GUIDELINES FOR GRANTING SCHOLARSHIPS OF THE GOVERNMENT OF THE CZECH REPUBLIC

upon Government Resolution No. 77 as of 28th January 2019
on the Strategy of the Program for Granting Development Scholarships for the Period 2019-2024

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1 Scholarships of the Government of the Czech Republic – General Information

Granting scholarships to citizens from developing countries (referred to as "scholarship holders") for studies at Czech public higher education institutions (referred to as "universities") is an important part of the foreign development cooperation of the Czech Republic and has a long tradition. From the late 1950s to the present day over 20 thousand foreign nationals have completed their studies at Czech universities with a scholarship of the Government of the Czech Republic.

Government scholarships for studies at universities in the Czech Republic are governed by a Resolution of the Government of the Czech Republic No. 77 as of 28th January 2019 as part of a joint foreign development cooperation program pursued by the Ministry of Education, Youth and Sports (https://msmt.gov.cz/) and the Ministry of Foreign Affairs (https://mzv.gov.cz/), implemented in cooperation with the Ministry of Health (https://mzd.gov.cz/).

The terms and conditions, as well as the procedures for granting scholarships of the Government of the Czech Republic, are governed by the Guidelines for Granting Scholarships of the Government of the Czech Republic, and by the pertinent Ministry of Education, Youth and Sports scholarship programme promoting the studies of foreign nationals in the Czech Republic that is announced by the Minister of Education, Youth and Sports.

Specific tasks related to providing for the studies of scholarship holders at universities in accordance with the Guidelines for Granting Scholarships of the Government of the Czech Republic and the Ministry's scholarship programme are carried out by the Czech National Agency for International Education and Research (https://www.dzs.cz/).

Within the scope of foreign development cooperation, the Czech Republic provides scholarships for the following studies:

- **pursued in the Czech language:**
  - Follow-up Master's study programmes (two to three-year-long) in selected areas of study,
  - Language and preparatory study (one-year long) – provided by the Institute for Language and Preparatory Studies of Charles University (https://ujop.cuni.cz/),
- **pursued in the English language:**
  - Selected follow-up Master's study programmes (two-year-long programmes),
  - Selected Doctoral study programmes (three- to four-year-long programmes).

A scholarship of the Government of the Czech Republic for studies in the English language may only be granted if the applicant has an advanced knowledge of English. An applicant for a scholarship of the Government of the Czech Republic is obliged to sit an online entrance English language test in the course of his/her application submission.

Scholarships for studies in the Czech language are granted with a view to a list of recommended areas of study, updated according to the needs of specific countries, and also with regard to ongoing development cooperation projects. The list is enclosed with the annual offer of scholarships of the Government of the Czech Republic for the individual countries. Students select a university only in the course of their language and preparatory studies and subsequently they submit an application to study at a selected university in the given deadline.

Overview of universities in the Czech Republic:

- in the Czech language: https://msmt.gov.cz/vzdelavani/vysoke-skolstvi/prehled-vysokych-skol-v-cr-3,
- In the English language: https://msmt.gov.cz/areas-of-work/tertiary-education/public-higher-education-institutions-websites.

List of accredited study programmes: https://regvssp.msmt.cz/registrvssp/csplist.aspx.

An overview of selected study programs offered in English:
https://msmt.gov.cz/eu-and-international-affairs/government-scholarships-developing-countries.

Upon a Decision of the Ministry of Education, Youth and Sports, scholarships of the Government of the Czech Republic are granted to support the study of a specific follow-up master's or doctoral program, in full-time form for the standard length of study. Scholarships are not transferable to other persons or other academic years. Once a scholarship is granted, neither the university nor the study programme and/or language of study may be changed.

The scholarships are dedicated solely to promoting the studies of foreign nationals from developing third countries. Neither a citizen of the Czech Republic, nor a citizen of the European Union, nor any other foreign national with a permanent residence permit in the territory of the Czech Republic may therefore apply for a scholarship.

2 Application Form Submission, Deadlines and Forms

Each applicant is obliged to fill in an electronic application form available at **http://registr.dzs.cz/registr.nsf at the latest by 30 September 2024**. The successful applicant starts studying in the academic year 2025/2026.

The date from which application forms may be submitted electronically is published on the website of the Embassy of the Czech Republic in the country to which the scholarships were offered for the given academic year (hereinafter referred to as "the Embassy" or "the relevant Embassy") and of Ministry of Education, Youth and Sports. The applicant shall carefully fill in all the blank boxes of the application form whilst observing the instructions for each box. Each applicant can register only once and submit only one application.

By filling in the application form, the applicant is successfully registered. The application is considered complete only after taking the general knowledge test and the English language test, if relevant. If the applicant's application is accepted to proceed to the next round of the selection procedure, the Embassy shall ask the selected applicants to attend an interview. The most successful candidates will be invited to submit complete documentation within the deadline set by the Embassy. Proposals for scholarships will be sent from the Embassy to the Ministry of Foreign Affairs and subsequently submitted to the Ministry of Education, Youth and Sports by 31 December 2024.

Applicants who have a command of the Czech language corresponding to at least the B2 level on the CEFR scale may also apply for a scholarship of the Government of the Czech Republic. These applicants do not need to undertake the one-year-long language and preparatory studies at the Institute for Language and Preparatory Studies. Obtaining a scholarship to study in the Czech language without completing Language and Preparatory Studies is possible only if they fill in the electronic application form at http://registr.dzs.cz/registr.nsf, take the general knowledge test, attend an interview conducted by the relevant Embassy and successfully pass the admission procedure to study the selected accredited study programme within the prescribed deadline and under the terms and conditions set by the relevant public university in the Czech Republic. Upon receipt, they are required to send the certificate of admission to study in the university Czech-medium study program concerned to the following address: Dům zahraniční spolupráce, Na Poříčí 1035/4, 110 00 Praha 1.

Applicants who have already been regular students enrolled in an accredited study programme at a university in the Czech Republic at the time designated as the deadline for submitting applications for the scholarships of the Government of the Czech Republic shall fill in the electronic application form available at http://registr.dzs.cz/registr.nsf. They are then obliged to send the required documentation in two original copies to the following address: Ministerstvo zahraničních věcí, Odbor rozvojové spolupráce a humanitární pomoci, Loretánské náměstí 5, 118 00 Praha 1 – Hradčany by 20 December 2024. These applicants do not have to sit an interview.

