

INSTRUCTIONS REGARDING THE SCHOLARSHIP AWARD SCHEME OF THE GOVERNMENT OF THE CZECH REPUBLIC

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I. General information about higher education in the Czech Republic

Higher education in the Czech Republic has a long-standing tradition stretching back to the 14th century, when Charles IV founded one of the world's oldest universities in Prague in 1348.

Universities, as the highest tier in the education system, are supreme centres of education, independent knowledge and creativity, and play a central role in the scientific, cultural, social and economic development of society. There are currently 26 public universities, two state universities and 43 private universities in the Czech Republic.

The conditions of higher-education study and the relationship between autonomous universities and the state are regulated by the Universities Act (Act No. 111/1998 on universities and amending certain other acts, as amended).

Higher education is achieved by participating as a student in an accredited study programme offered by a university, and by pursuing a set form of study in accordance with a curriculum. This curriculum lays down the timeframe and sequence of subjects, the form of study, and the method employed in examining the results of study. The form of study expresses whether a student is enrolled in full-time studies, distance learning, or a combination of these.

The Universities Act provides for the following types of study programmes:

- a) The **bachelor study programme**, which focuses on laying the foundations for the pursuance of a profession or for the study of master's courses. A bachelor study programme directly applies contemporary knowledge and methods; it also embraces theoretical observations to

the extent required. The standard period of study, including practical training, is a minimum of three and a maximum of four years. Studies are duly rounded off with a final state examination, which usually includes a defence of the bachelor thesis. Graduates receive the academic title ‘bakalář’ (Bachelor), abbreviated as ‘Bc.’ (used before the holder’s name), or in the field of art ‘bakalář umění’ (Bachelor of Arts), abbreviated as ‘BcA.’ (used before the name).

- b) The **follow-up master study programme**, which follows on from a bachelor study programme. The standard period of study is a minimum of one and a maximum of three years.
- c) The **master study programme**, which does not follow on from a bachelor study programme. The standard period of study is a minimum of four and a maximum of six years.

Master programmes concentrate on the acquisition of theoretical knowledge based on the current state of scientific knowledge, research and development, the skills to handle the application thereof, and the development of creative potential. Studies are duly rounded off with a final state examination, which includes the defence of a diploma thesis. Students of medicine or veterinary medicine and hygiene complete their courses on passing a ‘state viva voce’.

In response to developments in European higher education, and in a effort to harmonize the structure of higher education at most universities, the four- to six-year master study programmes have been transformed into a two-tier system: a bachelor study programme (3 – 4 years) and a follow-up master study programme (1 – 3 years). This structured study will enable more students to obtain a university degree and should reduce the risk of students dropping out of universities after several years without obtaining any formal qualifications.

Master study programmes with a standard period of study of 4 – 6 years are available in selected fields of study, such as medicine, dentistry, veterinary medicine and law. In other fields, these longer master programmes are rare and are currently intended in the main to enable current students to complete their studies.

Graduates of master study programmes are awarded the following academic titles (used before their name):

- in the fields of economics, technical sciences and technology, agriculture, forestry and military affairs: ‘inženýr’, abbreviated as ‘Ing.’,
- in the field of architecture: ‘inženýr architekt’, abbreviated as ‘Ing. arch.’,
- in the field of medicine: ‘doktor medicíny’, abbreviated to ‘MUDr.’,
- in the field of dentistry: ‘zubní lékař’, abbreviated as ‘MDDr.’,
- in the field of veterinary medicine and hygiene: ‘doktor veterinární medicíny’, abbreviated as ‘MVDr.’,
- in the field of art: ‘magistr umění’, abbreviated as ‘MgA.’,
- in other fields: ‘magistr’, abbreviated as ‘Mgr.’.

Graduates of master study programmes who have been awarded the academic title ‘magistr’ may sit a ‘state viva voce’ (including the defence of a viva voce thesis) in the same field of study. Students who pass this examination are awarded the corresponding academic title below (used after their name):

- in the field of law: ‘doktor práv’, abbreviated as ‘JUDr.’,
- in the field of humanities, teaching or social sciences: ‘doktor filozofie’, abbreviated as ‘PhDr.’,
- in the field of natural sciences: ‘doktor přírodních věd’, abbreviated as ‘RNDr.’,
- in the field of pharmacy: ‘doktor farmacie’, abbreviated as ‘PharmDr.’,

- in the field of theology: ‘licenciát teologie’, abbreviated as ‘ThLic.’ or ‘doktor teologie’, abbreviated as ‘ThDr.’.

d) The **doctoral study programme**, which focuses on scientific research and independent creative activity in a field of research and development, or on independent theoretical and creative activity in the field of art. The standard period of study is a minimum of three and a maximum of four years. Studies progress according to an individual study plan under the guidance of a tutor. The studies are duly completed by means of a state doctoral examination and the defence of the student’s dissertation, which must include original and published results or results accepted for publication.

Graduates of doctoral study programmes are awarded the academic title ‘doktor’, abbreviated as ‘Ph.D.’ (used after the name), or, in the field of theology, the title ‘doktor teologie’, abbreviated as ‘Th.D.’ (used after the name).

Up-to-date information about the accredited study programmes and fields of study available are published by universities on their websites (see the attached directory of public universities in the Czech Republic).

An overview of accredited study programmes in the Czech Republic is also available at:

http://www.msmt.cz/uploads/soubory/vysoke_skoly/studprog/CelkovyprehledASpr10042007.xls
, <http://www.studyin.cz> ,

Admissions

A prerequisite for admission to a bachelor or master study programme is completion of full secondary education or full secondary vocational training; a prerequisite for admission to a follow-up master’s degree course is the due completion of studies in the related bachelor study

programme; a prerequisite for admission to a doctoral study programme is the due completion of studies in a master study programme.

A university or faculty may set further conditions for admission. The fulfilment of the set conditions is generally verified by means of an entrance examination.

