

# UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA V KOŠICIACH



**Guarantee:** Rector's Unit

Košice on 19/11/2015  
Ref. No.: 4461/2015

## **SCHOLARSHIP REGULATIONS at Pavol Jozef Šafárik University in Košice**

These Scholarship Regulations at Pavol Jozef Šafárik University in Košice (hereinafter the "Scholarship Regulations") shall become an internal regulation of Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ") pursuant to Section 15 paragraph 1 subparagraph i) Law Act No. 131/2002 Book of Statutes on Higher Education Establishments and on amendments to certain law acts, as amended (hereinafter the "LAHEE").

### **Article 1 Introductory Provisions**

- 1) These Scholarship Regulations shall govern the provision of scholarships for UPJŠ students.
- 2) The Scholarship Regulations shall apply to all of the students in the Bachelor's, Magister's, doctoral and PhD programmes provided at UPJŠ and its Faculties.
- 3) The scholarship may also be awarded to citizens of the Slovak Republic or to persons residing in the Slovak Republic who study at universities abroad as UPJŠ students.

### **Article 2 Sources and Types of Scholarships**

- 1) UPJŠ provides students with scholarships from the funds provided for this purpose from the state budget and from its own resources through the scholarship fund.
- 2) UPJŠ provides these types of scholarships from the state budget:
  - a) social-welfare scholarship,
  - b) motivational scholarship,
  - c) fellowships for students of the third level of study (hereinafter referred to as "PhD fellowship").
- 3) The scholarship may be awarded as a lump sum or as a monthly amount paid out during a specified period of the relevant academic year. The students in the study programmes implemented at individual Faculties shall be awarded scholarships by the Dean. Unless the

relevant Faculty has its own scholarship regulations, the students in the study programmes carried out by that Faculty shall be awarded the scholarships by the Rector. The students in the university-run study programmes shall be awarded the scholarships by the Rector.

### **Article 3**

#### **Social-Welfare Scholarship**

1. The social-welfare scholarship shall be awarded under the terms and conditions as laid down for the students of the first two levels study programmes and the study programmes carried out pursuant to Section 53 paragraph 3 LAHEEE who have their permanent residence in the Slovak Republic. The social-welfare scholarship is intended to cover the costs associated with the study. The student has a legal claim for the social-welfare scholarship.
2. Students with special needs may be awarded social-welfare scholarships even beyond the standard duration of study, if the extension of study is due to their specific needs.
3. The social-welfare scholarship may be awarded to a student on the basis of a written application for awarding the social-welfare scholarship. The application for awarding the social-welfare scholarship shall be submitted by the student at the Study Affairs Department of the University or at the Study Affairs Department of the relevant Faculty, if the study programme is implemented at the Faculty in the academic year in which the social-welfare scholarship is to be provided.
4. In the event the application is incomplete, the Rector, or the Dean, if the study programme is implemented at the Faculty, shall instruct the student to furnish other necessary documents, or shall require necessary explanations.
5. The income of the student and that of the persons considered jointly with them shall be considered decisive for awarding the social-welfare scholarship. The decisive income, the group of jointly considered persons, the income threshold for the entitlement to being awarded the social-welfare scholarship and other details on awarding the social-welfare scholarship, are provided in the Ministry of Education Decree No. 102/2006 Book of Statutes on awarding social-welfare scholarships to university students, as amended, and Law Act No. 601/2003 Book of Statutes on subsistence minimum and on the amendment of certain law acts.
6. The decision by the Rector, or that by the Dean of the Faculty if the study programme is implemented at the Faculty, on awarding the social-welfare scholarship shall be in writing and shall include a statement on awarding the social-welfare scholarship, its amount, form of payment, terms of payment, justification and instruction on how to seek a review of the decision. The decision shall be delivered by mail as personal delivery, or shall be served personally by an authorized employee of the Faculty.
7. The social-welfare scholarship shall be awarded from the first day of the calendar month in which the application was submitted to the end of June of the relevant academic year. The student who is a dependent child and is a double orphan or has a regulated maintenance obligation from both of his/her parents, the social-welfare scholarship shall also be awarded for the months of July and August of the relevant academic year.
8. The social-welfare scholarship may be awarded for no later than until the end of the month in which the student ceases to be a student.
9. UPJŠ shall be transferring the accorded social-welfare scholarship in the monthly amounts by no later than by the tenth day of the calendar month to a bank account held in the Slovak Republic, whose number shall be indicated by the student in their application for awarding the social-welfare scholarship.

