

*The Ministry of Education, Youth and Sports registered, in accordance with Section 87(1)(a), Section 41(2) in conjunction with Section 36(2) and (4) of Act No. act98 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, on June 8, 2023 under reference No. MSMT-9675/2022-7, the Scholarship Regulations of AMBIS University.*

*Mgr. Karolína Gondková  
Director of the Higher Education Department*

# **Scholarship and Bursary Regulations**

## **AMBIS University**

## **Art. 1**

### **Introductory Provisions**

- (1) The AMBIS University Scholarship and Bursary Regulations (hereinafter referred to as the "**Scholarship Regulations**") are issued pursuant to § 17(1)(h) and § 41(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "**Act**"), and serve as an internal regulation of AMBIS University (hereinafter referred to as "**AMBIS**").
- (2) Pursuant to § 91 of the Act, the Scholarship Regulations govern the provision of scholarships to students in full-time, combined, and distance study modes for bachelor's and follow-up master's degree programs conducted by AMBIS.

## **Art. 2**

### **Types of Scholarships and Their Sources**

- (1) Students of AMBIS may be granted the following types of scholarships:
  - a) Social scholarship,
  - b) Accommodation scholarship,
  - c) Extraordinary scholarship.
- (2) Scholarships are funded from the following sources:
  - a) Grants provided by the Ministry of Education, Youth and Sports (hereinafter referred to as the "**Ministry**") in accordance with § 40, paragraph 2 of the Act,
  - b) Purpose-specific donations, in accordance with the donor's rules,
  - c) The AMBIS scholarship fund,
  - d) Grants, as targeted scholarships pursuant to the donor's rules.
- (3) Scholarships may be awarded as a one-time payment or as an amount paid in installments at specified intervals over a designated period of the academic year.
- (4) Scholarships are disbursed via bank transfer to the student's bank account. In exceptional cases, and upon request from the student, scholarships may be paid in cash.
- (5) The dates for payments and the periods of the academic year during which the scholarship is disbursed are determined by a rector's decree.
- (6) The student is required to cooperate in case of financial audits.

## **Art. 3**

### **Social Scholarship**

- (1) Eligibility for a social scholarship is granted to students under the conditions specified in § 91(3) of the Act and for the duration and amount stated therein. A student demonstrates eligibility for the scholarship by submitting a written confirmation with their application for the social scholarship, made through the student administration office. This confirmation, issued by the state social support authority of the Czech Republic that

granted the allowance, must state that the family income assessed for the child allowance for the third calendar quarter of the year did not exceed the product of the family's subsistence minimum and a coefficient of 1.5. The confirmation for scholarship purposes is valid for 21 months from the end of the quarter for which the family income was assessed. A student may apply for the scholarship for a specific time period only once.

- (2) The student must submit the application for the social scholarship through the AMBIS information system (hereinafter "**IS**") no later than one month from the date of enrollment, unless the child allowance was granted after enrollment; in this case, the application can be submitted at any time during the academic year in which the child allowance was granted.
- (3) A student who has been granted a social scholarship is required to promptly inform the student administration office of any changes in the child allowance entitlement or changes in the income affecting eligibility for the social scholarship.
- (4) A student is entitled to the social scholarship for each completed calendar month during the standard study period in which they meet the conditions for receiving the social scholarship, but this entitlement does not apply for the months of July and August.
- (5) All information regarding the social scholarship is published in the IS.

## **Art. 4**

### **Accommodation Scholarship**

- (1) An accommodation scholarship may be granted to a student who:
  - a) is enrolled in a bachelor's or consecutive master's degree program in full-time study,
  - b) is studying in their first accredited program or an accredited program that follows it, or has transferred from such an accredited program to another, with previous studies recognized; however, studies in an accredited program that the applicant enrolled in and completed between May 1 and October 30 of the same calendar year are not considered,
  - c) has not exceeded the standard duration of study in the ongoing accredited program or in any of the concurrently studied accredited programs,
  - d) does not have a permanent residence in the district where their place of study is located, and does not have a permanent residence in the city of Prague if their place of study is in the city of Prague,
  - e) is not a student participating in international programs such as Erasmus+ and similar programs.
- (2) Eligibility for an accommodation scholarship may arise from the first day of the semester in which the student commenced their studies at AMBIS. The basis for granting the accommodation scholarship includes data obtained from the Integrated Student Information System and from IS.
- (3) The student must submit the application for the accommodation scholarship through IS no later than one month from the date of enrollment or one month from the start of classes in the next academic year pursuant to the academic year schedule; if the

student's eligibility for the accommodation scholarship arises after this deadline, they may submit the application at any time during the academic year.