Basic information on the admission procedure, such as the deadline for applications, their form – written or electronic, conditions for admission, the deadline for and method of verification of the fulfilment of those conditions, the form and framework content of entrance examinations, the criteria for the evaluation of those examinations, and the maximum number of students admitted to a given study programme are published well in advance by the faculty or university.

The dean of a faculty makes decisions on admissions to study programmes offered by that faculty. The rector of a university makes decisions on admissions to study programmes offered by that university.

Studies

Applicants who have been informed of the decision to admit them are entitled to enrol. Applicants enrol at university, or at the component of a university running the given study programme, in the time limit set by that university or relevant component thereof. On the date of enrolment, applicants become students.

Studies are broken down into semesters (the winter semester usually begins in September, the summer semester in February), years or blocks. Each semester, year or block is composed of a teaching and examination period and a holiday period.

The academic year lasts for 12 calendar months; the start of the academic year is set by the rector.

Students study within the scope of their chosen study programme; they select subjects and create a study plan in accordance with the rules of the study programme. They sit examinations in accordance with the conditions laid down for their study programme or by the rules of study and

examination. Those students who satisfy the obligations set for their study programme or by the rules of study and examination are entitled to register for the next stage of their study programme.

Interruption of studies

Studies under a study programme may be interrupted, once or repeatedly, provided that the relevant conditions laid down in the rules of study and examination are respected. A university's rules of study and examination set the maximum aggregate period of interruption. Those interrupting their studies do not hold the status of student during any such periods of interruption.

Completion of studies

Students may graduate on completion of their studies in the relevant study programme.

A higher-education diploma and diploma supplement are accepted as proof of the due completion of studies and the conferral of the corresponding academic title.

Studies may be terminated:

- if students abandon their studies
- if students fail to comply with the requirements of the study programme in accordance with the rules of study and examination
- on expulsion from studies for a disciplinary infringement (i.e. breach of obligations laid down by legislation or the internal regulations of a university or part thereof), or in cases where students have been admitted as a result of fraud or deception

Study fees

Higher education in the Czech Republic is essentially free of charge at public universities.

The Universities Act provides only for the following study fees:

- a fee for the admission procedure
- a fee for teaching provided in a foreign language
- a fee for protracted studies (where students remain in a programme for longer than the standard period of study plus one year)
- a fee for further studies (if a graduate of a bachelor or master study programme decides to study another bachelor or master programme; this does not apply to graduates of bachelor study programmes enrolled in follow-up master study programmes or in cases where regular study programmes run parallel to each other for a duration not exceeding the standard period study of one of them)

The amount, form of payment, and due date of fees are set and published by the university.

Scholarships granted by universities

University students may be awarded scholarships.

Scholarships are granted to students by the university or faculty in accordance with its internal scholarship rules.

Directory of public universities in the Czech Republic

(for further information - see www.studyin.cz)

Website	University	Address
http://www.amu.cz	Academy of Performing Arts, Prague	Malostranské náměstí 12, 118 00 Praha 1
avu.cz	Academy of Fine Arts, Prague	U Akademie 4, 170 22 Praha 7
cuni.cz	Charles University, Prague	Ovocný trh 5, 116 36 Praha 1
cvut.cz	Czech Technical University, Prague	Zikova 4, 166 34 Praha 6
czu.cz	Czech University of Life Sciences, Prague	Kamýcká 129, 165 21 Praha 6
jamu.cz	Janáček Academy of Music and Performing Arts, Brno	Beethovenova 2, 662 15 Brno
jcu.cz	University of South Bohemia, České Budějovice	Branišovská 31, 370 05 České Budějovice
mendelu.cz	Mendel University , Brno	Zemědělská 1, 613 00 Brno
muni.cz	Masaryk University, Brno	Žerotínovo náměstí 9, 601 77 Brno
osu.cz	University of Ostrava, Ostrava	Dvořákova 7, 701 03 Ostrava 1
slu.cz	Silesian University, Opava	Na Rybníčku 626/1,

		746 01 Opava
uhk.cz	University of Hradec Králové	Rokitanského 62, 500 003 Hradec Králové
ujep.cz	Jan Evangelista Purkyně University, Ústí nad Labem	Hoření 13, 400 96 Ústí nad Labem
upce.cz	University of Pardubice	Studentská 95, 532 10 Pardubice
upol.cz	Palacký University, Olomouc	Křížkovského 8, 771 47 Olomouc
utb.cz	Tomas Bata University, Zlín	Nám. T.G.Masaryka 5555, 760 01 Zlín
vfu.cz	University of Veterinary and Pharmaceutical Sciences, Brno	Palackého 1-3, 612 42 Brno
vsb.cz	VŠB – Technical University of Ostrava	17. listopadu 15, 708 33 Ostrava - Poruba
vscht.cz	Institute of Chemical Technology, Prague	Technická 1905/5, 166 28 Praha 6
vse.cz	University of Economics, Prague	náměstí Winstona Churchilla 4, 130 67 Praha 3
vslib.cz	Technical University of Liberec	Studentská 2, 461 17 Liberec
vspji.cz	College of Polytechnics	Tolstého 16, 586 01 Jihlava
vstecb.cz	Institute of Technology and Economy, České Budějovice	Okružní 10, 370 01 České Budějovice

vsup.cz	Academy of Arts, Architecture and Design, Prague	náměstí Jana Palacha 80, 116 93 Praha 1
vutbr.cz	Brno University of Technology	Antonínská 1, 601 90 Brno
zcu.cz	University of West Bohemia, Plzeň	Univerzitní 8, 306 14 Plzeň

II. Czech government scholarships

Up-to-date information about government scholarships is available at:

<http://www.msmt.cz/mezinarodni-vztahy/stipendia-vlady-ceske-republiky-rozvoje-zeme> and
<http://www.msmt.cz/international-cooperation-1/government-scholarships-developing-countries>

Scholarships for citizens of developing countries to study at Czech public universities are a key element of the Czech Republic's international development cooperation and have a long-standing tradition.