The decision on granting the scholarship will be delivered to successful applicants through the respective Embassy by the end of June 2025. Applicants who are already enrolled in an accredited study programme at a university in the Czech Republic at the time of submitting their application form receive the decision on scholarship award through their universities.

3 Submitted Documentation

Applicants for a scholarship of the Government of the Czech Republic shall submit the documentation **in two copies** (i.e. two separate identical folders). Only complete documentation that meets the requirements stated below. Documentation that does not meet all the requirements shall be officially returned without any further reasoning.

In order for an applicant to be admitted to study at a university, his/her documents proving foreign educational attainment must be recognised in the Czech Republic. It is advisable that when travelling to the Czech Republic, students should have at least two extra copies of the documents necessary for the admission procedure and for the recognition of foreign educational attainment with them. Applicants who start studying directly at a university without a year of language and preparatory studies should secure recognition of their previous education before arriving in the Czech Republic. The actual procedure is published on the university website.

If it is not possible to have the relevant documents translated into the Czech language according to the requirements specified below in the country of the applicant's citizenship, where s/he is applying for a scholarship, the applicants may enclose their certified translation by a sworn translator/interpreter into the English language.

3.1 Application Form

All applicants shall register and duly complete the electronic application form available on the website stated in Chapter 2. The application can only be accepted if it is completed, including the necessary tests, and then sent electronically.

Following a successful interview, candidates must also submit, alongside other documents, a printed application form that meets the following requirements:

- It shall be filled in using the Roman alphabet, if possible, in English or in Czech;
- The assigned application identification number shall be stated in the upper right corner;
- A photo (45 mm x 35 mm) shall be printed or glued in the designated place;
- All boxes shall be completely and truthfully filled in pursuant to the instructions for each box;
- The applicant shall pay special attention to the content of a box entitled "**Motivation Letter**" in which s/he shall briefly describe his/her expectations in terms of future studies, the practical application of the learning and the benefit for the country of the applicant's citizenship, to which the Czech Republic has allocated government scholarships for the academic year 2025/2026;
- A printed copy of the application form shall be **signed** by the applicant **by his/her own hand**.

3.2 Documents Submitted by Applicants for a Follow-up Master's Study Programme

Upon request, applicants for a follow-up Master's study programme shall submit the following documents **in two copies** to the relevant Embassy:

- Application Form for a Scholarship of the Government of the Czech Republic ("Application Form") that meets the requirements stated in Chapter 3.1;
- CV with a focus on studies and employment;
- Photocopy of his/her passport, if issued;
- Declaration about the Acceptance of the Terms and Conditions Governing the Granting of Scholarships of the Government of the Czech Republic (**signed by his/her own hand**);
- Declaration about the Acceptance of the Terms and Conditions Governing the Provision of Health Services (**signed by his/her own hand**);

- Affirmation on Return to the Country of Origin upon Completion of Studies (**signed by his/her own hand**);
- Legalised copy of his/her birth certificate with a certified translation into the Czech language;
- Medical confirmation about the applicant's health no more than two months old with a certified translation into English or into Czech (Annex No. 4);
- Legalised copy of a foreign diploma or similar document proving due completion of a Bachelor's study programme with a certified translation into the Czech language by a sworn translator/interpreter entered in the list of experts and interpreters in the Czech Republic;
- Legalised copy of a Diploma Supplement or list of completed subjects and examinations including their scope and grades achieved with a certified translation into the Czech language;
- Additional information proving that the completed study programme was provided by an institution entitled to provide university education, with a certified translation into the Czech language by a sworn translator/interpreter entered in the list of experts and interpreters in the Czech Republic;
- Additional information about the content of foreign university education.

3.3 Documents Submitted by Applicants for a Doctoral Study Programme Pursued in the English Language

Upon request, applicants for a doctoral study programme shall submit the following documents **in two copies** to the relevant Embassy:

- Application Form for a Scholarship of the Government of the Czech Republic ("Application Form") that meets the requirements stated in Chapter 3.1;
- CV with a focus on studies and employment;
- Photocopy of his/her passport, if issued;
- Declaration about the Acceptance of the Terms and Conditions Governing the Granting of Scholarships of the Government of the Czech Republic (**signed by his/her own hand**);
- Declaration about the Acceptance of the Terms and Conditions Governing the Provision of Health Services (**signed by his/her own hand**);
- Affirmation on Return to the Country of Origin upon Completion of Studies (**signed by his/her own hand**);
- Legalised copy of his/her birth certificate with a certified translation into the Czech language;
- Medical confirmation about the applicant's health no more than two months old with a certified translation into English or into Czech (Annex No. 4);
- Legalised copy of a foreign diploma or similar document proving due completion of a Follow-up Master's Study Program with a certified translation into the Czech language by a sworn translator/interpreter entered in the list of experts and interpreters in the Czech Republic;
- Legalised copy of a Diploma Supplement or list of completed subjects and examinations including their scope and grades (marks) achieved with a certified translation into the Czech language;
- Additional information proving that the study programme was provided by an institution entitled to provide university education, with a certified translation into the Czech language by a sworn translator/interpreter entered in the list of experts and interpreters in the Czech Republic;
- Additional information about the content of foreign university education;
- Overview of publication activity;
- Overview of expert topics on which the applicant wishes to focus in the Doctoral study programme;
- Ideas about the focus of the dissertation thesis (3 to 5 pages long);
- Two letters of recommendation by professors teaching at an academic institution;
- If applicable, other documents proving the applicant's qualifications advancement and scholarly/scientific activity to date.