- (4) A student who has been granted an accommodation scholarship must promptly inform the study department of any changes affecting the conditions for granting the accommodation scholarship as outlined in paragraph 1
- (5) A student is entitled to the accommodation scholarship for each completed calendar month in which they meet the conditions for receiving this scholarship. The accommodation scholarship is not granted for July and August.
- (6) The accommodation scholarship is paid in two installments.
- (7) The amount of the accommodation scholarship is determined in accordance with the amount of the subsidy provided by the Ministry and depends on the number of students meeting the conditions for receiving the scholarship during the period, from January 1 to June 30 and from September 1 to December 31. All information regarding the accommodation scholarship is published in IS.
- (8) The accommodation scholarship cannot be paid to a student:
  - a) during a period of suspension of studies when, pursuant to the Law, they are not considered a student,
  - b) if there has been a change in the conditions affecting the eligibility for the accommodation scholarship.

## **Art. 5**

### **Exceptional Scholarship**

- (1) An exceptional scholarship may be awarded to a student:
  - a) for outstanding results in creative activities that contribute to the deepening of knowledge, particularly for participation in AMBIS research activities, personal publications, and other creative work,
  - b) for a significant contribution to promoting and enhancing the prestige of AMBIS and for its successful representation,
  - c) in cases of exceptionally difficult social situations,
  - d) as an extraordinary rector's prize, with purposes and conditions determined by the rector,
  - e) in cases deserving special consideration, especially for exemplary civic actions.
- (2) The rector grants the exceptional scholarship upon the proposal of vice-rectors and heads of departments. An exceptional scholarship may be awarded repeatedly.
- (3) The exceptional scholarship may be awarded in the form of a tuition fee discount. The amount of this discount is determined by the rector's decision.
- (4) Exceptional scholarships funded by earmarked donations and grants are awarded in accordance with the provider's rules and are set pursuant to the amount of funds allocated for this type of scholarship.
- (5) An exceptional scholarship cannot be awarded to a student:
  - a) during a period of suspension of studies, when the student is not considered enrolled pursuant to the Law,
  - b) if a sanction has been imposed under Article 3(1) of the AMBIS disciplinary

regulations.

- (6) The exceptional scholarship is not an entitlement.

## **Art. 6**

### **Decision on the Award of Scholarships**

- (1) The decision regarding the awarding of a scholarship is delivered via the information system (Document Office application). The day of delivery and notification of the decision is considered to be the first day following the decision's availability to the student in the system.
- (2) The decision-making process regarding the awarding of a scholarship and appeals against such decisions is governed by Section 68 et seq. of the Act in conjunction with Act No. 500/2004 Coll., as amended.

## **Art. 7**

### **Appeal**

- (1) A student may file an appeal against a decision as per Art. 6. The right to appeal does not apply to a student who has waived this right after being notified of the decision. If the student withdraws a submitted appeal, it cannot be resubmitted.
- (2) An appeal can challenge the operative part of the decision, a specific ruling, or its ancillary provisions. An appeal solely challenging the rationale of the decision is inadmissible. The appeal must include the elements specified in Section 37, Subsection 2 of Act No. 500/2004 Coll., and must provide details on which decision it targets, the extent of the challenge, and the alleged discrepancies with legal regulations or internal regulations of AMBIS, or errors in the decision or the preceding proceedings. If the appeal does not specify the extent to which the decision is being contested, it is considered a request for the annulment of the entire decision.
- (3) The appeal period is 30 days from the date of notification of the decision; the deadline is considered met if the last day of the period contains a postal dispatch with the appeal, sent to the postal license holder. Appeals can only be submitted after the decision has been issued; earlier submissions are not considered.
- (4) An appeal has a suspensive effect; as a result of the suspensive effect, the decision does not acquire legal force or other legal effects.
- (5) Appeals are submitted to the Rector. If the appeal is submitted late or is inadmissible, the Rector will reject it. The decision on the appeal will follow the provisions of Section 68 of Act in conjunction with Section 90 of Act No. 500/2004 Coll.
- (6) The Rector will issue a decision on the appeal within 30 days from the date of submission.
- (7) No further appeal can be made against the Rector's decision; the Rector's decision becomes final upon notification to the student.

## **Art. 8**

### **General and Final Provisions**

- (1) This Scholarship and Bursary Regulation was approved by the Board of AMBIS on August 17, 2022.
- (2) If a student meets the conditions for receiving multiple types of scholarships, these scholarships may be granted simultaneously.
- (3) This regulation repeals the Scholarship Regulation of the Regional Development University and Banking Institute – AMBIS, registered by the Ministry on October 9, 2017, under reference no. MSMT-23840/2017-6.
- (4) This regulation uses gender-neutral masculine terminology to refer to involved parties.
- (5) This Scholarship Regulation becomes effective in accordance with § 36 (4) and § 41 (2) of the Act from the date of registration by the Ministry and shall come into force on the day following the date of its registration by the Ministry.

Dr. Martina Mannová  
Rector and Board Member