From the end of the 1950s to the present, more than 20,000 foreign nationals have graduated from Czech public universities thanks to a scholarship from the Government of the Czech Republic.

As part of its international development cooperation, the Czech Republic offers scholarships to foreign nationals for the standard period of study in bachelor, master, follow-up master and doctoral study programmes. Places at public universities in the Czech Republic earmarked for funding with government scholarships are created – further to Czech government resolutions – in a joint project run by the Ministry of Education, Youth and Sports (MoEYS) (www.msmt.cz) and the Ministry of Foreign Affairs (MoFA) (www.mzv.cz).

The conditions and procedures for the granting of Czech government scholarships are regulated by the Instructions regarding the Scholarship Award Scheme of the Government of the Czech Republic and the corresponding MoEYS scholarship programme.

The fulfilment of specific tasks concerning the study arrangements for grantees at public universities in compliance with the Instructions regarding the Scholarship Award Programme of the Government of the Czech Republic and the relevant MoEYS scholarship programme is overseen by the Centre for International Services (www.dzs.cz).

The Czech Republic currently provides scholarships for the following types of study programmes at public universities:

- bachelor study programme taught in Czech,
- master study programme taught in Czech,
- follow-up master study programme taught in English,
- doctoral study programme taught in English,

and for studies at a Charles University centre for language and preparatory studies, preceding the admission to study programmes taught in Czech.

Scholarships are granted by the Ministry of Education, Youth and Sports in accordance with the scheme for the support of study by foreign nationals in the Czech Republic, managed by the education minister.

In the procedure for the award of scholarships for bachelor and master study programmes **in Czech**, one of the factors taken into account is the **list of recommended field of studies**, updated in line with the needs of specific countries and with consideration for development cooperation projects under way; this list is part of the annual offer of Czech government scholarships to individual countries.

Scholarships for follow-up master and doctoral study programmes **in English** are granted to students in selected study programmes in the fields of **economics, business, information science, civil engineering and agriculture**.

The list of fields of study which can be studied in English at Czech public universities with a Czech government scholarship:

School, faculty	Programme of study	Field of study
UK CERGE	DSP	6201 Economics
UK FSV-IES	MSPN	6201 Economics
MZLU FA	DSP	1407 Agricultural chemistry
UHK FIM	MSPN	Information Management N6209 System Engineering and Informatics
ČZU FTECH	MSPN	Technology and Environmental Engineering N4110
ČZU FPEK	MSPN	System Engineering and Informatics N6209
ČZU FLD	MSPN	Forestry, Water and Landscape Management N4107
ČZU FAPPZ	MSPN	Natural Resources and Environment N4153

The Czech government scholarship will not be granted for the study of other fields of study in English.

The text below describes the conditions and procedures for the granting of Czech government scholarships.

The procedure for government scholarships to cover courses in English differs in certain respects from the procedure applied to courses in Czech. Accordingly, please ensure that you focus on the correct section.

1. Scholarships for bachelor or master study programmes in Czech

1.1. Applications

Scholarship applications for the new academic year, together with the necessary documents, must be submitted to the Czech mission in the applicant's country in the time limit set by the mission.

Applicants who have long-term residence in the Czech Republic at the time of their application submit the necessary documents via the MoFA Development Cooperation Department by 31 December of the preceding year.

Applicants submit the following documentation in duplicate (in two separate, identical sets):

- a) the **application form**, with a photograph attached, filled in completely and legibly, preferably in English or Czech, typed or written in block letters, including the applicant's permanent addresses for at least the past two years, a photocopy of the applicant's travel document, if issued, a specification of study plans and a structured curriculum vitae containing information about each course started and completed by the applicant, including the addresses of the educational institutions, information about the applicant's employment (company name, address, position and job description), and a list of any stays and journeys abroad in the previous five years.

- b) a **declaration of acquaintance with the Instructions** regarding the Scholarship Award Scheme of the Government of the Czech Republic
(Annex 1),
- c) a **declaration of acquaintance with the Conditions for the provision of health care**
(Annex 2)
- d) for the purposes of the admission procedure for full-time bachelor or master study programmes:
- **an officially certified copy of a certificate confirming the completion of secondary education (preferably a translation into Czech certified by the competent mission of the Czech Republic)**
 - a list of subjects taken in the individual grades of secondary education, and the number of lessons devoted to them (**teaching plan**), or confirmation of the scope of practical training (**preferably a translation into Czech certified by the competent mission of the Czech Republic**)
 - **an officially certified translation into Czech** of the certificate confirming the completion of secondary education and of the list of subjects taken in the individual grades of secondary education (preferably a translation into Czech certified by the competent mission of the Czech Republic)
 - (applicants for study of technical fields submit also an officially certified year-end school reports)

Unless provided otherwise by an international treaty, the authenticity of signatures and stamps on original foreign certificates and the fact that the school is recognized in the state where the foreign certificate was issued must be certified by the competent mission of the Czech Republic and by the foreign ministry of the country where the foreign school issuing the certificate is seated, or by a notary in that country (**super-legalization**).

Certificates of education issued in states with which the Czech Republic has entered into a convention regarding legal aid in civil matters that contains provisions on the mutual recognition of documents without the need for their further authentication do not require authentication of the signature and stamp on the original certificates of education by a mission of the Czech Republic and the foreign ministry or a notary in the state in which the school is seated. These documents may be presented **without further legalization**.

For certificates of education issued in states which are signatories to the Convention Abolishing the Requirement of Legalization for Foreign Public Documents, adopted on 5 October 1961 in the Hague (the Hague Convention), final legalization takes the form of an **apostille** issued by the competent authority of that state. More detailed information about which particular authority is competent to issue an apostille certificate is provided by the Czech mission or by the local authorities of the state concerned.