3.4 Documents Submitted by Applicants Who Are Regular Students of an Accredited Study Programme at a University in the Czech Republic at the Time Designated as the Deadline for the Submission of Scholarship Application Forms

Applicants who are regular students at an accredited study programme at a university in the Czech Republic at the time designated as the deadline for the submission of application forms shall submit the following documents **in two copies** through Ministerstvo zahraničních věcí České republiky (Odbor rozvojové spolupráce a humanitární pomoci):

Applicants for a follow-up Master's study programme submit:

- Application Form for a Scholarship of the Government of the Czech Republic ("Application Form") that meets the requirements stated in Chapter 3.1;
- CV with a focus on studies and employment;
- Photocopy of his/her passport, if issued;
- Declaration about the Acceptance of the Terms and Conditions Governing the Granting of Scholarships of the Government of the Czech Republic (**signed by his/her own hand**);
- Declaration about the Acceptance of the Terms and Conditions Governing the Provision of Health Services (**signed by his/her own hand**);
- Affirmation on Return to the Sending Country upon Completion of Studies (**signed by his/her own hand**);
- Legalised copy of his/her birth certificate with a certified translation into the Czech language;
- Medical confirmation about the applicant's health no more than two months old with a certified translation into English or into Czech unless it is issued in the Czech language (Annex No. 4);
- Study confirmation issued by the pertinent university where they currently study;
- Document stating all the results of his/her studies up to date.

Applicants for a Doctoral study programme scholarship shall also in addition to the above submit the following:

- Overview of expert topics on which the applicant wishes to focus in the Doctoral study programme;
- Letter of recommendation by a thesis supervisor/professor at the university where the Doctoral study programme is/will be taking place or a letter of acceptance (i.e. preliminary confirmation of admission) issued by a university in the Czech Republic that shall admit the applicant as a holder of a scholarship from the Government of the Czech Republic;
- If applicable, other documents proving the applicant's qualifications advancement and scholarly/scientific activity to date.

3.5 Recognition of Foreign University education and Elements of Submitted Documents

The condition for admission to study in a master's study program, which follows on from a bachelor's study program, is the proper completion of studies in a bachelor's, master's or doctoral study program.

The condition for admission to study in the doctoral study program is the proper completion of studies in the master's study program and in the field of art also obtaining an academic degree.

3.5.1 Ways of proving the fulfilment of the condition of previous university education for admission to study at a public university

a) a public university with the granted institutional accreditation

The condition of previous education is proved directly within the admission procedure by presenting a foreign university qualification - i.e. a certificate of foreign university education obtained by completing a university program at a foreign university operating under foreign law (diploma or otherwise called a similar document issued by a foreign university), and a list of completed subjects and examinations (diploma supplement, transcript of academic records or similar document).

The register of public universities with granted institutional accreditation is published here: https://regvssp.msmt.cz/registrvssp/inak.aspx

b) a public university without granted institutional accreditation

The condition of previous education is proved by a certificate of recognition of foreign higher education and qualification in the Czech Republic, issued by a Czech public university or the Ministry of Education, Youth and Sports. The qualification means directly a diploma or similar document issued by a foreign university.

The certificate is issued in administrative proceedings at the request of the applicant by a public university implementing a similar (comparable) study program in the Czech Republic. The Ministry of Education, Youth and Sports decides exclusively in cases where a similar (comparable) study program is not taught in the Czech Republic by any public university; otherwise it generally acts as an appellate body in administrative proceedings.

Information on the conditions of the procedure, the application form for the issuance of a certificate and contacts to the responsible officials are always available on the websites of public universities.

The Ministry of Education, Youth and Sports provides the following general information:

https://msmt.gov.cz/areas-of-work/tertiary-education/recognition-of-foreign-higher-education-in-the-czech?lang=2

https://msmt.gov.cz/vzdelavani/skolstvi-v-cr/nostrifikace-uznani-zahranicniho-zakladniho-stredniho-a?lang=1

RECOGNITION_OF_FOREIGN_EDUCATION_EN.docx, MŠMT ČR (msmt.cz)

3.5.2 Requirements for Submitted Documents

The authenticity of signatures and stamps on originals of diplomas and other educational documents - unless an international agreement provides otherwise, must be verified by the Ministry of Foreign Affairs of the state in which the university that issued the document is located or by the relevant foreign authority and the Czech Embassy in / for the country where the university that issued the diploma is located (so-called superlegalization).

As for diplomas and other documents proving educational attainment issued in states that have signed the Convention Abolishing the Requirement of Legalization for Foreign Public Documents adopted in The Hague on 5 October 1961 ("Hague Convention"), final legalisation is done by means of an Apostille by the pertinent body of the state. Further information about what body has the jurisdiction to issue a clause in the form of an Apostille can be provided by the Embassy of the Czech Republic or local authorities of the given state. A list of countries and apostille authorities is available here: https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41).

For foreign language diplomas and other diplomas issued by foreign universities, a certified translation into the Czech language is required. Documents issued directly by foreign universities in the English language are often accepted by public universities; however, a translation may be requested in the proceedings. The certified translation is prepared by a court interpreter (the list of court interpreters is available on the website of the Ministry of Justice at https://justice.cz/ - experts and interpreters) or the Embassy of the Czech Republic in the given country.

The applicant acts in person in the proceedings but may be represented on the basis of a written power of attorney by an agent.

4 Arrival in the Czech Republic

Students must arrange their arrival in the Czech Republic in such a way that they can commence their studies on the date laid down in the Decision on Granting a Scholarship. Studies may be commenced later only if there are objectively serious obstacles that prevent the nominated student from travelling to the Czech Republic. The nominated student shall provide notification of these circumstances in writing and shall demonstrate them sufficiently in advance, but no later than within 30 days from the date of commencement laid down in the Decision on Granting a Scholarship.

If the date of commencement of the stay is changed after the proof of objective obstacles that prevent the nominated student from commencing his/her studies on the due date, the receiving party may book accommodation at a different address than the one stated in the proof of accommodation.

If a student does not commence studies within 30 days from the date of commencement of the stay laid down in the Decision on Granting a Scholarship without proper justification, both the scholarship and accommodation booking shall be cancelled after the 30-day time limit from the date of commencement laid down in the Decision on Granting a Scholarship has elapsed.

Each student shall e-mail the following information to: vladni.stipendia@dzs.cz:

- Scheduled arrival date; or
- That s/he shall not use the scholarship and shall not travel to the Czech Republic as soon as s/he learns of this situation.

