

Measure of the Faculty of Arts, Masaryk University No. 5/2019

**SCHOLARSHIP PROGRAMME TO SUPPORT STUDENTS'
SOCIAL, CULTURAL, AND ARTISTIC ACTIVITIES**

(as amended, in effect as of 1 October 2022)

In accordance with Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (the Act), I issue the following Measure:

Section 1

Introductory provisions, purpose of the scholarship programme

- (1) The scholarship programme to support students' social, cultural, and artistic activities is announced by the dean of the Faculty of Arts, Masaryk University (hereinafter referred to as "FF MU") in accordance with the Masaryk University Scholarship Regulations, Section 3, Subsection 1, Letter b).
- (2) The purpose of the scholarship programme is to support and reward exceptional achievements by students of the Bachelor's, continuing Master's, Master's, and doctoral study programmes in creative, cultural, and artistic activities that contribute to the growth of social life at FF MU and the public representation of the FF MU, see Masaryk University Scholarship Regulations, Section 7, Subsection 1 and 2, Letter b) (as amended and in effect as of 1 July 2017).
- (3) Examples of such activities are:
 - a) organizing discussions and lectures,
 - b) organizing cultural and artistic activities (exhibitions, concerts, theatre performances, etc.),
 - c) publishing student magazines,
 - d) preparing social activities with a faculty-wide impact or contributing significantly to strengthening the faculty's reputation.
- (4) For the purposes of this Measure, a role or function referred to in masculine nouns or pronouns shall be understood as being in "generic masculine" and can be performed by persons of any gender, i.e.:
 - a) "dean" means a dean of any gender,
 - b) "vice-dean" means a vice-dean of any gender,
 - c) "bursar" means a bursar of any gender,
 - d) "student" means a student of any gender,
 - e) "applicant" means an applicant of any gender.

- (5) Scholarships are awarded by the dean following a proposal by a scholarship committee composed of five students, representatives of the academic community of FF MU (hereinafter referred to as the "scholarship committee"). The term of office of the members of the scholarship committee lasts from 1 January to 31 December of the same calendar year, although individual members may hold office repeatedly, but for a maximum of six semesters during their studies at Masaryk University.
- (6) Members of the scholarship committee are selected by the student chamber of the FF MU academic senate (hereinafter referred to as "SKAS FF MU") on the basis of a selection procedure. The selection procedure is announced on 1 November and lasts until 14 November of each calendar year. After the applications of individual candidates have been collected, SKAS FF MU will announce the composition of the scholarship committee by 21 November.
- (7) The scholarship committee consists of a chair, a vice-chair, and three ordinary members. The chair of the scholarship committee is responsible for publishing all documents related to the current scholarship round and presides over the public meetings of the scholarship committee. In the event of the chair's absence, the vice-chair shall assume the chair's duties. The chair and vice-chair shall be elected by the scholarship committee at its first meeting from among its members.
- (8) In the event that a member of the scholarship committee is forced to resign during their term of office, a replacement will be called from among the other applicants from the most recent selection process. If it is not possible to find a suitable candidate, a member of SKAS FF MU will take the member's place on the scholarship committee.
- (9) If a member of the scholarship committee fails to properly perform the duties related to membership on the scholarship committee, that member may be removed by the vice-dean for teacher training programmes and life-long education or by SKAS FF MU. Failure to hand in completed reports, failure to appear at the scholarship committee meeting without being excused in advance, and failure to respond to e-mail communications are considered to be violations of duties related to membership in the scholarship committee. Prior to being dismissed, the scholarship committee member must be warned at least once of the violation of their duties, either by the vice dean for teacher training programmes and life-long education or by a member of SKAS FF MU.

Section 2

Duration of the scholarship programme

The scholarship programme is announced for an indefinite period starting on 1 January 2020.

Section 3

Source of funding for the scholarship programme

The source of funding for scholarships is the FF MU scholarship fund. The budget of the programme is filled twice per academic year, for each individual round, always in the amount of CZK 220,000. Any remaining balance of the amount allocated for a given semester is carried over to the following semester.

Section 4

Terms and conditions of the scholarship programme

- (1) The scholarship programme is intended exclusively for FF MU students.
- (2) Student clubs registered by the dean's office on the FF MU website through their representatives may apply for the scholarship. In justified cases, individuals or

groups of students associated for the purpose of one-off events or short-term projects may also apply for a scholarship.