For admission procedure requirements, the validity of foreign certificates documenting previous completed education and the level of education attained by an applicant must be **recognized** in the Czech Republic.

An application to the provincial authority in the province where a foreign national resides in the Czech Republic must be submitted for recognition of certificates of secondary or post-secondary vocational training.

(In case of certificates of higher education, a public university offering a study programme similar in content to that completed by the foreign national must be requested for recognition of the certificates. For more details, see the information relating to follow-up master programmes and doctoral programmes.)

If the Czech Republic is bound by an international treaty on the equivalence of qualifications with the country where the foreign school is established and recognized, the competent provincial authority issues a certificate on the **recognition of the equivalence** of the foreign certificate of education.

If the Czech Republic is not bound by an international treaty on the equivalence of qualifications with the country where the foreign school is established and recognized, the competent provincial authority is responsible for deciding whether to recognize the validity of a foreign certificate in the Czech Republic (**validation**).

Where a foreign certificate has been issued by a foreign school with an educational programme implemented by agreement with the Ministry of Education, Youth and Sports of the Czech Republic, this ministry decides whether to validate the certificate.

The Ministry of the Interior is responsible for deciding on the validation of a foreign certificate relating to police and fire protection operations, and for issuing certificates on the recognition of their equivalence.

- e) **an officially certified copy of the applicant's birth certificate**, translated into Czech and legalized by a mission of the Czech Republic (required for the application for a personal ID number),
- f) **a medical certificate on the candidate's state of health**, not more than two months old, with an official translation into English or Czech.

For the requirements of admission procedure, which may take place at multiple public universities, and for the requirements of validation, we recommend that course applicants have several copies of the documents referred to under points d) and e) with them when they arrive in the Czech Republic.

Officially certified copies – not originals – of documents are submitted.

Only complete documentation will be assessed. Documentation not complying with the requirements above will not be discussed and will be returned without further justification due to incompleteness.

1.2. Material provisions and financial arrangements for grantees

Under a Decision of the Ministry of Education, Youth and Sports, a Czech government scholarship is granted for three- to four-year **bachelor** study programmes or four- to six-year **master** study programmes, where grantees participate in a specific study programme – taught in Czech – at a public university (or faculty thereof) as **full-time** students for a period equal to the standard duration of the studies. Scholarships are not transferable to other persons or to different academic years. As soon as a scholarship is awarded, it is not possible to change the selected public university, study programme, or field of study. Appeals against decisions may be lodged in the set time limit with the MoEYS, Karmelitská 7, 118 12 Praha 1.

Before the start of studies in a specific university study programme, a scholarship is granted for a one-year course in a foundation year at a centre for language and preparatory studies of the Charles University Institute for Language and Preparatory Studies (ÚJOP UK).

On admission to a university, students are required to immediately submit an application for a Scholarship Award for a standard period of study in respect of the study programme for which

they have been admitted; they submit this application, via their centre for language and preparatory studies, to the Study Department of the Centre for International Services of the Ministry of Education, Youth and Sports. On the basis of this application, the student receives the Scholarship Award for the support of studies in a given field of study for the **standard period of study**. Universities will not disburse scholarships to students who fail to take receipt of a Scholarship Award and fail to confirm receipt thereof.

Scholarships are disbursed to students only over the period referred to in the decision of the Ministry of Education, Youth and Sports of the Czech Republic.

A scholarship covers the strictly necessary costs of living and studying in the Czech Republic. The amount of a scholarship is adjusted regularly; it currently stands at CZK 9,000 per month for students enrolled in bachelor's and master's degree courses and CZK 9,500 per month for doctoral students. The scholarship includes an amount intended to cover the cost of accommodation.

The costs of accommodation, food and public transport are covered by grantees out of their own resources under the same conditions as students who are Czech citizens. Contractual travel insurance and potential above-standard health care are covered by the grantees out of their own resources.

If foreign grantees exceed the standard period of study or duration over which the scholarship is granted for a bachelor or master programme, they forfeit the status of government scholarship grantee. As is the case for Czech citizens, they are required to pay fees set by the university for an extension to their studies out of their own resources. They may remain in the Czech Republic when the disbursement of their government scholarship has ended only if they assume personal liability, i.e. provided that they make all the arrangements

connected with a Czech residence permit, studies, health care, accommodation, board, etc., at their own expense. The same applies if they interrupt their studies.

1.3. Arrival in the Czech Republic, international travel expenses

All students are required to make arrangements to arrive in the Czech Republic by the set date. The grantees are required to begin their study stay no later than 30 days from the start date of their stay as stated in the Scholarship Award. A later start is possible only if the grantee is prevented from arriving in the Czech Republic due to grave obstacles. The grantee is required to provide a written notification of such circumstances, supported by the relevant documents, well in advance; however no later than 30 days from the start date of the stay as stated in the Scholarship Award.

If the start date of the stay is changed on the basis of documents proving the existence of objective obstacles that prevent the grantee from beginning the stay in due time, the receiving side can reserve accommodation for the grantee at a different address than stated in the Scholarship Award.

If the grantee does not begin his/her stay within 30 days of the start date stated in the Scholarship Award and fails to provide the written notification mentioned above, the scholarship as well as the reserved accommodation are cancelled as of the date following the expiry of the 30 day period after the start date of the stay as stated in the Scholarship Award.

No students can be accepted for courses after 15 October.

All students are required to notify that they will not be taking up the scholarship and that they will not be coming to the Czech Republic, as soon as they learn of this situation, by sending an e-mail to vladni.stipendia@dzs.cz.

All students are required to announce the time and date of their arrival to the transit office by sending an e-mail to ujop@ruk.cuni.cz.