Upon arrival in the Czech Republic each student shall register (check in) as a government scholarship holder, i.e. s/he shall fill in his/her Personal Information Sheet and shall receive a student number. All government scholarship holders are registered by a pertinent employee of the International Student Office of the Institute for Language and Preparatory Studies of Charles University. If a student has not registered at the International Student Office, the registration shall be done by an employee of the pertinent university who is in charge of enrolment.

The student shall also present a medical certificate of his/her current state of health, with an official translation into English or Czech, unless the certificate is issued in the Czech language (Annex No. 5). The certificate must not be older than 3 months before the date of arrival in the Czech Republic.

If the student holds a long-term visa for the purpose of study, he/she is obliged to fulfil the registration duty upon arrival, announcing his/her arrival in person to the relevant Alien Police Department within 3 working days from entering the territory of the Czech Republic (this does not apply if the aforementioned duty has already been accomplished by the accommodation provider). Students who hold long-term residence permits for the purpose of study and enter the territory of the Czech Republic using the entry visa (so called D/VR) are obliged to present themselves at the appropriate office of the Department of Asylum and Immigration Policy of the Ministry of the Interior (designated according to the place of residence in the Czech Republic) within 30 calendar days from the date of entry in the territory of the Czech Republic, where their biometric data, i.e. their face scan and fingerprints, will be collected for a subsequently issued residence permit card.

Upon arrival in the Czech Republic students should be prepared to pay initial expenses of CZK 3,000 to 5,000 for administrative fees related to their studies and/or additional expenses according to their needs (e.g. clothing, translations, document legalisation, etc.).

Before departing for the Czech Republic, students should take into account the Central European climate and bring adequate clothing. Temperatures in winter (December-March) may drop to -20 °C (- 4 °F).

4.1 Arrival of Scholarship Holders Admitted to Studies in the Czech Language

Government scholarship holders admitted to study at the Institute for Language and Preparatory Studies of Charles University shall travel to the International Student Office at their own cost after they arrive in the Czech Republic. The International Student Office is a centre established by the Institute for Language and Preparatory Studies that is open at the time scheduled for student arrival and that provides assistance to government scholarship holders upon their arrival in the Czech Republic.

During the scheduled student arrival period the International Student Office is in operation 24 hours a day, 7 days a week. Students are given all the help they need, receive further instructions and information and assistance with arranging transportation to the pertinent Study Centre of the Institute for Language and

Preparatory Studies located outside of Prague, with their registration and with their statutory obligation to register in the Czech Republic.

Each student shall notify at least 5 working days in advance an official of the International Student Office of the date and approximate time of his/her scheduled arrival in the Czech Republic by phone: +420 724 076 495 or by e-mail: tranzit@ujop.cuni.cz. The International Student Office has its seat at the Hotel Krystal, José Martího 2/407, 162 00 Praha 6 – Veleslavín, Study department, door No. 191.

4.2 Arrival of Scholarship Holders Admitted to Studies in the English Language Who Immediately Commence Their Studies

Upon arrival in the Czech Republic at the International Student Office, government scholarship holders shall, at their own cost, travel to the seat of the university where they have been admitted to study, shall accommodate themselves at the address laid down in the Decision on Granting a Scholarship, and shall enrol for studies at the pertinent university/Faculty where the study programme for which they have been granted the scholarship is provided. The students may also make use of further services provided by the International Student Office (e.g. registration, accommodation upon arrival in the Czech Republic before they travel to the seat of the university) if they request those services well in advance at the following e-mail addresses: vladni.stipendia@dzs.cz and tranzit@ujop.cuni.cz.

5 Language and Preparatory Studies

Before commencing a specific study programme at a university in the Czech language, applicants are granted a scholarship for a one-year-long study in a prep year at the Institute for Language and Preparatory Studies of Charles University.

In the course of their language and preparatory studies students shall make arrangements to have their foreign education recognised, submit an application to study at a university and go through the admission procedure for the on-site mode of study of follow-up Master's study programme at a university.

Upon admission to a university, the student is obliged to submit without delay to the Czech National Agency for International Education and Research (Dům zahraniční spolupráce), through the Institute for Language and Preparatory Studies, an application to issue a Decision on Granting the Scholarship for a regular period of study of the study programme into which s/he has been admitted. The scholarship holder shall supplement the application form with a certificate proving completion of a one-year language and preparatory studies course for the study at universities. If the student does not provide the required certificate, a B2 level Czech Language Certificate Exam (CCE) pursuant to the Common European Framework of Reference shall also be accepted. An incomplete application form shall be disregarded. On the basis of a complete application form a Decision on Granting the Scholarship shall be issued to the student to support his/her studies of a specific field of study in a specific study programme for a regular period of study.

6 Material and Financial Provision for Scholarship Holders

Scholarships of the Government of the Czech Republic are granted upon a Decision of the Ministry of Education, Youth and Sports to support studies in the Czech language (for Follow-up Master's study programmes), to support studies in the English language (for selected Follow-up Master's and Doctoral study programmes, and to support one-year-long language and preparatory studies for those scholarship holders who have applied for a scholarship to pursue their studies in the Czech language.

A government scholarship holder who studies the last grade of a Master's study programme and wishes to continue his/her studies and pursue a Doctoral study programme following successful completion of Master's study shall submit a new application for granting a scholarship for the period of study of the Doctoral study programme, i.e. s/he shall fill in an electronic application form at http://registr.dzs.cz/registr.nsf by 30 September 2024 (see Chapter 2).

If a student fails to accept a Decision on Granting a Scholarship and fails to confirm its acceptance with his/her signature, the scholarship cannot be paid to him/her.

Scholarship is paid to the student for a period laid down in the Decision by the Ministry of Education, Youth and Sports unless the entitlement to the scholarship ceases for any reason stated in Chapter 7.

The scholarship covers the necessary costs related to staying and studying in the Czech Republic. Currently the amount of scholarship paid to students on a follow-up Master's study programme stands at CZK 16,000 per month, whereas the amount paid to students of a Doctoral study programme stands at CZK 17,000 per month.

Costs of accommodation, food and public transport are covered by scholarship holders from the scholarship under the same conditions that apply to students who are citizens of the Czech Republic.

Should health services exceeding standard care be required by the scholarship holder, s/he shall cover them at his/her own cost (see Chapter 9).