- (3) One student project can be supported with a maximum of CZK 60,000.

Section 5

Selection of projects

- (1) The selection of student projects is carried out by the scholarship committee. Applications are evaluated twice per academic year, always within 14 days after the deadline of the current scholarship round according to the established criteria. The criteria for the scholarship programme are attached as Appendix 1 to this Measure. Any changes to the criteria shall be published by the scholarship committee at least 30 days before the closing date of the current scholarship round.
- (2) The deadline is always the last working day of the month of the scholarship round. The scholarship rounds are set for the months of February and September.
- (3) The final amount of the scholarship to be awarded is decided by the dean following a proposal by the scholarship committee.

Section 6

Application procedure

- (1) Students apply for financial support by completing the scholarship application form, which is attached as Appendix 2 to this Measure (available for download at <https://is.muni.cz/auth/do/phil/STSP/>). The application is submitted by entering it into the relevant section of the Documents application in the MU information system at <https://is.muni.cz/auth/do/phil/STSP/> and simultaneously sending it to the e-mail address of the FF MU vice-dean for teacher training programmes and life-long education by the deadline of the scholarship round.
- (2) The proposal for the amount of the scholarship is part of the application form, which includes:
 - a) basic information about the applicant: name, surname, title, UIN, field of study, name of the club they represent, and bank account number to which the scholarship is to be sent;
 - b) a description of the project for which the requested funds are to be used;
 - c) the amount of funding requested and the specification of its use;
 - d) recommendation of the proposed project by one FF MU academic staff member;
 - e) specification of how FF MU's support of the project will be made public;
 - f) specification of how the project will be documented and presented;
 - g) the applicant's agreement to publish the basic data of the application on the FF MU website (i.e. name of the student(s), name of the club, name of the project, and project description);
 - h) the applicant's consent to publish photographs or other records of the project on the FF MU website and social networks.
- (3) The financial support cannot be used for reimbursement of:
 - a) fees for the event organisers;
 - b) rewards for lecturers from the MU academic community;
 - c) the costs of advertising campaigns to generate profit (for example, book sales or introductory courses) or the costs of promoting projects from which the authors or organisers are entitled to remuneration or profit;
 - d) purchase of technical equipment.

Section 7

Delivery of the decision and payment of the scholarship

- (1) Delivery of the decision on the award of the scholarship is governed by Section 14 of the Masaryk University Scholarship Regulations.
- (2) Once awarded, the scholarship is paid in instalments; the number, amount, and due dates of each instalment are determined by the decision awarding the scholarship, but usually in one instalment before the implementation of the project for which the scholarship was awarded.

Section 8

Project clearance, final report, sanctions

- (1) The successful scholarship applicant is obliged to prepare a final report after the end of the project in which they evaluate how the scholarship support was used to implement the supported project. The report must include a statement of accounts, information on how the applicant published information about the FF MU support and, if applicable, documentation of the event (photo, audio, video, etc.). The report shall be stored in the STSP student clubs folder (<https://is.muni.cz/auth/do/phil/STSP/>) in the MU information system no later than 30 days after the end of the project. A sample final report form is attached as Appendix 3 to this Measure. Completion and proper accounting of all actions, without exception, must be completed no later than 15 December of each current year.
- (2) The agenda of checking the final reports is carried out by the members of the scholarship committee.
- (3) Scholarship recipients who fail to meet the conditions set out in the scholarship award decision will lose their eligibility to receive this type of scholarship for the remainder of their studies.

Section 9

Final provisions

- (1) This Measure repeals FF MU Measure No. 5/2019 Scholarship Programme for the Support of Students' Social, Cultural, and Artistic Activities as amended on 19 December 2019 and effective as of 1 January 2020. This Measure follows the Masaryk University Scholarship Regulations.
- (2) I authorize the vice-dean for teacher training programmes and life-long education to interpret the individual provisions hereof and to continuously update this Measure.
- (3) Compliance with this Measure shall be verified by the vice-dean for teacher training programmes and life-long education.
- (4) This Measure shall enter into force on the date of signature.
- (5) This Measure shall take effect from 1 October 2022.

Appendixes: No. 1 - Criteria and Procedures for Evaluating Applications under a Scholarship Programme to Support FF MU Students' Social, Cultural, and Artistic Activities
No. 2 - Model Application Form
No. 3 - Sample Final Report Form

signed electronically
doc. Mgr. Irena Radová, Ph.D.
Dean