On arrival in the Czech Republic, all grantees are required to make their way to the transit office for foreign students at their own expense; this office is situated at:

Charles University, Prague

Institute for Language and Preparatory Studies

Vratislavova 10

Praha 2

phone: 00420/224990455, 00420/224990411

fax: 00420/224990440

e-mail: ujop@ruk.cuni.cz

They must also **comply with the duty of registration.**

Each student insured via the transit office (UJOP) receives the original copy of the insurance contract (scanned copy of the contract will be sent in due time before the student's arrival to the respective diplomatic mission in order to mark the visa) and hands over a signed Consent with the terms and conditions of the insurance presented to him in advance by the diplomatic mission.

The transit office is open 24 hours a day over the period set for the arrival of grantees. At the transit office, students receive all the assistance they need; in addition to instructions and information, they receive help with their transport arrangements to their appointed centre for language and preparatory studies outside Prague.

On arrival in the Czech Republic, everyone must reckon on initial financial expenses, out of their own resources, of approximately CZK 3,000 – CZK 5,000 for administrative fees connected with their studies, and other costs as required (e.g. clothing, the translation and validation of documents, etc.).

Before departing for the Czech Republic, all grantees must take due note of the **climate in Central Europe** and select clothing accordingly. In the winter (December to March) temperatures can fall to as low as -20 °C (-4 °F).

Travel expenses to the Czech Republic and subsequently from the Czech Republic to the applicant's home country on completion of studies **are covered** by the party which nominated the foreign national for study in the Czech Republic, or **by the foreign nationals themselves out of their own resources; in case of death, the cost of transporting the body and related expenses are borne by survivors.**

2. Scholarships for follow-up master or doctoral study programmes in English

2.1. Applications

Scholarship applications for the new academic year, together with the necessary documents, must be submitted to the Czech mission in the applicant's country in the time limit set by the mission so that these applications are at the disposal of the Ministry of Foreign Affairs of the Czech Republic and the Ministry of Education, Youth and Sports of the Czech Republic in Prague by **15 January**.

Applicants who have long-term residence in the Czech Republic at the time of their application submit the necessary documents via the MoFA Development Cooperation Department by 31 December of the preceding year.

A **sound knowledge of English** is a prerequisite for the award of a Czech government scholarship to study a course in English.

Applicants' knowledge of English is evidenced, if possible, by means of an internationally-recognized certificate (e.g. TOEFL, IELTS or APIEL). **All applicants are required to participate in a general entrance interview and test of English held at a Czech mission;** scholarship candidates who reside long term in the Czech Republic at the time the application is submitted take the interview and test at the MoEYS Centre for International Services.

Applicants submit the following documentation in duplicate (in two separate, identical sets):

- a) the **application form**, with a photograph attached, filled in completely and legibly, preferably in English or Czech, typed or written in block letters, including the applicant's permanent addresses for at least the past two years, a photocopy of the applicant's travel document, if issued, a specification of study plans and a structured curriculum vitae containing information about each study started and completed by the applicant, including the addresses of the educational institutions, information about the applicant's employment (company name, address, position and job description), and a list of any stays and journeys abroad in the previous five years.
- b) a **declaration of acquaintance with the Instructions** regarding the Scholarship Award Scheme of the Government of the Czech Republic

(Annex 1),

c) a **declaration of acquaintance with the Conditions for the provision of health care**

(Annex 2)

d) for the purposes of the admission procedure for full-time study:

da) follow-up master study programmes:

- an officially certified copy of a diploma, certificate or other similar **document confirming the due completion of a bachelor study programme** (preferably a translation into Czech certified by the competent mission of the Czech Republic).

- an officially certified copy of a **diploma supplement**, or a list of lectures and examinations taken, including their scope and the grade awarded (preferably a translation into Czech certified by the competent mission of the Czech Republic).

- **an officially certified translation into Czech** of the certificate confirming the due completion of bachelor study programme and the Supplement to Diploma, or a list of lectures and examinations taken, including their scope and the grade awarded (preferably a translation into Czech certified by the competent mission of the Czech Republic).

db) doctoral study programmes:

- an officially certified copy of a diploma, certificate or other similar **document confirming the due completion of a master study programme**

- an officially certified copy of a **diploma supplement**, or a list of lectures and examinations taken, including their scope and the grade awarded

- **an officially certified translation into Czech** of the certificate confirming the due completion of master study programme and the Supplement to Diploma, or a list of lectures and examinations taken, including their scope and the grade awarded (preferably a translation into Czech certified by the competent mission of the Czech Republic).

- **and:**

- a summary of published work

- an outline of the expert issue on which the candidate is to concentrate in the doctoral study programme

- an idea of the direction to be taken by the dissertation (3 – 5 pages)

- two letters of recommendation from teaching staff of a higher-education institution

- where appropriate, further documents on skills development and professional/scientific activities to date.

Unless provided otherwise by an international treaty, the authenticity of signatures and stamps on original diplomas and other documents relating to education must be certified by the foreign ministry of the state in which the university issuing the document is seated, or by the competent foreign authority, and by the relevant Czech mission in/for the country where the university issuing the diploma is seated (**super-legalization**).

Diplomas and other documents relating to education issued in states with which the Czech Republic has entered into a convention regarding legal aid in civil matters that contains provisions on the mutual recognition of documents without the need for their further authentication do not require authentication of the signature and stamp on the original certificates of education by a mission of the Czech Republic and the foreign ministry or competent authority of the state in which the school is seated. These documents may be presented **without further legalization**.

For diplomas and other documents relating to education issued in states which are signatories to the Convention Abolishing the Requirement of Legalization for Foreign Public Documents, adopted on 5 October 1961 in the Hague (the Hague Convention), final legalization takes the form of an **apostille** issued by the competent authority of that state. More detailed information about which particular authority is competent to issue an apostille certificate is provided by the Czech mission or by the local authorities of the state concerned.

For admission procedure requirements, the validity of foreign certificates documenting previous completed education and the level of education attained by an applicant must be **recognized** in the Czech Republic.