Travel expenses for travelling to the Czech Republic and back to the student's home country are paid by the party that nominated the student to study in the Czech Republic or by the foreign national at his/her own cost.

If a scholarship holder exceeds the regular period of study and/or the period for which scholarship has been granted to him/her, s/he shall lose the status of a government scholarship holder. Like a citizen of the Czech Republic, s/he shall thereafter be obliged to pay the fees designated by the school for prolonging his/her studies at his/her own cost. After payment of the government scholarship is terminated, the student may stay in the territory of the Czech Republic only at his/her own responsibility if s/he arranges and pays for all the requirements related to obtaining a residence permit to stay in the Czech Republic, his/her study, provision of health services, accommodation and food, etc. at his/her own cost. The same applies if a student interrupts his/her studies.

7 Cessation of Entitlement to Scholarship

A foreign national shall not be entitled to a scholarship granted pursuant to the Ministry of Education, Youth and Sports scholarship programme and payment shall not be made:

a) During his/her absence from the territory of the Czech Republic if this absence lasts longer than 30 consecutive calendar days and is not part of specific study obligations outside the territory of the Czech Republic (starting from the month in which the foreign national has completed the time limit of 30 calendar days of consecutive absence from the territory of the Czech Republic);
b) During the interruption of his/her studies (starting from the calendar month that follows the month in which the interruption commenced). If a foreign national is not present in the territory of the Czech Republic in a given month for more than 15 calendar days for other than study reasons and if his/her entitlement to the scholarship does not cease pursuant to paragraph 1 or 2, only a half of the granted monthly scholarship amount shall be paid to him/her in that month;
c) After ending his/her studies. If a foreign national duly completes his/her study programme, scholarship payment shall be terminated from the month following the month when the foreign national completed his/her studies. In other cases, scholarship payment shall be terminated from the first month following the month when his/her studies were ended;
d) If a foreign national does not enrol in his/her studies within the given time limit (i.e. within 30 calendar days from the date when s/he is to commence his/her studies as stated in the given Decision on Granting a Scholarship);
e) If a foreign national obtains a permanent residence permit to reside in the Czech Republic (starting from the calendar month that follows the month when the above decision was issued);

f) In addition, the entitlement to the scholarship shall cease on the day on which another Decision on Granting a Scholarship to the given foreign national (amending the previous Decision) issued by the Ministry of Education, Youth and Sports comes into force and effect, as well as upon his/her own initiative based on a change to the facts that were decisive for the assessment of the original scholarship application or based on the discovery that data stated in the original application and submitted documentation was false;

g) The entitlement to the scholarship shall be also forfeited if its holder is diagnosed with a contagious disease, listed in Annex No. 5, items a) through c) of these Guidelines, during the initial medical examination performed in compliance with Chapter 9 of these Guidelines.

Scholarship payment shall also be terminated if a foreign national:

- Discontinues his/her studies;
- Is expelled from his/her studies;
- Obtained the Decision on Granting a Scholarship as a result of fraudulent conduct or as a result of stating incorrect data;
- Pursues other activities that are contrary to legal regulations valid in the Czech Republic;
- For reasons, existing on the part of the foreign national, does not undergo the initial medical examination as per Chapter 9 of these Guidelines within a prescribed deadline;
- Does not contract a health insurance policy in compliance with the Act No. 326/1999 Coll, on the Residence of Foreign Nationals in the territory of the Czech Republic, as amended (zákon č. 326/1999 Sb., o pobytu cizinců na území České republiky a o změně některých zákonů) within 60 days from the initial medical examination during which he/she was diagnosed with a serious disease listed in Annex No. 5, items d) through o) of these Guidelines,
- Is a national of the Czech Republic or of a Member State of the European Union;
- Scholarship payment may also be terminated upon a written statement from the rector or dean, or other employee of a university authorised by them, stating that the foreign national is not complying with his/her study obligations vis-à-vis the paid scholarship in an adequate or satisfactory manner (e.g. the number of credits gained in a given period/semester is low compared to the standard, participation in tuition is lower than 80%, etc.).

If the scholarship payment is terminated, the foreign national ceases to be a participant in the scholarship program of the Government of the Czech Republic with all the relevant consequences and is obliged to return to his/her home country without delay.

8 Residence of Foreign Nationals in the Czech Republic

A foreigner (a scholarship holder) may come to the Czech Republic for the purpose of study, provided that he has applied for a long-term residence permit for the purpose of study or a long-term visa for the purpose of study and his application submitted to the Embassy of the Czech Republic has been granted. An application for long-term residence for the purpose of study may be submitted in the Czech Republic only if the foreigner already resides in the Czech Republic on the basis of a long-term visa for any purpose (except for the long-term visa for the purpose of endurance or seasonal employment or a special work visa) or if the foreigner resides in the Czech Republic on the basis of a long-term residence permit (with the exception of residence permit for the purpose of endurance) or if the foreigner holds a long-term (over 90 days) visa or long-term residence permit issued for the purpose of studying by another EU Member State (except for the United Kingdom, Ireland and Denmark) provided that s/he submits this application as part of his/her authorized stay in the territory.

The government scholarship holder is obliged to submit the “Decision of the Ministry of Education, Youth and Sports on Granting a Scholarship” (in Czech) along with the application for a long-term residence permit/long-term visa for study purposes. This Decision replaces the submission of a document proving the foreign national’s purpose of residence in the Czech Republic, a document proving that s/he has the

necessary funds for his/her stay as well as a document proving travel health insurance for the period of his/her stay in the Czech Republic.

Besides the above, the foreign national is also obliged to submit the following documents with the application:

- An original of a valid travel document;
- An original or certified copy of document proving that s/he has accommodation provided for the period of his/her stay in the Czech Republic;
- One photograph;
- A document similar to an extract from the register of criminal records as a basis for assessing that the foreign national has a clean criminal record issued by the state of which s/he is a citizen

and upon request:

- A document similar to a copy of the criminal record issued by the state(s) in which the foreign national resided for a period longer than 6 months in the last 3 years,
- A document proving the fulfilment of measures adopted against spreading an infectious disease from abroad in the Czech Republic.