## Article 4 Motivational Scholarship

1. UPJŠ shall award motivational scholarships to students from the state budget in the following forms:
  - a) **the field of study scholarship** shall be awarded to no more than fifty per cent of the students in the fields of study as identified in the guidelines issued by the MESRS SR pursuant to Section 89 paragraph 8 LAHEE or those annexed to the subsidy agreement covering the relevant calendar year, taking into account their respective academic achievements in the previous year of study. In case of the student at the first-level study programme, the academic achievements of the last year of their study at the secondary school shall be considered in the first year of their study;
  - b) **merit scholarship** – to no more than ten per cent of the students except for the third-level students for excellent fulfilment of their study commitments in the previous academic year;
  - c) **annual awards of the Rector;**
  - d) **a special scholarship.**
2. Merit scholarships shall be awarded by the Rector or by the Dean of the Faculty in October of the relevant academic year. In a written decision, either of the above shall specify the amount of the scholarship awarded and justification of the award.
3. Calculation of the weighted grade average in the compulsory and optional study subjects in the previous academic year shall become the basis for the assessment of the quality of performing the study commitments. On this basis, the Faculties (and the University for all of the university study programmes provided by the University) shall draw up awardee lists of students (for the relevant years of study and study programmes, as provided by the Faculty Scholarship Regulations). The awardee lists may be compiled at the Faculties by the Dean's decision separately by individual study programmes, by groups of study programmes or by years of study. The order in the lists shall begin with the students who have attained the best weighted grade average.
4. The merit scholarship shall be paid out in the relevant academic year as a lump sum and shall be awarded according to the placement on the awardee list in accordance with paragraph 3 of this Article to the students placed in the first tenth of the total number of students registered in their full time study on 31<sup>st</sup> October of the relevant academic year and in the relevant study programme (except for the third-level study curricula).
5. In the event of a tie of the weighted grade average at the level of 10 per cent, the following criteria shall be taken into account in the sequence as follows:
  - a) a higher number of credits attained for the assessed academic year,
  - b) a lower number of attempts required for the successful completion of the course,
  - c) the weighted grade average of the results attained in compulsory subjects,
  - d) the position won at the international, national, and Faculty levels of the Student Research and Professional Activity,
  - e) activities beneficial to the University or the Faculty (engagement in the University or the Faculty Senate, the Student Dorm Radio, etc.).
6. Annual Awards of the Rector shall be awarded by the Rector as single act:
  - a) as a matter of rule toward the end of the summer semester of the relevant academic year to students at their first two levels of the study programmes for:
    - professional and scientific publications in prestigious international and national journals,
    - for the successful representation of and active participation in the activities and development of UPJŠ,

- exemplary civic attitudes of the UPJŠ student, who through their manifestation, act, or otherwise demonstrated a high level of morality and civic awareness and contributed thus to spreading the reputation of UPJŠ,
  - representation of UPJŠ in sport, the achievements in sport and sporting activities outside UPJŠ on the condition that the student studies in the standard duration of study;
- b) at graduation ceremonies, to the graduates from the study programmes of the first and second levels of study for outstanding academic achievements throughout their study. For the purposes of these Scholarship Regulations, under excellent study achievement during the entire period of study one shall understand the weighted grade average for the entire study up to 1.10 included and passing of all the state examination constituents with the grade A.
7. Written proposals for the awarding of annual awards under paragraph 6 subparagraph a) above, with justification and supporting documentation annexed, shall be submitted by the Deans of the Faculties and heads of the University departments to the University Study Affairs Department no later than by 15<sup>th</sup> June of the relevant year. The proposals may only refer to activities shown in the period from 16<sup>th</sup> June of the previous year to 15<sup>th</sup> June of the current year.
  8. The Annual Award under this Article may be awarded by the Rector on his/her own initiative, and throughout the entire academic year.
  9. To consider the proposals for the awarding of annual awards under paragraph 6 subparagraph a) of this Article, the Rector shall appoint a commission composed usually of the Vice-Rector for Education and the Vice-Deans for Education. The commission at a meeting held under the rules of procedure as laid down by the same shall draw up a joint proposal to the Rector no later than 30<sup>th</sup> June of the relevant year.
  10. Written proposals for the awarding of annual awards under paragraph 6 subparagraph b) of this Article, together with the documentation on the study achievements attained throughout the entire period of study, shall be submitted by the Deans of the Faculties and heads of the university departments to the University Department of Study Affairs no later than one week before the date of graduation in the relevant study programme. The Department of Study Affairs shall forward the proposal to the Rector.
  11. The student is not to seek the award of the motivational scholarship, and there exists no legal claim for its award.