At the request of a graduate from a foreign university, a certificate on the recognition of higher education abroad, or part thereof, shall be issued by:

- a public university which offers a study programme of similar content
 - the Ministry of Education, Youth and Sports if the Czech Republic is bound by an international treaty on the mutual recognition of the equivalence of qualifications
 - the Ministry of Defence in respect of university qualifications in the field of military affairs
 - the Ministry of the Interior in respect of university qualifications in the field of security services.
- e) **an officially certified copy of the applicant's birth certificate**, translated into Czech and legalized by a mission of the Czech Republic (required for the application for a personal ID number),
- f) **a medical certificate on the candidate's state of health**, not more than two months old, with an official translation into English or Czech.
- g) **an internationally-recognized certificate evidencing proficiency in English.**

For the requirements of admission procedure, which may take place at multiple public universities, and for the requirements of validation, we recommend that course applicants have several copies of the documents referred to under points d) and e) with them when they arrive in the Czech Republic.

Officially certified copies – not originals – of documents are submitted.

Only complete documentation will be assessed. Documentation not complying with the requirements above will not be discussed and will be returned without further justification due to incompleteness.

2.2. Material provisions and financial arrangements for grantees

Under a Decision of the Ministry of Education, Youth and Sports, a Czech government scholarship is granted for one- to three-year **follow-up master** study programmes or three- to four-year **doctoral** study programmes, where grantees participate in a specific study programme – taught in English – at a public university (or faculty thereof) as **full-time** students for a period equal to the standard duration of the studies. Scholarships are not transferable to other persons or to different academic years. As soon as a scholarship is awarded, it is not possible to change the selected public university, study programme, or field of study. Appeals against decisions may be lodged in the set time limit with the MoEYS, Karmelitská 7, 118 12 Praha 1.

Scholarships will not be disbursed to students who fail to take receipt of a Scholarship Award and fail to confirm receipt thereof.

Scholarships are disbursed to students only over the period referred to in the decision of the Ministry of Education, Youth and Sports of the Czech Republic.

A scholarship covers the strictly necessary costs of living and studying in the Czech Republic. The amount of a scholarship is adjusted regularly; it currently stands at CZK 9,000 per month for students enrolled in bachelor's, master's and follow-up master's degree courses and CZK 9,500 per month for doctoral students. The scholarship includes an amount intended to cover the cost of accommodation.

The costs of accommodation, food and public transport are covered by grantees out of their own resources under the same conditions as students who are Czech citizens. Contractual travel

insurance and potential above-standard health care are covered by the grantees out of their own resources.

If foreign grantees exceed the standard period of study or duration over which the scholarship is granted for a follow-up master or doctoral programme, they forfeit the status of government scholarship grantee. As is the case for Czech citizens, they are required to pay fees set by the university for an extension to their studies out of their own resources. They may remain in the Czech Republic when the disbursement of their government scholarship has ended only if they assume personal liability, i.e. provided that they make all the arrangements connected with a Czech residence permit, studies, health care, accommodation, board, etc., at their own expense. The same applies if they interrupt their studies.

2.3. Arrival in the Czech Republic, international travel expenses

All students are required to make arrangements to arrive in the Czech Republic by the set date. This date is set in the scholarship award; no students can be accepted for courses after 15 October.

The grantees are required to begin their study stay no later than 30 days from the start date of their stay as stated in the Scholarship Award. A later start is possible only if the grantee is prevented from arriving in the Czech Republic due to grave obstacles. The grantee is required to provide a written notification of such circumstances, supported by the relevant documents, well

in advance; however no later than 30 days from the start date of the stay as stated in the Scholarship Award.

If the start date of the stay is changed on the basis of documents proving the existence of objective obstacles that prevent the grantee from beginning the stay in due time, the receiving side can reserve accommodation for the grantee at a different address than stated in the Scholarship Award.

If the grantee does not begin his/her stay within 30 days of the start date stated in the Scholarship Award and fails to provide the written notification mentioned above, the scholarship as well as the reserved accommodation are cancelled as of the date following the expiry of the 30 day period after the start date of the stay as stated in the Scholarship Award.

The grantees are required to begin their study stay no later than 30 days from the start date of their stay as stated in the Scholarship Award. A later start is possible only if the grantee is prevented from arriving in the Czech Republic due to grave obstacles. The grantee is required to inform of these circumstances in writing and with supplied evidence in due course, however no later than 30 days from the start date of the stay as stated in the Scholarship Award.

If the start date of the stay is changed on the basis of supplied evidence of objective obstacles preventing the grantee from beginning the stay in due time, the receiving side can reserve accommodation for the grantee at a different address than stated in the Scholarship Award.

If the grantee does not begin his/her stay within 30 days of the start date stated in the Scholarship Award and fails to inform of it in the above manner, the scholarship as well as the reserved accommodation are cancelled as of the day following the 30 day period after the start date of the stay as stated in the Scholarship Award.

All students are required to notify that they will not be taking up the scholarship and that they will not be coming to the Czech Republic, as soon as they learn of this situation, by sending an e-mail to vladni.stipendia@dzs.cz.

All students are required to announce the time and date of their estimated arrival by sending an e-mail to ujop@ruk.cuni.cz.

On arrival in the Czech Republic, all grantees make their way, at their own expense, to the seat of the university which admitted them, register at their designated place of accommodation specified in the Scholarship Award, fulfil their registration obligation within three days of arriving in the Czech Republic (unless the accommodation facility does so on their behalf), and enrol at the university/faculty where the study programme for which they were granted a scholarship is to take place. On completing and signing a Personal Sheet they are registered as Czech Republic government scholarship grantees.

On arrival in the Czech Republic, everyone must reckon on initial financial expenses, out of their own resources, of approximately CZK 3,000 – CZK 5,000 for administrative fees connected with their studies, and other costs as required (e.g. clothing, the translation and recognition of documents, etc.).

