

Measure of the Dean of the Faculty of Informatics of Masaryk University No. 10/2021**BORROWING EQUIPMENT FOR SOCIALLY DISADVANTAGED AND NEEDY STUDENTS FI**

(as amended with effect from 1 November 2021)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts, as amended (hereinafter referred to as the "Higher Education Act"), I issue the following measure:

Article 1**Introductory provisions**

- (1) The measure establishes rules for borrowing equipment acquired by Masaryk University with the intention of introducing systemic support for socially vulnerable and needy students in the form of HW equipment intended for loan.

Article 2**Applying for equipment rental**

- (1) Students of Bachelor's and Master's degree programmes of the Faculty of Informatics who, for various reasons, find themselves in material need and do not have at their disposal the equipment necessary for their studies, may apply to borrow the equipment listed in the Annex to this measure.
- (2) The call for applications will be published at least 7 days prior to the opening of the application collection on the Study Department's notice board in the IS MU Information System.
- (3) A loan application may be submitted by a student who:
 - a) has no interrupted studies,
 - b) is not a self-payer,
 - c) has not exceeded the standard period of study in any of the study programmes studied at MU or another higher education institution in the Czech Republic,
 - d) is not concurrently enrolled in another study programme at MU,
 - e) has not committed a disciplinary offence during his studies.
- (4) The student submits the loan request through the Office of the Registrar in the same manner as for other matters of study.
- (5) In the application, the student shall provide a justification for the loan request, which may be supplemented by inserting documents confirming the need to borrow the equipment.
- (6) The application includes an affidavit from the student that he/she is a socially disadvantaged and needy student.

Article 3

Processing of a request to borrow equipment

- (1) The application is forwarded to the Study Department for comment, which recommends or does not recommend the positive processing of the application to the Vice-Dean for Bachelor's and Master's Studies.
- (2) If the application is not approved, the student receives a rejection notice.
- (3) If the application is approved, it is subsequently forwarded to the person in charge of the property registry, who ensures that a loan agreement is generated according to the model in Annex 2 to this measure and forwarded to the responsible person for signature.
- (4) If a student has requested to borrow equipment that is no longer available, the request will be deferred until the equipment is returned by another student.

Article 4

Taking over the borrowed equipment and returning it

- (1) After securing the signature of the person responsible for the FI, the student is asked to take possession of the borrowed equipment.
- (2) If the equipment is not taken over by the student within 14 days of the request for takeover, the request will be considered invalid and the equipment may be offered for loan to other students.
- (3) Student for the duration of the loan:
 - a) is obliged to use the borrowed equipment in accordance with its purpose,
 - b) is not entitled to transfer the borrowed equipment for use to a third party,
 - c) is liable for any damage caused to the borrowed equipment during the duration of the loan,
 - d) is obliged to immediately report the loss, damage or other defects of the borrowed equipment to the e-mail: vypujcky@fi.muni.cz,
 - e) is obliged to present the borrowed equipment to the person in charge of the property records in order to carry out a proper inventory,
 - f) is obliged to return the borrowed equipment to FI as soon as it is no longer needed, but no later than the end of the agreed loan period,
 - g) is obliged to return the borrowed equipment before the end of the specified borrowing period within one week after receiving a written request from FI to return it in case it no longer meets the conditions for borrowing the equipment.
- (4) A report is drawn up on the return of the borrowed equipment, in which the condition of the returned equipment is recorded.

Article 5

Final provisions

- (1) I entrust the interpretation of the individual provisions of this measure to the Secretary of the Faculty of Informatics.

- (2) Control of compliance with this measure is carried out by the Study Department of the Faculty of Informatics.
- (3) This measure shall enter into force on the date of its publication.
- (4) This measure shall enter into force on 1 November 2021.

*Jiri Zlatuska
Dean FI
signed electronically*