Further information about the required attachments to an application for a long-term residence permit/long-term visa for study purposes can be provided upon request by the respective Embassy of the Czech Republic. Information in the Czech and English languages is also available on the website of the Ministry of the Interior at https://frs.gov.cz/typy-viz-a-pobytu/obcane-tretich-zemi/).

If the application is granted, the Embassy shall enter a long-term or entry visa in the travel document. A visa issued for the purpose of receipt of a long-term residence permit (provided to those who apply for a long-term residence permit) entitles its holder to enter and stay in the territory of the Czech Republic for up to 60 days.

Upon arrival in the Czech Republic, the foreign national is obliged to fulfil his/her registration duty, cf. Chapter 4.

A foreign national residing in the Czech Republic is obliged to report a change of his/her place of residence (if such a change of residence is to last longer than 30 days) within 30 days from the day when this change occurred and announce it to the designated office of the Department of Asylum and Migration Policy of the Ministry of the Interior relevant to the place of residence and, at the same time, inform the Czech National Agency for International Education and Research (Department of Bilateral and Multilateral Programs) of such a change by sending e-mail to vladni.stipendia@dzs.cz. Further duties of a foreign national residing in the Czech Republic may be found on the website of the Ministry of the Interior at https://frs.gov.cz/povinnosti-cizincu/.

9 Terms and Conditions Governing the Provision of Health Services

Costs of health services provided to government scholarship holders are reimbursed by the Ministry of Health in accordance with Section 180j (4) of Act No. 326/1999 Coll., on the Residence of Foreign Nationals in the territory of the Czech Republic, as amended. The health services provider shall send an invoice for provided health services to the Medical Insurance Supervision Department of the Ministry of Health, Palackého náměstí 375/4, 128 01 Prague 2, in order to have them reimbursed.

Government scholarship holders, like the citizens of the Czech Republic, pay, for example, so-called regulatory fees, co-payments for medicines and co-payment in the case of certain medical devices. Government scholarship holders are provided with health services to the same extent and under the same conditions as Czech insured persons (taking into account the exception mentioned in the last paragraph).

After the arrival in the Czech Republic and before commencing their studies (within 30 days from arrival at the latest), government scholarship holders have to undergo an initial medical examination. If this medical examination determines that a government scholarship holder suffers from an infectious or serious disease, the attending physician is obliged to notify the Ministry of Health of this fact.

A person diagnosed with an infectious disease, listed in Annex No. 5, items a) through c), to these Guidelines, during the initial medical examination loses entitlement to the scholarship (cf. item g) of Chapter 7). The Ministry of Health shall however cover urgent care related to the treatment of such infectious disease. The Ministry of Health shall also cover further urgent care deemed necessary during the treatment of the infectious disease concerned, if this care is provided within the period of 60 days from the initial medical examination.

The Ministry of Health shall cover the urgent care related to the treatment of a serious disease listed in Annex No. 5, items d) through o), to these Guidelines which was diagnosed during the initial medical examination of a person. The Ministry of Health shall also cover other urgent care deemed necessary during the treatment of the serious disease concerned, if this care is provided within the period of 60 days from the initial medical examination. After the 60-day period from the initial medical examination, the Government scholarship-holder is obliged to provide evidence that he/she has contracted health insurance in compliance with the Act No. 326/1999 Coll, on the Residence of Foreign Nationals in the territory of the Czech Republic, as amended.

The student shall lose his/her status of a government scholarship-holder as of the date when scholarship payment is terminated and is obliged to contract a comprehensive health insurance policy with a scope corresponding to the provisions stipulated in the Act No. 326/1999 Coll, on the Residence of Foreign Nationals in the territory of the Czech Republic, as amended.

The Ministry of Health **shall not reimburse health services related to pregnancy, delivery and childcare** to female government scholarship holders. If pregnancy is established in a female government scholarship holder, it is recommended that she should discontinue her studies and return to her homeland for the necessary period of time. If the student decides to continue her studies, it is her duty to effect travel health insurance for herself and her baby in accordance with the provision of Section 180j (5) of Act No. 326/1999 Coll., on the Residence of Foreign Nationals in the territory of the Czech Republic, as amended.

10 Obligations of a Government Scholarship Holder

A foreign national who has been granted a scholarship of the Government of the Czech Republic and who has accepted this scholarship is obliged to abide by the rules laid down in the Guidelines for Granting Scholarships of the Government of the Czech Republic and to follow instructions given by the Ministry of Education, Youth and Sports issued in relation to the Government Scholarship Programme and designated for government scholarship holders.

A government scholarship holder is furthermore obliged to:

- Fully focus on his/her studies for which the scholarship of the Government of the Czech Republic was granted, with the aim of completing studies within the standard period of study;
- Comply with legal regulations valid in the Czech Republic as well as regulations of the university where s/he pursues his/her studies;
- Immediately inform an employee of the Department of Bilateral and Multilateral Programs of the Czech National Agency for International Education and Research about the following:
    - Changes that have taken place in information stated in the Decision on Granting a Scholarship or that are essential with regard to pursuing studies with a scholarship of the Government of the Czech Republic;
    - Facts that may lead to exceeding the regular period of study (e.g. repetition of a year, study distribution, individual study plan, long illness or serious personal problems, etc.);
    - Problems, difficulties and shortcomings related to the Government Scholarship Programme;

- Share experience and help others, in particular new government scholarship holders, whenever needed;
- Prepare a final report upon ending his/her studies (on any ground) following an e-mail request to do so that contains a link to an online form (Annex No. 6);
- Return to the country of origin after ending his/her studies;
- Develop the knowledge, experience and friendships gained during his/her studies in the Czech Republic throughout his/her life and apply his/her learning in practice for the benefit of his/her country.