Before departing for the Czech Republic, all grantees must take due note of the **climate in Central Europe** and select clothing accordingly. In the winter (December to March) temperatures can fall to as low as -20 °C (-4 °F).

Travel expenses to the Czech Republic and subsequently from the Czech Republic to the applicant's home country on completion of studies are covered by the party which nominated the foreign national for study in the Czech Republic, or **by the foreign nationals themselves out**

of their own resources; in case of death, the cost of transporting the body and related expenses are borne by survivors.

3. Cessation of a right to a scholarship

A right to a scholarship expires:

- a) during any interruption of studies or on completion of studies,
- b) during a government scholarship grantee's absence from the Czech Republic, if this absence lasts for longer than 30 successive calendar days,
- c) The right to an awarded scholarship also expires and the scholarship is not disbursed if applicants fail to commence language and preparatory studies or fail to enrol for the study programme for which the scholarship has been awarded without submitting a duly reasoned request for the postponement of the study start date within 30 calendar days of the study start date (usually by 1 October of the respective year). After 15 October of the respective year, a government scholarship grantee cannot be admitted and the scholarship place is cancelled,
- d) if a government scholarship grantee obtains authorization to stay in the Czech Republic within the scope of permanent residence, based on a residence permit.
- e) on the day that another (amending) scholarship award enters into force that is issued to the foreign national concerned by the Ministry of Education, Youth and Sports, including on the foreign national's own initiative, based on a change in circumstances central to the assessment of the original scholarship application, or based on the discovery of incorrect information in the original application and documentation submitted

- f) if government scholarship grantees are present in the Czech Republic for less than 15 calendar days in any given month for reasons other than study purposes, only **half the amount** of the awarded monthly scholarship is disbursed for that month,

The disbursement of a scholarship ends:

if students:

- a) abandon their studies
- b) are expelled from their course
- c) obtain a scholarship award based on deception or false information
- d) engage in other activities which are to contrary to legislation in force in the Czech Republic

In cases where the disbursement of their scholarship ends, foreign nationals are required to return to their home country without undue delay.

4. Residence of aliens in the Czech Republic

Aliens may travel to the Czech Republic for study purposes only provided that they are granted a **visa for a stay of more than 90 days for study purposes** in accordance with Act No 326/1999 on the residence of aliens in the Czech Republic and amending certain acts. As soon as applicants receive a Scholarship Award, they **apply for a visa without undue delay**.

Visa applications are submitted at a Czech mission on the relevant official and completely filled-in form. Aliens are required to attach the following to an application for a visa to reside in the Czech Republic for more than 90 days for study purposes:

- a) a travel document,

- b) **a document proving the purpose of the stay in the country (the Scholarship Award** issued by the Ministry of Education, Youth and Sports of the Czech Republic, in which the amount of the scholarship, the accommodation address and coverage of healthcare costs are specified), Before the visa is affixed, the foreigner is required to present ***a travel health insurance document issued by the insurance company which is authorized to provide this health insurance in the territory of the Czech Republic (in accordance with Section 180j of the amendment to Act No. 326/1999*** on the residence of aliens in the Czech Republic and amending certain acts effective from 1 January 2010). Students chosen to study at UJOP can acquire travel insurance through UJOP (necessary to send the name, date of birth and passport number to the Department of Development Cooperation of the MoFA). Other students are required to make their own travel health insurance arrangements.
- c) an extract from the records of the Crime Register of the Czech Republic (only a completed form) and a similar document from the state of which the alien is a citizen, and from any states where the alien has resided continuously for longer than six months in the last three years, as the basis for an assessment of the alien's clean criminal record, or an affirmation in cases where the state concerned does not issue such documents,
- d) two rectangular photographs (35 mm x 45 mm) standing on the shorter edge, with straight or rounded corners, between 0.13 mm and 0.27 thick, with a frontal of the person's face (looking into the lens). The minimum distance between the upper edge of the head and the upper edge of the photograph is 2 mm. The minimum length of the facial part of the head, comprising the distance from the root of the nose to the chin, is 13 mm. Retouching or other modification of the negative or positive is not permitted.
- e) At the request of a diplomatic mission or the police, a medical report stating that the applicant does not suffer from any serious diseases may be required. The submission of such a report may be demanded especially in cases where there is good reason to believe that the applicant may suffer from a serious disease.

A visa for residence of longer than 90 days is granted by the police, and is valid for a maximum of 365 days. Proceedings take place in Czech, which means that all legal requirements relating to the application must be in Czech and must not be more than 180 days old (except for the alien's travel document and photographs). A stay in the country which is shorter than the validity period of the visa for residence over 90 days may be repeatedly extended by the police at the alien's request provided that the purpose for which the visa is granted does not cease; these extensions may last until the expiry of the visa. Applicants staying in the country temporarily on the basis of a visa for residence over 90 days who wish to remain in the country for a period longer than one year are entitled to apply for a long-term residence permit provided that the reason for their stay remains the same. Aliens are required to submit applications for a visa extension or applications for a long-term residence permit to the competent alien police department no earlier than 90 days and no later than 14 days before the visa expiry date. Aliens pay an administrative fee for visas. The police cancel a visa for residence over 90 days if an alien has been convicted of an intentional crime, fails to comply with the purpose of the stay for which the visa was granted, or requests the cancellation of the visa him- or herself. There is no legal entitlement to a visa. **All applicants must apply for a visa extension in person on the set date without being urged, and must pay the set fee.**

At border control on arrival in the Czech Republic, aliens are required, at the request of the police, to produce a valid travel document of which they are the holder, a valid Czech visa for residence over 90 days for study purposes, and a completed, signed border pass containing their photograph.

Under Section 93 of Act No 326/1999, foreign students who do not take up the possibility of accommodation offered by a public university are required to notify the police of their place of residence in the country within three working days of entering the country.