## **Article 5**

### **PhD Fellowship**

1. UPJŠ shall provide the PhD fellowships to all the PhD students enrolled in the full-time study during the standard duration of the study programme for which they were enrolled, provided they already have not attained their third-level higher education. The fellowship shall consist of the following two parts:
  - a) the eligible one - a regular monthly amount paid out throughout the entire academic year (12 months),
  - b) the ineligible one - accorded for excellence in study and science,
  - c) research, and teaching.
2. The fellowships under paragraph 1 a) hereof shall be awarded at the rate of:
  - a) at least the 9<sup>th</sup> grade and the first salary level in accordance with Law Act No. 553/2003 Book of Statutes on remuneration of certain employees performing work in public interest, as amended, for the PhD students in the period from the date of enrolment for their PhD studies until the date of passing their dissertation examination,

- b) at least the 10<sup>th</sup> grade and the first salary level in accordance with Law Act No. 553/2003 Book of Statutes on remuneration of certain employees performing work in public interest, as amended, and for the PhD students in the period from the date of passing their dissertation examination until the date of completion of their study.
3. The ineligible portion of the fellowship pursuant to paragraph 1 subparagraph b) shall be awarded by the Rector or by the Dean, if the study programme is implemented at a Faculty, on the motion by the supervisor, the head of the department or the institute, as a lump sum or as a monthly amount paid out during a specified period of the relevant academic year, if the budget of the Faculty or that of the University allows for its award.
4. The fellowship shall be awarded no later than by the 10<sup>th</sup> day of each month following the month for which the fellowship is paid out by the transfer to personal bank accounts. If the student completes their studies before end of the relevant month, providing of the fellowship shall end up on the last day of the month of the successful defence of their dissertation thesis.
5. In the event of suspension or unsuccessful termination of the study, the fellowship shall be reduced, and only its aliquot part shall be paid out as to the date of suspension or termination of their PhD studies.

## **Article 6**

### **Scholarships from the University's Own Resources**

1. UPJŠ or the Faculty, if the study programme is implemented at the Faculty, shall award scholarships from its own resources and within the limits of its possibilities to students and graduates for whom no more than 90 days have elapsed from the date of the due completion of their study.
2. 15% of the relevant Faculty scholarship resource fund shall be allocated annually for the Annual Awards of the Rector and special scholarships. This fund shall further be governed by Article 4 paragraphs 6-11 of these Regulations or Article 6 paragraph 3 subparagraphs f and g.
3. Scholarships in accordance with paragraph 1 of this Article shall be awarded in particular:
  - a) for achieving excellence in performing one's study commitments;
  - b) for achieving excellence in research and development;
  - c) for achieving excellence in successful representation of UPJŠ in science, arts, culture, or sport on at least the national level;
  - d) for one's active contribution to the development of UPJŠ or the Faculty, if the study is implemented at the Faculty;
  - e) for the promotion of internships, participation in international competitions and other activities related to the activities of UPJŠ or of the Faculty;
  - f) for the support of research and teaching activities by students in Bachelor's, Magister's, and doctoral study programmes (teaching assistant and research assistant) based on the criteria published in advance;
  - g) for talented high school graduates (winners of Olympiads, secondary-school professional activity, etc.) after their enrolment for the study at UPJŠ with the aim of encouraging their decision to study at UPJŠ;
  - h) as a lump-sum payment or regularly paid-out social-welfare support in situations of life worthy of special consideration.
4. Specific terms and conditions of awarding scholarships under this Article, except for awarding scholarships under paragraph 3 subparagraph g) of this Article and Article