11 Useful Information and Contacts

Information about studying at universities in the Czech Republic: https://www.studyin.cz/

Information on the entry and residence of foreign nationals in the territory of the Czech Republic: https://frs.gov.cz

Ministry of Foreign Affairs: Loretánské nám. 5, 118 00 Praha 1, https://www.mzv.cz/

Ministry of Education, Youth and Sports: Karmelitská 529/5, 118 12 Praha 1, https://www.msmt.cz/

Ministry of Health: Palackého nám. 375/4, 128 01 Praha 2, https://www.mzcr.cz/

Czech National Agency for International Education and Research: Na Poříčí 1035/4, 110 00 Praha 1, https://www.dzs.cz/, vladni.stipendia@dzs.cz

Institute for Language and Preparatory Studies: Vratislavova 10, 128 00 Praha 2
Study centre Poděbrady: Jana Opletala 77, 290 36 Poděbrady
Study centre Praha:

- *Hostivař:* Weilova 1144/2, 102 00 Praha 10
- *Hotel Krystal:* José Martího 407/2, 162 00 Praha 6

International Student Office: Hotel Krystal, José Martího 2/407, 162 00 Praha 6, tranzit@ujop.cuni.cz, +420 724 076 495

Problems with filling in the electronic application form: registr@dzs.cz

Annex No. 1

D e c l a r a t i o n

about the Acceptance of the Terms and Conditions Governing the Granting of Scholarships
of the Government of the Czech Republic

I.....country.....date of birth.....

as an applicant for a scholarship of the Government of the Czech Republic, hereby represent that I have received and carefully read the Guidelines for Granting Scholarships of the Government of the Czech Republic ("Guidelines"), that I accept the terms and conditions stated in the above Guidelines and that I shall abide by them if I am granted a scholarship upon a Decision of the Ministry of Education, Youth and Sports of the Czech Republic and accept this scholarship.

I am fully aware of the fact that if I fail to meet the terms and conditions stipulated by the Guidelines, the Ministry of Education, Youth and Sports shall terminate scholarship payment. Upon termination of scholarship payment, I shall hereby lose the status of a government scholarship holder and shall be obliged to leave the territory of the Czech Republic.

I am furthermore aware of the fact that the Czech Republic shall not cover expenses related to my travel to the Czech Republic and back to my home country upon the completion of my studies, and it shall therefore be my duty to cover those expenses either from my own funds or with the assistance of the government or organisation that sends me to the Czech Republic to pursue my studies.

Done at.....on.....

.....

Signature of the scholarship applicant

On behalf of the Embassy of the Czech Republic received by

Annex No. 2

D e c l a r a t i o n

about the Acceptance of the Terms and Conditions Governing the Provision of Health Services

I.....country.....date of birth.....

as an applicant for a scholarship of the Government of the Czech Republic, hereby represent that I have carefully read the terms and conditions for the provision of health services in the Guidelines for Granting Scholarships of the Government of the Czech Republic, and that I accept the above terms and conditions if I am granted the scholarship upon a Decision of the Ministry of Education, Youth and Sports of the Czech Republic and accept this scholarship.

I am fully aware of the fact that the Ministry of Education, Youth and Spots shall terminate the scholarship payment if I fail to abide by the stipulated obligations and statutory obligations, or if I am diagnosed with an infectious disease listed in Annex No. 5, items a) through c), during the initial medical examination.

Upon termination of scholarship payment, I shall hereby lose the status of a government scholarship holder and shall be obliged to leave the territory of the Czech Republic.

I note that my personal data related to my person will be provided to the Ministry of Health by the health services provider in order to reimburse the health services that have been provided to me. I am aware of the fact that the above data include my name, date of birth, student number, name of my home country, date of treatment or examination (or date of hospital admission and discharge in the case of inpatient care), names and codes of performed treatments, diagnosis and medical report. I note that the Ministry of Health will process the above data in order to reimburse provided health services. I note that the Ministry of Health will store my personal data even after I complete my studies as part of the scholarship of the Government of the Czech Republic for the necessary period of time.

Done at.....on.....

.....

Signature of the scholarship applicant

On behalf of the Embassy of the Czech Republic received by

Annex No. 3

A f f i r m a t i o n

on Return to the Country of Origin upon Completion of Studies

I.....country.....date of birth.....

as an applicant for a scholarship of the Government of the Czech Republic, hereby affirm that if I am granted the scholarship upon a Decision of the Ministry of Education, Youth and Sports of the Czech Republic and accept this scholarship, I shall fully focus on my studies during the whole period for which I am granted the scholarship of the Government of the Czech Republic, and that I shall return to my home country immediately upon completing my studies, and/or after the time limit for scholarship payment has elapsed, and/or after I lose the status of a government scholarship holder on grounds stipulated by the Guidelines, and/or upon termination of scholarship payment upon a Decision of the Ministry of Education, Youth and Sports.

Done at.....on.....

.....

Signature of the scholarship applicant

On behalf of the Embassy of the Czech Republic received by

Annex No. 4

Ministry of Education, Youth and Sports of the Czech Republic
Department of International Relations
Karmelitská 529/5, 118 12 Praha 1, tel.: +420 234 811 111

INITIAL MEDICAL CERTIFICATE

Name and surname of the applicant:

Date of birth:

Address:

1) Is the applicant's health – at the time this medical certificate is issued – such that it will not deteriorate in relation to intensive studies abroad?

2) Has the applicant suffered/Does the applicant currently suffer from any of the diseases given below? If so, please indicate the exact diagnosis, period and development of the disease.

   a) Tuberculosis – please state the results of chest X-rays no more than 6 months old*

   b) Typhoid fever (including bacillus carriage) – if yes, please state when bacilli-carriage tests were performed and what their result was

   c) sexually transmitted infections, including infections transmitted mainly through sexual contact (at all stages, and also leprosy, plague, trachoma, parasitic diseases, paratyphoid, cholera, poliomyelitis, diphtheria, shigellosis

   d) Mental disorders

   e) Severe cardiovascular system diseases, including heart disease

f) Severe respiratory system diseases, including chronic pulmonary disease

g) Severe gastrointestinal system diseases, including liver disease

h) Severe urinary and reproductive systems diseases

i) Any other diseases that require systematic medical monitoring or treatment (e.g. diabetes mellitus, attacks or seizures, neoplasms, etc.)

j) Other remarks by the medical doctor:

Date:

Signature of the medical doctor:

Name of the medical doctor:

Address:

Stamp of the medical doctor:

*) Please write down the results in words and do not enclose X-rays!