Up-to-date information on visas is available from Czech diplomatic missions.

5. Conditions for the provision of health care

Health care (unless otherwise stated by law) is provided and paid for to the government grantees to the extent specified in the insurance contract concluded by the government grantee with the respective insurance company.

The grantees take out the health insurance themselves and at their own expense (UJOP students can do so via UJOP UK – see Appendix 3).

The health care costs not covered by the travel health insurance are paid by the students themselves out of their own resources.

The government grantee can apply for a compensation for increased living costs in connection with the travel health insurance contract or the initial medical examination. The grantee can apply in writing at: Studijní oddělení DZS, Na Poříčí 1035/4, 110 00 Praha 1. The application must contain a proof of payment for the health insurance. The MoEYS decides on the amount and form of compensation for the increased living costs. There is no automatic entitlement to this compensation. (Students, who are provided travel health insurance via UJOP UK do not submit an application for compensation).

In accordance with Section 180j of Act No. 326/1999 on the residence of aliens in the Czech Republic, the applicant is required to present a travel health insurance document issued by an insurance company authorized to provide this health insurance in the territory of the Czech Republic before the visa is affixed to his/her travel document. This travel health insurance document proves that in case of illness or injury, the grantee will have the medical costs covered, including the costs of transport to the country, whose travel document the grantee holds, or to a different country in which the grantee has a residence permit, up to the amount of at least EUR

30,000, for the period of the stay in the territory of the Czech Republic and without the copayment by the insured.

The list of insurance companies authorized to provide insurance in the territory of the Czech Republic in accordance with act No. 326/1999 can be found at the official website of the Czech National Bank:

http://www.cnb.cz/cnb/JERRS.WEB15.BASIC_LISTINGS_RESPONSE_3?p_lang=cz&p_DATUM=11.02.2010&p_hie=HI&p_rec_per_page=25&p_ses_idx=17

If the student is already insured via an international insurance company, it is necessary to verify whether this insurer is authorized to operate in the territory of the Czech Republic. Please verify this at the Czech National Bank website:

http://www.cnb.cz/cnb/JERRS.WEB15.BASIC_LISTINGS?p_lang=cz

If the student is unable to pursue his/her studies for medical reasons, a repatriation proposal will be submitted. On the basis of this proposal, the Ministry of Education, Youth and Sports will ask the government grantee to return to his/her home country within the set time period and will terminate his/her scholarship payments. As of the date of the termination of scholarship payments, the student loses his/her status of a government grantee and from the next day has to pay for all costs related to his/her treatment and stay in the Czech Republic himself/herself.

Foreign students-government grantees (as well as Czech citizens) have to cover the following costs:

1. Regulatory fee of CZK 30 for each visit at the:
 - general practitioner

- general practitioner for children and youth
- gynaecologist
- specialized doctor (e.g. surgeon, orthopaedist, urologist, neurologist, etc.)
- clinical psychologist
- dentist

Regulatory fee is not paid in case of:

- preventive check-up at the GP, gynaecologist or dentist
- over-the-phone consultation with a doctor
- laboratory or diagnostic examination in case it was requested by the respective doctor (e.g. X-ray, sonograph, etc.)
- prescription for medication without medical examination

2. Regulatory fee of CZK 30 at the pharmacy

- for each medication fully or partially covered by the health insurance

If there are two different medications on one prescription, the patient has to pay CZK 30 for each of them, i.e. CZK 60.

3. Regulatory fee of CZK 60

- each day spent in an institutional care (hospitalization)

4. Regulatory fee of CZK 90

- for each use of an emergency room at a medical facility (during weekends and national holidays and on work days from 5 PM to 7 AM)

Declaration

of acquaintance with the Instructions regarding the scholarship award scheme of the Government
of the Czech Republic

I, country:, date of birth:
.....

hereby confirm, as an applicant seeking a scholarship from the government of the Czech Republic, that I have received and carefully studied the Instructions regarding the scholarship award scheme of the government of the Czech Republic.

I declare that if a scholarship is granted to me under a Scholarship Award of the Ministry of Education, Youth and Sports of the Czech Republic and I accept the scholarship, I **accept the conditions** of my stay in the Czech Republic for study purposes as laid down in the Instructions.

I am fully aware of the fact that breach of the conditions referred to in the Instructions will result in the withdrawal of the scholarship by the Ministry of Education, Youth and Sports. On termination of the disbursement of the scholarship, I will lose the status of a government scholarship grantee and I am obliged to leave the Czech Republic.

I further declare that I shall devote myself fully to my studies and that I shall return to my home country on completion of my studies in the Czech Republic or in the event of a breach of the conditions laid down in the Instructions.

I am also aware of the fact that the financial expense of travelling to the Czech Republic and returning to my home country on completion of my studies is not covered by the Czech authorities and it is my duty to cover this expense out of my own resources or with the assistance of the government which has nominated me to study in the Czech Republic, unless provided otherwise in the Instructions.

Done at, on

.....

signature of the scholarship applicant

received on behalf of the Czech mission

Declaration

of acquaintance with the Conditions for the provision of health care

I, country:, date of birth:
.....

hereby confirm, as an applicant seeking a scholarship from the government of the Czech Republic, that I have carefully studied the Conditions for the provision of health care over the duration of the scholarship.

I declare that if a scholarship is granted to me under a Scholarship Award of the Ministry of Education, Youth and Sports of the Czech Republic and I accept the scholarship, I **accept these conditions**.

I am fully aware of the fact that, in cases specified by the Conditions for the provision of health care laid down for Czech Republic government scholarship grantees in the event of a breach of the set conditions, the Ministry of Education, Youth and Sports will withdraw my scholarship. On termination of the disbursement of the scholarship, I will lose the status of a government scholarship grantee and I am obliged to leave the Czech Republic.

Done at, on

.....

signature of the scholarship applicant

received on behalf of the Czech mission