determined on the basis of a proposal by the head of department depending on the amount of available financial resources. The maximum number of student research assistants is set by as 0.25 times the number of academic staff (converted to full-time equivalent) of the of the department. A separate student research assistant may be allocated to the Dean, to each Vice Dean and each study officer, as well as for web development FIR.
2. Exceptional scholarships may be awarded to students completing internships and placements abroad as part of their studies in an accredited FIR programme and whose results are part of the study results. The following conditions apply:
- a) The traineeship takes place in countries not participating in the Erasmus programme, in institutions European Union institutions or national diplomatic missions, or is less than 3 months.
 - b) The seconded student must be duly enrolled for studies at the Faculty of International Relations throughout his/her stay abroad.
 - c) The student may receive financial support for a maximum period of 3 months. Longer duration work placement is possible, but the student is no longer eligible for additional financial support from the resources administered by the FIR.
 - d) Full-time work according to a pre-agreed Work (Training agreement) is a condition.
4. Other exceptional scholarships may be awarded according to the Scholarship Regulations.

§ 5
Doctoral scholarship

The doctoral scholarship is paid according to the Scholarship Regulations of the Prague University of Economics and Business, Article 7, to full-time students as follows:

1. The entitlement component of the doctoral scholarship is paid in a regular monthly amount of:
 - a) CZK 9,000 to first year students,
 - b) CZK 9.500 to 2nd year students,
 - c) CZK 10.000 to 3rd year students,
 - d) CZK 10.500 to 4th year students.
2. During the period of time that a student is conditionally enrolled in a higher year, the student shall be only half of the above entitlement amount awarded. The full entitlement component of the scholarship amount shall be paid beginning in the month following the date on which the conditions for regular enrolment are met to the higher year of full-time study.
3. Upon successful completion of the state doctoral examination, the entitlement component will be paid from the following month doctoral scholarship is increased by CZK 500 per month.
4. The non-credit component is in accordance with the Scholarship Regulations of the Prague University of Economics and Business, Article 7 is awarded by the Dean for outstanding achievements in studies and research, research and teaching activities. The non-repayable component of the doctoral scholarship is awarded by the Dean on the proposal of the head of the department in which the student is pursuing a doctoral degree programme. This component may be paid as a lump sum or in the form of regular monthly amounts over a specified period of the academic year, so that it does not exceed the total amount of earmarked funds allocated for doctoral scholarships.
5. If a student seriously fails to fulfil the study obligations arising from the Study and Examination Rules in Doctoral Degree Programmes, the Dean may, in accordance with Article 7(4) of the Scholarship Regulations of the Prague University of Economics and Business, withdraw the scholarship. She may do so on the basis of a proposal by the head of the department in which the student the student is pursuing a doctoral programme.

§ 6
Average score

1. The average grade is calculated according to the valid Study and Examination Rules.

§ 7
Scholarship Application

1. For merit and exceptional scholarships, except for scholarships awarded on the initiative of Dean's Office, the student must apply through the InSIS Contact Center.
2. The deadline for the submission of the application for the merit scholarship is 21 October 2024. The scholarship application form is available at <http://fir.vse.cz/>. Duly completed application should be submitted through the InSIS Contact Center.
3. The exceptional scholarship can be applied for at any time during the academic year.

§ 8
Scholarship award

Dean decides on the award of the scholarship on the basis of a proposal from the FIR Scholarship Committee.

§ 9
Scholarship committee

1. The FIR Scholarship Committee (hereinafter referred to as the "Scholarship Committee") is an advisory body to the Dean.
2. The Vice-Dean for Education is the chair of the Scholarship Committee.
3. The members of the Scholarship Committee are the Vice-Dean for Research and Doctoral Studies and the Secretary of the Faculty, study coordinators and student representatives delegated by the FIR Academic Senate.
4. For the awarding of merit scholarships, the full scholarship committee meets in the months of October.
5. For the award of exceptional scholarships, a scholarship committee consisting of a chairman of the scholarship committee, the Vice-Dean for Research and Doctoral Studies and the Secretary of the faculty according to as appropriate.

§10
Amount of scholarship

1. The amount of merit scholarships is set out in an addendum to this measure, which includes the specific amount of the scholarships, depending on the amount of financial resources available.
2. The determination of the extraordinary scholarships' amount is the responsibility of the Dean.

§ 11
Payment of scholarships

1. The payment of scholarships is governed by the Scholarship Regulations.
2. Progress grants can be paid retroactively for the months of September, October and November.

In Prague, September 30, 2024

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