- 4 paragraph 1 subparagraph d), shall be laid down in the relevant Faculty Scholarship Regulations.
5. The terms and conditions for awarding the scholarships under paragraph 3 subparagraph g) of this Article, the amount of scholarships, payment methods and other details shall be determined by the UPJŠ Rector in a special internal regulation.
  6. The student is not eligible to apply for scholarship from the University's own resources, except for the scholarship under paragraph 3 subparagraphs e), f), h) of this Article.
  7. The student has no legal title to scholarships accorded from the University's own resources.
  8. UPJŠ may within its means provide loans to its students from the scholarship fund. The terms and conditions for awarding the loan, its amount, the method of repayment and other details shall be determined by the Rector of the University by issuing a special regulation.

## **Article 7**

### **Reasons for Not Awarding the Scholarship**

1. The scholarship cannot be awarded to a student during the suspension of their study, during which time s/he is not student by law.
2. The social-welfare scholarship cannot be awarded to a student:
  - a) who studies in the first-level study programme, if s/he has already completed another first-level education;
  - b) who has already completed the second-level university education;
  - c) who was awarded a social-welfare scholarship in any given year of study or its part in the study programme of the appropriate level of higher education; for the purposes of this paragraph, the first three years of their study in the study programmes under Section 53 paragraph 3 LAHEE shall be considered the study in the first-level study programme, and the fourth year of study in the study programme under Section 53 paragraph 3 LAHEE shall for the purposes of this paragraph be considered the first year of study in the second-level study programme, and the subsequent years of study shall be considered accordingly; the period during which the student was beneficiary of the social-welfare scholarship in the relevant year of study shall be rounded up to whole years upwards;
  - d) who studies the particular study programme for longer than the standard duration of the study, with the exception of students under Article 3.2;
  - e) who studies in the part-time form of study.
3. Motivational scholarship cannot be awarded to a student who:
  - a) had in the previous academic year his/her study suspended;
  - b) enrolled in the previous academic year for the study subjects in the number of less than 50 credits;
  - c) in the previous academic year s/he failed one or more of the enrolled compulsory and optional study subjects;
  - d) studies in the part-time study, with the exception under Article 4 paragraph 1 subparagraphs c) and d).

## **Article 8**

### **Review of the Decision**

1. The student may apply for a review of the decision within 15 days from the date of its service or of its notification. The request for review shall be submitted to the body that issued the decision.
2. If the decision was issued by the Dean, the latter may award the application on his/her own if s/he finds out that the decision was made in contravention to these Scholarship Regulations. Otherwise s/he shall forward the application to the Rector. The Rector shall change the decision if it was issued in violation of these Scholarship Regulations. Otherwise the latter shall reject the application and confirm the original decision. If the decision is issued by the Rector, the latter may grant the application on his/her own if s/he finds out that the decision was made in contravention of these Scholarship Regulations. Otherwise, s/he shall forward the request to the Academic Senate. The UPJŠ Academic Senate shall change the decision if it was issued in violation of these Scholarship Regulations. Otherwise the Senate shall reject the application and confirm the original decision.

## **Article 9**

### **Common and Final Provisions**

1. These Scholarship Regulations were discussed and approved by the UPJŠ Academic Senate on 19/11/2015.
2. These UPJŠ Scholarship Regulations took effect on 19/11/2015 and shall be valid for all the Faculties and UPJŠ departments.
3. On the effective date of these UPJŠ Scholarship Regulations, the UPJŠ Scholarship Regulations approved by the Academic Senate in Košice on 17/04/2008, as amended by Amendments No. 1 to No. 6, ref. No. 351/2008, as well as the full text of the UPJŠ Scholarship Regulations ref. No. 4934/2014 dated 08/12/2014, shall be repealed.

Assoc. Prof. Roman Soták, PhD.  
Chairperson of the Academic Senate  
Pavol Jozef Šafárik University in Košice

Prof. RNDr. Pavol Sovák, CSc.  
Rector  
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