Annex No. 5

Ministry of Education, Youth and Sports of the Czech Republic
Department of International Relations
Karmelitská 529/5, 118 12 Praha 1, tel.: +420 234 811 111

COMPREHENSIVE MEDICAL CERTIFICATE

Name and surname of the applicant:

Date of birth:

Address:

1) Is the applicant's health – at the time this medical certificate is issued – such that it will not deteriorate in relation to intensive studies abroad?

2) Has the applicant suffered/Does the applicant currently suffer from any of the diseases given below? If so, please indicate the exact diagnosis, period and development of the disease.

   a) Tuberculosis – please state the results of chest X-rays no more than 6 months old *

   b) Typhoid fever (including bacillus carriage) – if yes, please state when bacilli-carriage tests were performed and what their result was

   c) sexually transmitted infections, including infections transmitted mainly through sexual contact (at all stages), and also leprosy, plague, trachoma, parasitic diseases, paratyphoid, cholera, poliomyelitis, diphtheria, shigellosis

   d) Mental disorders

   e) Severe cardiovascular system diseases, including heart disease

f) Severe respiratory system diseases, including chronic pulmonary disease

g) Severe gastrointestinal system diseases, including liver disease

h) Severe urinary and reproductive systems diseases

i) Haematological diseases

j) Rheumatic diseases

k) Neuromuscular diseases

l) Post-transplantation conditions

m) Inborn metabolic disorders

n) Rare diseases

o) Other disease(s) requiring continuous medical care or treatment (e.g. diabetes mellitus, seizure disorders, neoplasms etc.).

p) Other notes of the attending physician:

Date:

Signature of the medical doctor:

Name of the medical doctor:

Address:

Stamp of the medical doctor:

*) Please write down the results in words and do not enclose X-rays!

Annex No. 6

Student No./Kmenové číslo:

Final Report of a Government Scholarship Holder
Závěrečná zpráva stipendisty vlády České republiky
(to be filled in on-line only in Czech or in English)
(vyplňuje se on-line pouze v českém nebo anglickém jazyce)

Name/Jméno:

Country/Země:

University/Veřejná vysoká škola:

Faculty/Fakulta:

Studies/Studium:			
☐ Bachelor's/ bakalářské	☐ Master's/ magisterské	☐ Follow-up Master's/ navazující magisterské	☐ Doctoral/ doktorské

Language of studies/Jazyk studia:		
☐ Czech/český	☐ English/ anglický	☐ Other (which one?)/jiný (jaký?):

Study programme/Studijní program:

Field of study/Obor studia:

Mode of studies completion/Způsob ukončení studia:

☐ Graduated/ absolvoval	On/dne:	Attained title/dosažený titul:
☐ Discontinued/ zanechal studia	On/dne:	Reason/ důvod:
☐ Expelled/ vyloučen	On/dne:	Reason/ důvod:

1. Where did you obtain the information about the government scholarship programme? / Kde jste získal/a informace o programu vládních stipendií?

2. What motivated you to study in the Czech Republic? / Co Vás motivovalo studovat v České republice?

3. Can you describe your language preparation before you started your studies at a university / Jak probíhala Vaše jazyková příprava před studiem na veřejné vysoké škole?

4. Where did you stay during your studies (dormitory/flat)? / Kde jste během studijního pobytu bydlel/a (kolej/byt)?

5. What was the price of your accommodation (in CZK per month)? / Cena Vašeho ubytování (v Kč měsíčně).

6. Were you satisfied with your accommodation (in terms of equipment and/or services)? / Byl/a jste s ubytováním (vybavenost, služby) spokojen/a?

7. Did you receive any medical treatment? / Měl/a jste zkušenosti s lékařským ošetřením?

8. Did you experience any problems with the provision and/or reimbursement of healthcare? / Vyskytly se nějaké problémy s poskytnutím nebo úhradou zdravotní péče?

9. What was the amount of your scholarship (in CZK per month)? / Jaká byla výše Vašeho stipendia (v Kč měsíčně)?

10. What other resources did you use to fund your studies? / Jakých dalších zdrojů jste využil/a k financování studia?

11. What was your average monthly expenditure during your study stay? (in CZK per month) / Jaké byly Vaše průměrné měsíční výdaje během pobytu? (v Kč měsíčně)		
Of which / z toho:		
Food / stravování:	Accommodation / ubytování:	Study aids / studijní pomůcky:

12. Did you pay any fees to the university? If so, could you describe them? / Platil/a jste škole nějaké poplatky? Pokud ano, jaké?

13. How did the recognition of your previous foreign studies go? Did you face any problems? If so, could you describe them? / Jak probíhalo uznání zahraničního vzdělání? Musel/a jste v souvislosti s tím čelit nějakým problémům? Jakým?

14. What were the benefits of your studies in the Czech Republic? What do you see as the greatest benefit? / Co Vám studium v České republice dalo? Co považujete za největší přínos?

15. How would you like to apply in practice your knowledge and experience obtained during your studies in the Czech Republice? / Jak hodláte znalosti a zkušenosti nabyté při studiu v České republice uplatnit?

16. Do you already have a specific job offer? If so, could you describe it? / Máte již konkrétní nabídku zaměstnání? Pokud ano, uveďte jakou.

17. What are your study/work/personal plans for the nearest future? / Jaké jsou Vaše nejbližší studijní/pracovní/osobní plány?

18. Did you encounter any serious difficulties during your studies in the Czech Republic? If so, could you describe them? / Setkal/a jste se během studia v České republice s nějakými závažnými problémy? Jakými?

19. Do you have any recommendations for your followers, i. e. other government scholarship holders? If so, could you write them down? / Máte nějaká doporučení pro Vaše následovníky – vládní stipendisty? Jaká?

20. Do you have any comments or ideas about the Government Scholarship Programme? / Uveďte Vaše připomínky a nápady k fungování programu stipendií vlády České republiky:

21. Please write down your address and e-mail, so that the Embassy of the Czech Republic in your country of origin can reach you. / Uveďte Vaši adresu a e-mail pro kontakt se zastupitelským úřadem České republiky ve Vaší zemi původu.	
Street address / Ulice, č. p.:	City / Město:
Postcode / PSČ:	Country / Stát:
Personal e-mail / Osobní e-mail:	Tel.:

In / V	Date / Dne:	Signature / Podpis: